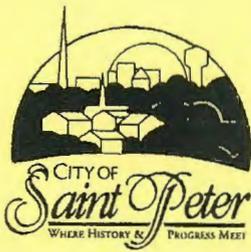


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, April 13, 2015
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
 1. March 23, 2015 Regular Meeting
 2. April 7, 2015 Board of Appeal and Equalization Meeting
- 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. Revolving Loan Modification Request: Mary's Flowers
 - B. Revolving Loan Modification Request: St. Peter Community Childcare
 - C. Revolving Loan Modification Request: Tanis Brothers
 - D. 430 Ritt Street Property Temporary Lease
 - E. T-Mobile Water Tower Lease Amendment
 - F. Request for City Assistance: Safe Bar Initiative Fun Run
 - G. Asphalt Materials Purchase
 - H. Quartzite Stone Purchase
 - I. Construction Standard Detail Plate Updates
- VIII. **REPORTS**
 - A. **MAYOR pro tem**
 1. "Arbor Day/Month" Proclamation
 2. Others
 - B. **CITY ADMINISTRATOR**
 1. City/County Meeting Discussion
 2. Others
- IX. **ADJOURNMENT**



I. **CALL TO ORDER**

Mayor pro tem 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**

Copies of the minutes of the March 23, 2015 regular Council meeting and the April 7, 2015 Board of Appeal and Equalization meeting are attached for approval. MOTIONS are 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**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for March 5, 2015 through April 1, 2015 is attached. Please see the attached staff reports and RESOLUTION.

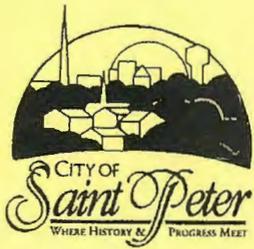
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING REQUEST FOR MODIFICATION TO TERMS OF REVOLVING LOAN FOR MARY'S FLOWERS**

The EDA recommends approval of a request to modify the terms of a revolving loan previously provided to Mary's Flowers by extending the



balloon payment date. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR MODIFICATION TO TERMS OF REVOLVING LOAN FOR ST. PETER COMMUNITY CHILD CARE

The EDA recommends approval of a request to modify the terms of a revolving loan previously provided to St. Peter Community Child Care by extending the balloon payment date. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR MODIFICATION TO TERMS OF REVOLVING LOAN FOR TANIS BROTHERS

The EDA recommends approval of a request to subordinate the mortgage security on a revolving loan previously provided to Tanis Brothers. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF TEMPORARY LEASE WITH MARV KOTTKE FOR 430 RITT STREET PROPERTY

The EDA recommends approval of a short term lease (through July, 2015), with Marv Kottke for the property at 430 Ritt Street. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING AMENDMENT TO WATER TOWER LEASE WITH T-MOBILE

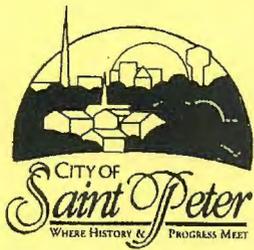
Staff recommends approval of a request from T-Mobile for an amendment to the lease allowing T-Mobile equipment on the City's water tower. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR SAFE BAR INITIATIVE FUN RUN

Staff recommends approval of limited City assistance for a fun run being organized by Patrick's On Third for the Safe Bar Initiative. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF ASPHALT MATERIALS FOR STREET MAINTENANCE

Staff recommends accepting proposals from Southern Minnesota Construction (\$100,000) and W.W. Blacktopping (\$10,000) for purchase



of asphalt materials. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF QUARTZITE STONE FOR STREET MAINTENANCE

Staff recommends accepting the proposal from New Ulm Quartzite for purchase of seal coating stone in the amount of \$35,670. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION APPROVING UPDATED/NEW CONSTRUCTION STANDARDS

Staff recommends approval of updated and new construction standards for public improvements. Approval of the changes would ensure continued compliance with American's With Disabilities Act standards as well as new standards in the construction industry. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR pro tem

1. REPORT ON "ARBOR DAY/MONTH" PROCLAMATION

Mayor pro tem Zieman will provide a report on Mayor Strand's recent "Arbor Day/Month" proclamation.

2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING DISCUSSION

A report will be provided at this time on the discussion at the City/County Committee meeting of April 9th.

2. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
MARCH 23, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on March 23, 2015.

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

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

Approval of Minutes – A motion was made by Zieman, seconded by Grams, to approve the minutes of the March 9, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the March 9, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Parras, seconded by Carlin, Resolution No. 2015-32 entitled "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-32 is contained in the City Administrator's book entitled Council Resolutions 20.

Final Acceptance Of Broadway Generation Plant Upgrade Project – Public Works Director Moulton requested acceptance of the Broadway Generation Plant Equipment Upgrade project and authorization to make final payment to the contractor in the amount of \$5,266.32. Moulton reported the final project cost was \$241,578.82 which was less than the original contract amount following acceptance of two change orders for the project. In motion by Zieman, seconded by Grams, Resolution No. 2015-33 entitled "Resolution Accepting Broadway Plant Equipment Upgrade Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-33 is contained in the City Administrator's book entitled Council Resolutions 20.

Veteran's Memorial Design – City Administrator Prafke recommended acceptance of the Parks Board recommendation for approval of the concept design for a Veteran's Memorial to be located in the northeast corner of Minnesota Square Park and for the Council to direct staff to prepare a development agreement which would outline the process and procedures to be used for the memorial as well as provide for transfer of ownership of the memorial to the City upon completion. Prafke noted that while the design is still only a concept, approval of the concept provides substantial assurance for the memorial committee members which will allow them to move forward and begin the fundraising process. Councilmember Grams asked for more information on the elimination of the requirement for a sidewalk from the memorial to the pavilion. Prafke reported the sidewalk will be installed at a later date as part of the pavilion replacement project and noted that visitors to the memorial have other accessible options to reach the pavilion. In motion by Parras, seconded by Carlin, Resolution No. 2015-34 entitled "Resolution Accepting Design Of Veteran's Memorial In Minnesota Square Park", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A

complete copy of Resolution No. 2015-34 is contained in the City Administrator's book entitled Council Resolutions 20.

Stormwater Regulation Modifications – City Administrator Prafke and Public Works Director Moulton reviewed proposed changes to City Code regulations concerning stormwater management. Moulton stated the changes were necessary under Minnesota Pollution Control Agency (MPCA) permitting requirements and indicated that without approval of the changes, the City's stormwater permit would not be renewed and no further development would be allowed in the community. Moulton also noted the proposed language was directly from MPCA requirements. City Administrator Prafke indicated the regulations would establish a more definable enforcement standard so that everyone was treated equally. Moulton recommended adoption of an Enforcement Response Procedure (ERP) which would serve as a communication tool for the City to gain compliance with stormwater regulations and which included procedures for issuance of written warnings, notice of violations, civil penalties and cease and desist procedures. Moulton indicated the new procedures would add additional record keeping responsibilities for the City and that future development agreements would include the new requirements. Councilmember Zieman asked if the ERP was more or less stringent than the enforcement procedures currently being used. Moulton reported the process was not changed from what is currently followed, but the timeline to be followed for the various notices for those out of compliance would extend the process timeline from what is currently used. In motion by Grams, seconded by Carlin, Resolution No. 2015-35 entitled "Resolution Establishing Enforcement Response Procedures For Municipal Separate Storm Sewer System (MS4)", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-35 is contained in the City Administrator's book entitled Council Resolutions 20.

Moulton also recommended changes to Chapter 30 of the City Code which, among other things, would add grass clippings in the street as a violation to the public nuisance regulations. In motion by Carlin, seconded by Zieman, Ordinance No. 15, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 30 'Offenses And Miscellaneous Provisions', Article IX 'Public Nuisances', Section 30-234 'Health' And Section 30-238 'Abatement' And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 15, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Prafke and Moulton recommended approval of an ordinance modifying City Code Chapter 52 related to stormwater management. Moulton noted that the proposed changes included establishing minimum standards for development, the plan approval process; site information for handling stormwater; collection system types, vegetation requirements; and distinguishing between individual and regional stormwater basins. Prafke stated the changes were the "nuts and bolts of how development will take place". In motion by Zieman, seconded by Grams, Ordinance No. 16, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 52 'Utilities', Article X 'Stormwater Management', Division 2 'Planning And Development' And Division 2 'Management And Standards' And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 16, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

City Administrator Prafke recommended adoption of a resolution allowing for summary publication of the lengthy Chapter 52 ordinance as allowed under State Statute. In motion by Carlin, seconded by Zieman, Resolution No. 2015-36 entitled "Resolution Authorizing Publication Of The Title And Summary Of Ordinance No. 16, Third Series", was introduced.

Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-36 is contained in the City Administrator's book entitled Council Resolutions 20.

Prafke and Moulton recommended approval of an ordinance establishing a new section to Chapter 52 of the City Code regarding illicit discharge. Prafke noted the language was new to the City Code, but not a new process. Moulton stated the language was exactly the same as in MPCA regulations which would eliminate a "finding" in the last MPCA audit. Councilmember Carlin asked what the difference was between the proposed ordinance and the Emergency Response Plan (ERP). Moulton indicated the ordinance would be the process used to enforce the ERP. In motion by Grams, seconded by Carlin, Ordinance No. 17, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 52 'Utilities', By Reserving Sections 52-659 Through 62-699 Of Article X 'Stormwater Management', And By The Addition Of Article XI, 'Illicit Discharge' And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 17, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

City Administrator Prafke recommended approval for modifications to the City's fee schedule to include penalties for violations of stormwater regulations as well as specifying the surety bond amounts required for permits. In motion by Zieman, seconded by Carlin, Resolution No. 2015-37 entitled "Resolution Modifying The 2015 Municipal Fee Schedule", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-37 is contained in the City Administrator's book entitled Council Resolutions 20.

Water Utilities Superintendent Job Description – City Administrator Prafke recommended approval of minor modifications to the Water Utilities Superintendent position description which included changing the title to "Water Resources Superintendent". In motion by Zieman, seconded by Parras, Resolution No. 2015-38 entitled "Resolution Approving Modifications To Position Description For Water Utilities (Resources) Superintendent Position", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-38 is contained in the City Administrator's book entitled Council Resolutions 20.

Assistant Lead Librarian Job Description – City Administrator Prafke recommended approval of modifications to the Assistant Lead Librarian job description which included removing the advanced degree requirements from the "minimum qualifications" for the position and including the advanced degree as a "desired qualification". Councilmember Carlin expressed disagreement with removing the college degree from the minimum qualifications and indicated that a degree was very useful given the extensive materials available in the world today. In motion by Parras, seconded by Carlin, Resolution No. 2015-39 entitled "Resolution Approving Modifications To Position Description For Assistant Lead Librarian Position", was introduced. A motion was made by Carlin, seconded by Zieman to modify essential physical requirements language related to operation of a typewriter or computer keyboard to say "ability to operate a keyboard for up to...". With all in favor, the motion carried. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-39 is contained in the City Administrator's book entitled Council Resolutions 20.

2015 Equipment Certificate Purchase: Pool Controllers – City Administrator Prafke recommended purchase of three replacement controllers for the outdoor swimming pool at a cost of \$7,333.60 from Horizon Commercial Pool Supplies to be funded by the 2015 equipment certificate. In motion by Grams, seconded by Parras, Resolution No. 2015-40 entitled "Resolution Approving 2015 Equipment Certificate Purchase", was introduced. Upon roll call,

with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-41 is contained in the City Administrator's book entitled Council Resolutions 20.

Rain Barrel Program – Public Works Director Moulton requested authorization to renew the rain barrel rebate program in 2015. Moulton indicated the program would have no changes from 2014 and would be in effect May 15th through July 15th with a budget of \$650 funded by stormwater. Councilmember Zieman suggested that if participation in the program continues to decline that it not be offered in 2016. In motion by Grams, seconded by Carlin, Resolution No. 2015-42 entitled “Resolution Authorizing Continuation Of Rain Barrel Program And Establishing Funding For Rebate Program”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-42 is contained in the City Administrator's book entitled Council Resolutions 20.

Sale of 430 Ritt Street Property – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a purchase agreement to sell the 430 Ritt Street (former Taytronics/Creation Technology) facility to Marv Kottke for \$930,000. Wille noted Mr. Kottke wished to use the facility for his Spring Touch lawn service business and the sale would be contingent upon receipt of financing by May 31st which might include a request for EDA loans. Wille also noted the sale was contingent upon a roof inspection and would need to be preceded by a public hearing so further Council action would be necessary. Wille reported the EDA should see a profit of over \$22,000 on rental of the building since taking possession. In motion by Carlin, seconded by Parras, Resolution No. 2015-43 entitled “Resolution Authorizing Execution Of Agreement By And Between The Economic Development Authority And Marv Kottke For The Sale Of The 430 Ritt Street Property At A Price Of \$930,000”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-43 is contained in the City Administrator's book entitled Council Resolutions 20.

Hospital Commission Membership – City Administrator Prafke recommended adoption of an ordinance that would modify the membership of the Hospital Commission to a total of nine members; two of which are Councilmembers with one year terms and voting privileges; and extending voting privileges to the Medical Staff President representative. In motion by Zieman, seconded by Carlin, Ordinance No. 18, Third Series entitled “An Ordinance Of The City Of Saint Peter Amending Chapter 2 ‘Administration’, Article V, Division 9 Section 2-624 ‘Establishment And Composition’ And Adopting By Reference City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions”, was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 18, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Human Rights Commission Membership – City Administrator Prafke recommended adoption of an ordinance modifying the composition of the Human Rights Commission so that the City Council sits as the Commission. In motion by Parras, seconded by Carlin, Ordinance No. 19, Third Series entitled “An Ordinance Of The City Of Saint Peter Amending Chapter 2 ‘Administration’, Article V, Division 10 Section 2-649 ‘Composition’ And Adopting By Reference City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions”, was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 19, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Reports

“Vietnam Veteran’s Day” Proclamation – Mayor Strand proclaimed March 29th as “Vietnam Veteran’s Day” in the community and encouraged residents to attend the special event in the Community Center that day.

Mayor’s Report – Mayor Strand reported on recent activities which included the St. Patrick’s Day festivities and parade and “Muffins with the Mayor” at Heritage Meadows.

APPA Legislative Rally Report – Councilmembers Carlin and Parras reported on their activities as part of the American Public Power Association legislative rally in Washington, D.C. which included meetings with staff of local House members and informal conversations with Senators Franken and Klobuchar.

Staff Training Closures – City Administrator Prafke reported all non-emergency City offices would be closed until 1:30 p.m. on April 7th for staff training.

Board of Appeal and Equalization Meeting – City Administrator Prafke reminded Councilmembers of the Board of Appeal meeting scheduled for April 7th at 6:00 p.m. in the Nicollet County Government Center.

City/County Meeting Schedule – City Administrator Prafke reported a City/County meeting was scheduled for April 9th at 3:30 p.m.

There being no further business, a motion was made by Carlin, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:52 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE BOARD OF APPEAL AND EQUALIZATION MEETING
APRIL 7, 2015**

Pursuant to due call and notice thereof, a regular meeting of the Board of Appeal and Equalization of the City of Saint Peter was conducted in the Commissioners' Room of the Nicollet County Government Center on April 7, 2015.

A quorum present, Mayor Strand called the meeting to order at 6:03 p.m. The following members were present: Mayor Strand and Councilmembers Kvamme, Parras, Carlin, and Grams. Absent were Councilmembers Zieman and Brand. County officials present were: Nicollet County Assessor Doreen Pehrson and Appraisers Vicky Hagen and Mark Carlson. County Assessor Pehrson reviewed the process for the Board of Appeal and Equalization and indicated there were scheduled appeals as well as recommendations from her office for reductions to be considered.

Joel and Heidi Rimstad, 422 North Fourth Street, appeared to appeal the valuation of \$231,500 on their property based on a realtor's recommendation to list the property for \$178,900. Mr. Rimstad stated they had purchased the property in 2006 for \$190,000 and asked if there was something the Board could do to lessen the valuation. Assessor Pehrson indicated there were no comparable properties within the City on which to base a valuation and the valuation had been determined based on square footage, quality of construction and age of the structure. When asked what they felt would be a fair valuation on the property owner, Mr. Rimstad stated he wasn't qualified to make a decision, but felt the property was worth less than they originally paid based on the condition of the home and the needed repairs.

