

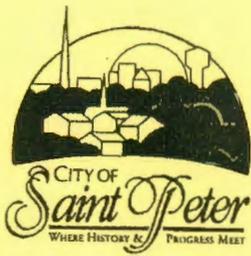
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 24, 2016  
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VII. NEW BUSINESS**
  - A. Assessment of Unpaid Utility Charges
  - B. Assessment of Unpaid Miscellaneous Charges
  - C. Bias/Hate Crime Plan Update
  - D. Consolidated Communication Merger
  - E. City Assistance Request: Halloween Fun Run
  - F. Donation Policy Update
- VIII. REPORTS**
  - A. MAYOR**
    - 1. Sister City Visit
    - 2. Others
  - B. CITY ADMINISTRATOR**
    - 1. City/School Committee Meeting Discussion
    - 2. SMMPA Annual Meeting
    - 3. Housing Funding Update
    - 4. Rental Rehab
    - 5. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

Mayor Zieman 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 September 26, 2016 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 October 6, 2016 through October 19, 2016, is attached. Please see the attached staff reports and RESOLUTION.

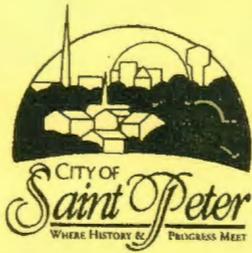
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF RESOLUTIONS RELATED TO ASSESSMENT OF UNPAID UTILITY CHARGES**

Staff recommends initiation of the process for assessment of unpaid utility charges. The process involves adoption of a resolution directing staff to prepare the assessment roll and adoption of a resolution calling for a public hearing on the proposed assessments. Please see the attached staff report and RESOLUTIONS.



**B. ADOPTION OF A RESOLUTIONS RELATED TO ASSESSMENT OF UNPAID MISCELLANEOUS CHARGES**

Staff recommends initiation of the process for assessment of unpaid miscellaneous charges. The process involves adoption of a resolution directing staff to prepare the assessment roll and adoption of a resolution calling for a public hearing on the proposed assessments. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING UPDATED BIAS/HATE CRIME PLAN**

The City Council sits as the Human Rights Commission. Staff has recommended the Council adopt an update to the Commission's Bias/Hate Crime Plan. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING CRYSTAL COMMUNICATIONS'S PRO FORMA MERGER WITH CONSOLIDATED COMMUNICATIONS ENTERPRISE SERVICES**

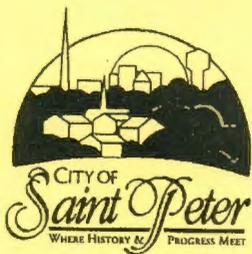
Legal Counsel for Crystal Communications dba Consolidated Communications Enterprise Services, Inc. has contacted the City to provide notice of the company's intent to merge. Crystal Communications was recently granted a renewal cable television franchise within Saint Peter. The agreement requires City approval for assignment of the agreement to the newly merged company. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION AUTHORIZING REQUEST FOR CITY ASSISTANCE FOR CHAMBER OF COMMERCE HALLOWEEN FUN RUN.**

The Chamber of Commerce has taken over administration of the Halloween Fun Run and Lil Monster Dash. The Chamber has requested City assistance for the event. Approval is recommended. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING UPDATED DONATION POLICY**

At the request of the City Council, the City's donation policy has been updated to require Parks Board review of any proposed donations exceeding \$1,000 in value for park purposes. The modifications have been made and approval is recommended. Please see the attached staff report and RESOLUTION.



**VIII. REPORTS**

**A. MAYOR**

**1. REPORT ON SISTER CITY VISIT**

Mayor Zieman will provide a report at this time on the upcoming visit by officials of Saint Peter's Sister City of Petatlan, Mexico.

**2. OTHERS**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/SCHOOL COMMITTEE MEETING DISCUSSION**

A report will be provided at this time on discussion from the October 19th City/School committee meeting.

**2. REPORT ON SMMPA ANNUAL MEETING**

A report will be provided at this time on the recent annual meeting of SMMPA which was attended by City Administrator Prafke, Councilmember Grams, and Public Works Director Moulton.

**3. REPORT ON HOUSING FUNDING**

A report will be provided at this time on the announcement of funding for Traverse Green Subdivision.

**4. REPORT ON RENTAL REHAB**

A report will be provided at this time on rental rehab.

**5. OTHERS**

Any further reports by City Administrator Prafke 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  
OCTOBER 10, 2016**

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 October 10, 2016.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Pfeifer, Parras, Kvamme, Carlin, Brand, Grams, and Mayor Zieman. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineer Loose.

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

**Approval of Minutes** – Councilmember Pfeifer asked for a change to the minutes to reflect his belief that he abstained on the vote for the name of the City park adjacent to the new high school. A motion was made by Pfeifer, seconded by Parras, to approve the minutes of the September 26, 2016 regular City Council meeting with the voting change. With all in favor, the motion carried and the minutes were approved as modified. A complete copy of the minutes of the September 26, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Carlin, seconded by Parras, Resolution No. 2016-149 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. 2016-149 is contained in the City Administrator's book entitled Council Resolutions 21.

**Transit System Joint Powers Agreement** – City Administrator Prafke recommended execution of a joint powers agreement with the City of Le Sueur for provision of transit services to start in January of 2017. Prafke noted the joint system was being considered based on the State's desire to lessen the number of grant applications it deals with and to encourage cooperation and consolidation among smaller systems. Prafke noted the new system would be governed by a Joint Powers Board that would consist of two elected officials and one elected official alternate from each City; that the alternate who would only vote in the absence of one of that City's appointed officials; that the system would continue to provide the same services that are currently in place in both communities; and the system would develop a corridor route between Le Sueur-Saint Peter-Mankato. Prafke noted that transit staff in Le Sueur would become employees of the City of Saint Peter who will become responsible for all personnel activities which would be charged back to the system and that the City of Le Sueur will take over the financial matters for the joint system with their costs being paid by the joint system.

Prafke pointed out that approval of the agreement essentially divested the City Council of all control over the system and that transit in both communities would then be operated and administered by the joint authority. Prafke also noted that there was a one year notice requirement should either Saint Peter or Le Sueur wish to dissolve the joint powers agreement and the unusually long notice requirement was due to the complexity of reverting back to two separate systems. Finally, Prafke noted that there would be additional agreements for the City Council to act on and those would come before the City Council in the near future.

Councilmember Parras questioned if there would be start-up costs that were not covered by the State grant funds. Finance Director O'Connell indicated that items such as promotion of the system, dispatching software and the like may require the City to fund some up-front costs, but that both cities had sufficient transit reserves to fund those costs.

City Administrator Prafke also pointed out that should the joint system lose money, both of the cities would share in the cost of making the system whole.

Councilmember Parras also questioned what would happen in the event of a tie vote on a four member Board. City Administrator Prafke indicated that if a tie existed, the action would not pass.

Councilmember Kvamme requested changes/clarification to the joint powers agreement related to "supermajority", Operations Committee vs. Operations Board, and the budgeting process.

In motion by Carlin, seconded by Grams, Resolution No. 2016-150 entitled "Resolution Entering Into A Joint Powers Agreement With The City Of Le Sueur For The Provision Of Public Transit Services" was introduced with the changes to the agreement as proposed by Councilmembers. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-150 is contained in the City Administrator's book entitled Council Resolutions 21.

**Transit Staffing Modifications** – City Administrator Prafke recommended that three new positions be created for the transit system including Transit Operations Manager, Transit Compliance Manager, and Transit Support Specialist. Prafke also recommended changes to the job descriptions for the Bus Driver position to require a higher level of driver's license that would allow the current Saint Peter drivers to drive the larger buses used by Le Sueur. Councilmember Parras pointed out that the Transit Compliance Manager position was required to drive the buses, but the minimum qualifications did not include the need for a driver's license.

In motion by Parras, seconded by Grams, Resolution No. 2016-151 entitled "Resolution Creating Positions For Joint Transit System (Minnesota River Valley Transit)" was introduced with modification to the Transit Compliance Manager description to include a Class C driver's license as a minimum requirement. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-151 is contained in the City Administrator's book entitled Council Resolutions 21.

**Business License Applications** – City Administrator Prafke recommended approval of several new business license applications for 3rd Street Tavern. Prafke noted there was nothing found in the background investigation that would prohibit issuance of the licenses. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-152 entitled "Resolution Approving Business License Applications" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-152 is contained in the City Administrator's book entitled Council Resolutions 21.

## **Reports**

**REDA Meeting** - Councilmember Kvamme reported on the annual Greater Mankato Growth REDA meeting held at Gustavus. Kvamme indicated staff from the different member organizations were in attendance as were State legislators representing the member

communities and other area legislators. Kvamme reported the DEED Commissioner spoke and congratulated the Mankato area on its' economic rankings in the state and region.

**LMC Regional Meetings** – City Administrator Prafke encouraged Councilmembers to participate in the League of Minnesota Cities regional meeting being held in North Mankato on October 26th.

**SMMPA Annual Meeting** – City Administrator Prafke reported he and Councilmember Grams would be attending one day of the SMMPA annual meeting.

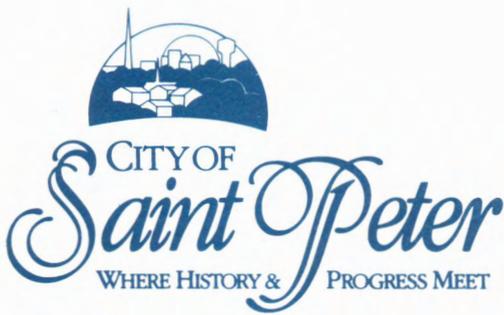
**Fall Hydrant Flushing** – City Administrator Prafke reported the Water Utility would begin fall hydrant flushing on October 10th and would be working between the hours of 8:00 p.m. and 6:00 a.m. Prafke encouraged residents to check water quality before washing laundry.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:35 p.m.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 10/17/2016

**FROM:** Pete Moulton  
Director of Public Works

**RE:** Advanced Metering Infrastructure (AMI) System

### ACTION/RECOMMENDATION

Authorize the purchase of computer equipment from Computer Technology Solutions (CTS) Inc. of Mankato, Minnesota in the amount of \$3,552 and purchase of antennas and gateways from Eaton Cooper of Minneapolis, Minnesota in the amount of \$4,358.46.

### BACKGROUND

During the first part of 2016 staff has been installing the first phase of the AMI system. Fifty of the planned 100 electric and 50 of the planned 100 water meters have been installed and are reading on a regular basis at Public Works. The additional meters will be installed when the last delivery of meters are received. Staff is also working with Eaton Cooper to incorporate the last section of the first phase which is taking the readings and integrating them into our billing system which will eventually produce a utility bill.

Looking forward to the next phase, staff is looking to expand the coverage areas by installing additional antennas, gateways and switches in order to install the hardware that transmits the signals from the meters back to Public Works and eventually to our billing software. There is a potential delivery time of 14 weeks for receipt of the next phase of materials. Even with additional installations and the billing process of the Pilot project still in the works, this purchase would allow us to have materials on hand when we have completed the billing and have completed the evaluation of the pilot project.

Computer Technologies Solutions (CTS) of Mankato continues to provide the lowest cost on related quotes related to computer services within the City system. They are familiar with our networking infrastructure and have assisted with setup and maintenance on our existing HP System including servers, switches, laser printers, and workstations. They employ certified technicians and work with us to make our system operate efficiently. A second quote was received from CDW-G in the amount of \$4,052.61. An itemized summary of the CTS quote is shown below:

*Networking:*

|                                    |         |
|------------------------------------|---------|
| Three (3) – HP 1920-8G Switch      | \$ 525  |
| Six (6) – HP Mini GBIC Transceiver | \$2,514 |
| 1000' CAT 5 Cable                  | \$ 280  |

|   |                |
|---|----------------|
| Fifty (50) CAT 5 Tj45 Crimp Ends        | \$ 51          |
| 2 Meter LC-SC Duplex Single Mode Fiber  | \$ 80          |
| 20 Meter LC-SC Duplex Single Mode Fiber | \$ 72          |
| <b>Networking Total</b>                 | <b>\$3,522</b> |

Materials necessary to expand the AMI System will need to be purchased from Eaton Cooper as they are the only vendor able to supply the necessary materials. An itemized summary of the Eaton Cooper quote is shown below:

*Antennas and Gateways*

|                                    |                   |
|------------------------------------|-------------------|
| Two (2) Antennas                   | \$ 798.00         |
| Two (2) Lightning Arrestor         | \$ 110.00         |
| Two (2) Grounding Kits             | \$ 70.00          |
| 150' Coax Cable                    | \$ 295.00         |
| Two (2) Gateway 800 Gateways       | \$3,000.00        |
| Freight Charge                     | \$ 85.46          |
| <b>Antennas and Gateways Total</b> | <b>\$4,358.46</b> |
| <b>Total Cost</b>                  | <b>\$7,880.46</b> |

The new system will allow for information to be collected from a fixed mesh network using the fiber optic cables currently in place. Once the system is operational, staff would add collector meters to the system and begin to accumulate monthly readings for billing. Both water and electric meters will have the capability to talk back to the fixed mesh network through this server.

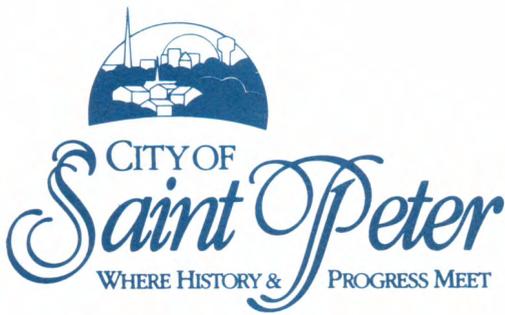
Our goal for this purchase is to help ensure that we have materials ready and onsite should the pilot project be successful and the Council approves moving forward with the phased transfer of reading meters to this AMI system. If the pilot is unsuccessful, or the Council does not move forward, the materials can be returned for refund.

Staff recommends acceptance of the quotes received from CTS and Eaton Cooper. The costs will be funded by electric, water, and wastewater utility funds.

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

PM/amg





## Memorandum

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

**DATE:** 10/20/16

**FROM:** Todd Prafke  
City Administrator

**RE:** December Meeting Schedule

### **ACTION/RECOMMENDATION**

Consider cancellation of the second regular meeting in December (the 26th) and the December 19<sup>th</sup> workshop as part of the consent agenda.

### **BACKGROUND**

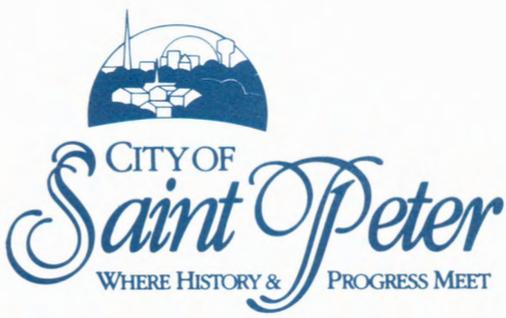
The customary practice for the Council has been to cancel the second regular meeting of December (December 26, 2016) and the last workshop session of the year. Should the Council follow this practice in 2016, action has been included on the consent agenda to provide for cancellation.

Should the Council choose to cancel the December 26th meeting, payment of accounts payable would be handled as follows:

- Staff shall be directed to pay account payables prior to December 31, 2016 following review by the City Administrator, Director of Finance and Mayor.
- Staff shall prepare a disbursement list of the aforementioned end of the year accounts payable for formal consideration by the City Council at the January 9, 2016 regular Council meeting.

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

TP/bal



## Memorandum

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

**DATE:** 10/20/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** FLSA Pay Modification – Recreation Programs Supervisor

### ACTION/RECOMMENDATION

Authorize a modification in pay for the position of Recreation Programs Supervisor based on new requirements and rules under the FLSA.

### BACKGROUND

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards covering employees in the private sector and in Federal, State, and local governments. Generally, employees of enterprises that have an annual gross volume of sales made or business done of \$500,000 or more are covered by the FLSA. In addition, employees of certain entities are covered by the FLSA regardless of the amount of gross volume of sales or business done. These entities include hospitals, businesses providing medical or nursing care for residents, schools (whether operated for profit or not for profit), and public agencies.

The FLSA has recently announced changes to regulations relating to overtime and employers have a range of options for responding to the updated standard salary level. For each affected employee newly entitled to overtime pay, employers may:

- increase the salary of an employee who meets the duties test to at least the new salary level to retain his or her exempt status;
- pay an overtime premium of one and a half times the employee's regular rate of pay for any overtime hours worked;
- reduce or eliminate overtime hours;
- reduce the amount of pay allocated to base salary (provided that the employee still earns at least the applicable hourly minimum wage) and add pay to account for overtime for hours worked over 40 in the workweek, to hold total weekly pay constant; or
- use some combination of these responses.

Your Recreation Programs Supervisor is paid on a salary basis (\$43,825) under the current terms of employment. Changes in the FLSA rules that are effective on December 1<sup>st</sup> of this year mean that under our current rules and pay we will be out of compliance for this position. The reason we will be out of compliance is because the salary you pay is lower than the soon to be imposed minimum standard salary that exempts the position, and therefore the City, from

paying overtime. Another way to describe this is that we don't pay a high enough salary for this position to meet the exception from the new overtime rules. So when overtime is worked, we would need to pay the salary plus an equivalent of per hour pay for the overtime at one and one half the rate of pay with an anticipated estimated cost of \$50,675. The salary level to meet the new rules is a minimum \$47,500, therefore I am recommending a pay change, effective December 1, 2016, to \$47,500 per year.

Please know that as this rules goes into effect on December 1<sup>st</sup> of this year this position would be exempted from any pay change recommendation I make to the Council for the new year.