Greg and Denise Engels appeared before the Board to appeal the valuation of property at 1440-1442 North Fifth Street which was valued by Nicollet County at \$211,000. Mr. Engels indicated the duplex had been for sale at various price points for approximately two years and the only offer made on the property was \$130,000. Engels reported they would accept \$175,000 for the property if offered and they were in the process of turning the property into separate homes. Mrs. Engels reported she had been unable to find any comparable properties in Saint Peter, but presented properties she felt were comparable in St. Cloud and Long Prairie which were either for sale or had recently sold for substantially less. Mr. Engels indicated that if the property were separated into two homes, they felt they could sell each side for more than the whole.

Patricia K. Cluka, 703 North Fifth Street, appeared to appeal the valuation of \$159,400 on the property she purchased in October, 2014 for \$145,000. Ms. Cluka indicated the property had been on the market for a very long time and indicated her belief that if the property was worth the County's valuation amount, it would have sold for that. Assessor Pehrson indicated that conversion type homes (single family where a portion has been converted to rental units), don't sell as well which limits the amount of buyers for the property.

Assessor Pehrson then presented recommendations from her office for further reductions to properties as follows:

- Lawrence and Angela Potts, 2001 Bunker Lane, valuation of \$212,700. Pehrson indicated the property owner had not allowed visual inspection of the interior of the property and the value had been set based on estimates of the property being in good condition. After receiving the valuation notice, the property owner allowed County staff into the property and based on that information, and finding unpermitted work in the basement of the home, the recommendation was to change the valuation to \$190,700. A motion was made by Parras,

seconded by Grams to accept the Assessor's recommendation and lower the valuation to \$190,700. With all in favor, the motion carried.

- Pell, Inc., 413 West Park Row, valuation of \$146,700. Pehrson stated the property had not been viewed by her office and was viewed only after purchase by Pell, Inc. Pehrson recommended reducing the valuation to \$122,400 based on the condition of the property. A motion was made by Kvamme, seconded by Carlin to accept the recommendation for reduction to \$122,400. With all in favor, the motion carried.
- MSLH Real Estate MNGMT LLC, 206 West Walnut Street, valuation of \$241,500. Pehrson stated all commercial/industrial property in the County had been revalued in 2014, but after meeting with the property owner, she was recommending several small adjustments resulting in a reduction to \$234,100. A motion was made by Parras, seconded by Carlin to accept the recommendation for reduction in valuation to \$234,100. With all in favor, the motion carried.
- David F. Detlefsen, 105 South Third Street, valuation of \$246,000. Pehrson indicated that after meeting with the property owner she was recommending several small adjustments to reduce the value to \$227,800. A motion was made by Carlin, seconded by Kvamme, to accept the recommendation. With all in favor, the motion carried.
- Jon D. Thompson, 517 South Front Street, valuation of \$68,100. Pehrson reported the property has now been viewed in person by her staff and a recommendation was being made to reduce the value to \$46,800. A motion was made by Parras, seconded by Grams to accept the recommendation. With all in favor, the motion carried.

The Board took the following actions concerning the scheduled appeals:

- Joel and Heidi Rimstad, 422 North Fourth Street – A motion was made by Kvamme, seconded by Carlin to reduce the valuation to \$214,100. With Councilmembers Kvamme and Carlin and Mayor Strand voting aye; Councilmembers Grams and Parras voting nay, the motion carried.
- Greg and Denise Engels, 1440-1442 North Fifth Street – A motion was made by Parras, seconded by Grams to reduce the valuation to \$196,700. With all in favor, the motion carried.
- Patricia K. Cluka, 703 North Fifth Street – A motion was made by Carlin, seconded by Grams, to reduce the valuation to \$153,400. With all in favor, the motion carried.

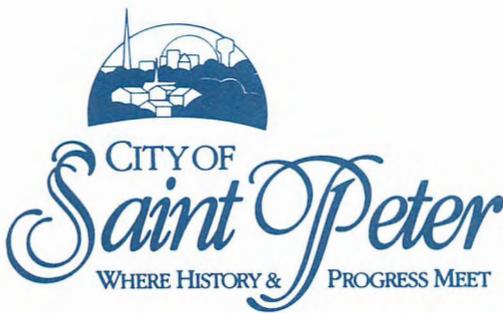
County Assessor Pehrson provided the Board with information on a change in training for Board members. Pehrson indicated that beginning July 1, 2015, the training would be completed online and Board members would be responsible for ensuring they completed the training in time to ensure that at least one member of the Board was trained for each meeting.

There being no further appeals presented, a motion was made by Grams, seconded by Carlin to adjourn. With all in favor the meeting was adjourned at 7:22 p.m.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/10/2015

FROM: Todd Prafke
City Administrator

RE: City Hall Carpet Replacement

ACTION/RECOMMENDATION

Accept a quote from Berger Interiors to replace carpet in certain areas of City Hall with carpet squares at a cost of \$9,550.

BACKGROUND

The General Fund budget includes an appropriate for replacement of carpet in some areas of City Hall. The carpet to be replaced has bubbled and stretched, and in some cases, ripped, to the point where it is no longer safe to walk on.

Squares have been used in the Community Center since the building opened and staff has had good experience with the longevity and durability of the squares. When a square needs replacement, which doesn't happen often, it is a simple matter of removing the existing carpet and gluing in a new square. The quotes received were as follows:

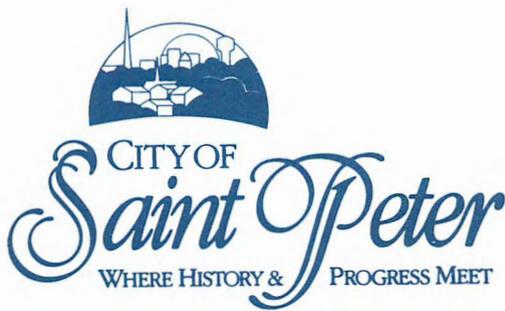
Berger Interiors	\$9,550
Floor to Ceiling	\$9,575
Rickway Carpet	\$12,900

I recommend accepting the quote from Berger Interiors. The quote includes removal and disposal of the existing carpet, replacement of the carpet base in the impacted areas and replacement of carpet in:

- Accountant Office
- Entry ways at both ends of building
- Main Hallway from Finance to Police Department
- Half of hallway to copy room
- Hallway to back Police Department entrance
- Old Officer's Room
- Dispatch area and Police records room

Funding is included in the 2015 General Fund budget. Please feel free to contact me should you have any questions or concerns on this agenda item.

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/23/15

FROM: Pete Moulton
Director of Public Works

RE: Water Meter Inventory Purchase

ACTION/RECOMMENDATION

Approve the purchase of 100 water meters for inventory from Dakota Supply Group of Burnsville Minnesota in the amount of \$16,900.

BACKGROUND

Staff is in the process of restocking some water meter inventory that has been used. The Water Utility budget contains allocations for the purpose of these items.

Staff prepared a "request for proposals" specification that would allow three water meter vendors to provide competitive proposals for delivery of 100 water meters. Only two of the vendors submitted proposals as follows:

Company	Cost per meter	Total cost	Delivery
Dakota Supply Group – Burnsville	\$169.00	\$16,900	1-2 days
Metering & Technology Solutions - Burnsville	\$172.00	\$17,200	3 days
Henry's Waterworks – Sauk Rapids	No proposal	No proposal	NA

Funding is allocated in the Water fund budget.