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

TP/bal

| VENDOR SORT KEY            | DESCRIPTION                | FUND                       | DEPARTMENT             | AMOUNT                 |        |
|----------------------------|----------------------------|----------------------------|------------------------|------------------------|--------|
| 4 THE TEAM, LLC            | uniform allow.             | GENERAL FUND               | PARKS                  | 15.00                  |        |
|                            | paws walk tshirts          | RESTRICTED CONTRIB         | COMMUNITY SERVICE      | 888.00                 |        |
|                            | TOTAL:                     |                            |                        | 903.00                 |        |
| AFFILIATED CREDIT SERVICES | sept. collections          | ELECTRIC FUND              | CUSTOMER ACCOUNTS      | 3.74                   |        |
|                            | TOTAL:                     |                            |                        | 3.74                   |        |
| AMERICAN LEGION            | library staff meeting 09/1 | LIBRARY FUND               | LIBRARY                | 42.25                  |        |
|                            | TOTAL:                     |                            |                        | 42.25                  |        |
| ARROW ACE HARDWARE INC     | felt strips, round-up, & b | GENERAL FUND               | MUNICIPAL BUILDING     | 55.74                  |        |
|                            | battery & cleaning supplie | GENERAL FUND               | POLICE                 | 16.64                  |        |
|                            | air line & battieries      | GENERAL FUND               | FIRE                   | 50.72                  |        |
|                            | batteries                  | GENERAL FUND               | BUILDING INSPECTOR     | 8.99                   |        |
|                            | lubricant                  | GENERAL FUND               | STREETS                | 32.38                  |        |
|                            | wet/ dry vac & tap         | GENERAL FUND               | STREETS                | 17.51                  |        |
|                            | lubricant                  | GENERAL FUND               | PARKS                  | 32.38                  |        |
|                            | weed whip line, harness, 1 | GENERAL FUND               | PARKS                  | 139.52                 |        |
|                            | wet/ dry vac & tap         | GENERAL FUND               | PARKS                  | 17.51                  |        |
|                            | caulk, hooks & clamps      | COMMUNITY CENTER           | COMMUNITY CENTER       | 33.90                  |        |
|                            | lubricant                  | WATER                      | DISTRIBUTION AND STORA | 16.19                  |        |
|                            | wet/ dry vac & tap         | WATER                      | DISTRIBUTION AND STORA | 8.76                   |        |
|                            | tape measurers             | WATER                      | DISTRIBUTION AND STORA | 15.98                  |        |
|                            | lubricant                  | WASTE WATER FUND           | SOURCE/TREATMENT       | 16.19                  |        |
|                            | wet/ dry vac & tap         | WASTE WATER FUND           | SOURCE/TREATMENT       | 8.76                   |        |
|                            | furnace filters            | WASTE WATER FUND           | SOURCE/TREATMENT       | 30.36                  |        |
|                            | lubricant                  | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 16.19                  |        |
|                            | wet/ dry vac & tap         | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 8.76                   |        |
|                            | chainsaw gloves            | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 50.99                  |        |
|                            | chainsaw bar, plug         | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 40.85                  |        |
|                            | bolts & cover box st light | ELECTRIC FUND              | POWER DISTRIBUTION     | 11.13                  |        |
|                            | lubricant                  | ELECTRIC FUND              | POWER DISTRIBUTION     | 32.38                  |        |
|                            | wet/ dry vac & tap         | ELECTRIC FUND              | POWER DISTRIBUTION     | 17.51                  |        |
|                            | lubricant                  | STORMWATER FUND            | TREATMENT              | 16.17                  |        |
|                            | wet/ dry vac & tap         | STORMWATER FUND            | TREATMENT              | 8.74                   |        |
|                            | screws & gasket            | STORMWATER FUND            | TREATMENT              | 2.31-                  |        |
|                            | ntu supplies               | RESTRICTED CONTRIB         | POLICE                 | 139.49                 |        |
|                            | TOTAL:                     |                            |                        | 841.43                 |        |
|                            | BEST WESTERN               | 2 night stay for schooling | ELECTRIC FUND          | ADMIN AND GENERAL      | 204.52 |
|                            |                            | TOTAL:                     |                        |                        | 204.52 |
|                            | BGMN, INC                  | moa, oil conditioner       | GENERAL FUND           | STREETS                | 131.99 |
|                            |                            | moa, oil conditioner       | GENERAL FUND           | PARKS                  | 131.99 |
|                            |                            | moa, oil conditioner       | WATER                  | DISTRIBUTION AND STORA | 66.00  |
| moa, oil conditioner       |                            | WASTE WATER FUND           | SOURCE/TREATMENT       | 66.00                  |        |
| moa, oil conditioner       |                            | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 66.00                  |        |
| moa, oil conditioner       |                            | ELECTRIC FUND              | POWER DISTRIBUTION     | 131.99                 |        |
| moa, oil conditioner       |                            | STORMWATER FUND            | TREATMENT              | 65.98                  |        |
| TOTAL:                     |                            |                            | 659.95                 |                        |        |
| BOBCAT OF MANKATO          | #614 hustler windshield    | GENERAL FUND               | PARKS                  | 1,097.63               |        |
|                            | hustler z mower rental     | GENERAL FUND               | PARKS                  | 4,240.00               |        |
|                            | grader rental              | GENERAL FUND               | PARKS                  | 500.00                 |        |
|                            | TOTAL:                     |                            |                        | 5,837.63               |        |

| VENDOR SORT KEY               | DESCRIPTION                   | FUND                       | DEPARTMENT             | AMOUNT           |        |
|-------------------------------|-------------------------------|----------------------------|------------------------|------------------|--------|
| BOLTON & MENK INC             | triangular parcel             | GENERAL FUND               | CITY ADMINISTRATION    | 457.00           |        |
|                               | precinct map updates          | GENERAL FUND               | ELECTIONS              | 385.00           |        |
|                               | staff mtgs                    | GENERAL FUND               | STREETS                | 75.00            |        |
|                               | th 99 mtg with mndot          | GENERAL FUND               | STREETS                | 90.00            |        |
|                               | msa mileage for gardner rd    | GENERAL FUND               | STREETS                | 150.00           |        |
|                               | broady way/ gardener          | GENERAL FUND               | STREETS                | 840.00           |        |
|                               | staff mtgs                    | GENERAL FUND               | PARKS                  | 60.00            |        |
|                               | soccer field                  | GENERAL FUND               | PARKS                  | 683.50           |        |
|                               | parkland westview sub enz     | GENERAL FUND               | PARKS                  | 1,509.60         |        |
|                               | new high school principal     | PARK LAND DEDICATI         | PARKS                  | 210.00           |        |
|                               | 2016 affordable housing pl    | HOUSING DISTRICT #         | ECONOMIC DEVMT         | 8,107.00         |        |
|                               | gis implementation phase 2    | WATER                      | CAPITAL-WATER DISTRIBU | 2,366.25         |        |
|                               | staff mtgs                    | WATER                      | ADMIN AND GENERAL      | 30.00            |        |
|                               | gis implementation phase 2    | WASTE WATER FUND           | CAPITAL-COLLECTOR SYST | 2,366.25         |        |
|                               | staff mtgs                    | WASTE WATER FUND           | ADMIN AND GENERAL      | 30.00            |        |
|                               | staff mtgs                    | ENVIRON SERVICES F         | ADMIN AND GENERAL      | 30.00            |        |
|                               | gis implementation phase 2    | ELECTRIC FUND              | CAPITAL-DISTRIBUTION S | 2,366.25         |        |
|                               | staff mtgs                    | ELECTRIC FUND              | ADMIN AND GENERAL      | 75.00            |        |
|                               | benco                         | ELECTRIC FUND              | ADMIN AND GENERAL      | 729.00           |        |
|                               | gis implementation phase 2    | STORMWATER FUND            | CAPITAL-COLL SYS/LIFT  | 2,366.25         |        |
|                               |                               |                            | TOTAL:                 | 22,926.10        |        |
|                               | BORDER STATES ELECTRIC SUPPLY | #413 safety sub 4 hole     | ELECTRIC FUND          | NON-DEPARTMENTAL | 118.80 |
|                               |                               |                            |                        | TOTAL:           | 118.80 |
|                               | CARQUEST AUTO PARTS STORES    | radiator                   | GENERAL FUND           | POLICE           | 244.99 |
|                               |                               | metric kit, sock, & soleni | GENERAL FUND           | STREETS          | 16.54  |
|                               |                               | metric kit, sock, & soleni | GENERAL FUND           | PARKS            | 16.54  |
|                               |                               | elec. fan kit              | GENERAL FUND           | PARKS            | 66.99  |
| metric kit, sock, & soleni    |                               | WATER                      | DISTRIBUTION AND STORA | 8.27             |        |
| towing adapter                |                               | WASTE WATER FUND           | COLLECTOR/LIFT STAT    | 17.99            |        |
| metric kit, sock, & soleni    |                               | WASTE WATER FUND           | SOURCE/TREATMENT       | 8.27             |        |
| v belt                        |                               | WASTE WATER FUND           | SOURCE/TREATMENT       | 103.35           |        |
| metric kit, sock, & soleni    |                               | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 8.27             |        |
| hitch                         |                               | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 29.99            |        |
| metric kit, sock, & soleni    |                               | ELECTRIC FUND              | POWER DISTRIBUTION     | 16.54            |        |
| metric kit, sock, & soleni    |                               | STORMWATER FUND            | TREATMENT              | 8.25             |        |
| curved rad hose               |                               | TRANSIT                    | TRANSIT/TRANSPORTATION | 8.59             |        |
|                               |                               |                            | TOTAL:                 | 554.58           |        |
| CENTERPOINT ENERGY MINNEGASCO |                               | sept gas bill              | GENERAL FUND           | FIRE             | 49.01  |
|                               |                               | sept gas bill              | GENERAL FUND           | STREETS          | 54.47  |
|                               | sept gas bill                 | GENERAL FUND               | SWIMMING POOL          | 66.33            |        |
|                               | sept gas bill                 | GENERAL FUND               | PARKS                  | 43.57            |        |
|                               | sept gas bill                 | LIBRARY FUND               | LIBRARY                | 169.86           |        |
|                               | sept gas bill                 | COMMUNITY CENTER           | COMMUNITY CENTER       | 1,074.62         |        |
|                               | sept gas bill                 | WATER                      | PURIFICATION AND TREAT | 148.85           |        |
|                               | sept gas bill                 | WATER                      | PURIFICATION AND TREAT | 18.76            |        |
|                               | sept gas bill                 | WATER                      | ADMIN AND GENERAL      | 21.79            |        |
|                               | sept gas bill                 | WASTE WATER FUND           | COLLECTOR/LIFT STAT    | 15.85            |        |
|                               | sept gas bill                 | WASTE WATER FUND           | SOURCE/TREATMENT       | 60.93            |        |
|                               | sept gas bill                 | WASTE WATER FUND           | ADMIN AND GENERAL      | 21.79            |        |
|                               | sept gas bill                 | ENVIRON SERVICES F         | ADMIN AND GENERAL      | 21.78            |        |
|                               | sept gas bill                 | ELECTRIC FUND              | ADMIN AND GENERAL      | 54.47            |        |
|                               |                               |                            | TOTAL:                 | 1,822.08         |        |

| VENDOR SORT KEY                     | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT          |
|-------------------------------------|----------------------------|--------------------|------------------------|-----------------|
| CHEMISOLV CORP                      | phosphorous removal materi | WASTE WATER FUND   | BIOSOLIDS              | 4,103.46        |
|                                     | belt filter press          | WASTE WATER FUND   | BIOSOLIDS              | <u>3,542.00</u> |
|                                     |                            |                    | TOTAL:                 | 7,645.46        |
| CINTAS CORPORATION #754             | uniform cleaning           | GENERAL FUND       | STREETS                | 1.33            |
|                                     | uniform cleaning           | GENERAL FUND       | PARKS                  | 1.33            |
|                                     | uniform cleaning           | WATER              | DISTRIBUTION AND STORA | 0.67            |
|                                     | uniform cleaning           | WASTE WATER FUND   | SOURCE/TREATMENT       | 0.67            |
|                                     | uniform cleaning           | ENVIRON SERVICES F | REFUSE DISPOSAL        | 0.67            |
|                                     | uniform cleaning           | ELECTRIC FUND      | POWER DISTRIBUTION     | 1.33            |
|                                     | uniform cleaning           | ELECTRIC FUND      | ADMIN AND GENERAL      | 612.56          |
|                                     | uniform cleaning           | STORMWATER FUND    | TREATMENT              | <u>0.65</u>     |
|                                     |                            | TOTAL:             | 619.21                 |                 |
| CITY OF MANKATO                     | shared pd records expense  | GENERAL FUND       | POLICE                 | 6,924.00        |
|                                     | mdc-cis annual cost        | GENERAL FUND       | POLICE                 | <u>1,350.00</u> |
|                                     |                            |                    | TOTAL:                 | 8,274.00        |
| COLE PAPERS INC                     | insect repellent           | GENERAL FUND       | STREETS                | 9.72            |
|                                     | insect repellent           | GENERAL FUND       | PARKS                  | 7.78            |
|                                     | insect repellent           | WATER              | ADMIN AND GENERAL      | 3.89            |
|                                     | insect repellent           | WASTE WATER FUND   | ADMIN AND GENERAL      | 3.89            |
|                                     | insect repellent           | ENVIRON SERVICES F | ADMIN AND GENERAL      | 3.89            |
|                                     | insect repellent           | ELECTRIC FUND      | ADMIN AND GENERAL      | <u>9.72</u>     |
|                                     |                            | TOTAL:             | 38.89                  |                 |
| COMPUTER TECHNOLOGY SOLUTIONS, INC. | software update fix        | GENERAL FUND       | FINANCE                | <u>125.00</u>   |
|                                     |                            |                    | TOTAL:                 | 125.00          |
| CONSOLIDATED COMMUNICATIONS         | phone bill                 | GENERAL FUND       | CITY ADMINISTRATION    | 55.44           |
|                                     | phone bill                 | GENERAL FUND       | CITY CLERK             | 10.97           |
|                                     | phone bill                 | GENERAL FUND       | FINANCE                | 86.30           |
|                                     | phone bill                 | GENERAL FUND       | MUNICIPAL BUILDING     | 5.13            |
|                                     | phone bill                 | GENERAL FUND       | POLICE                 | 259.86          |
|                                     | phone bill                 | GENERAL FUND       | FIRE                   | 125.14          |
|                                     | phone bill                 | GENERAL FUND       | BUILDING INSPECTOR     | 32.18           |
|                                     | phone bill                 | GENERAL FUND       | PUBLIC WORKS ADMIN     | 67.10           |
|                                     | phone bill                 | GENERAL FUND       | STREETS                | 37.30           |
|                                     | phone bill                 | GENERAL FUND       | SENIOR COORDINATOR     | 4.41            |
|                                     | phone bill                 | GENERAL FUND       | RECREATION/LEISURE SER | 164.30          |
|                                     | phone bill                 | GENERAL FUND       | SWIMMING POOL          | 35.24           |
|                                     | phone bill                 | GENERAL FUND       | PARKS                  | 72.42           |
|                                     | phone bill                 | GENERAL FUND       | ECONOMIC DEVMT         | 21.21           |
|                                     | phone bill                 | LIBRARY FUND       | LIBRARY                | 63.64           |
|                                     | phone bill                 | PUBLIC ACCESS      | PUBLIC ACCESS          | 10.96           |
|                                     | phone bill                 | COMMUNITY CENTER   | COMMUNITY CENTER       | 107.44          |
|                                     | phone bill                 | WATER              | ADMIN AND GENERAL      | 160.54          |
|                                     | phone bill                 | WASTE WATER FUND   | ADMIN AND GENERAL      | 154.90          |
|                                     | phone bill                 | ENVIRON SERVICES F | ADMIN AND GENERAL      | 23.69           |
|                                     | phone bill                 | ELECTRIC FUND      | POWER PRODUCTION       | 26.24           |
|                                     | phone bill                 | ELECTRIC FUND      | ADMIN AND GENERAL      | 122.13          |
|                                     | phone bill                 | TRANSIT            | TRANSIT/TRANSPORTATION | <u>39.46</u>    |
|                                     |                            |                    | TOTAL:                 | 1,686.00        |
| CREDIT RIVER TOOLS                  | tire gauge                 | GENERAL FUND       | STREETS                | 8.80            |
|                                     | tire gauge                 | GENERAL FUND       | PARKS                  | 8.80            |

| VENDOR SORT KEY                 | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT |
|---------------------------------|----------------------------|--------------------|------------------------|--------|
|                                 | tire gauge                 | WATER              | DISTRIBUTION AND STORA | 4.40   |
|                                 | tire gauge                 | WASTE WATER FUND   | SOURCE/TREATMENT       | 4.40   |
|                                 | tire gauge                 | ENVIRON SERVICES F | REFUSE DISPOSAL        | 4.40   |
|                                 | tire gauge                 | ELECTRIC FUND      | POWER DISTRIBUTION     | 8.80   |
|                                 | tire gauge                 | STORMWATER FUND    | TREATMENT              | 4.40   |
|                                 |                            |                    | TOTAL:                 | 44.00  |
| DANCE CONSERVATORY              | dance instructor reimburse | GENERAL FUND       | RECREATION/LEISURE SER | 750.00 |
|                                 |                            |                    | TOTAL:                 | 750.00 |
| FAMILY FRESH MARKET             | all staff mtg              | GENERAL FUND       | CITY ADMINISTRATION    | 92.50  |
|                                 | monthly staff mtg supplies | GENERAL FUND       | STREETS                | 8.63   |
|                                 | senior dance supplies      | GENERAL FUND       | SENIOR COORDINATOR     | 43.24  |
|                                 | monthly staff mtg supplies | GENERAL FUND       | PARKS                  | 6.91   |
|                                 | monthly staff mtg supplies | WATER              | ADMIN AND GENERAL      | 3.45   |
|                                 | monthly staff mtg supplies | WASTE WATER FUND   | ADMIN AND GENERAL      | 3.45   |
|                                 | monthly staff mtg supplies | ENVIRON SERVICES F | ADMIN AND GENERAL      | 3.46   |
|                                 | monthly staff mtg supplies | ELECTRIC FUND      | ADMIN AND GENERAL      | 8.63   |
|                                 | wellness picnic supplies   | RESTRICTED CONTRIB | CITY ADMINISTRATION    | 148.38 |
|                                 | wellness picnic supplies   | RESTRICTED CONTRIB | CITY ADMINISTRATION    | 110.31 |
|                                 | family library event suppl | RESTRICTED CONTRIB | LIBRARY                | 52.49  |
|                                 | family library event suppl | RESTRICTED CONTRIB | LIBRARY                | 28.72  |
|                                 | return                     | RESTRICTED CONTRIB | LIBRARY                | 5.19-  |
|                                 |                            |                    | TOTAL:                 | 504.98 |
| FARMERS ELEVATOR CO OF TRAVERSE | round-up                   | ENVIRON SERVICES F | REFUSE DISPOSAL        | 150.00 |
|                                 | round-up/ f.c.             | ENVIRON SERVICES F | REFUSE DISPOSAL        | 30.30  |
|                                 |                            |                    | TOTAL:                 | 180.30 |
| FASTENAL COMPANY                | battiers                   | GENERAL FUND       | STREETS                | 10.41  |
|                                 | bolts                      | GENERAL FUND       | STREETS                | 10.85  |
|                                 | jigsaw kit & jig           | GENERAL FUND       | STREETS                | 38.17  |
|                                 | jig saw blade              | GENERAL FUND       | STREETS                | 4.66   |
|                                 | battery                    | GENERAL FUND       | STREETS                | 2.47   |
|                                 | battiers                   | GENERAL FUND       | PARKS                  | 10.41  |
|                                 | bolts                      | GENERAL FUND       | PARKS                  | 10.85  |
|                                 | jigsaw kit & jig           | GENERAL FUND       | PARKS                  | 38.17  |
|                                 | jig saw blade              | GENERAL FUND       | PARKS                  | 4.66   |
|                                 | battery                    | GENERAL FUND       | PARKS                  | 2.47   |
|                                 | nipple & adapter           | WATER              | PURIFICATION AND TREAT | 50.06  |
|                                 | battiers                   | WATER              | DISTRIBUTION AND STORA | 5.20   |
|                                 | bolts                      | WATER              | DISTRIBUTION AND STORA | 5.43   |
|                                 | jigsaw kit & jig           | WATER              | DISTRIBUTION AND STORA | 19.08  |
|                                 | jig saw blade              | WATER              | DISTRIBUTION AND STORA | 2.33   |
|                                 | battery                    | WATER              | DISTRIBUTION AND STORA | 1.24   |
|                                 | socket adapter             | WASTE WATER FUND   | SOURCE/TREATMENT       | 4.39   |
|                                 | battiers                   | WASTE WATER FUND   | SOURCE/TREATMENT       | 5.20   |
|                                 | bolts                      | WASTE WATER FUND   | SOURCE/TREATMENT       | 5.43   |
|                                 | jigsaw kit & jig           | WASTE WATER FUND   | SOURCE/TREATMENT       | 19.08  |
|                                 | jig saw blade              | WASTE WATER FUND   | SOURCE/TREATMENT       | 2.33   |
|                                 | battery                    | WASTE WATER FUND   | SOURCE/TREATMENT       | 1.24   |
|                                 | disp. long gloves          | WASTE WATER FUND   | ADMIN AND GENERAL      | 774.04 |
|                                 | battiers                   | ENVIRON SERVICES F | REFUSE DISPOSAL        | 5.20   |
|                                 | bolts                      | ENVIRON SERVICES F | REFUSE DISPOSAL        | 5.43   |
|                                 | jigsaw kit & jig           | ENVIRON SERVICES F | REFUSE DISPOSAL        | 19.08  |
|                                 | jig saw blade              | ENVIRON SERVICES F | REFUSE DISPOSAL        | 2.33   |