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



*Saint Peter Volunteer Fire Department
227 West Mulberry Street, Saint Peter, Minnesota 56082
507-934-1120
Office of the Fire Chief- Ronald D. Quade*

TO: Honorable Mayor Strand
Members of the City Council
City Administrator Prafke

DATE: 4/7/15

FROM: Fire Chief Quade

RE: Fire Hall Floor Repair and Resurface

ACTION/RECOMMENDATION

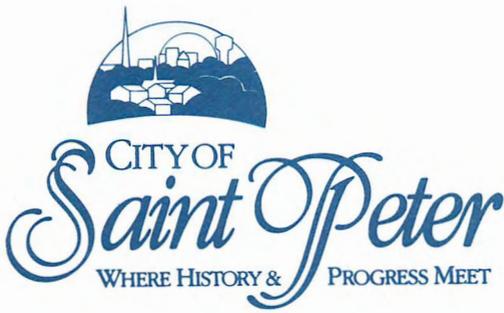
For your review and approval to purchase;

BACKGROUND

Repair and resurfacing of the Fire Hall floor was brought forth and put into budget for 2015 budget year. The floor has been in bad repair for many years and is increasingly difficult to maintain. There are many deformities and areas on the floor that could cause safety issues for our members and guests. We hold many functions in the Fire Hall and this repair would lend greatly to the esthetics of the building while entertaining the public. This item was approved for budget in the amount of \$16,670.00 and has now been re-quoted at \$16,720.00 while updating quotes. This actually is a decrease as we have added curbing around floor to the bid. The increase in bid will be handled inside of Fire Department budget for 2015 in the amount of \$50.00. Please note the three bid package attached to purchase order and we wish to take the low bid from POLYTEK of Mankato. Thank you for your time in this matter.

Respectfully:

Ronald D. Quade
Fire Chief
Saint Peter Fire Department
227 Mulberry
Saint Peter, Mn 56082



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: Main Lift Station Pump #1 Repairs

DATE: 04/06/2015

RECOMMENDATION/ACTION

Authorize Quality Flow of New Prague, Minnesota to make the necessary repairs to KSB Pump #1 at the Main Pumping Station and to reinstall the repaired pump for the amount of \$24,160.00.

BACKGROUND

Staff has identified a failure of one of the three pumps at the Main Lift Station located on North Minnesota Ave. Upon removal and inspection of Lift Pump #1, the cause of the failure was identified to be excessive wear of the internal pumping mechanism due to sand entering the lift station during high river levels and excessive inflow.

Quality Flow of New Prague, is the area representative for the KSB pumps. In accordance with the purchasing policy, staff requested quotes from three pump companies, Quality Flow, General Repair and Electric Pump all who are capable of completing the repairs. Staff requested written quotes from all three but only Quality Flow supplied one. This may be due to the fact that all other vendors must go through Quality Flow for parts. Quality Flow was also the lowest bidder in the previous repair of pumps #2 and #3, which have both been repaired in the last few years.

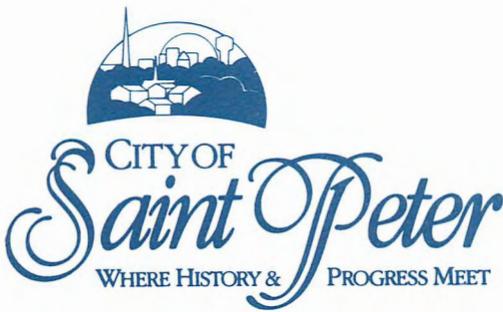
The purchase price of a new KSB pump is \$48,152.00. Staff recommends repairing the existing pump for handling the wastewater utility pumping needs. A comparison quote is attached to validate the pricing of comparison pump parts, labor, and cost to replace with a new pump.

<u>Quote Summary</u>	<u>Remove/Repair/Reinstall</u>	<u>New/Reinstall</u>
Quality Flow - New Prague	\$24,160.00	\$48,152.00
General Repair – Saint Paul	Verbal Response of Not Quoting	
Electric Pump – Minneapolis	No Response	

Due to the good overall condition of the existing pump, staff is recommending repair of the existing pump and reinstallation.

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

PM/JK/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/31/2015

FROM: Pete Moulton
Director of Public Works

RE: Thermoblender Auger Installation

ACTION/RECOMMENDATION

Authorize Magney Construction of Chanhassen, Minnesota to install two Augers for \$18,770.00.

BACKGROUND

During cleaning last summer staff noticed that the augers were showing wear. Last week staff inspected the augers and they are in need of replacing. Council approved the purchase and Staff had new augers ordered and delivered in December. The augers are 32' in length and weigh 1,900 lbs each. Staff recommends retaining an outside contractor to provide for installation because we do not have the equipment needed to install the auger.

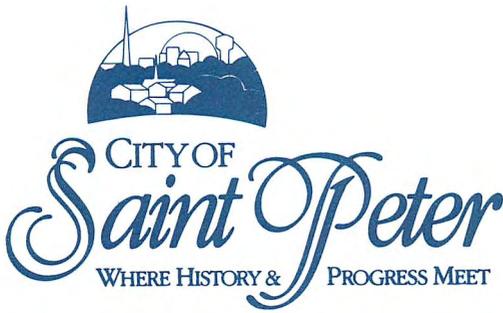
These augers move biosolids to the Thermoblender where the biosolids are mixed with lime to start the heating process. We have to heat the biosolids to a minimum of 158 degrees to meet pathogen reduction to keep biosolids class "A" Exceptional Quality. Without this phase of the process, we would need to significantly change how we dispose of biosolids which would increase the cost of disposal significantly.

Staff has received three competitive quotes on the installation. Magney Construction submitted the lowest quote and is able to begin within one week. Staff recommends hiring Magney Construction.

Quote Summary:	Total labor and material
Magney Construction	\$18,770.00
Rice Lake Construction	\$19,900.00
Gridor Construction	\$26,000.00

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

PM/JK/amg



Memorandum

To: Todd Prafke
City Administrator

Date: March 4, 2015

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: Temporary and Annual Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

Please place these items on the April 13, 2015 City Council consent agenda.

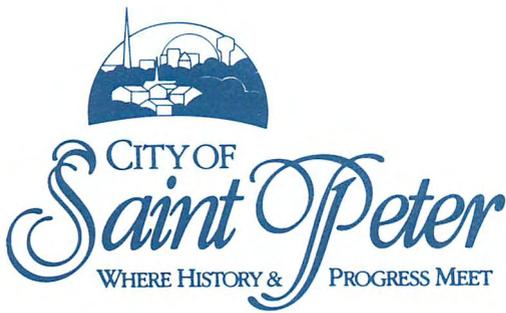
Creative Play Place is holding their annual duck race at the Mill Pond on Saturday, May 30, 2015. They are asking the City Council to approve a Temporary Gambling License in order for them to hold the raffle.

The following tree workers have submitted an application to renew their Tree Workers Permit; Morsching's Tree Service, Inc., Roots & Up Tree Service LLC and Tooltime's Handyman. The licensing period will be May 1, 2015 through April 30, 2016.

The Nicollet County Historical Society has submitted an application for a Temporary On Sale Liquor License. The event will take place at the Nicollet County Historical Society, 1851 North Minnesota Avenue on April 24, 2015.

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/31/2015

FROM: Pete Moulton
Director of Public Works

RE: 2015 Seasonal Employees – Public Works

ACTION/RECOMMENDATION

Approve the appointment of seasonal employees for Public Works Department.

BACKGROUND

Every year, due to seasonal workloads, the Public Works staffing levels are supplemented by the appointment of seasonal employees. Interviews have been concluded and I recommend the temporary appointment of the individuals shown below for positions in the Public Works Department.

<u>Name</u>	<u>Section</u>	<u>Wage</u>	<u>Start Date</u>
Nathan Kempenich	Parks	\$9.75	5/1/15
Seth Wenner	Parks	\$9.75	5/18/15
Nathaniel Molitor	Parks	\$9.00	5/1/15
Nathan Enter	Parks	\$9.00	6/1/15
Skip Keller1-2 days a week	Parks	\$9.75	5/1/15
Bob Lutz1-2 days a week	Parks	\$9.75	5/1/15
Andrew Burgess	Enviro Services	\$9.00	6/1/15
Sheldon Anderson	Streets	\$9.00	5/18/15
Ben Rosburg	Streets	\$9.75	4/18/15
Richard Hurlburt	Stormwater	\$9.75	04/15/15
Robert Wendelschafer	Stormwater	\$9.75	04/15/15
Patrick Mears	Stormwater	\$9.75	04/15/15
Tyrell Galetka	Stormwater	\$9.25	06/15/15
Katrina Siebels	Stormwater	\$9.00	05/18/15
Gulad Jamac	Stormwater	\$9.00	04/15/15
Grant Germscheid	Water	\$9.25	05/18/15
Doug Kampen	Wastewater	\$9.50	04/15/15
James Vickery	Wastewater	\$9.50	04/15/15
Dane Lynch	Wastewater	\$9.00	05/11/15

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

PM/TM/amg



TO: Todd Prafke
City Administrator

DATE: 04/08/15

FROM: Jane Timmerman 
Director of Recreation & Leisure Services

RE: Seasonal employee appointments

ACTION/RECOMMENDATION

Approve recommendations for seasonal employees for 2015 summer programs in the Recreation and Leisure Services Department.