| VENDOR SORT KEY                | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT   |
|--------------------------------|----------------------------|--------------------|------------------------|----------|
|                                | battery                    | ENVIRON SERVICES F | REFUSE DISPOSAL        | 1.24     |
|                                | battiers                   | ELECTRIC FUND      | POWER DISTRIBUTION     | 10.41    |
|                                | bolts                      | ELECTRIC FUND      | POWER DISTRIBUTION     | 10.85    |
|                                | jigsaw kit & jig           | ELECTRIC FUND      | POWER DISTRIBUTION     | 38.17    |
|                                | jig saw blade              | ELECTRIC FUND      | POWER DISTRIBUTION     | 4.66     |
|                                | battery                    | ELECTRIC FUND      | POWER DISTRIBUTION     | 2.47     |
|                                | cable ties                 | ELECTRIC FUND      | POWER DISTRIBUTION     | 36.72    |
|                                | battiers                   | STORMWATER FUND    | TREATMENT              | 5.21     |
|                                | bolts                      | STORMWATER FUND    | TREATMENT              | 5.43     |
|                                | jigsaw kit & jig           | STORMWATER FUND    | TREATMENT              | 19.09    |
|                                | jig saw blade              | STORMWATER FUND    | TREATMENT              | 2.32     |
|                                | battery                    | STORMWATER FUND    | TREATMENT              | 1.23     |
|                                |                            |                    | TOTAL:                 | 1,198.01 |
| TIM FISCHER                    | steel toe boots            | COMMUNITY CENTER   | COMMUNITY CENTER       | 180.00   |
|                                |                            |                    | TOTAL:                 | 180.00   |
| GELDNER UNDERGROUND, INC.      | dodd rd. directional bore  | ELECTRIC FUND      | CAPITAL-DISTRIBUTION S | 5,645.58 |
|                                |                            |                    | TOTAL:                 | 5,645.58 |
| GENESIS                        | sept. fuel                 | GENERAL FUND       | FIRE                   | 49.54    |
|                                | sept. fuel                 | GENERAL FUND       | PUBLIC WORKS ADMIN     | 71.08    |
|                                | sept. fuel                 | GENERAL FUND       | STREETS                | 957.61   |
|                                | sept. fuel                 | GENERAL FUND       | PARKS                  | 1,392.05 |
|                                | sept. fuel                 | WATER              | SOURCE OF SUPPLY       | 136.99   |
|                                | sept. fuel                 | WASTE WATER FUND   | COLLECTOR/LIFT STAT    | 181.57   |
|                                | sept. fuel                 | ENVIRON SERVICES F | REFUSE DISPOSAL        | 1,323.99 |
|                                | sept. fuel                 | ELECTRIC FUND      | POWER DISTRIBUTION     | 279.36   |
|                                | sept. fuel                 | STORMWATER FUND    | TREATMENT              | 46.95    |
|                                |                            |                    | TOTAL:                 | 4,439.14 |
| GOODTIMES MANUFACTURING        | soccer academy shirts      | GENERAL FUND       | RECREATION/LEISURE SER | 308.00   |
|                                | soccer shirt reorder       | GENERAL FUND       | RECREATION/LEISURE SER | 60.00    |
|                                |                            |                    | TOTAL:                 | 368.00   |
| GOPHER STATE ONE-CALL INC      | sept. goph state one calls | WATER              | DISTRIBUTION AND STORA | 98.44    |
|                                | sept. goph state one calls | WASTE WATER FUND   | COLLECTOR/LIFT STAT    | 98.44    |
|                                | sept. goph state one calls | ELECTRIC FUND      | POWER DISTRIBUTION     | 98.57    |
|                                |                            |                    | TOTAL:                 | 295.45   |
| GRAYBAR ELECTRIC COMPANY INC   | safety light               | GENERAL FUND       | STREETS                | 7.33     |
|                                | safety light               | GENERAL FUND       | PARKS                  | 5.86     |
|                                | air compressor             | WATER              | PURIFICATION AND TREAT | 251.72   |
|                                | safety light               | WATER              | ADMIN AND GENERAL      | 2.93     |
|                                | safety light               | WASTE WATER FUND   | ADMIN AND GENERAL      | 2.93     |
|                                | safety light               | ENVIRON SERVICES F | ADMIN AND GENERAL      | 2.92     |
|                                | safety light               | ELECTRIC FUND      | ADMIN AND GENERAL      | 7.33     |
|                                |                            |                    | TOTAL:                 | 281.02   |
| GUSTAVUS ADOLPHUS COLLEGE P.O. | postage                    | GENERAL FUND       | CITY ADMINISTRATION    | 28.88    |
|                                | postage                    | GENERAL FUND       | CITY CLERK             | 2.50     |
|                                | postage                    | GENERAL FUND       | ELECTIONS              | 16.43    |
|                                | postage                    | GENERAL FUND       | FINANCE                | 149.12   |
|                                | postage                    | GENERAL FUND       | POLICE                 | 51.26    |
|                                | postage                    | GENERAL FUND       | BUILDING INSPECTOR     | 3.05     |
|                                | postage                    | GENERAL FUND       | PUBLIC WORKS ADMIN     | 1.03     |

| VENDOR SORT KEY                   | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT   |
|-----------------------------------|----------------------------|--------------------|------------------------|----------|
|                                   | postage                    | GENERAL FUND       | STREETS                | 3.91     |
|                                   | postage                    | GENERAL FUND       | RECREATION/LEISURE SER | 42.04    |
|                                   | postage                    | GENERAL FUND       | PARKS                  | 17.51    |
|                                   | postage                    | GENERAL FUND       | ECONOMIC DEVMT         | 20.34    |
|                                   | postage                    | LIBRARY FUND       | LIBRARY                | 3.09     |
|                                   | postage                    | WATER              | ADMIN AND GENERAL      | 0.52     |
|                                   | postage                    | WATER              | CUSTOMER ACCOUNTS      | 111.71   |
|                                   | postage                    | WASTE WATER FUND   | ADMIN AND GENERAL      | 1.02     |
|                                   | postage                    | WASTE WATER FUND   | CUSTOMER ACCOUNTS      | 111.71   |
|                                   | postage                    | ENVIRON SERVICES F | CUSTOMER ACCOUNTS      | 111.71   |
|                                   | postage                    | ELECTRIC FUND      | ADMIN AND GENERAL      | 1.55     |
|                                   | postage                    | ELECTRIC FUND      | CUSTOMER ACCOUNTS      | 111.71   |
|                                   | postage                    | STORMWATER FUND    | ADMINISTRATION AND GEN | 4.12     |
|                                   | postage                    | TRANSIT            | TRANSIT/TRANSPORTATION | 5.15     |
|                                   |                            |                    | TOTAL:                 | 798.36   |
| HAWKINS, INC.                     | caustic soda & sodium meta | WATER              | PURIFICATION AND TREAT | 3,647.32 |
|                                   |                            |                    | TOTAL:                 | 3,647.32 |
| SARAH HERMEL                      | youth ctr concessions      | YOUTH CENTER GRANT | YOUTH CENTER           | 42.00    |
|                                   |                            |                    | TOTAL:                 | 42.00    |
| HERMEL WHOLESALE                  | pool concessions           | GENERAL FUND       | SWIMMING POOL          | 88.81    |
|                                   |                            |                    | TOTAL:                 | 88.81    |
| IMPACT                            | printing                   | WATER              | CUSTOMER ACCOUNTS      | 163.19   |
|                                   | postage                    | WATER              | CUSTOMER ACCOUNTS      | 373.02   |
|                                   | printing                   | WASTE WATER FUND   | CUSTOMER ACCOUNTS      | 163.19   |
|                                   | postage                    | WASTE WATER FUND   | CUSTOMER ACCOUNTS      | 373.02   |
|                                   | printing                   | ENVIRON SERVICES F | CUSTOMER ACCOUNTS      | 163.19   |
|                                   | postage                    | ENVIRON SERVICES F | CUSTOMER ACCOUNTS      | 373.01   |
|                                   | printing                   | ELECTRIC FUND      | CUSTOMER ACCOUNTS      | 163.18   |
|                                   | postage                    | ELECTRIC FUND      | CUSTOMER ACCOUNTS      | 373.02   |
|                                   | flyers                     | ELECTRIC FUND      | CUSTOMER ACCOUNTS      | 424.13   |
|                                   |                            |                    | TOTAL:                 | 2,568.95 |
| INGRAM BOOK COMPANY               | new library materials      | LIBRARY FUND       | LIBRARY                | 976.63   |
|                                   | new library materials      | LIBRARY FUND       | LIBRARY                | 280.71   |
|                                   |                            |                    | TOTAL:                 | 1,257.34 |
| JAVENS MECHANICAL CONTRACTING CO. | fall preventative maint.   | WASTE WATER FUND   | SOURCE/TREATMENT       | 967.50   |
|                                   |                            |                    | TOTAL:                 | 967.50   |
| JOHNSON AGGREGATES                | class 5 gravel soccer rink | GENERAL FUND       | PARKS                  | 2,755.35 |
|                                   |                            |                    | TOTAL:                 | 2,755.35 |
| AMY KAMM                          | clothing allow.            | STORMWATER FUND    | ADMINISTRATION AND GEN | 59.98    |
|                                   |                            |                    | TOTAL:                 | 59.98    |
| TERRY KAMM                        | clothing allow.            | WATER              | ADMIN AND GENERAL      | 69.98    |
|                                   |                            |                    | TOTAL:                 | 69.98    |
| KEEPRS, INC.                      | uniform                    | GENERAL FUND       | POLICE                 | 445.89   |
|                                   |                            |                    | TOTAL:                 | 445.89   |
| KIND VETERINARY CLINIC PA         | animal care community serv | GENERAL FUND       | COMMUNITY SERVICE      | 1,393.46 |

| VENDOR SORT KEY                 | DESCRIPTION                | FUND                       | DEPARTMENT             | AMOUNT                 |           |
|---------------------------------|----------------------------|----------------------------|------------------------|------------------------|-----------|
|                                 | paws animal care           | RESTRICTED CONTRIB         | COMMUNITY SERVICE      | <u>1,515.59</u>        |           |
|                                 |                            |                            | TOTAL:                 | 2,909.05               |           |
| JOE KOBEROSKI                   | tree spade relocation      | ENVIRON SERVICES F         | REFUSE DISPOSAL        | <u>900.00</u>          |           |
|                                 |                            |                            | TOTAL:                 | 900.00                 |           |
| KWIK TRIP INC                   | fuel                       | GENERAL FUND               | POLICE                 | 947.58                 |           |
|                                 | sept fuel                  | GENERAL FUND               | BUILDING INSPECTOR     | 30.09                  |           |
|                                 | sept. fuel                 | GENERAL FUND               | PARKS                  | <u>137.67</u>          |           |
|                                 |                            |                            | TOTAL:                 | 1,115.34               |           |
| LAGER'S INC                     | squad repair               | GENERAL FUND               | POLICE                 | <u>4.02</u>            |           |
|                                 |                            |                            | TOTAL:                 | 4.02                   |           |
| LE SUEUR NEWS-HERALD            | 1yr renewal                | LIBRARY FUND               | LIBRARY                | <u>59.80</u>           |           |
|                                 |                            |                            | TOTAL:                 | 59.80                  |           |
| LEAGUE OF MINNESOTA CITIES      | conference registration    | GENERAL FUND               | MAYOR & COUNCIL        | 45.00                  |           |
|                                 | lmc regional mtg.          | GENERAL FUND               | MAYOR & COUNCIL        | <u>45.00</u>           |           |
|                                 |                            |                            | TOTAL:                 | 90.00                  |           |
| LEXIS NEXIS                     | subscription               | GENERAL FUND               | POLICE                 | <u>100.00</u>          |           |
|                                 |                            |                            | TOTAL:                 | 100.00                 |           |
| LJP ENTERPRISES INC             | sept waste & recycle       | COMMUNITY CENTER           | COMMUNITY CENTER       | 444.46                 |           |
|                                 | sept waste & recycle       | WATER                      | PURIFICATION AND TREAT | 99.43                  |           |
|                                 | sept waste & recycle       | WASTE WATER FUND           | SOURCE/TREATMENT       | 168.68                 |           |
|                                 | sept waste & recycle       | ENVIRON SERVICES F         | REFUSE DISPOSAL        | 1,211.05               |           |
|                                 | sept. refuse pickup & dis  | ENVIRON SERVICES F         | REFUSE DISPOSAL        | <u>19,514.36</u>       |           |
|                                 |                            |                            | TOTAL:                 | 21,437.98              |           |
| MCHUGH, BRENDA                  | mileage reimbursement mn l | LIBRARY FUND               | LIBRARY                | <u>264.60</u>          |           |
|                                 |                            |                            | TOTAL:                 | 264.60                 |           |
| MENARDS                         | soccer rink lumber         | GENERAL FUND               | PARKS                  | 3,896.76               |           |
|                                 | kiosk map board            | GENERAL FUND               | PARKS                  | 168.88                 |           |
|                                 | soccer rink lumber/ water  | WATER                      | PURIFICATION AND TREAT | <u>600.26</u>          |           |
|                                 |                            |                            | TOTAL:                 | 4,665.90               |           |
| METERING & TECHNOLOGY SOLUTIONS | #799 & 719 meter           | WATER                      | NON-DEPARTMENTAL       | <u>853.17</u>          |           |
|                                 |                            |                            | TOTAL:                 | 853.17                 |           |
| TODD MEYER                      | clothing allowance         | GENERAL FUND               | PARKS                  | <u>87.44</u>           |           |
|                                 |                            |                            | TOTAL:                 | 87.44                  |           |
| MISC VENDOR                     | BLACKBURN MFG. CO.         | flags                      | WATER                  | DISTRIBUTION AND STORA | 326.80    |
|                                 | BLACKBURN MFG. CO.         | flags                      | WASTE WATER FUND       | COLLECTOR/LIFT STAT    | 123.76    |
|                                 | BLACKBURN MFG. CO.         | flags                      | STORMWATER FUND        | TREATMENT              | 123.76    |
|                                 | BUSHAW, DAVID & TRESSA     | cbd/ada revolving loan     | REVOLVING LOAN FUN     | ECONOMIC DEVMT         | 20,000.00 |
|                                 | CEMAK, TORI                | non-school day pet program | LIBRARY FUND           | LIBRARY                | 125.00    |
|                                 | FITZPATRICK, MARGARET      | withdrawal from babysittin | GENERAL FUND           | NON-DEPARTMENTAL       | 37.00     |
|                                 | GRANDMA'S LITTLE ACRE      | children/ family program   | LIBRARY FUND           | LIBRARY                | 100.00    |
|                                 | JENSON, LAUREN             | picture frames for players | GENERAL FUND           | RECREATION/LEISURE SER | 22.55     |
|                                 | MANKATO NOTH MANKTO YO     | 2016 5th & 6th grade youth | GENERAL FUND           | RECREATION/LEISURE SER | 4,377.50  |
|                                 | MN PARK AND SPORTS TUR     | field & playgound safety w | GENERAL FUND           | PARKS                  | 100.00    |
|                                 | MN WASTEWATER OPERATOR     | mwoa mtg                   | WATER                  | ADMIN AND GENERAL      | 40.00     |

| VENDOR SORT KEY                        | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT    |
|--|----------------------------|--------------------|------------------------|-----------|
| MN WASTEWATER OPERATOR                 | mwoa mtg                   | WASTE WATER FUND   | ADMIN AND GENERAL      | 40.00     |
| MN WASTEWATER OPERATOR                 | mwoa mtg                   | STORMWATER FUND    | ADMINISTRATION AND GEN | 40.00     |
| NIKON                                  | NIKON: CAMERA              | GENERAL FUND       | POLICE                 | 1,899.95  |
|  |                            |                    | TOTAL:                 | 27,356.32 |
| MN BUREAU OF CRIMINAL APPREHENSION     | cjdn access fee            | GENERAL FUND       | POLICE                 | 270.00    |
|  |                            |                    | TOTAL:                 | 270.00    |
| MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL | unemployment               | GENERAL FUND       | FINANCE                | 107.76    |
|  | unemployment               | GENERAL FUND       | BUILDING INSPECTOR     | 107.77    |
|  |                            |                    | TOTAL:                 | 215.53    |
| MN DEPT OF LABOR & INDUSTRY            | pressure vessels & boiler  | GENERAL FUND       | FIRE                   | 10.00     |
|  | qrtly bldg permit surcharg | GENERAL FUND       | BUILDING INSPECTOR     | 3,585.95  |
|  | 2 x boiler                 | GENERAL FUND       | STREETS                | 12.50     |
|  | pressure vessels & boiler  | GENERAL FUND       | SWIMMING POOL          | 20.00     |
|  | 2 x boiler                 | GENERAL FUND       | PARKS                  | 10.00     |
|  | pressure vessels & boiler  | COMMUNITY CENTER   | COMMUNITY CENTER       | 10.00     |
|  | 2 x boiler                 | WATER              | ADMIN AND GENERAL      | 5.00      |
|  | pressure vessels & boiler  | WASTE WATER FUND   | SOURCE/TREATMENT       | 50.00     |
|  | pressure vessels & boiler  | WASTE WATER FUND   | SOURCE/TREATMENT       | 100.00    |
|  | 2 x boiler                 | WASTE WATER FUND   | ADMIN AND GENERAL      | 5.00      |
|  | 2 x boiler                 | ENVIRON SERVICES F | ADMIN AND GENERAL      | 5.00      |
|  | 2 x boiler                 | ELECTRIC FUND      | ADMIN AND GENERAL      | 12.50     |
|  |                            |                    | TOTAL:                 | 3,825.95  |
| MN MUNICIPAL UTILITIES ASSOCIATION     | pre-employment testing     | GENERAL FUND       | CITY ADMINISTRATION    | 35.50     |
|  | oct-dec 16 safety mrt prog | GENERAL FUND       | FIRE                   | 155.14    |
|  | oct-dec 16 safety mrt prog | GENERAL FUND       | PUBLIC WORKS ADMIN     | 929.59    |
|  | employee testing           | GENERAL FUND       | STREETS                | 71.00     |
|  | oct-dec 16 safety mrt prog | GENERAL FUND       | STREETS                | 930.22    |
|  | employee testing           | GENERAL FUND       | PARKS                  | 248.50    |
|  | oct-dec 16 safety mrt prog | GENERAL FUND       | PARKS                  | 775.72    |
|  | oct-dec 16 safety mrt prog | COMMUNITY CENTER   | COMMUNITY CENTER       | 465.43    |
|  | employee testing           | WATER              | ADMIN AND GENERAL      | 35.50     |
|  | oct-dec 16 safety mrt prog | WATER              | ADMIN AND GENERAL      | 620.57    |
|  | employee testing           | WASTE WATER FUND   | ADMIN AND GENERAL      | 106.50    |
|  | oct-dec 16 safety mrt prog | WASTE WATER FUND   | ADMIN AND GENERAL      | 930.22    |
|  | oct-dec 16 safety mrt prog | ENVIRON SERVICES F | ADMIN AND GENERAL      | 310.29    |
|  | 2017 NESC course &book ken | ELECTRIC FUND      | NON-DEPARTMENTAL       | 379.55    |
|  | 2016 4th qtr elec member d | ELECTRIC FUND      | ADMIN AND GENERAL      | 3,708.75  |
|  | oct-dec 16 safety mrt prog | ELECTRIC FUND      | ADMIN AND GENERAL      | 775.72    |
|  | oct-dec 16 safety mrt prog | ELECTRIC FUND      | ADMIN AND GENERAL      | 750.00    |
|  | employee testing           | STORMWATER FUND    | ADMINISTRATION AND GEN | 177.50    |
|  | oct-dec 16 safety mrt prog | STORMWATER FUND    | ADMINISTRATION AND GEN | 465.43    |
|  |                            |                    | TOTAL:                 | 11,871.13 |
| MN PIPE & EQUIPMENT                    | #243 60' coil copper       | WATER              | NON-DEPARTMENTAL       | 994.55    |
|  | #318 water cover           | WATER              | NON-DEPARTMENTAL       | 504.06    |
|  | #243 copper coil           | WATER              | NON-DEPARTMENTAL       | 994.55    |
|  | hydrant diffuser           | WATER              | DISTRIBUTION AND STORA | 346.18    |
|  |                            |                    | TOTAL:                 | 2,839.34  |
| MN WASTE PROCESSING                    | sept disposal              | ENVIRON SERVICES F | REFUSE DISPOSAL        | 14,091.26 |
|  |                            |                    | TOTAL:                 | 14,091.26 |