BACKGROUND

Applications have been received and reviewed for seasonal employee positions in the Saint Peter Recreation and Leisure Services Department. Following the interview process, staff recommends the appointment of the candidates to fill 53 seasonal positions. Please note that appointments for the swimming pool staff are contingent upon the passing of a pre-employment drug test and background check. All pool candidates are current in the required Red Cross certifications for the positions indicated. All wages are provided according to the resolutions previously adopted by the City Council.

Recommendations for 2015 summer seasonal employee appointments are listed in the attached resolution.

FISCAL IMPACT:

These positions are planned for in the 2015 Recreation & Leisure Services and Swimming Pool budgets.

ALTERNATIVES/VARIATIONS:

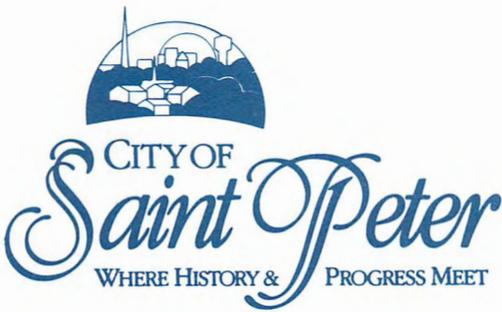
Do not act: No further action will be taken without additional direction from the Council.

Negative Votes: Staff will wait for further direction.

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

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

JT/



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/30/2015

FROM: Pete Moulton
Public Works Director

RE: Declaration of Surplus Items

ACTION/RECOMMENDATION

Declare certain equipment as surplus and authorize staff to dispose of it on the State auction website.

BACKGROUND

Unit #35 "Ready Haul" trailer is no longer used by the Parks section. The unit needs repairs, the cost of which is beyond the estimated value of the equipment.

Unit #554A Toro Groundmaster 8 foot broom attachment is no longer used by the Parks section as we have gone to using the smaller "Tool Cat" units with 6 foot brooms.

Unit #811 a 2008 Two Wheel "Starlite" was replaced in March by a new 2015 Towmaster trailer.

Staff recommends each of these pieces be declared surplus property and authorization be provided for public sale of the equipment through the Minnesota Department of Administration surplus property online auction.

Item	Description	Serial Number
Unit #35	1987 Ready Haul Trailer	1RHF222T906874005
Unit #554A	2005 Toro Groundmaster 8' Broom	250000175
Unit #811	2008 Two Wheel Starlite Trailer	13YFS12128C110864