| VENDOR SORT KEY             | DESCRIPTION                | FUND                   | DEPARTMENT             | AMOUNT        |
|-----------------------------|----------------------------|------------------------|------------------------|---------------|
| MOTION INDUSTRIES, INC.     | new belts for air handlers | LIBRARY FUND           | LIBRARY                | 66.35         |
|                             | new belts for air handlers | COMMUNITY CENTER       | COMMUNITY CENTER       | <u>265.41</u> |
|                             |                            |                        | TOTAL:                 | 331.76        |
| PETE MOULTON                | 09/12/16-09/23/16 mileage  | GENERAL FUND           | PUBLIC WORKS ADMIN     | 7.02          |
|                             | mileage 09/26/16-10/07/16  | GENERAL FUND           | PUBLIC WORKS ADMIN     | 9.72          |
|                             | lions dues                 | GENERAL FUND           | PUBLIC WORKS ADMIN     | 80.00         |
|                             | 09/12/16-09/23/16 mileage  | GENERAL FUND           | PARKS                  | 8.10          |
|                             | mileage 09/26/16-10/07/16  | GENERAL FUND           | PARKS                  | 24.84         |
|                             | 09/12/16-09/23/16 mileage  | WATER                  | ADMIN AND GENERAL      | 250.56        |
|                             | mileage 09/26/16-10/07/16  | WATER                  | ADMIN AND GENERAL      | 7.02          |
|                             | 09/12/16-09/23/16 mileage  | WASTE WATER FUND       | ADMIN AND GENERAL      | 9.72          |
|                             | mileage 09/26/16-10/07/16  | WASTE WATER FUND       | ADMIN AND GENERAL      | 118.80        |
|                             | mileage 09/26/16-10/07/16  | ENVIRON SERVICES F     | ADMIN AND GENERAL      | 8.64          |
|                             | 09/12/16-09/23/16 mileage  | ELECTRIC FUND          | ADMIN AND GENERAL      | 369.90        |
|                             | mileage 09/26/16-10/07/16  | STORMWATER FUND        | ADMINISTRATION AND GEN | <u>25.92</u>  |
|                             |                            |                        | TOTAL:                 | 920.24        |
| MUNICIPAL CODE CORPORATION  | city codes update          | GENERAL FUND           | CITY ADMINISTRATION    | <u>773.89</u> |
|                             |                            |                        | TOTAL:                 | 773.89        |
| MVTL LABORATORIES INC       | mercury testing            | WASTE WATER FUND       | SOURCE/TREATMENT       | <u>347.80</u> |
|                             |                            |                        | TOTAL:                 | 347.80        |
| NAPA AUTO PARTS OF ST PETER | disc pad, brake rotor, rad | GENERAL FUND           | POLICE                 | 265.08        |
|                             | batteries                  | GENERAL FUND           | FIRE                   | 302.42        |
|                             | hose, ends, & transfer tan | GENERAL FUND           | STREETS                | 127.63        |
|                             | wiper blade, filter, hose, | GENERAL FUND           | STREETS                | 69.96         |
|                             | hose, ends, & transfer tan | GENERAL FUND           | PARKS                  | 127.63        |
|                             | air filter                 | GENERAL FUND           | PARKS                  | 8.39          |
|                             | hose, ends, & transfer tan | WATER                  | DISTRIBUTION AND STORA | 63.81         |
|                             | hose, ends, & transfer tan | WASTE WATER FUND       | SOURCE/TREATMENT       | 63.81         |
|                             | hose, ends, & transfer tan | ENVIRON SERVICES F     | REFUSE DISPOSAL        | 63.81         |
|                             | fuel treatment, air filter | ENVIRON SERVICES F     | REFUSE DISPOSAL        | 31.87         |
|                             | hose, ends, & transfer tan | ELECTRIC FUND          | POWER DISTRIBUTION     | 127.63        |
|                             | disc brake pad, brake roto | ELECTRIC FUND          | POWER DISTRIBUTION     | 335.71        |
|                             | hose, ends, & transfer tan | STORMWATER FUND        | TREATMENT              | 63.82         |
|                             | air filter, oil filter, ba | STORMWATER FUND        | TREATMENT              | 106.52        |
|                             | air filter, sp             | TRANSIT                | TRANSIT/TRANSPORTATION | 98.37         |
| fuel treatment, air filter  | TRANSIT                    | TRANSIT/TRANSPORTATION | <u>20.97</u>           |               |
|                             |                            | TOTAL:                 | 1,877.43               |               |
| NELSON PRINTING COMPANY     | ups                        | WATER                  | ADMIN AND GENERAL      | 12.97         |
|                             | ups                        | WASTE WATER FUND       | ADMIN AND GENERAL      | 12.97         |
|                             | ups                        | ELECTRIC FUND          | ADMIN AND GENERAL      | 37.81         |
|                             | white out                  | TRANSIT                | TRANSIT/TRANSPORTATION | 10.90         |
|                             | paws calendars             | RESTRICTED CONTRIB     | COMMUNITY SERVICE      | <u>225.13</u> |
|                             |                            | TOTAL:                 | 299.78                 |               |
| NICOLLET COUNTY BANK        | sept. ach fees             | GENERAL FUND           | FINANCE                | 10.99         |
|                             | sept. ach fees             | WATER                  | ADMIN AND GENERAL      | 2.74          |
|                             | sept. ach fees             | WATER                  | CUSTOMER ACCOUNTS      | 13.71         |
|                             | sept. ach fees             | WASTE WATER FUND       | ADMIN AND GENERAL      | 2.74          |
|                             | sept. ach fees             | WASTE WATER FUND       | CUSTOMER ACCOUNTS      | 13.71         |
|                             | sept. ach fees             | ENVIRON SERVICES F     | ADMIN AND GENERAL      | 2.74          |
|                             | sept. ach fees             | ENVIRON SERVICES F     | CUSTOMER ACCOUNTS      | 13.71         |

| VENDOR SORT KEY                 | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT           |
|---------------------------------|----------------------------|--------------------|------------------------|------------------|
|                                 | sept. ach fees             | ELECTRIC FUND      | ADMIN AND GENERAL      | 2.74             |
|                                 | sept. ach fees             | ELECTRIC FUND      | CUSTOMER ACCOUNTS      | <u>13.72</u>     |
|                                 |                            |                    | TOTAL:                 | 76.80            |
| NICOLLET CTY PUBLIC HEALTH      | sr. coord. monthly contrac | GENERAL FUND       | SENIOR COORDINATOR     | <u>2,535.65</u>  |
|                                 |                            |                    | TOTAL:                 | 2,535.65         |
| NICOLLET COUNTY TREASURER       | asphalt #1                 | GENERAL FUND       | STREETS                | 9.28             |
|                                 | sand mix                   | GENERAL FUND       | STREETS                | 2.82             |
|                                 | cbd/ada revolving loan mor | REVOLVING LOAN FUN | ECONOMIC DEVMT         | 92.00            |
|                                 | class 5 gravel             | WATER              | ADMIN AND GENERAL      | 5.29             |
|                                 | asphalt #1                 | WASTE WATER FUND   | COLLECTOR/LIFT STAT    | 0.52             |
|                                 | class 5 gravel             | WASTE WATER FUND   | ADMIN AND GENERAL      | 5.29             |
|                                 | class 5 gravel             | ENVIRON SERVICES F | ADMIN AND GENERAL      | 2.64             |
|                                 | class 5 gravel             | ELECTRIC FUND      | ADMIN AND GENERAL      | 13.22            |
|                                 | asphalt #1                 | STORMWATER FUND    | TREATMENT              | <u>0.52</u>      |
|                                 |                            |                    | TOTAL:                 | 131.58           |
| NUTTER CLOTHING CO              | uniform                    | GENERAL FUND       | POLICE                 | <u>765.60</u>    |
|                                 |                            |                    | TOTAL:                 | 765.60           |
| O'REILLY AUTO PARTS             | light bulb                 | GENERAL FUND       | POLICE                 | <u>14.28</u>     |
|                                 |                            |                    | TOTAL:                 | 14.28            |
| SCOT PETERSON                   | boiler license renewal     | WASTE WATER FUND   | ADMIN AND GENERAL      | 20.00            |
|                                 | phone reimbursement        | WASTE WATER FUND   | ADMIN AND GENERAL      | <u>100.00</u>    |
|                                 |                            |                    | TOTAL:                 | 120.00           |
| QUICK MART ST PETER             | fuel                       | GENERAL FUND       | POLICE                 | <u>532.86</u>    |
|                                 |                            |                    | TOTAL:                 | 532.86           |
| RED WING SHOE STORE             | boot allow. matt u.        | GENERAL FUND       | STREETS                | 271.99           |
|                                 | boot allow. brians. & ken  | ELECTRIC FUND      | ADMIN AND GENERAL      | <u>454.73</u>    |
|                                 |                            |                    | TOTAL:                 | 726.72           |
| NICOLE RUHLAND                  | pool mileage reimbursement | GENERAL FUND       | SWIMMING POOL          | <u>106.65</u>    |
|                                 |                            |                    | TOTAL:                 | 106.65           |
| RYAN ELECTRIC OF ST PETER       | ballasts police office     | GENERAL FUND       | MUNICIPAL BUILDING     | 296.93           |
|                                 | civil defense siren        | GENERAL FUND       | EMERGENCY MGMT         | 296.94           |
|                                 | mill pond/ gault elec. rep | GENERAL FUND       | PARKS                  | 536.39           |
|                                 | repair air compressor      | WATER              | PURIFICATION AND TREAT | <u>75.00</u>     |
|                                 |                            |                    | TOTAL:                 | 1,205.26         |
| RYAN PLUMBING & HEATING         | toilet, faucet, gault, mil | GENERAL FUND       | PARKS                  | 654.23           |
|                                 | gault lav faucet           | GENERAL FUND       | PARKS                  | <u>440.15</u>    |
|                                 |                            |                    | TOTAL:                 | 1,094.38         |
| SAUL MINEROFF ELECTRONICS, INC. | dvd/cd duplicator          | GENERAL FUND       | POLICE                 | <u>419.85</u>    |
|                                 |                            |                    | TOTAL:                 | 419.85           |
| SCHAEFER CRANE SERVICE          | unload transformer at gac  | ELECTRIC FUND      | POWER DISTRIBUTION     | <u>507.50</u>    |
|                                 |                            |                    | TOTAL:                 | 507.50           |
| SCHROM CONSTRUCTION, INC.       | eda traverse green spec ho | TRAV GREEN SPEC HO | ECONOMIC DEVMT         | <u>96,215.63</u> |
|                                 |                            |                    | TOTAL:                 | 96,215.63        |

| VENDOR SORT KEY                    | DESCRIPTION                | FUND               | DEPARTMENT             | AMOUNT     |
|------------------------------------|----------------------------|--------------------|------------------------|------------|
| BRIAN SHELLUM                      | underground school mileage | ELECTRIC FUND      | ADMIN AND GENERAL      | 182.52     |
|                                    |                            |                    | TOTAL:                 | 182.52     |
| SOUTHERN MN MUNICIPAL POWER AGENCY | smmpa puchased power       | ELECTRIC FUND      | POWER SUPPLY           | 641,398.81 |
|                                    |                            |                    | TOTAL:                 | 641,398.81 |
| SPRING TOUCH                       | jeff fields weeds & crab g | GENERAL FUND       | PARKS                  | 355.00     |
|                                    | mn square crab grass & wee | GENERAL FUND       | PARKS                  | 815.00     |
|                                    |                            |                    | TOTAL:                 | 1,170.00   |
| ST PETER GLASS                     | mn sq. plexiglass          | GENERAL FUND       | PARKS                  | 183.96     |
|                                    | lexan                      | GENERAL FUND       | PARKS                  | 53.25      |
|                                    | bldg glass                 | WATER              | ADMIN AND GENERAL      | 314.81     |
|                                    |                            |                    | TOTAL:                 | 552.02     |
| ST PETER HERALD                    | temp dwelling              | GENERAL FUND       | MAYOR & COUNCIL        | 166.60     |
|                                    | bids for traverse green    | GENERAL FUND       | ECONOMIC DEVMT         | 260.20     |
|                                    | comprehensive plan         | GENERAL FUND       | ECONOMIC DEVMT         | 50.40      |
|                                    | paws                       | RESTRICTED CONTRIB | COMMUNITY SERVICE      | 30.00      |
|                                    |                            |                    | TOTAL:                 | 507.20     |
| ST PETER LUMBER CO                 | level                      | GENERAL FUND       | STREETS                | 64.99      |
|                                    | soccer rink lumber         | GENERAL FUND       | PARKS                  | 488.75     |
|                                    |                            |                    | TOTAL:                 | 553.74     |
| ST PETER RENTAL CENTER             | ntu                        | RESTRICTED CONTRIB | POLICE                 | 250.00     |
|                                    |                            |                    | TOTAL:                 | 250.00     |
| STREICHER'S                        | uniform                    | GENERAL FUND       | POLICE                 | 415.95     |
|                                    | training ammo              | GENERAL FUND       | POLICE                 | 230.00     |
|                                    |                            |                    | TOTAL:                 | 645.95     |
| TIRE ASSOCIATES                    | #614 tire                  | GENERAL FUND       | PARKS                  | 19.16      |
|                                    | #59 tire repair            | ELECTRIC FUND      | POWER DISTRIBUTION     | 190.91     |
|                                    |                            |                    | TOTAL:                 | 210.07     |
| USA BLUE BOOK                      | level 100' cable           | WATER              | SOURCE OF SUPPLY       | 730.83     |
|                                    |                            |                    | TOTAL:                 | 730.83     |
| UTILITY CONSULTANTS, INC.          | sept 2016 coliform         | WATER              | DISTRIBUTION AND STORA | 121.00     |
|                                    |                            |                    | TOTAL:                 | 121.00     |
| VERIZON WIRELESS                   | cell phone                 | GENERAL FUND       | POLICE                 | 341.80     |
|                                    | jet packs                  | GENERAL FUND       | BUILDING INSPECTOR     | 70.08      |
|                                    | jet packs                  | GENERAL FUND       | STREETS                | 8.75       |
|                                    | jet packs                  | GENERAL FUND       | PARKS                  | 7.00       |
|                                    | jet packs                  | WATER              | ADMIN AND GENERAL      | 3.50       |
|                                    | jet packs                  | WATER              | ADMIN AND GENERAL      | 35.01      |
|                                    | jet packs                  | WASTE WATER FUND   | ADMIN AND GENERAL      | 3.50       |
|                                    | jet packs                  | ENVIRON SERVICES F | ADMIN AND GENERAL      | 3.51       |
|                                    | jet packs                  | ELECTRIC FUND      | ADMIN AND GENERAL      | 8.75       |
|                                    |                            |                    | TOTAL:                 | 481.90     |
| W.W. GOETSCH ASSOCIATES, INC       | chlorine booster pump      | WATER              | PURIFICATION AND TREAT | 900.00     |
|                                    |                            |                    | TOTAL:                 | 900.00     |

| VENDOR SORT KEY        | DESCRIPTION                | FUND               | DEPARTMENT            | AMOUNT           |
|------------------------|----------------------------|--------------------|-----------------------|------------------|
| WESCO DISTRIBUTION INC | posts                      | PROPERTY INSURANCE | INSURANCE-UNALLOCATED | 781.36           |
|                        | #378 1/0 15 kv 220 epr wir | ELECTRIC FUND      | NON-DEPARTMENTAL      | <u>26,548.24</u> |
|                        |                            |                    | TOTAL:                | 27,329.60        |
| RICK WILDE             | class a drivers lic. renea | GENERAL FUND       | PARKS                 | <u>44.25</u>     |
|                        |                            |                    | TOTAL:                | 44.25            |
| ZIEGLER INC            | #476 fuel tank             | GENERAL FUND       | PUBLIC WORKS ADMIN    | <u>270.22</u>    |
|                        |                            |                    | TOTAL:                | 270.22           |

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

|     |                           |            |
|-----|---------------------------|------------|
| 101 | GENERAL FUND              | 61,329.49  |
| 201 | PROPERTY INSURANCE        | 781.36     |
| 211 | LIBRARY FUND              | 2,151.93   |
| 213 | PUBLIC ACCESS             | 10.96      |
| 217 | COMMUNITY CENTER          | 2,581.26   |
| 230 | REVOLVING LOAN FUND       | 20,092.00  |
| 262 | TRAV GREEN SPEC HOME CONS | 96,215.63  |
| 404 | PARK LAND DEDICATION      | 210.00     |
| 460 | HOUSING DISTRICT #20      | 8,107.00   |
| 601 | WATER                     | 15,769.28  |
| 602 | WASTE WATER FUND          | 15,492.62  |
| 603 | ENVIRON SERVICES FUND     | 38,656.22  |
| 604 | ELECTRIC FUND             | 687,577.16 |
| 606 | STORMWATER FUND           | 3,615.93   |
| 610 | TRANSIT                   | 183.44     |
| 820 | RESTRICTED CONTRIBUTIONS  | 3,382.92   |
| 824 | YOUTH CENTER GRANT        | 42.00      |

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 GRAND TOTAL: 956,199.20  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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 \$7,500 are hereby approved:

| <u>VENDOR</u> | <u>ITEM</u>                             | <u>PRICE</u> | <u>FUNDING</u> |
|---------------|---|--------------|----------------|
| CTS, Inc.     | Networking materials – for AMI Project  | \$3,552      | Utility Split  |
| Eaton Cooper  | Antennas and Gateways – for AMI Project | \$4,358.46   | Utility Split  |

- 2. The following meetings of the City Council are hereby cancelled:

December 19, 2016 workshop session  
December 26, 2016 regular meeting

- 3. Due to changes in Federal overtime rules, the following wage change is hereby approved effective December 1, 2016:

Program Coordinator Lance Dlouhy                      \$47,500 per year

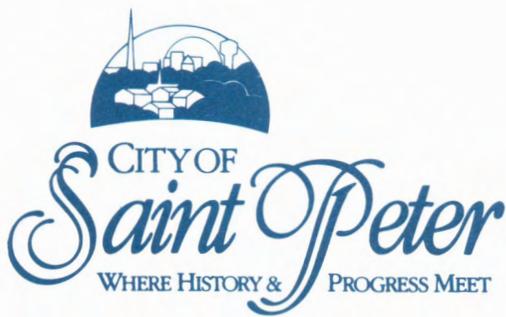
- 4. The schedule of disbursements for October 5, 2016 through October 19, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24th day of October, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** October 17, 2016

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

**RE:** Order preparation of assessments and call for a Public Hearing on Delinquent Utility Accounts

### ACTION/RECOMMENDATION

Approve the resolutions ordering the preparation of assessments and calling for a public hearing on delinquent utility accounts.