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

PM/TM/AK/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A TO Z RENTAL CENTER	rent drill bit	GENERAL FUND	STREETS	52.00
	sod cutter rental	GENERAL FUND	PARKS	26.00
	TOTAL:			78.00
NITA AASEN	election judge	GENERAL FUND	ELECTIONS	150.00
	TOTAL:			150.00
AMARIL UNIFORM COMPANY	brians bibs	ELECTRIC FUND	ADMIN AND GENERAL	237.02
	TOTAL:			237.02
APT MACHINING & FABRICATING, INC	auger repair	WASTE WATER FUND	BIOSOLIDS	493.00
	TOTAL:			493.00
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	286.13
	new adult audio	LIBRARY FUND	LIBRARY	294.12
	TOTAL:			580.25
BATTERIES PLUS	batteries for pw computer	GENERAL FUND	PUBLIC WORKS ADMIN	211.96
	TOTAL:			211.96
BEACON ATHLETICS	bases and plates	GENERAL FUND	PARKS	835.20
	TOTAL:			835.20
BGMN, INC	diesel lubes and condition	GENERAL FUND	STREETS	117.69
	diesel fuel sys clnr tool	GENERAL FUND	STREETS	174.34
	diesel lubes and condition	GENERAL FUND	PARKS	117.69
	diesel fuel sys clnr tool	GENERAL FUND	PARKS	174.34
	diesel lubes and condition	WATER	DISTRIBUTION AND STORA	58.85
	diesel fuel sys clnr tool	WATER	DISTRIBUTION AND STORA	87.17
	diesel lubes and condition	WASTE WATER FUND	SOURCE/TREATMENT	58.85
	diesel fuel sys clnr tool	WASTE WATER FUND	SOURCE/TREATMENT	87.17
	diesel lubes and condition	ENVIRON SERVICES F	REFUSE DISPOSAL	58.85
	diesel fuel sys clnr tool	ENVIRON SERVICES F	REFUSE DISPOSAL	87.17
	diesel lubes and condition	ELECTRIC FUND	POWER DISTRIBUTION	117.69
	diesel fuel sys clnr tool	ELECTRIC FUND	POWER DISTRIBUTION	174.34
	diesel lubes and condition	STORMWATER FUND	TREATMENT	58.83
	diesel fuel sys clnr tool	STORMWATER FUND	TREATMENT	87.17
	TOTAL:			1,460.15
	BLACK HILLS AMMUNITION	ammunition	GENERAL FUND	POLICE
TOTAL:				1,259.00
BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	Reg air truck main dues	GENERAL FUND	FIRE	100.00
	TOTAL:			100.00
BOBCAT OF MANKATO	deflector	GENERAL FUND	PARKS	171.07
	shield	GENERAL FUND	PARKS	800.70
	tie rod ends	GENERAL FUND	PARKS	358.59
	TOTAL:			1,330.36
BORDER STATES ELECTRIC SUPPLY	connectors	ELECTRIC FUND	NON-DEPARTMENTAL	369.40
	tape and connectors	ELECTRIC FUND	NON-DEPARTMENTAL	854.70
	tape	ELECTRIC FUND	POWER DISTRIBUTION	114.76
	tape and connectors	ELECTRIC FUND	POWER DISTRIBUTION	465.84
	TOTAL:			1,804.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BRANDT LAW OFFICE	vehicle proceeds rec 2967	RESTRICTED CONTRIB	NON-DEPARTMENTAL	429.00
			TOTAL:	429.00
BROAD REACH	new juevenile materials	LIBRARY FUND	LIBRARY	309.56
			TOTAL:	309.56
BSN SPORTS	tennis court brass winder	GENERAL FUND	PARKS	175.49
			TOTAL:	175.49
C & S SUPPLY CO INC	jacob p uniform allow	GENERAL FUND	STREETS	39.98
			TOTAL:	39.98
CENTERPOINT ENERGY MINNEGASCO	serv 2/11-3/12	TORNADO DISASTER R	ECONOMIC DEVMT	894.95
			TOTAL:	894.95
CINTAS FIRST AID & SAFETY	cabinet restocked	GENERAL FUND	STREETS	108.67
	cabinet restocked	GENERAL FUND	STREETS	76.71
	cabinet supplies	GENERAL FUND	STREETS	15.95
	cabinet supplies	GENERAL FUND	STREETS	8.59
	cabinet restocked	GENERAL FUND	PARKS	86.93
	cabinet restocked	GENERAL FUND	PARKS	61.37
	cabinet supplies	GENERAL FUND	PARKS	12.76
	cabinet supplies	GENERAL FUND	PARKS	6.87
	cabinet restocked	WATER	ADMIN AND GENERAL	43.47
	cabinet restocked	WATER	ADMIN AND GENERAL	30.69
	cabinet supplies	WATER	ADMIN AND GENERAL	6.38
	cabinet supplies	WATER	ADMIN AND GENERAL	3.44
	cabinet restocked	WASTE WATER FUND	ADMIN AND GENERAL	43.47
	cabinet restocked	WASTE WATER FUND	ADMIN AND GENERAL	30.69
	cabinet supplies	WASTE WATER FUND	ADMIN AND GENERAL	6.38
	cabinet supplies	WASTE WATER FUND	ADMIN AND GENERAL	3.44
	cabinet restocked	ENVIRON SERVICES F	ADMIN AND GENERAL	43.46
	cabinet restocked	ENVIRON SERVICES F	ADMIN AND GENERAL	30.68
	cabinet supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	6.36
	cabinet supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	3.43
	cabinet restocked	ELECTRIC FUND	ADMIN AND GENERAL	108.67
	cabinet restocked	ELECTRIC FUND	ADMIN AND GENERAL	76.71
	cabinet supplies	ELECTRIC FUND	ADMIN AND GENERAL	15.95
	cabinet supplies	ELECTRIC FUND	ADMIN AND GENERAL	8.59
			TOTAL:	839.66
COLE PAPERS INC	supplies	GENERAL FUND	CITY ADMINISTRATION	91.66
	supplies	GENERAL FUND	CITY CLERK	91.66
	supplies	GENERAL FUND	FINANCE	61.11
	supplies	GENERAL FUND	POLICE	48.90
	supplies	GENERAL FUND	BUILDING INSPECTOR	24.45
	supplies	GENERAL FUND	PUBLIC WORKS ADMIN	12.21
	towels and paper plates	GENERAL FUND	STREETS	52.87
	lysol kitchen cleaner	GENERAL FUND	STREETS	15.30
	towels and paper plates	GENERAL FUND	PARKS	52.87
	lysol kitchen cleaner	GENERAL FUND	PARKS	15.30
	parks annual supplies and gloves	GENERAL FUND	PARKS	1,694.08
	gloves	GENERAL FUND	PARKS	82.45
	supplies	GENERAL FUND	ECONOMIC DEVMT	6.10
	cleaning supplies	LIBRARY FUND	LIBRARY	249.44
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	263.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	77.25
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	997.79
	towels and paper plates	WATER	DISTRIBUTION AND STORA	26.44
	lysol kitchen cleaner	WATER	DISTRIBUTION AND STORA	7.65
	supplies	WATER	ADMIN AND GENERAL	55.01
	towels and paper plates	WASTE WATER FUND	SOURCE/TREATMENT	26.44
	lysol kitchen cleaner	WASTE WATER FUND	SOURCE/TREATMENT	7.65
	supplies	WASTE WATER FUND	ADMIN AND GENERAL	55.01
	towels and paper plates	ENVIRON SERVICES F	REFUSE DISPOSAL	26.44
	lysol kitchen cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	7.65
	towels and paper plates	ELECTRIC FUND	POWER DISTRIBUTION	52.87
	lysol kitchen cleaner	ELECTRIC FUND	POWER DISTRIBUTION	15.30
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	165.02
	towels and paper plates	STORMWATER FUND	TREATMENT	26.43
	lysol kitchen cleaner	STORMWATER FUND	TREATMENT	7.66
			TOTAL:	4,316.75
COMPASS MINERALS AMERICA INC	bulk salt	GENERAL FUND	STREETS	4,380.87
			TOTAL:	4,380.87
COPIER BUSINESS SOLUTIONS	copier contract 3/22-6/21	GENERAL FUND	STREETS	33.28
	copier contract 3/22-6/21	GENERAL FUND	PARKS	26.62
	copier contract 3/22-6/21	WATER	ADMIN AND GENERAL	13.31
	copier contract 3/22-6/21	WASTE WATER FUND	ADMIN AND GENERAL	13.31
	copier contract 3/22-6/21	ENVIRON SERVICES F	ADMIN AND GENERAL	13.30
	copier contract 3/22-6/21	ELECTRIC FUND	ADMIN AND GENERAL	33.28
			TOTAL:	133.10
CREDIT RIVER TOOLS	1.5" 6pt impact socket set	GENERAL FUND	STREETS	24.00
	long screw driver set	GENERAL FUND	STREETS	35.00
	charger	GENERAL FUND	STREETS	22.00
	pliers	GENERAL FUND	STREETS	15.42
	torque wrench	GENERAL FUND	STREETS	65.80
	1.5" 6pt impact socket set	GENERAL FUND	PARKS	24.00
	long screw driver set	GENERAL FUND	PARKS	35.00
	charger	GENERAL FUND	PARKS	22.00
	pliers	GENERAL FUND	PARKS	15.42
	torque wrench	GENERAL FUND	PARKS	65.80
	1.5" 6pt impact socket set	WATER	DISTRIBUTION AND STORA	12.00
	long screw driver set	WATER	DISTRIBUTION AND STORA	17.50
	charger	WATER	DISTRIBUTION AND STORA	11.00
	pvc tubing	WATER	DISTRIBUTION AND STORA	24.10
	pliers	WATER	DISTRIBUTION AND STORA	7.71
	torque wrench	WATER	DISTRIBUTION AND STORA	32.90
	1.5" 6pt impact socket set	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	long screw driver set	WASTE WATER FUND	SOURCE/TREATMENT	17.50
	charger	WASTE WATER FUND	SOURCE/TREATMENT	11.00