### BACKGROUND

The City Council considers the delinquent utilities for assessment to the County Auditor on an annual basis. It is appropriate at this time to declare unpaid charges for municipal utilities to be assessed, order preparation of proposed assessments and call for a public hearing on assessment of delinquent utility accounts.

The chart below shows a history of past delinquent amounts:

|      | Sales<br>(1,000) | # of<br>delinquent<br>Accounts | Assessable<br>charges | Non-<br>assessable<br>charges | Total<br>Charges | Non-<br>assessable<br>% of Sales |
|------|------------------|--------------------------------|-----------------------|-------------------------------|------------------|----------------------------------|
| 2007 | \$14,695         | 76                             | \$14,800.87           | \$ 7,142.00                   | \$21,942.87      | .049%                            |
| 2008 | \$14,097         | 84                             | \$15,350.66           | \$15,516.27                   | \$30,866.93      | .110%                            |
| 2009 | \$14,093         | 85                             | \$14,031.43           | \$19,626.86                   | \$33,658.29      | .139%                            |
| 2010 | \$14,943         | 95                             | \$14,115.13           | \$13,387.85                   | \$27,502.98      | .090%                            |
| 2011 | \$15,907         | 74                             | \$15,324.54           | \$17,408.77                   | \$32,733.31      | .109%                            |
| 2012 | \$16,613         | 91                             | \$16,867.21           | \$23,541.19                   | \$40,408.40      | .141%                            |
| 2013 | \$16,512         | 81                             | \$22,058.51           | \$13,986.35                   | \$36,044.86      | .085%                            |
| 2014 | \$16,889         | 66                             | \$ 8,556.89           | \$ 9,880.53                   | \$18,437.42      | .059%                            |
| 2015 | \$17,629         | 97                             | \$ 9,912.86           | \$11,433.38                   | \$21,346.24      | .064%                            |
| 2016 | \$18,302         | 55                             | \$ 6,407.23           | \$ 9,973.43                   | \$16,308.66      | .054%                            |

The 2007 to 2016 total delinquent trend line goes up and down. Some of the deviation is related to the number of business accounts that are delinquent. Business accounts are often larger and one or two can make a difference in the trend line.

Assessable amounts are all amounts billed to our customers except tenant electrical charges, balances under \$10, discharged bankruptcies, and death.

Our first step for collection begins when an account is one month delinquent and the customer is sent a notice. The notice includes a date of disconnection, at which point they would be two months past due (if no payments had been made). Those occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is submitted to the collection agency after 3 months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

There are two resolutions included; one calling for preparation of the assessments and one to set a public hearing for November 14, 2016.

**FISCAL IMPACT:**

Delinquent utility customer accounts as of May 31, 2016 have been compiled for review. The amount of \$16,380.66 is the amount of unpaid utility accounts within this time period.

**ALTERNATIVES/VARIATIONS:**

Do not act: Charges will remain with our current collection process.

Negative Vote: Charges cannot be assessed until a public hearing is set and future action is taken by the City Council.

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 about this agenda item.

PO/

| NAME                           | TOTAL    |
|--------------------------------|----------|
| APPLE TREE VILLAGE OF ST PETER | 34.81    |
| MARKIEWICZ, ZONA               | 178.93   |
| FOSS, ANTHONY D / ACS          | 1,229.92 |
| CROUT, KYLE-DAVID / ACS        | 732.22   |
| WALTERS, BRIAN A / ACS         | 208.10   |
| MARTINEZ, MARIA CARMEN / ACS   | 689.16   |
| GEISLER, TOM M                 | 42.02    |
| YACKLEY, DILLON J / ACS        | 260.19   |
| HERNANDEZ, ROLANDO M / ACS     | 99.75    |
| DUNN, AMY C / ACS              | 592.10   |
| GREENE, JORDAN R / ACS         | 249.81   |
| TRUSTY, JEREMY C / ACS         | 1,461.26 |
| BAKKE, MICHAEL / ACS           | 50.26    |
| HERMANN, BRITTANY L / ACS      | 776.92   |
| STOGDILL, TRAVIS L / ACS       | 545.62   |
| ANHORN, JAMES D / ACS          | 223.33   |
| VOLMARY, JOHN & LISA           | 21.63    |
| BAKER, ARIEL G. / ACS          | 175.71   |
| PREMIER ASSET HOLDINGS, LLC    | 45.25    |
| ANDERSON, MATTHEW A / ACS      | 196.37   |
| WALTON, LEONARD R JR / ACS     | 378.66   |
| HERNANDEZ, ALEXANDRIA K / ACS  | 336.52   |
| WILDE, MICHAEL J / ACS         | 343.91   |
| SYKES, CURTIS L / ACS          | 120.35   |
| FALLENSTEIN, KATIE E / ACS     | 200.16   |
| ROHLFING, BRIAN A / ACS        | 75.78    |
| LONGORIA, MARIA E / ACS        | 119.75   |
| RODRIGUEZ, AMANDA L / ACS      | 769.15   |
| BOSTON, AMBER E / ACS          | 377.31   |
| MCVEY, ANGELINE A / ACS        | 351.61   |
| HURSHE, MOHAMED A / ACS        | 69.82    |
| SUNRISE MEADOWS AFFORDABLE LL  | 129.34   |
| SUNRISE MEADOWS AFFORDABLE LL  | 1.67     |
| VALENTINE, SHENEKA / ACS       | 25.17    |
| LAWSON, KIRSTIN Y / ACS        | 189.69   |
| PFARR, SAMANTHA J / ACS        | 183.00   |
| FLOWERS, APRIL J / ACS         | 995.70   |
| SANDERS, CHAD W / ACS          | 317.84   |
| BLACK, CHAD M / ACS            | 281.24   |
| FREY, MICKE K / BKRP           | 1,342.55 |
| ADAMSON, EVE M / ACS           | 117.78   |
| DAVIS, ASHLEY R / ACS          | 171.19   |
| HUTCHINS, WILLIEM L / ACS      | 25.90    |
| MCVENES, MELISSA J / ACS       | 134.22   |
| MARTINSON, NATHAN A / ACS      | 294.85   |
| KNUTSON, HEATHER M / ACS       | 77.70    |
| DINSMORE, SHARON M             | 7.54     |
| MCKENZIE, CHAIRA S / ACS       | 130.81   |
| LABARR, JOLENE M / ACS         | 23.75    |

| <u>NAME</u>                  | <u>TOTAL</u>     |
|------------------------------|------------------|
| BLILIE, GAIL A / ACS         | 69.32            |
| BALLMAN, RICHARD F           | 3.62             |
| KAMM, FAITH M / ACS          | 297.54           |
| SORGATZ, ELIZABETH E C / ACS | 286.63           |
| MADISON, SHAUNA L M / ACS    | 238.69           |
| SIMONETTE, JODIE S / ACS     | 78.54            |
| FINALS THROUGH 5/31/16       | <u>16,380.66</u> |

## SCHEDULE FOR ASSESSMENTS

- |  |  |
|--|--|
| Oct 24 <sup>TH</sup>                     | Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments. |
| Oct 25 <sup>th</sup>                     | Property owners are sent a notification of the hearing date and the amount of their assessment by mail.                              |
| Nov 3 <sup>rd</sup> and 10 <sup>th</sup> | Notice of a public hearing is published in the St. Peter Herald.   |
| Nov 14 <sup>th</sup>                     | Public Hearing<br>Approve the resolution adopting assessments for unpaid utility accounts.   |
| Nov 15 <sup>th</sup>                     | Notice of assessment is mailed to property owners.   |
| Dec 15 <sup>th</sup>                     | Certification of the assessment is given to the County Auditor for assessment to affected property owners.                           |

Property owners have thirty (30) days from the day the assessment was adopted to pay the assessment without interest.

If after 30 days the assessment has not been paid, interest will be charged from the day the assessment was adopted to December 31<sup>st</sup> of the succeeding year.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION DECLARING UNPAID CHARGES FOR MUNICIPAL UTILITIES TO BE  
ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT**

WHEREAS, various charges levied by the City for furnishing municipal utilities to residents and owners of property have not been paid and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor. Charges to be extended on the tax rolls against the premises receiving the benefit of said utilities in the same manner as taxes and collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges levied by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall calculate the proper amount of unpaid charges due to the City for municipal utilities against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners. The Director of Finance/Treasurer shall file a copy of such proposed assessment in the administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of October 2016.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION CALLING FOR A PUBLIC HEARING DECLARING UNPAID CHARGES FOR  
MUNICIPAL UTILITIES TO BE ASSESSED**

WHEREAS, by resolution passed by the City Council on October 24, 2016, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

WHEREAS, the Director of Finance/Treasurer has notified the Council that such proposed assessment has been completed and filed in the administrator's office for public inspection.

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

1. The City Council will consider the assessment of unpaid utility bills as of May 31, 2016.
2. A hearing shall be held on the 14<sup>th</sup> day of November, 2016, in the Governors' Room of the Saint Peter Community Center at 7:00 P.M. To pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of October 2016.

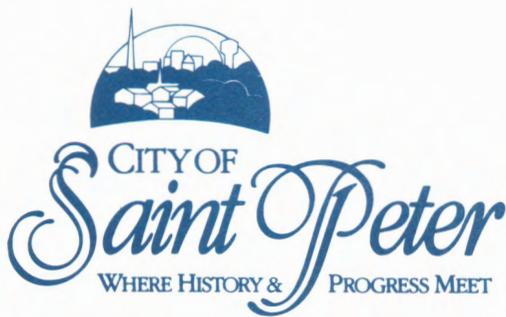
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** October 17, 2016

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

**RE:** Assessment of Unpaid Miscellaneous Charges

### **ACTION/RECOMMENDATION**

Approve the resolutions ordering the preparation of assessments, and calling for a Public Hearing on Miscellaneous Charges.

### **BACKGROUND**

The miscellaneous charges listed for assessment consideration at the November 14<sup>th</sup> public hearing include unpaid mowing, property cleanup, and projects with property owner agreements. These past due sums have been billed to the appropriate landowners and have not been paid. There are two lawn mowing charges for Donald Duoos property (\$330), a cleanup of the property at 804 Minnesota Avenue North (\$843.21), and projects for which we had arrangements for assessments to be filed.

Past due amounts that are not assessable under State law or our rules will also be written off on November 14<sup>th</sup>. The only charge we have this year is for a dance registration of \$60 by Angela Rahman.

It is appropriate at this time to declare unpaid charges to be assessed, order preparation of the proposed assessments, and call for a public hearing to assess these unpaid miscellaneous charges on November 14, 2016 at 7:00 p.m.

### **FISCAL IMPACT:**

The terms of the assessment will follow the City's Assessment Policy and will be determined at the time of acceptance of the assessment roll on November 14th.

### **ALTERNATIVES AND VARIATIONS:**

Do not Act: Staff will pursue other methods of collection as directed by the Council under the current policies.

Negative vote: Charges cannot be assessed until a public hearing is set.

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

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

PO/

| DATE       | PROJECT                     | HOUSE | STREET ADDRESS   | ASSESS          | write off    | OWNER LAST                | OWNER FIRST |
|------------|-----------------------------|-------|------------------|-----------------|--------------|---------------------------|-------------|
| 11/04/2015 | Property Clean up           | 804   | Minnesota Ave N  | 843.21          |              | Nebuti Trade & Travel Inc |             |
| 05/24/2016 | Lawn mowing                 | 507   | Elm St W         | 180.00          |              | Duoss                     | Donald G    |
| 06/01/2016 | Sidewalk corrections        | 518   | College Ave      | 494.03          |              | Hendrickson               | Charles     |
| 08/25/2016 | Lawn mowing                 | 507   | Elm St W         | 150.00          |              | Duoss                     | Donald G    |
| 09/02/2016 | Sidewalk, curb improvements | 420   | Washington Ave S | 1,006.73        |              | Stephen                   | Grams       |
| 09/02/2016 | Sidewalk corrections        | 229   | Washington Ave S | 1,260.00        |              | Peterson                  | Duane       |
| 09/02/2016 | Sidewalk corrections        | 423   | Seventh St S     | 987.00          |              | Frey                      | Daniel      |
| 09/03/2015 | Dance registration          | 1301  | Third St N       |                 | 60.00        | Rahman                    | Angela      |
|            |                             |       |                  | <u>4,920.97</u> | <u>60.00</u> |                           |             |

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION DECLARING UNPAID CHARGES TO BE ASSESSED AND ORDERING  
PREPARATION OF PROPOSED ASSESSMENT OF MISCELLANEOUS CHARGES**

WHEREAS, various charges levied by the City for furnishing services and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor to be extended on the tax rolls against the premises receiving the benefit of said charges in the same manner as taxes and collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges levied by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall forthwith calculate the proper amount of unpaid charges due to the City for services, and removal of snow/weeds against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners, and the Director of Finance/Treasurer shall file a copy of such proposed assessment in the administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of October 2016.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

**RESOLUTION CALLING FOR PUBLIC HEARING ON ASSESSMENT  
OF MISCELLANEOUS CHARGES**

WHEREAS, by as resolution passed by the City Council on October 24, 2016, the City Finance Director was directed to prepare a proposed assessment for City services and removal of snow and weeds; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in his office for public inspection.

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

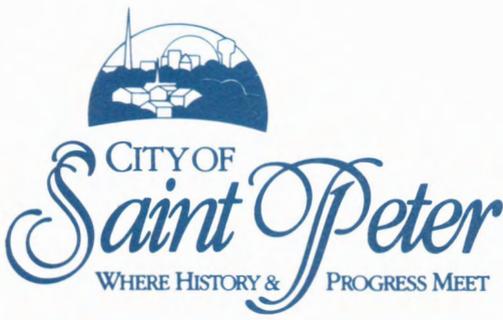
1. A public hearing shall be held on such proposed assessments on November 14, 2016, in the Governor's Room of the St. Peter Community Center at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of October 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 10/20/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Bias/Hate Crime Response Plan

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for modifications of the Response Plan.

### **BACKGROUND**

On March 23, 2015 the City Council adopted an ordinance that modified membership on the City's Human Rights Commission so that the City Council would sit as the Human Rights Commission. As a part of that action the Council committed to the duties required under State Statute. As you review the Plan it may be important to note that for purposes of this Plan the Council is acting as the Human Rights Commission.

At your last workshop the Plan was discussed in an effort to ensure that members knew and understood the Plan and its process. As a part of that review a few changes and clarification to the plan were suggested. The attached Plan reflects those changes.

### **FISCAL IMPACT**

There is no direct fiscal impact to the recommended action.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff and Council will continue to use the plan that is currently in place.  
Negative vote. Staff will continue to use the plan that is currently in place.  
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 BIAS/HATE CRIME RESPONSE PLAN

*The Saint Peter Human Rights Network Belief Statement: "Hate, violence and prejudice are unacceptable in our community. We are a community open to all persons of all races, colors, religions, genders, sexual orientations, ages, abilities and national origins, striving to understand and empower one another."*

### **Purpose:**

The purpose of this plan is to establish a local response showing strong community support for the victim and zero community tolerance for bias/hate crimes. The Saint Peter Human Rights Commission (SPHRC) will not investigate such crimes. It will provide or coordinate support to victims in such crimes and leadership in the community in the prevention of bias and hate crimes through education and collaborative community action against prejudice and bigotry.

### **The Commission seeks:**

- A commitment from the Saint Peter Police Department that the Commission will be notified as soon as possible after a confirmed bias/hate crime complaint. Contact is to be made through the Chief of Police.
- The participation of the Saint Peter Human Rights Network which can be activated to support victims of bias/hate crimes.
- The participation of the Saint Peter Human Rights Network in the development of a community response if appropriate and with consent of the victim.
- To raise awareness of hate crime issues within the community.
- The expansion and participation of community organizations in the Human Rights Network.
- The cooperation of the local media in support of the victims of bias/hate crimes and in developing community awareness of human rights issues and in providing the community with information regarding the Human Rights Network and the Bias/Hate Crime Response Plan.

### **Hate Crime Defined:**

A hate crime, as defined by criminal statute, is a criminal act committed against a person, institution, or property, for which the primary motivation is the victim's affiliation with a protected class. State law established the following protected classes: *race, color, religion, gender, sexual orientation, age, disability and national origin*. A recent change to the law allows for the perception of either the victim or the police officer regarding the bias motivation of the crime to cause it to be categorized as a hate crime. Convictions resulting from hate crimes carry enhanced penalties.

Hate crimes are different from discrimination complaints. Although discrimination is against the law, it is not a crime, but rather a civil matter.

## **Partnership:**

In order to provide timely, meaningful support to victims of bias/hate crimes, the Commission must partner with the citizens and organizations in the community. The key partners include:

- The Saint Peter Police Department
- The Saint Peter Human Rights Commission
- The Saint Peter Human Rights Resource Network
- The Saint Peter media

## **RESPONSE TO A BIAS/HATE CRIME:**

### ***Immediate Response - law enforcement***

Police Department commitment to report bias/hate crimes to the SPHRC is necessary for this plan to be viable. The rights and wishes of the victim of a bias/hate crime must be given the utmost consideration at each step of this plan.

If an officer becomes aware of an incident which may be defined as a “bias/hate crime”, as part of the investigation of the situation, the officer will:

1. Explain the definition of a “bias/hate crime” and the option of making a referral to the Human Rights Commission to the victim. The role of the SPHRC is to support the victim and, if appropriate, develop a community response to the hate crime. The SPHRC will not conduct a criminal investigation of the incident.
2. If the victim would like the support of the SPHRC, assist the victim in completing the Saint Peter Police Department Bias/Hate Crime Referral Report. Immediately forward the referral to the Saint Peter Chief of Police. The Chief of Police will contact the SPHRC chairperson.
3. If the victim does not feel the need for SPHRC support, give them the telephone number of the SPHRC staff liaison in the event support is needed at some future time.

### ***Immediate response - referral through other than law enforcement:***

1. If the report of a bias/hate crime is made directly to a member of the SPHRC or the Saint Peter Chief of Police, the person receiving the report will encourage the victim to report the incident to the Saint Peter Police Department or other appropriate law enforcement agencies.
2. Offer to go with the victim to report the incident to the Saint Peter Police Department.
3. Obtain an address or telephone number from the victim for future contacts.
4. Explain to the victim the definition of “bias/hate crime” and the option of making a referral to the Human Rights Commission. *The role of the SPHRC is to support the victim.*
5. After the initial meeting, consult with the SPHRC chairperson and the Human Rights Network chairperson, if appropriate a second meeting with the victim will be held to

explain the option of developing a community response to the bias/hate crime. *A broad-based community response plan will not be initiated unless the victim is supportive of the effort.*

6. The SPHRC will not conduct a criminal investigation of the incident.
7. If the victim would like the support of the SPHRC, immediately notify the SPHRC staff liaison. The staff liaison will contact the SPHRC chairperson.
8. If the victim does not feel the need for SPHRC support, give them the telephone number of the SPHRC staff liaison in the event support is needed at some future time.

***Human Rights Commission response to a bias/hate crime referral:***

1. The SPHRC chairperson will contact the Commission members and inform them of the referral. Together they will organize the initial victim contact. A response coordinator and team member will be appointed.
2. The response coordinator will contact the victim by telephone if possible. Express empathy. Ask if you and a SPHRC member might visit in person to discuss the incident and offer support and assistance. If the victim does not desire a visit, follow with a letter offering assistance at a later date if desired. Include information on other services in the community that might be of benefit.
3. Ask permission to report the information to the League of Minnesota Human Rights Commissions and the Saint Peter Human Rights Resource Network.
4. If contact by telephone is not an option the response coordinator and team member will visit the victim for the initial victim contact.
5. The SPHRC chairperson will be the designated spokesperson to the media regarding the bias/hate crime response plan.

**Human Rights Resource Network Volunteers**

1. Members of the Human Rights Resource Network and Human Rights Commission members participating as a Response Team will participate in a training program prior to being selected to be a volunteer.
2. The SPHRC chairperson will select the members with greatest consideration towards the victim and the nature of the bias/hate crime.

**Personal Visit**

With a team of two, visit with the victim, either at his/her home or other location of the victim's choice. Identify the team as members of the Saint Peter Human Rights Resource Network and explain the purpose for the meeting.

### ***Interview Questions:***

These questions are meant to be a guide. The interview team may wish to add or change these questions. First and foremost in importance is that all interviewers show an appropriate level of concern and be willing to spend enough time to obtain the victim's story. Oftentimes more can be learned through careful listening than through extensive questioning. If you are unsure of the victim's response to a question, rephrase their response to clarify the answer. If your understanding is not correct, the victim then has the opportunity to clarify their response. Be very careful not to place your personal feelings into follow-up reports. Take careful notes of important facts and details.

#### ***At the initial contact or visit:***

- Explain the extent of the confidentiality of the conversation.
- What happened?
- Was this the first incident or have there been others?
- Were children involved?
- How can we help you?
- What can we do together to prevent this from happening again?
- Is there anyone else you would like to contact you or that we can contact for you?

#### ***At the second contact or visit:***

- If appropriate and warranted and with the advice of the Human Rights Commission and the consent of the Mayor, we would like to organize a community wide response. Consider the victim's wishes as to confidentiality and level of publicity. Would you agree to this?
- Do you mind if we use your name, or would you prefer that we didn't?
- Are you comfortable with us contacting the media?

***This format is a guide. It is not rigid. Questions should be sensitive to the individual circumstances.***

The team members should review future contact information (telephone numbers if possible). Again, offer support and any assistance and explain future follow-up contacts.

### ***Human Rights Resource Network - Community Response***

1. Contact the Chief of Police and inform him/her of the incident. Review the information from the referral and interview. Discuss and agree upon the appropriateness of a community response.
2. Contact the League of Minnesota Human Rights Commission to seek support.
3. A team consisting of a Human Rights Commission member and Human Rights Resource Network member may conduct a secondary interview if appropriate.
4. At the earliest possible time arrange for a meeting of the SPHRC and the Human Rights Resource Network to develop a community response plan. Invite Elected Officials and the Chief of Police to participate in the planning process.
5. The community response plan may include, among other activities:

- A letter to the editor;
- Contacting other media;
- A community meeting;
- A “quick response - not in our town” activity;
- or sending a letter or a representative to local churches and schools. Call a meeting of the Human Rights Network representatives and involve the organizations in the response.

6. Maintain frequent contact with the victim. **Always remember this is about the victim. The victim should be comfortable with the community response plan**

***Follow-up contact with the victim:*** Whatever the response to the bias/hate crime, a follow-up contact should be made within one week, in person or by telephone. Check on any recurrences, other problems, and offer continued support. If appropriate, a follow-up visit after one month may also be appropriate.

***Review Response:***

1. The SPHRC and the Human Rights Resource Network may review the overall process. Note the effectiveness of the response and suggestions for future responses. Invite the Mayor and Chief of Police to provide a review and suggestions.
2. The STPHRC shall provide any report or findings to the Chief of Police.
3. The SPHRC shall send letters of appreciation to the Human Rights Resource Network members involved in the plan and other supportive organizations and individuals.

**SAINT PETER POLICE DEPARTMENT  
BIAS/HATE CRIME REFERRAL**

There is reason to believe that you have been a victim of a crime because of your race, national origin, religion, age, gender, disability or sexual orientation. The City of Saint Peter has a Human Rights Commission which is willing to support you in this matter.

You may contact the Human Rights Commission staff liaison for additional information at \_\_\_\_\_.

**OR**

Your signature on this form authorizes the Saint Peter Police Department to refer their report on this incident to the attention of the Human Rights Commission and a Commission member will then contact you.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICE CASE # \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REPORTING OFFICER: \_\_\_\_\_

# BIAS/HATE CRIME RESPONSE PLAN

## AFTER THE INITIAL CONTACT....

The following form is to be completed to document the initial contact with the victim and should be completed immediately after the contact has been made.

Explain the extent of the confidentiality of the conversation.

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What happened?

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Was this the first incident or have there been others?

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Were children involved?

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What assistance, if any, would the victim like from the SPHRC?

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---

---

What did the victim feel we can/should do together to prevent this from happening again?

---

---

---

Are there other people the victim would like the SPHRC to contact on their behalf? (Please provide names, relationship to victim, and all pertinent contact information)

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## CONSENT FOR COMMUNITY-WIDE RESPONSE

The Saint Peter Human Rights Commission (SPHRC) is willing and able to organize a community-wide response on behalf of victims of bias/hate crimes. This action will only be taken with the full authorization of the victim.

By completing the information below, you are hereby authorizing the SPHRC to initiate a community-wide response to the crime committed. Only the actions authorized by the victim on this form will be undertaken. No further actions will be taken without the victim's direct authorization.

If you have any questions about any of the options indicated, please ask for further information before completing the form.

Name of victim: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
(Please indicate whether cell or land line)

\_\_\_\_\_ I DO NOT wish to have a community-wide response organized on my behalf. I want all information pertaining to the incident kept confidential.

\_\_\_\_\_ I DO wish to have a community-wide response organized on my behalf. Said authorization includes specific permission for the SPHRC to release the following information to the media and the public:

- \_\_\_\_\_ My name
- \_\_\_\_\_ My contact information (address and phone number)
- \_\_\_\_\_ A copy of the Police report regarding the crime

\_\_\_\_\_ I DO wish to have a community-wide response organized on my behalf. Said authorization shall be limited to the following activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The authorization you have provided above shall continue until such time as you provide a written request to change. No further action will be taken by the SPRHC without additional authorization from you.

Signature of victim: \_\_\_\_\_

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 –**

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

**RESOLUTION APPROVING UPDATED BIAS HATE CRIME RESPONSE PLAN**

WHEREAS, the City Council sits as the City's Human Rights Commission; and

WHEREAS, the Human Rights Commission has previously developed a Bias Hate Crime Response Plan that was approved and adopted by the City Council; and

WHEREAS, the City Council has reviewed the Plan and recommended minor changes to the document; and

WHEREAS, staff recommends approval of the updated Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated Bias Hate Crime Response Plan is hereby adopted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of October 2016.

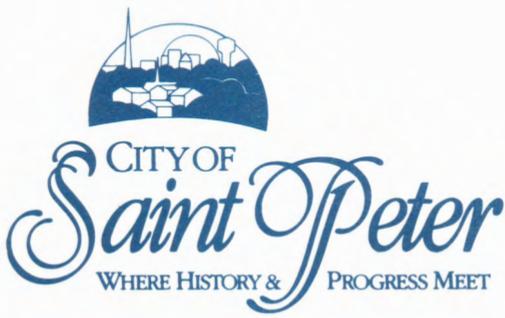
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

TO: Honorable Mayor Zieman  
Members of the City Council

DATE: 10/20/2016

FROM: Todd Prafke  
City Administrator

RE: CATV Franchise Merger Request

### ACTION/RECOMMENDATION

Approve the attached resolution authorizing a merger under the provisions of your franchise agreement with Crystal Communications doing business in Saint Peter as Consolidated Communications.

### BACKGROUND

Members may recall that you appointed Robert "Bob" Vose from the Kennedy and Graven law firm as Special City Attorney to assist the Council and staff with work related to the renewal of franchises for both local cable service providers. As a part of that process you approved a new franchise agreement with Consolidated Communications.

The entity has held and does hold a number of different named affiliates including Crystal Communications, Inc., which is the duly authorized holder of the cable communications franchise, as amended to date authorizing it to serve in the City of Saint Peter and to operate and maintain a cable television system. Consolidated Communications Enterprise Services, Inc. ("CCES") is an affiliate of the Franchisee and Consolidated Communications Holdings, Inc. ("CCHI") is the ultimate parent company of the Franchisee and CCES. CCHI will be undertaking a series of intra-company transactions which include the pro forma merger of the Franchisee with and into CCES. After the merger, the current franchisee will cease to exist as an entity and CCES will assume the duties and obligations associated with the Franchise if you provide approval.

It is anticipated that the Franchisee will notify its customers of any name changes through its notification and billing process and you are not required to provide any additional notification to the community.

Your attorney has reviewed this requested action and has expressed no concerns.

### FISCAL IMPACT:

There is no impact to this action.

**ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for further direction, but members should expect that CCES will likely press for approval through another process based on the premise that no reasonable request of this type would be withheld and no effective change in service is anticipated.

Negative vote. Staff will wait for additional direction. Members should expect that CCES will likely press for approval through another process based on the premise that no reasonable request of this type would be withheld and no effective change in service is anticipated.

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



221 East Nicollet Street, Suite 520-8, Minneapolis, MN 55402-3746 | consolidated.com | NASDAQ: CHSI



October 5, 2016

City of St. Peter  
227 South Front Street  
St. Peter, MN 56082

Re: Crystal Communications, Inc./Consolidated Communications Enterprise Services, Inc.  
*Pro Forma* Internal Consolidation

Dear City of St. Peter:

Crystal Communications, Inc. ("Crystal") currently holds a cable franchise in your community. In order to streamline corporate structure, Crystal's ultimate parent company Consolidated Communications Holdings, Inc. ("CCHI") will be undertaking a series of intra-company transactions.

One of those transactions is the *pro forma* internal consolidation merging Crystal into its affiliate Consolidated Communications Enterprise Services, Inc. ("CCES") (the "*Consolidation*"). Crystal will cease to exist as an entity post-*Consolidation* and, as the surviving entity, CCES will assume the duties and obligations associated with Crystal's cable franchise.

By this letter, the approval of Addressee ("City") to the Merger is requested. We have enclosed copies of the Federal Communications Commission's ("FCC") Form 394, other information, and draft language for a resolution regarding approval of the *Consolidation* to help facilitate the process. Please forward a copy of the executed resolution or other documentation of approval to my attention at the address above.

- **FCC Form 394.** FCC Form 394 (required copies enclosed) is designed to provide you with the relevant information needed to assess the financial, legal, and technical qualifications of CCES to hold the franchise and of Consolidated to be the ultimate parent entity of your cable franchisee.
- **Timing.** The *Consolidation* is currently expected to be effective on January 1, 2017.
- **Draft Approval Language for Resolution.** In accordance with the franchise and Minn. Stat. §283.083, the City's approval is required and shall not be unreasonably withheld. Should you choose to formally approve to the *Consolidation* using a resolution, we have enclosed a draft resolution that can be used to expedite the process. Alternatively, you may indicate consent via written correspondence or electronic communication.

We request that an approval resolution, if needed, be considered at your earliest possible meeting.

City of St. Peter  
Page Two

If you have any questions about the FCC Form 394, the draft resolution, or any of the enclosed documents, please give me a call at 507-386-3667 or send an email to [carrie.rice@consolidated.com](mailto:carrie.rice@consolidated.com)

Sincerely,

A handwritten signature in black ink that reads "C. Rice". The signature is written in a cursive style with a large, looped initial "C" and a stylized "Rice".

Carrie Rice  
Manager - Legislative & Regulatory

Robert J.V. Vose, Esq.  
Kennedy & Graven

Attachments and Enclosures

**FCC 394**

**APPLICATION FOR FRANCHISE AUTHORITY  
CONSENT TO ASSIGNMENT OR TRANSFER OF CONTROL  
OF CABLE TELEVISION FRANCHISE**

FOR FRANCHISE AUTHORITY USE ONLY

SECTION I. GENERAL INFORMATION

|      |                 |  |                |
|------|-----------------|--|----------------|
| DATE | <b>5-Oct-16</b> | 1. Community Unit Identification Number: | <b>MN 1121</b> |
|------|-----------------|--|----------------|

2. Application for:  Assignment of Franchise  Transfer of Control

|  |                 |
|--|-----------------|
| 3. Franchising Authority: <b>City of St. Peter</b>   |                 |
| 4. Identify community where the system/franchise that is the subject of the assignment or transfer of control is located:<br><b>Mankato, MN</b>                            |                 |
| 5. Date system was acquired or (for system's constructed by the transferor/assignor) the date on which service was provided to the first subscriber in the franchise area: | <b>2006</b>     |
| 6. Proposed effective date of closing of the transaction assigning or transferring ownership of the system to transferee/assignee:   | <b>1/1/2017</b> |

7. Attach as an Exhibit a schedule of any and all additional information or material filed with this application that is identified in the franchise as required to be provided to the franchising authority when requesting its approval of the type of transaction that is the subject of this application.

Exhibit No.

**PART I - TRANSFEROR/ASSIGNOR**

1. Indicate the name, mailing address, and telephone number of the transferor/assignor.

|  |                    |                          |  |
|--|--------------------|--------------------------|--|
| Legal name of Transferor/Assignor (if individual, list last name first)<br><b>Crystal Communications, Inc.</b> |                    |                          |  |
| Assumed name used for doing business (if any)<br><b>Consolidated Communications</b>                            |                    |                          |  |
| Mailing street address or P.O. Box<br><b>221 E. Hickory Street</b>   |                    |                          |  |
| City<br><b>Mankato</b>   | State<br><b>MN</b> | ZIP Code<br><b>56001</b> | Telephone No. (include area code)<br><b>507-387-1151</b> |

2.(a) Attach as an Exhibit a copy of the contract or agreement that provides for the assignment or transfer of control (including any exhibits or schedules thereto necessary in order to understand the terms thereof). If there is only an oral agreement, reduce the terms to writing and attach. (Confidential trade, business, pricing or marketing information, or other information not otherwise publicly available, may be redacted).

Exhibit No.  
**See Exhibit 1**

(b) Does the contract submitted in response to (a) above embody the full and complete agreement between the transferor/assignor and the transferee/assignee?

Yes  No

If No, explain in an Exhibit.

Exhibit No.

PART II - TRANSFEREE/ASSIGNEE

1.(a) Indicate the name, mailing address, and telephone number of the transferee/assignee.

|   |           |              |                                   |
|---|-----------|--------------|-----------------------------------|
| Legal name of Transferee/Assignee (if individual, list last name first) |           |              |                                   |
| <b>Consolidated Communications Enterprise Services, Inc.</b>            |           |              |                                   |
| Assumed name used for doing business (if any)                           |           |              |                                   |
| Mailing street address or P.O. Box                                      |           |              |                                   |
| <b>121 S. 17th Street</b>   |           |              |                                   |
| City  | State     | ZIP Code     | Telephone No. (include area code) |
| <b>Mattoon</b>  | <b>IL</b> | <b>61938</b> | <b>217-235-4480</b>               |

(b) Indicate the name, mailing address, and telephone number of person to contact, if other than transferee/assignee.

|   |           |              |                                   |
|---|-----------|--------------|-----------------------------------|
| Name of contact person (list last name first) |           |              |                                   |
| <b>Shultz, Michael</b>                        |           |              |                                   |
| Firm or company name (if any)                 |           |              |                                   |
| <b>Consolidated Communications</b>            |           |              |                                   |
| Mailing street address or P.O. Box            |           |              |                                   |
| <b>350 S. Loop 336 W</b>                      |           |              |                                   |
| City  | State     | ZIP Code     | Telephone No. (include area code) |
| <b>Conroe</b>                                 | <b>TX</b> | <b>77304</b> | <b>936-788-7414</b>               |

(c) Attach as an Exhibit the name, mailing address, and telephone number of each additional person who should be contacted, if any.

|             |
|-------------|
| Exhibit No. |
|-------------|

(d) Indicate the address where the system's records will be maintained.

|                              |           |              |
|------------------------------|-----------|--------------|
| Street address               |           |              |
| <b>221 E. Hickory Street</b> |           |              |
| City                         | State     | ZIP Code     |
| <b>Mankato</b>               | <b>MN</b> | <b>56001</b> |

2. Indicate on an attached exhibit any plans to change the current terms and conditions of service and operations of the system as a consequence of the transaction for which approval is sought.

|                      |
|----------------------|
| Exhibit No.          |
| <b>See Exhibit 1</b> |

SECTION II. TRANSFEREE'S/ASSIGNEE'S LEGAL QUALIFICATIONS

Transferee/Assignee is:

Corporation

|   |  |
|---|--|
| a. Jurisdiction of incorporation:<br><b>Delaware</b>  | d. Name and address of registered agent in jurisdiction: |
| b. Date of incorporation:<br><b>2-Aug-02</b>          | <b>National Registered Agents, Inc.</b>                  |
| c. For profit or not-for-profit:<br><b>For profit</b> | <b>6040 Earle Brown Drive</b>                            |
|   | <b>Suite 480</b>   |
|   | <b>Brooklyn Center, MN 55430</b>                         |

Limited Partnership

|                                  |  |
|----------------------------------|--|
| a. Jurisdiction in which formed: | c. Name and address of registered agent in jurisdiction: |
| b. Date of formation:            |  |

General Partnership

|  |                       |
|--|-----------------------|
| a. Jurisdiction whose laws govern formation: | b. Date of formation: |
|--|-----------------------|

Individual

Other. Describe in an Exhibit. Exhibit No.

List the transferee/assignee, and, if the transferee/assignee is not a natural person, each of its officers, directors, stockholders beneficially holding more than 5% of the outstanding voting shares, general partners, and limited partners holding an equity interest of more than 5%. Use only one column for each individual or entity. Attach additional pages if necessary. (Read carefully - the lettered items below refer to corresponding lines in the following table.)

- (a) Name, residence, occupation or principal business, and principal place of business. (If other than an individual, also show name, address and citizenship of natural person authorized to vote the voting securities of the applicant that it holds.) List the applicant first, officers, next, then directors and, thereafter, remaining stockholders and/or partners.
- (b) Citizenship.
- (c) Relationship to the transferee/assignee (e.g., officer, director, etc.).
- (d) Number of shares or nature of partnership interest.
- (e) Number of votes.
- (f) Percentage of votes.

|                      |  |  |
|----------------------|--|--|
| <b>See Exhibit 1</b> |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |

3. If the applicant is a corporation or a limited partnership, is the transferee/assignee formed under the laws of, or duly qualified to transact business in, the State or other jurisdiction in which the system operates?  Yes  No

If the answer is No, explain in an Exhibit.