	pliers	WASTE WATER FUND	SOURCE/TREATMENT	7.71
	torque wrench	WASTE WATER FUND	SOURCE/TREATMENT	32.90
	1.5" 6pt impact socket set	ENVIRON SERVICES F	REFUSE DISPOSAL	12.00
	long screw driver set	ENVIRON SERVICES F	REFUSE DISPOSAL	17.50
	charger	ENVIRON SERVICES F	REFUSE DISPOSAL	11.00
	pliers	ENVIRON SERVICES F	REFUSE DISPOSAL	7.71
	torque wrench	ENVIRON SERVICES F	REFUSE DISPOSAL	32.90
	1.5" 6pt impact socket set	ELECTRIC FUND	POWER DISTRIBUTION	24.00
	long screw driver set	ELECTRIC FUND	POWER DISTRIBUTION	35.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	charger	ELECTRIC FUND	POWER DISTRIBUTION	22.00
	pliers	ELECTRIC FUND	POWER DISTRIBUTION	15.42
	torque wrench	ELECTRIC FUND	POWER DISTRIBUTION	65.80
	1.5" 6pt impact socket set	STORMWATER FUND	TREATMENT	12.00
	long screw driver set	STORMWATER FUND	TREATMENT	17.50
	charger	STORMWATER FUND	TREATMENT	11.00
	pliers	STORMWATER FUND	TREATMENT	7.71
	torque wrench	STORMWATER FUND	TREATMENT	32.90
			TOTAL:	835.20
CRYSTAL VALLEY	power plant fuel	ELECTRIC FUND	POWER PRODUCTION	14,889.49
			TOTAL:	14,889.49
CRYTEEL TRUCK EQUIPMENT INC	plow markers	GENERAL FUND	STREETS	65.43
			TOTAL:	65.43
CULLIGAN	solar salt	COMMUNITY CENTER	COMMUNITY CENTER	7.45
			TOTAL:	7.45
DGR ENGINEERING	front st sub recloser repa	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	667.50
	distribution design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,308.50
	spcc plan update	ELECTRIC FUND	POWER DISTRIBUTION	1,785.00
	electric mapping system	ELECTRIC FUND	POWER DISTRIBUTION	3,359.50
			TOTAL:	8,120.50
DH ATHLETICS LLC	BASES, SOCKET POST	GENERAL FUND	PARKS	714.67
			TOTAL:	714.67
BANK OF THE WEST (DITCH WITCH)	line locator repair	ELECTRIC FUND	POWER DISTRIBUTION	196.92
	line locator repair	ELECTRIC FUND	POWER DISTRIBUTION	197.12
	line locators repair	ELECTRIC FUND	POWER DISTRIBUTION	261.03
	LOC REPAIR	ELECTRIC FUND	POWER DISTRIBUTION	216.92
	strainer for vacter	ELECTRIC FUND	ADMIN AND GENERAL	56.93
			TOTAL:	928.92
DITTRICH MECHANICAL & FABRICATION, INC	sspool repair	WATER	PURIFICATION AND TREAT	843.78
			TOTAL:	843.78
DON'S APPLIANCE & TV	pw microwaves	GENERAL FUND	STREETS	64.00
	pw microwaves	GENERAL FUND	PARKS	64.00
	pw microwaves	WATER	DISTRIBUTION AND STORA	32.00
	pw microwaves	WASTE WATER FUND	SOURCE/TREATMENT	32.00
	pw microwaves	ENVIRON SERVICES F	REFUSE DISPOSAL	32.00
	pw microwaves	ELECTRIC FUND	POWER DISTRIBUTION	64.00
	pw microwaves	STORMWATER FUND	TREATMENT	31.98
			TOTAL:	319.98
PATRICK DUENWALD	election judge	GENERAL FUND	ELECTIONS	150.00
			TOTAL:	150.00
EARL F ANDERSEN INC	name plates	GENERAL FUND	STREETS	783.30
			TOTAL:	783.30
ELECTION SYSTEMS & SOFTWARE, INC	election 2015	GENERAL FUND	ELECTIONS	1,520.08
			TOTAL:	1,520.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	squad repairs	GENERAL FUND	POLICE	1,244.90
			TOTAL:	1,244.90
ENVIRONMENTAL RESOURCE ASSOCIATES	wastewater coliforms	WASTE WATER FUND	SOURCE/TREATMENT	164.89
			TOTAL:	164.89
FAMILY FRESH MARKET	pw breakroom	GENERAL FUND	STREETS	1.79
	monthly staff mtg	GENERAL FUND	STREETS	7.40
	senior dance	GENERAL FUND	SENIOR COORDINATOR	47.38
	pw breakroom	GENERAL FUND	PARKS	1.43
	monthly staff mtg	GENERAL FUND	PARKS	5.92
	pw breakroom	WATER	ADMIN AND GENERAL	0.72
	monthly staff mtg	WATER	ADMIN AND GENERAL	2.96
	water for lab machines	WASTE WATER FUND	SOURCE/TREATMENT	9.48
	pw breakroom	WASTE WATER FUND	ADMIN AND GENERAL	0.72
	monthly staff mtg	WASTE WATER FUND	ADMIN AND GENERAL	2.96
	pw breakroom	ENVIRON SERVICES F	ADMIN AND GENERAL	0.71
	monthly staff mtg	ENVIRON SERVICES F	ADMIN AND GENERAL	2.96
	pw breakroom	ELECTRIC FUND	ADMIN AND GENERAL	1.79
	monthly staff mtg	ELECTRIC FUND	ADMIN AND GENERAL	7.40
	stormwater for contract mt	STORMWATER FUND	ADMINISTRATION AND GEN	10.99
			TOTAL:	104.61
FASTENAL COMPANY	batteries	GENERAL FUND	STREETS	5.16
	screws nut and washer	GENERAL FUND	STREETS	8.63
	nuts and washer for diving	GENERAL FUND	SWIMMING POOL	9.42
	batteries	GENERAL FUND	PARKS	5.16
	gas cans	GENERAL FUND	PARKS	221.13
	screws and washer	GENERAL FUND	PARKS	3.11
	cable ties-sunscreen@jeff	GENERAL FUND	PARKS	49.47
	zip ties for dugouts at je	GENERAL FUND	PARKS	13.53
	zip ties for dugouts	GENERAL FUND	PARKS	14.58
	bushing cla valves	WATER	SOURCE OF SUPPLY	10.68
	gas line bushings/dehumidi	WATER	PURIFICATION AND TREAT	5.19
	batteries	WATER	DISTRIBUTION AND STORA	2.58
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	2.58
	nylon washer for UV	WASTE WATER FUND	SOURCE/TREATMENT	4.52
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	2.58
	nitrate gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	3.04
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	5.16
	bolt nuts and washers	ELECTRIC FUND	POWER DISTRIBUTION	12.58
	batteries	STORMWATER FUND	TREATMENT	2.58
			TOTAL:	381.68
FREEDOM VALUE CENTERS, INC.	march fuel	GENERAL FUND	POLICE	73.71
			TOTAL:	73.71
BOB GENELIN	election judge	GENERAL FUND	ELECTIONS	150.00
			TOTAL:	150.00
GENESIS	march fuel	GENERAL FUND	STREETS	1,921.02
	march fuel	GENERAL FUND	PARKS	198.03
	march fuel	GENERAL FUND	PARKS	95.79
	march fuel	WATER	DISTRIBUTION AND STORA	68.54
	march fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	107.03
	march fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	49.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	march fuel	ELECTRIC FUND	POWER DISTRIBUTION	318.88
			TOTAL:	2,759.03
GILLUND ENTERPRISES INC	ac seal cartridges	GENERAL FUND	STREETS	83.53
	ac seal cartridges	GENERAL FUND	PARKS	83.53
	ac seal cartridges	WATER	DISTRIBUTION AND STORA	41.77
	ac seal cartridges	WASTE WATER FUND	SOURCE/TREATMENT	41.77
	ac seal cartridges	ENVIRON SERVICES F	REFUSE DISPOSAL	41.77
	ac seal cartridges	ELECTRIC FUND	POWER DISTRIBUTION	83.53
	ac seal cartridges	STORMWATER FUND	TREATMENT	41.76
			TOTAL:	417.66
GOPHER STATE ONE-CALL INC	locates for mar 15	WATER	DISTRIBUTION AND STORA	29.42
	locates for mar 15	WASTE WATER FUND	COLLECTOR/LIFT STAT	29.42
	locates for mar 15	ELECTRIC FUND	POWER DISTRIBUTION	29.46
			TOTAL:	88.30
GUSTAVUS ADOLPHUS COLLEGE	gac workstudy students for	GENERAL FUND	RECREATION/LEISURE SER	495.90
	gac workstudy students for	LIBRARY FUND	LIBRARY	268.54
			TOTAL:	764.44
HACH COMPANY	phosphorus	WASTE WATER FUND	SOURCE/TREATMENT	235.71
			TOTAL:	235.71
HAWKINS, INC.	water treatment chemicals	WATER	PURIFICATION AND TREAT	178.50
	water treatments chemicals	WATER	PURIFICATION AND TREAT	1,365.00
	water treatment chemicals	WATER	PURIFICATION AND TREAT	1,621.50
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,365.79
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	339.71
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,365.79
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	295.40
	polymer	WASTE WATER FUND	SOURCE/TREATMENT	3,680.85
			TOTAL:	16,212.54
HD SUPPLY FACILITIES MAINTENANCE	new light fixtures	COMMUNITY CENTER	COMMUNITY CENTER	189.78
			TOTAL:	189.78
HOLIDAY COMMERCIAL	march fuel	GENERAL FUND	POLICE	113.81
	march fuel	GENERAL FUND	BUILDING INSPECTOR	67.68
	mar fuel	GENERAL FUND	PUBLIC WORKS ADMIN	22.85
	mar fuel	GENERAL FUND	STREETS	244.64
	mar fuel	GENERAL FUND	PARKS	286.05
	mar fuel	COMMUNITY CENTER	COMMUNITY CENTER	58.71