Exhibit No.

4. Has the transferee/assignee had any interest in or in connection with an applicant which has been dismissed or denied by any franchise authority?  Yes  No

If the answer is Yes, describe circumstances in an Exhibit.

Exhibit No.

5. Has an adverse finding been made or an adverse final action been taken by any court or administrative body with respect to the transferee/assignee in a civil, criminal or administrative proceeding, brought under the provisions of any law or regulation related to the following: any felony; revocation, suspension or involuntary transfer of any authorization (including cable franchises) to provide video programming services; mass media related antitrust or unfair competition; fraudulent statements to another government unit; or employment discrimination?  Yes  No

If the answer is Yes, attach as an Exhibit a full description of the persons and matter(s) involved, including an identification of any court or administrative body and any proceeding (by dates and file numbers, if applicable), and the disposition of such proceeding.

Exhibit No.

6. Are there any documents, instruments, contracts or understandings relating to ownership or future ownership rights with respect to any attributable interest as described in Question 2 (including, but not limited to, non-voting stock interests, beneficial stock ownership interests, options, warrants, debentures)?  Yes  No

If Yes, provide particulars in an Exhibit.

7. Do documents, instruments, agreements or understandings for the pledge of stock of the transferee/assignee, as security for loans or contractual performance, provide that: (a) voting rights will remain with the applicant, even in the event of default on the obligation; (b) in the event of default, there will be either a private or public sale of the stock; and (c) prior to the exercise of any ownership rights by a purchaser at a sale described in (b), any prior consent of the FCC and/or of the franchising authority, if required pursuant to federal, state or local law or pursuant to the terms of the franchise agreement will be obtained?  Yes  No

If No, attach as an Exhibit a full explanation.

Exhibit No.

**SECTION III. TRANSFEREE'S/ASSIGNEE'S FINANCIAL QUALIFICATIONS**

1. The transferee/assignee certifies that it has sufficient net liquid assets on hand or available from committed resources to consummate the transaction and operate the facilities for three months.  Yes  No

2. Attach as an Exhibit the most recent financial statements, prepared in accordance with generally accepted accounting principals, including a balance sheet and income statement for at least one full year, for the transferee/assignee or parent entity that has been prepared in the ordinary course of business, if any such financial statements are routinely prepared. Such statements, if not otherwise publicly available, may be marked CONFIDENTIAL and will be maintained as confidential by the franchise authority and its agents to the extent permissible under local law.

Exhibit No.  
**Exhibit 2**

**SECTION IV. TRANSFEREE'S/ASSIGNEE'S TECHNICAL QUALIFICATIONS**

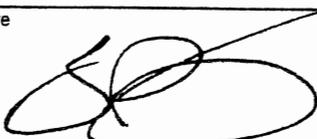
Set forth in an Exhibit a narrative account of the transferee's/assignee's technical qualifications, experience and expertise regarding cable television systems, including, but not limited to, summary information about appropriate management personnel that will be involved in the system's management and operations. The transferee/assignee may, but need not, list a representative sample of cable systems currently or formerly owned or operated.

Exhibit No.  
**Exhibit 1**

SECTION V - CERTIFICATIONS

Part I - Transferor/Assignor

All the statements made in the application and attached exhibits are considered material representations, and all the Exhibits are a material part hereof and are incorporated herein as if set out in full in the application.

|   |  |
|---|--|
| I CERTIFY that the statements in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. | Signature<br>  |
|   | Date<br>10/4/2016  |
| WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT. U.S. CODE, TITLE 18, SECTION 1001.                           | Print full name<br>Steven J. Shirar  |
|   | Check appropriate classification:<br><input type="checkbox"/> Individual <input type="checkbox"/> General Partner <input checked="" type="checkbox"/> Corporate Officer (Indicate Title) <input type="checkbox"/> Other Explain: |

Part II - Transferee/Assignee

All the statements made in the application and attached Exhibits are considered material representations, and all the Exhibits are a material part hereof and are incorporated herein as if set out in full in the application.

The transferee/assignee certifies that he/she:

- (a) Has a current copy of the FCC's Rules governing cable television systems.
- (b) Has a current copy of the franchise that is the subject of this application, and of any applicable state laws or local ordinances and related regulations.
- (c) Will use its best efforts to comply with the terms of the franchise and applicable state laws or local ordinances and related regulations, and to effect changes, as promptly as practicable, in the operation system, if any changes are necessary to cure any violations thereof or defaults thereunder presently in effect or ongoing.

|   |  |
|---|--|
| I CERTIFY that the statements in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. | Signature<br>  |
|   | Date<br>10-4-2016  |
| WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT. U.S. CODE, TITLE 18, SECTION 1001.                           | Print full name<br>Steven J. Shirar  |
|   | Check appropriate classification:<br><input type="checkbox"/> Individual <input type="checkbox"/> General Partner <input checked="" type="checkbox"/> Corporate Officer (Indicate Title) <input type="checkbox"/> Other Explain: |

## EXHIBIT 1

### Information Regarding Assignment and Assignee

#### A. Response to Form 394 Section I, Part I, Question 2 – Agreement for Assignment

Crystal Communications, Inc. (“Crystal” or “Assignor”) and Consolidated Communications Enterprise Services, Inc. (“CCES” or “Assignee”) (together with Crystal, the “Parties”) are wholly owned subsidiaries of Consolidated Communications Holdings, Inc. (“CCHI”). In order to simplify its corporate structure, CCHI is undertaking a series of *pro forma* intra-company transactions including the consolidation of the Crystal into CCES (the “*Consolidation*”). The *Consolidation* is expected to result from the merger of Crystal with and into CCES, whereupon CCES will be the surviving entity and the separate existence of the Crystal will cease. **Exhibit 3** contains diagrams of the corporate organization structure of the Parties before and after the *Consolidation*.

Since the *Consolidation* involves internal *pro forma* mergers, there is no agreement associated with the *Consolidation*. A Certificate of Merger, or similar document, will be prepared shortly and executed before the *Consolidation* occurs. The *Consolidation* is expected to occur no later than December 31, 2016, and be effective January 1, 2017.

#### B. Response to Form 394, Page II, Question 2 – Plans to Change the Terms and Conditions of Service

The *Consolidation* will be virtually transparent to customers and will not result in any change in their service. Since all affected customers are already familiar with the “Consolidated Communications” brand, the *Consolidation* will not result in customer confusion. Moreover, the rates, terms and conditions of their services will not change as a result of the *Consolidation*. The operations of the system is not expected to be affected by the *Consolidation*.

#### C. Response to Form 394 Section II, Question 2 – Transferee/Assignee Officers, Directors and Owner

Crystal and CCES are both direct, wholly owned subsidiaries of Consolidation Communications, Inc. (“CCI”). CCI is, in turn, a direct wholly owned subsidiary of CCHI. CCHI is a publicly traded (NASDAQ: CNSL) Delaware corporation, and headquartered in Mattoon, Illinois. **Exhibit 3** contains diagrams of the corporate organization structure of the Parties before and after the *Consolidation*.

The following persons are officers and directors of CCES:

##### Officers

Robert J. Currey, Executive Chairman  
Steven J. Shirar, Chief Information Officer & Corporate Secretary  
Matthew K. Smith, Treasurer & Vice President of Investor Relations  
C. Robert Udell, Jr., President & Chief Executive Officer  
Steven L. Childers, Chief Financial Officer & Assistant Secretary

Carol Wirsbinski, Chief Sales Officer  
David Herrick, Vice President & Controller  
Brian L. Carr, Vice President  
Michael W. Smith, Chief Marketing Officer  
Janice Hester, Senior Director of Tax

Directors

Robert J. Currey  
Steven J. Shirar  
Matthew K. Smith

The officers and directors can all be reached through CCES's principal place of business at 121 S. 17th Street, Mattoon, IL 61938.

**D. Response to Form 394 Section IV – Transferee's/Assignee's Technical Qualifications**

Currently, CCES operates approximately 80 cable systems in California, Illinois, Kansas, Missouri, Pennsylvania and Texas. Like the 22 cable systems of Crystal that CCES will operate upon completion of the *Consolidation*, CCES's other cable systems were operated by affiliates of CCES before those affiliates also consolidated into CCES. Therefore, CCES has significant expertise in managing cable systems.

Further, the same officers and senior management personnel that oversee CCES's current cable systems, also oversee Crystal's cable systems. Further, CCES and Crystal share the same officers and directors. Therefore, CCES has the same qualification to operate the Crystal cable systems and Crystal does.

## **EXHIBIT 2**

### **Financial Qualifications**

CCES will have the financial capability to continue to provide service to the customers of the Crystal upon completion of the *Consolidation*. Neither CCES nor Crystal maintain financial statements separate from the consolidated financial statements of CCHI. Therefore, a copy of CCHI's most recent financial statements from SEC Form 10-Q is provided. Complete copies of CCHI's most recent SEC Forms 10-Q and 10-K are available at <http://ir.consolidated.com> under "Financial Information."

UNITED STATES  
SECURITIES AND EXCHANGE COMMISSION  
WASHINGTON, D.C. 20549

FORM 10-Q

QUARTERLY REPORT PURSUANT TO SECTION 13 OR 15(d)  
OF THE SECURITIES EXCHANGE ACT OF 1934

For the quarterly period ended June 30, 2016

or

TRANSITION REPORT PURSUANT TO SECTION 13 or 15(d)  
OF THE SECURITIES EXCHANGE ACT OF 1934

Commission File Number 000-51446



**CONSOLIDATED COMMUNICATIONS HOLDINGS, INC.**

(Exact name of registrant as specified in its charter)

|  |  |
|--|--|
| <u>Delaware</u><br>(State or other jurisdiction<br>of incorporation or organization)                   | <u>02-0636095</u><br>(I.R.S. Employer<br>Identification No.) |
| <u>121 South 17<sup>th</sup> Street, Mattoon, Illinois</u><br>(Address of principal executive offices) | <u>61938-3987</u><br>(Zip Code)                              |

(217) 235-3311

(Registrant's telephone number, including area code)

Indicate by check mark whether the registrant (1) has filed all reports required to be filed by Section 13 or 15(d) of the Securities Exchange Act of 1934 during the preceding 12 months (or for such shorter period that the registrant was required to file such reports), and (2) has been subject to such filing requirements for the past 90 days.

Yes  No

Indicate by check mark whether the registrant has submitted electronically and posted on its corporate Web site, if any, every Interactive Data File required to be submitted and posted pursuant to Rule 405 of Regulation S-T (§232.405 of this chapter) during the preceding 12 months (or for such shorter period that the registrant was required to submit and post such files).

Yes  No

Indicate by check mark whether the registrant is a large accelerated filer, an accelerated filer, a non-accelerated filer, or a smaller reporting company. See the definitions of "large accelerated filer," "accelerated filer" and "smaller reporting company" in Rule 12b-2 of the Exchange Act. (Check one):

Large accelerated filer  Accelerated filer

Non-accelerated filer  (Do not check if a smaller reporting company) Smaller reporting company

Indicate by check mark whether the registrant is a shell company (as defined in Rule 12b-2 of the Exchange Act).

Yes  No

On July 29, 2016, the registrant had 50,654,989 shares of Common Stock outstanding.

**PART I. FINANCIAL INFORMATION**

**ITEM 1. FINANCIAL STATEMENTS**

**CONSOLIDATED COMMUNICATIONS HOLDINGS, INC. AND SUBSIDIARIES**  
**CONDENSED CONSOLIDATED STATEMENTS OF OPERATIONS**

*(Unaudited; Amounts in thousands except per share amounts)*

|   | <u>Quarter Ended June 30,</u> |                    | <u>Six Months Ended June</u> |                   |
|---|-------------------------------|--------------------|------------------------------|-------------------|
|   | <u>2016</u>                   | <u>2015</u>        | <u>30,</u>                   | <u>2015</u>       |
| Net revenues  | \$ 186,871                    | \$ 201,010         | \$ 375,717                   | \$ 393,588        |
| Operating expense:  |                               |                    |                              |                   |
| Cost of services and products (exclusive of depreciation and amortization)                | 80,763                        | 86,376             | 160,483                      | 166,268           |
| Selling, general and administrative expenses  | 39,053                        | 43,308             | 79,729                       | 85,693            |
| Loss on impairment  | 610                           | —                  | 610                          | —                 |
| Depreciation and amortization   | 43,491                        | 43,651             | 87,631                       | 87,207            |
| Income from operations  | <u>22,954</u>                 | <u>27,675</u>      | <u>47,264</u>                | <u>54,420</u>     |
| Other income (expense):   |                               |                    |                              |                   |
| Interest expense, net of interest income  | (19,106)                      | (20,429)           | (37,752)                     | (41,103)          |
| Loss on extinguishment of debt  | —                             | (41,242)           | —                            | (41,242)          |
| Investment income   | 8,704                         | 9,004              | 15,901                       | 15,445            |
| Other, net  | (72)                          | (40)               | (58)                         | (97)              |
| Income (loss) before income taxes   | <u>12,480</u>                 | <u>(25,032)</u>    | <u>25,355</u>                | <u>(12,577)</u>   |
| Income tax expense (benefit)  | <u>12,323</u>                 | <u>(9,104)</u>     | <u>17,296</u>                | <u>(4,478)</u>    |
| Net income (loss)   | 157                           | (15,928)           | 8,059                        | (8,099)           |
| Less: net income attributable to noncontrolling interest                                  | 81                            | 40                 | 134                          | 59                |
| Net income (loss) attributable to common shareholders                                     | <u>\$ 76</u>                  | <u>\$ (15,968)</u> | <u>\$ 7,925</u>              | <u>\$ (8,158)</u> |
| Net income (loss) per basic and diluted common shares attributable to common shareholders | <u>\$ —</u>                   | <u>\$ (0.32)</u>   | <u>\$ 0.15</u>               | <u>\$ (0.16)</u>  |
| Dividends declared per common share   | <u>\$ 0.38</u>                | <u>\$ 0.38</u>     | <u>\$ 0.77</u>               | <u>\$ 0.77</u>    |

See accompanying notes.

**CONSOLIDATED COMMUNICATIONS HOLDINGS, INC. AND SUBSIDIARIES**  
**CONDENSED CONSOLIDATED STATEMENTS OF COMPREHENSIVE INCOME (LOSS)**  
*(Unaudited; Amounts in thousands)*

|   | <b>Quarter Ended</b> |                    | <b>Six Months Ended</b> |                   |
|---|----------------------|--------------------|-------------------------|-------------------|
|   | <b>June 30,</b>      |                    | <b>June 30,</b>         |                   |
|   | <u>2016</u>          | <u>2015</u>        | <u>2016</u>             | <u>2015</u>       |
| Net income  | \$ 157               | \$ (15,928)        | \$ 8,059                | \$ (8,099)        |
| Pension and post-retirement obligations:  |                      |                    |                         |                   |
| Amortization of actuarial losses and prior service credit to earnings, net of tax | 678                  | 464                | 1,357                   | 866               |
| Derivative instruments designated as cash flow hedges:                            |                      |                    |                         |                   |
| Change in fair value of derivatives, net of tax                                   | (168)                | (237)              | (598)                   | (802)             |
| Reclassification of realized loss to earnings, net of tax                         | 158                  | 229                | 307                     | 491               |
| Comprehensive income (loss)   | <u>825</u>           | <u>(15,472)</u>    | <u>9,125</u>            | <u>(7,544)</u>    |
| Less: comprehensive income attributable to noncontrolling interest                | <u>81</u>            | <u>40</u>          | <u>134</u>              | <u>59</u>         |
| Total comprehensive income (loss) attributable to common shareholders             | <u>\$ 744</u>        | <u>\$ (15,512)</u> | <u>\$ 8,991</u>         | <u>\$ (7,603)</u> |

See accompanying notes.

**CONSOLIDATED COMMUNICATIONS HOLDINGS, INC. AND SUBSIDIARIES**  
**CONDENSED CONSOLIDATED BALANCE SHEETS**

*(Unaudited; Amounts in thousands except share and per share amounts)*

|   | June 30,<br>2016 | December 31,<br>2015 |
|---|------------------|----------------------|
| <b>ASSETS</b>   |                  |                      |
| Current assets:   |                  |                      |
| Cash and cash equivalents   | \$ 24,555        | \$ 15,878            |
| Accounts receivable, net of allowance for doubtful accounts   | 64,524           | 68,848               |
| Income tax receivable   | 13,959           | 23,867               |
| Prepaid expenses and other current assets   | 21,922           | 17,815               |
| Assets held for sale  | 28,689           | —                    |
| Total current assets  | 153,649          | 126,408              |
| Property, plant and equipment, net  | 1,062,181        | 1,093,261            |
| Investments   | 106,931          | 105,543              |
| Goodwill  | 756,373          | 764,630              |
| Other intangible assets   | 37,023           | 43,497               |
| Other assets  | 6,682            | 5,187                |
| Total assets  | \$ 2,122,839     | \$ 2,138,526         |
| <b>LIABILITIES AND SHAREHOLDERS' EQUITY</b>   |                  |                      |
| Current liabilities:  |                  |                      |
| Accounts payable  | \$ 17,295        | \$ 12,576            |
| Advance billings and customer deposits  | 26,921           | 27,616               |
| Dividends payable   | 19,623           | 19,551               |
| Accrued compensation  | 19,986           | 21,883               |
| Accrued interest  | 9,405            | 9,353                |
| Accrued expense   | 43,284           | 42,384               |
| Current portion of long-term debt and capital lease obligations   | 13,171           | 10,937               |
| Liabilities held for sale   | 7,746            | —                    |
| Total current liabilities   | 157,431          | 144,300              |
| Long-term debt and capital lease obligations  | 1,378,788        | 1,377,892            |
| Deferred income taxes   | 237,363          | 236,529              |
| Pension and other post-retirement obligations   | 110,325          | 112,966              |
| Other long-term liabilities   | 16,544           | 16,140               |
| Total liabilities   | 1,900,451        | 1,887,827            |
| Commitments and contingencies (Note 11)   |                  |                      |
| Shareholders' equity:   |                  |                      |
| Common stock, par value \$0.01 per share; 100,000,000 shares authorized, 50,654,989 and 50,470,096 shares outstanding as of June 30, 2016 and December 31, 2015, respectively | 507              | 505                  |
| Additional paid-in capital  | 251,344          | 281,738              |
| Retained earnings (deficit)   | —                | (881)                |
| Accumulated other comprehensive loss, net   | (34,633)         | (35,699)             |
| Noncontrolling interest   | 5,170            | 5,036                |
| Total shareholders' equity  | 222,388          | 250,699              |
| Total liabilities and shareholders' equity  | \$ 2,122,839     | \$ 2,138,526         |

See accompanying notes.

**CONSOLIDATED COMMUNICATIONS HOLDINGS, INC. AND SUBSIDIARIES**  
**CONDENSED CONSOLIDATED STATEMENTS OF CASH FLOWS**

*(Unaudited; amounts in thousands)*

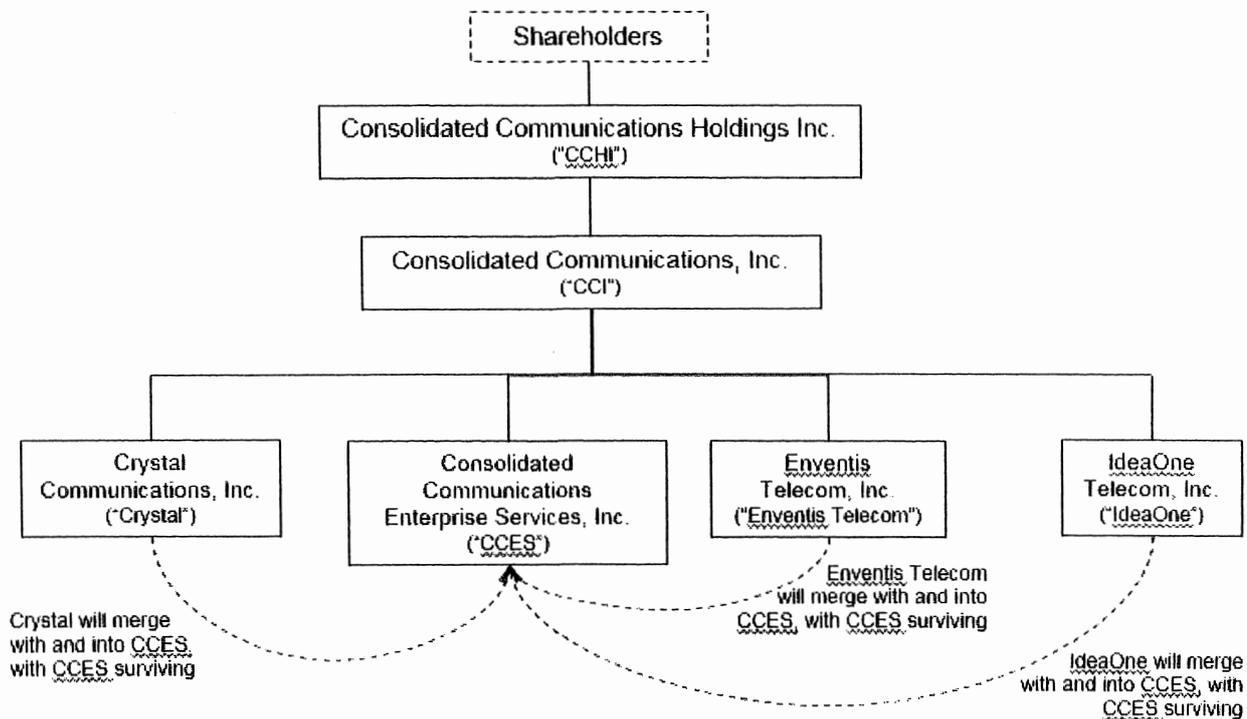
|  | <b>Six Months Ended June 30,</b> |             |
|--|----------------------------------|-------------|
|  | <b>2016</b>                      | <b>2015</b> |
| Net cash provided by operating activities        | \$ 115,505                       | \$ 95,816   |
| <b>Cash flows from investing activities:</b>     |                                  |             |
| Purchases of property, plant and equipment, net  | (62,271)                         | (65,538)    |
| Proceeds from sale of assets                     | 50                               | 57          |
| Proceeds from sale of investments                | —                                | 846         |
| Net cash used in investing activities            | (62,221)                         | (64,635)    |
| <b>Cash flows from financing activities:</b>     |                                  |             |
| Proceeds from bond offering                      | —                                | 294,780     |
| Proceeds from issuance of long-term debt         | 7,000                            | 40,000      |
| Payment of capital lease obligations             | (812)                            | (444)       |
| Payment on long-term debt                        | (11,550)                         | (59,550)    |
| Redemption of senior notes                       | —                                | (261,874)   |
| Payment of financing costs                       | —                                | (4,468)     |
| Share repurchases for minimum tax withholding    | (71)                             | (282)       |
| Dividends on common stock                        | (39,174)                         | (39,076)    |
| Net cash used in financing activities            | (44,607)                         | (30,914)    |
| Increase in cash and cash equivalents            | 8,677                            | 267         |
| Cash and cash equivalents at beginning of period | 15,878                           | 6,679       |
| Cash and cash equivalents at end of period       | \$ 24,555                        | \$ 6,946    |

See accompanying notes.

**EXHIBIT 3**

**Pre- and Post-Consolidation Corporate Organizational Structure Charts**

**Current Corporate Organizational Chart of the Parties\***

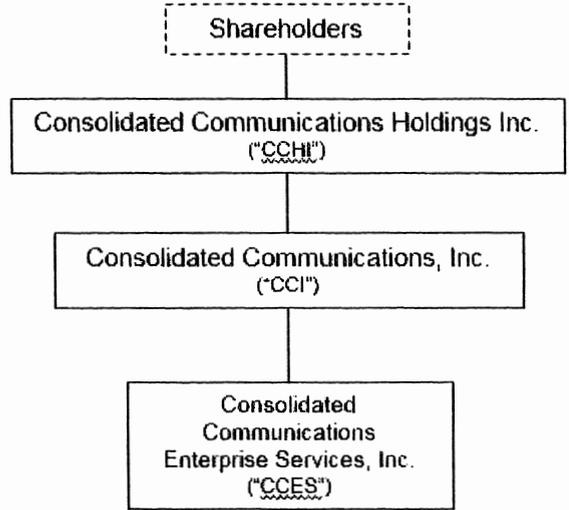


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\* The entities listed herein only include (i) the Parties, (ii) other affiliates also consolidating into CCES, and (iii) those entities in the chain of ownership of the Applicants. The chart excludes all other subsidiaries of CCI including those that hold authorizations or licenses from the FCC or state regulators.

All ownership percentages are 100%.

**Post-Consolidation Corporate Organizational Chart of the Parties\***



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All ownership percentages are 100%.

\* The entities listed herein only include CCES, which will survive the mergers, and those entities in the chain of ownership of the Parties. The chart excludes all other subsidiaries of CCI including those that hold authorizations or licenses from the FCC or state regulators.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING ASSIGNMENT OF CABLE TELEVISION FRANCHISE FROM  
CRYSTAL COMMUNICATIONS TO CONSOLIDATED COMMUNICATIONS ENTERPRISE  
SERVICES, INC.**

WHEREAS, Crystal Communications, Inc., ("Franchisee") is the duly authorized holder of a cable communications franchise, as amended to date (the "Franchise")\* authorizing Franchisee to serve the City of Saint Peter, Minnesota (the "Franchise Authority") and to operate and maintain a cable television system therein; and

WHEREAS, Consolidated Communications Enterprise Services, Inc. ("CCES") is an affiliate of Franchisee; and

WHEREAS, Consolidated Communications Holdings, Inc. ("CCHI") is the ultimate parent company of Franchisee and CCES; and

WHEREAS, CCHI will be undertaking a series of intra-company transactions which include the pro forma merger of Franchisee with and into CCES (the "Merger"); and

WHEREAS, after the Merger, Franchisee will cease to exist as an entity and CCES will assume the duties and obligations associated with the Franchise; and

WHEREAS, Franchisee and CCES jointly filed an FCC Form 394, along with supporting exhibits, with the Franchise Authority with respect to the Merger; and

WHEREAS, the Franchise Authority has considered and approves of the Merger.

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

1. The foregoing recitals are approved and incorporated herein by reference;
2. The Franchise Authority consents to the Merger and the resulting assignment of the Franchise to CCES;
3. The Franchise Authority confirms that the Franchise is valid and outstanding and in full force and effect and there are no defaults under the Franchise. Subject to compliance with the terms of this Resolution, all actions necessary to approve the assignment of the Franchise to CCES has been duly and validly taken.
4. Upon completion of the Merger, and except as modified herein, CCES will be bound by the lawful terms and conditions of the Franchise and will assume the duties and obligations associated with the Franchise;

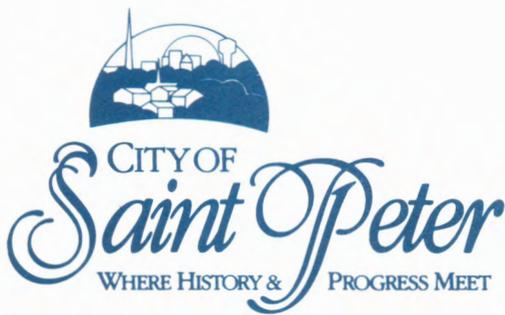
- 5. This Resolution shall be deemed effective upon adoption;
- 6. This Resolution shall have the force of a continuing agreement with Franchisee and its successors and assigns, including CCES, and the Franchise Authority shall not amend or otherwise alter this Resolution without the consent of Franchisee and CCES.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of October, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 10/20/16

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request – Halloween Fun Run

### **ACTION/RECOMMENDATION**

Approve the attached resolution authorizing City assistance for the community-wide Halloween Fun Run and Lil Monster Dash.

### **BACKGROUND**

The Chamber of Commerce has requested City assistance for the Halloween Fun Run and Lil Monster Dash and staff recommends approval of the request as outlined in the letter from the Chamber of Commerce and the proposed resolution. Because of the nature of the transfer of responsibilities for this event we have and will continue to provide additional technical support for the event in this first transfer year in order to make the process move smoothly.

As we require of all community events, the Chamber of Commerce must provide a Certificate of Insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000.

### **FISCAL IMPACT:**

The cost to the City for this assistance is estimated to be \$2,000.

### **ALTERNATIVES AND VARIATIONS:**

**Do Not Act:** Should the Council fail to take action on this request, no assistance will be provided.

**Negative vote:** 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 if you have any questions or concerns about this agenda item.

TP/bal

To: City of St. Peter Administration  
From: Ed Lee, St. Peter Area Chamber of Commerce  
Date: October 6, 2016



Dear St. Peter City Council,

Thank you for the opportunity to request City assistance for the 13<sup>th</sup> Annual St. Peter 5K Halloween Fun and Lil Monster Dash.

We are requesting the following:

- Use of the Community Center from 3 a.m. to 1 p.m. on Saturday, Oct. 29, along with tables and chairs. Registration takes place in the gym, and participants tend to linger around the hallways. We have and will continue to communicate with Community Center staff to see that we are cooperating with them. Their thought is that a building supervisor (possibly Aaron) could be hired by us.
- The use of city streets that have been established as the course route. We have and will continue to communicate with Public Works and Police to see that we are cooperating with them. Short-time street closures would follow the same plan as with past races
- Approximately 150 orange cones, or however many are available that day from Public Works
- Use of Gorman Park to stage a live remote radio broadcast as has been done in the past. Also for setting up a 15x15-foot tent (same as July 4 in Mn Sq Park, without stakes, but instead weights) and inflatable bouncy house (smaller than July 4 obstacle course)

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR CHAMBER OF  
COMMERCE HALLOWEEN FUN RUN AND LIL MONSTER DASH**

WHEREAS, the Chamber of Commerce has recently taken over administration of the Halloween Fun Run and Lil Monster Dash; and

WHEREAS, the Chamber has submitted a request for City assistance; and

WHEREAS, as this is the first year the Chamber has administered this event, additional assistance is needed from the City for the community event; and

WHEREAS, City staff has met with organizers of the event to address concerns and/or safety issues; and

WHEREAS, the City Council has previously approved City assistance for certain community events; and

WHEREAS, staff recommends approval of the request for City assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request by the Saint Peter Chamber of Commerce for City assistance for the Halloween Fun Run and Lil Monster Dash on October 29th is hereby approved as follows:

1. The Chamber will be allowed to:
  - Use the Community Center from 3:00 a.m. – 1:00 p.m. on Saturday, October 29th including the use of folding tables and chairs.
  - Conduct the fun run on City streets on the pre-approved course route including temporary street closures as runners pass.
  - Use of traffic cones from the Public Works Department.
  - Use of Gorman Park for activities including set-up of a 15 x 15' tent and an inflatable bouncy house.
  
2. The approval is contingent upon the Chamber:
  - Removing all debris from the Community Center, Gorman Park and along the race route at the conclusion of the event.
  - Obtaining all necessary food and beverage licenses from the City and Nicollet County prior to the event.
  - Providing the City with a certificate of insurance naming the City as an additional insured in an amount of not less than \$1,500,000 per occurrence.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of October, 2016.

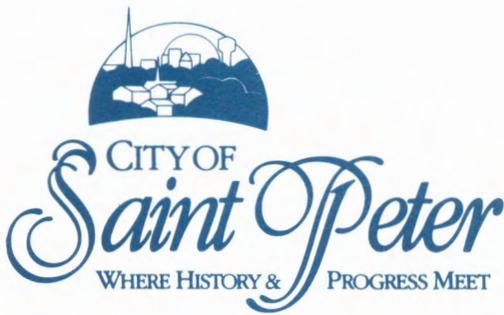
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 10/20/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Donation Policy Update

### **ACTION/RECOMMENDATION**

Provide for modifications to the City's donation policy.

### **BACKGROUND**

The Council has previously adopted a policy that outlines the process to be followed by staff when donations are made to the City. At your Council meeting about a month ago a request for acceptance of a donation from the Girls Fastpitch Association to improve fencing at Stones Park was considered and at that time, members asked that this policy be brought back for discussion. At your workshop you discussed a process that would provide for an additional review by the Parks and Recreation Advisory Board to help ensure that any donation greater than \$1,000 meets their expectation in regards to the Parks Master Plan.

The crux of the rationale behind a review seemed to center on the want of Councilmembers to ensure that any donation not only meet the financial requirements of the policy, but also fit in to the long range plan of the City, and in this instance was the contemplated improvement part of the Parks Plan or planning and what should the process be for that review.

The questions reviewed by the Members were:

- Should there be a process where either the Council or the appropriate Commission reviews the donation and says "it fits the plan" and therefore we are happy to accept the donation?
- What is the best way to demonstrate there is a clear and articulable nexus between the plan and the donation?

In some ways it may be advantageous to look at changing the financial threshold for donations considered by the Council, but there too are pros and cons in that at times a donation is relatively small and our overall planning does not get to the level of specificity for small purchases of say, less than \$2,500. In this way, as was articulated at your meeting, "staff can go crazy" with any donation under the threshold, but a review by Council, Commission or others must be done for donations over the threshold. That threshold may also need to be balanced against the idea of not making it too hard for folks to give you money.

Using the discussion about the Stones Park donation as an example, the Parks Plan indicated “permanent player’s benches on ball diamond” but the donation form indicated “fencing improvements”. This too may have caused some confusion surrounding the language or words used and whether the donation met the Parks Plan. Staff considered these to be interconnected, but interpreted the terminology discussion in a more literal way.

At the last Council workshop, the Council directed staff to prepare a modification to the donation policy to require that before any donations of \$1,000 or more that are to be used for Park improvements are accepted, they must first be considered by the Parks and Recreation Advisory Board for recommendation to the City Council, or under the specific financial threshold of \$7,500 to the City Administrator.

**FISCAL IMPACT:**

There is no fiscal impact to this action.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Should the Council choose not to act to modify the policy, no further action is necessary and staff will continue to process donations under the existing policy.

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

Modification of the Resolution: This is always an option of the City 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. 2016 -**

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

**RESOLUTION APPROVING MODIFICATION TO THE CITY'S DONATION ACCEPTANCE  
POLICY**

WHEREAS, in August, 2007 the City Council adopted a donation acceptance policy which outlined the process and conditions for acceptance of donations to the City; and

WHEREAS, the policy was designed to work in conjunction with the City's purchasing policy related to requirements for action by the City Council; and

WHEREAS, the City Council requested modifications to the policy so that donations exceeding a certain amount related to Parks improvements must first be reviewed by the Parks and Recreation Advisory Board for recommendation to the City Council; and

WHEREAS, the requested modifications have been made to the policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated donation acceptance policy, as shown in Exhibit A below, is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of October, 2016.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**EXHIBIT A**

**CITY OF SAINT PETER DONATION ACCEPTANCE POLICY**

The City of Saint Peter occasionally receives donations of cash and/or goods from the public. In order to provide for acceptance of these donations in an equitable manner, this donation acceptance policy has been adopted by the City Council. The policy addresses 1.) donations for the general good and welfare of the City; 2.) donations made for recognition of a person or group; and 2.) tree donations.

Any time a donation is made to the City of Saint Peter, a donation form is to be completed by City staff and submitted to the City Administrator's office.

### **DONATIONS FOR THE GENERAL GOOD AND WELFARE OF THE CITY**

Donations for the general good and welfare of the City are those donations which are made to the City either with no designated purpose or for which the purpose is other than to recognize a person or group or which is a donation of a tree or funding for a tree purchase. Such donations will be handled in the following manner:

- Any donations with an estimated value of \$10 or less may be accepted by any staff member who will then complete the donation form.
- Donations with an estimated value of between \$11 and \$500 may only be accepted by a Department Director who will then complete the donation form.
- Donations with an estimated value of greater the \$1,000, and which are intended for a park must have Park and Recreation Advisory Board approval prior to acceptance by the City Administrator or the City Council. The Board shall review the donation to ensure it meets the goals set forth in the Parks Master Plan.
- Donations with an estimated value of between \$501 and \$7,499 may be accepted by the City Administrator who will then complete the donation form.
- Donations with an estimated value of \$7,500 or higher must be accepted by the City Council during a regular Council meeting. The City Administrator's office will complete the donation form.
- Any and all donations of real estate must be approved by the City Council before being accepted regardless of the value.

### **DONATIONS MADE FOR RECOGNITION OF A PERSON OR GROUP**

The City of Saint Peter has had numerous groups and individuals donate time and funds which have been a key to the high quality public facilities the citizens now enjoy. Some have requested recognition and others have not requested recognition. For consistency for those who tie their donation to recognition, the following policy shall apply:

- The minimum value of a donation for which recognition will be allowed is \$500.00. No individual or group will be recognized in a park without direct connection to a specific improvement.
- The donated improvement must be consistent with the Parks Master Plan or plan for the facility for which it is intended
- The donated improvement must meet city standards.
- The donated improvement must provide added functional value or enhanced landscaping in the park or public facility.
- The donated improvement will be located in the park or public facility as per direction of the Director of Public Works and/or City Administrator.
- The recognition plaque will be provided at the cost of the donor, shall be a minor part of the improvement, and shall be attached to the improvement (or part of the landscaping).
- No recognition plaques may be carved stone or installed on the ground similar to grave markers.
- Recognition of the donor or an individual for park donations with an estimated value of \$5,000 or more may be done as a part of the improvement upon recommendation of the Parks and Recreation Advisory Board and approval of the City Council.

- Donation with an estimated value of \$7,500 or more in a public facility other than a park will be reviewed by the City Council prior to acceptance.

### **DONATIONS OF TREES**

Donations of trees must follow the policy outlined below:

- The donor's plan for location and type of tree to be planted must be submitted to the City of Saint Peter Department of Public Works prior to planting. The City Staff is available to recommend a site for planting and tree species.
- The proposed tree must comply with the City's regulations concerning species, height, location, etc....
- Should the donor wish to include a recognition plaque, the maximum plaque size is 4" X 8".
- The minimum acceptable tree size is 1-11/4" in diameter, measured two feet from the base of the tree.
- Written approval must be received from either the Public Works Director before planting.
- Once approval has been received from the City, the donor must contact Gopher State One-Call at least 48 hours before planting the tree. Gopher State One-Call is a state-wide utility location service that can be contacted at 811.
- The City reserves the right to refuse acceptance of any proposed planting site due to conflicts with the City's plan for the intended facility.
- City staff will complete and process a donation form.

Adopted: \_\_\_\_\_