	mar fuel	WATER	SOURCE OF SUPPLY	29.02
	mar fuel	WATER	PURIFICATION AND TREAT	43.52
	mar fuel	WATER	DISTRIBUTION AND STORA	217.62
	mar fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	194.11
	mar fuel	ELECTRIC FUND	POWER DISTRIBUTION	269.99
	mar fuel	STORMWATER FUND	TREATMENT	99.18
			TOTAL:	1,647.18
IMPACT	feb bills for postage and	WATER	CUSTOMER ACCOUNTS	160.55
	postage	WATER	CUSTOMER ACCOUNTS	369.26
	feb bills for postage and	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.55
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	369.26
	feb bills for postage and	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	369.24
	feb bills for postage and	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.53
	util flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	169.55
	ads	ELECTRIC FUND	CUSTOMER ACCOUNTS	144.55
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>369.26</u>
			TOTAL:	2,433.30
INGRAM BOOK COMPANY	new lib materials	LIBRARY FUND	LIBRARY	3,528.19
	new library	LIBRARY FUND	LIBRARY	<u>385.95</u>
			TOTAL:	3,914.14
JAVENS MECHANICAL CONTRACTING CO.	vets park bathroom repair	GENERAL FUND	PARKS	<u>331.54</u>
			TOTAL:	331.54
JRK SEED & TURF SUPPLY	clay & seed - baseball mou	GENERAL FUND	PARKS	<u>294.35</u>
			TOTAL:	294.35
JT SERVICES	2" swivel	ELECTRIC FUND	POWER DISTRIBUTION	<u>429.99</u>
			TOTAL:	429.99
MIKE KENNEDY	kennedy - steel toe shoes	GENERAL FUND	PARKS	<u>109.99</u>
			TOTAL:	109.99
KIND VETERINARY CLINIC PA	animal care	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>45.04</u>
			TOTAL:	45.04
DONNIE KLOSSNER	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	<u>175.00</u>
			TOTAL:	175.00
JEFF KNUTSON	education reimbursement	STORMWATER FUND	ADMINISTRATION AND GEN	<u>800.00</u>
			TOTAL:	800.00
MARK KREYKES	MARK KREYKES - echo traini	GENERAL FUND	FIRE	<u>140.00</u>
			TOTAL:	140.00
KUSSMAUL ELECTRONICS CO., INC.	air valve for auto eject	GENERAL FUND	FIRE	<u>149.21</u>
			TOTAL:	149.21
LAGER'S INC	squad repairs	GENERAL FUND	POLICE	<u>781.70</u>
			TOTAL:	781.70
LARKSTUR ENGINEERING & SUPPLY, INC.	crimp monoblock	GENERAL FUND	STREETS	<u>199.47</u>
			TOTAL:	199.47
LS ENGINEERS	boradway water tower revie	WATER	DISTRIBUTION AND STORA	<u>472.50</u>
			TOTAL:	472.50
LUBRICATION TECHNOLOGIES, INC.	pick up/cln out coolant	GENERAL FUND	STREETS	102.97
	pick up/cln out coolant	GENERAL FUND	PARKS	102.97
	pick up/cln out coolant	WATER	DISTRIBUTION AND STORA	51.49
	pick up/cln out coolant	WASTE WATER FUND	SOURCE/TREATMENT	51.49
	pick up/cln out coolant	ENVIRON SERVICES F	REFUSE DISPOSAL	51.49
	pick up/cln out coolant	ELECTRIC FUND	POWER DISTRIBUTION	102.97
	pick up/cln out coolant	STORMWATER FUND	TREATMENT	<u>51.47</u>
			TOTAL:	514.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MARCO, INC.	contract agreement	GENERAL FUND	CITY ADMINISTRATION	21.01	
	contract agreement	GENERAL FUND	CITY CLERK	21.01	
	contract agreement	GENERAL FUND	FINANCE	14.00	
	contract agreement	GENERAL FUND	POLICE	11.21	
	contract agreement	GENERAL FUND	BUILDING INSPECTOR	5.60	
	contract agreement	GENERAL FUND	PUBLIC WORKS ADMIN	2.80	
	contract agreement	GENERAL FUND	ECONOMIC DEVMT	1.40	
	contract agreement	WATER	ADMIN AND GENERAL	12.61	
	contract agreement	WASTE WATER FUND	ADMIN AND GENERAL	12.59	
	contract agreement	ELECTRIC FUND	ADMIN AND GENERAL	37.82	
			TOTAL:	140.05	
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	23.35	
	cylinder rental	GENERAL FUND	PARKS	18.68	
	cylinder rental	WATER	ADMIN AND GENERAL	9.34	
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.34	
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.33	
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	23.35	
			TOTAL:	93.39	
MENARDS	gloves	GENERAL FUND	STREETS	57.40	
	no parking sign	GENERAL FUND	STREETS	6.12	
	gloves	GENERAL FUND	PARKS	45.92	
	parks board	GENERAL FUND	PARKS	11.49	
	parks adapter and scraper	GENERAL FUND	PARKS	4.98	
	gloves	WATER	ADMIN AND GENERAL	22.96	
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	22.96	
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	22.96	
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	57.40	
			TOTAL:	252.19	
METERING & TECHNOLOGY SOLUTIONS	1 1/2 disc meter with radi	WATER	NON-DEPARTMENTAL	508.92	
			TOTAL:	508.92	
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	812.03	
			TOTAL:	812.03	
METRO SALES INC	COPIER CONTRACT FEES	GENERAL FUND	POLICE	65.67	
			TOTAL:	65.67	
MIKE'S COUNTRYSIDE BODY SHOP INC	repari door handles and lo	GENERAL FUND	PARKS	328.53	
			TOTAL:	328.53	
MISC VENDOR	CHAPPELL CENTRAL	repair dehumidifier motor	WATER	PURIFICATION AND TREAT	832.50
	CHAPPELL CENTRAL	dehumidiefier repair and r	WATER	PURIFICATION AND TREAT	1,563.00
	CHAPPELL CENTRAL	dehumidiefier repair and r	WATER	PURIFICATION AND TREAT	254.20
	LAMM, NELSON & CICH	partial permit fee 2133 bu	GENERAL FUND	NON-DEPARTMENTAL	235.62
	MINNEAPOLIS SAW CO	chainsaw safety pants	ENVIRON SERVICES F	ADMIN AND GENERAL	329.00
	QUEST ENGINEERING	tube connector elbow	WATER	SOURCE OF SUPPLY	133.23
	QUEST ENGINEERING	connector elbow	WATER	SOURCE OF SUPPLY	52.38
	TELEVISION EQUIP ASSOC	trt headset conversion	GENERAL FUND	POLICE	296.88
			TOTAL:	3,696.81	
MN BOARD OF PEACE OFFICER	license renewal for office	GENERAL FUND	POLICE	540.00	
			TOTAL:	540.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN DEPT OF LABOR & INDUSTRY	osha citation and penalty	ELECTRIC FUND	ADMIN AND GENERAL	3,200.00
			TOTAL:	3,200.00
MN MUNICIPAL UTILITIES ASSOCIATION	random employee pool fee	GENERAL FUND	STREETS	310.00
	safety mgmt prog apr-june	GENERAL FUND	STREETS	1,366.50
	random employee pool fee	GENERAL FUND	PARKS	248.00
	safety mgmt prog apr-june	GENERAL FUND	PARKS	1,093.20
	random employee pool fee	WATER	ADMIN AND GENERAL	124.00
	safety mgmt prog apr-june	WATER	ADMIN AND GENERAL	546.60
	drug and alcohol testing f	WASTE WATER FUND	ADMIN AND GENERAL	66.50
	random employee pool fee	WASTE WATER FUND	ADMIN AND GENERAL	124.00
	safety mgmt prog apr-june	WASTE WATER FUND	ADMIN AND GENERAL	546.60
	random employee pool fee	ENVIRON SERVICES F	ADMIN AND GENERAL	124.00
	safety mgmt prog apr-june	ENVIRON SERVICES F	ADMIN AND GENERAL	546.61
	random employee pool fee	ELECTRIC FUND	ADMIN AND GENERAL	310.00
	2nd qtry member dues	ELECTRIC FUND	ADMIN AND GENERAL	3,653.25
	safety mgmt prog apr-june	ELECTRIC FUND	ADMIN AND GENERAL	1,366.50
	safety mgmt prog apr-june	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	consortium	TRANSIT	TRANSIT/TRANSPORTATION	372.00
			TOTAL:	11,485.26
MN PIPE & EQUIPMENT	inventory, ball valves u b	WATER	NON-DEPARTMENTAL	7,338.06
	curb box top, repair lids	WATER	NON-DEPARTMENTAL	339.50
	u branch	WATER	NON-DEPARTMENTAL	550.26
			TOTAL:	8,227.82
PETE MOULTON	mileage 3/16-27	GENERAL FUND	PUBLIC WORKS ADMIN	39.67
	awwa water utility - meals	WATER	ADMIN AND GENERAL	8.55
	mileage 3/16-27	WATER	ADMIN AND GENERAL	91.43
	lunch mpca awards	WASTE WATER FUND	ADMIN AND GENERAL	275.00
	mileage 3/16-27	WASTE WATER FUND	ADMIN AND GENERAL	88.55
	mileage 3/16-27	ELECTRIC FUND	ADMIN AND GENERAL	121.33
	mileage 3/16-27	STORMWATER FUND	ADMINISTRATION AND GEN	37.95
			TOTAL:	662.48
MTI DISTRIBUTING CO	o-ring	GENERAL FUND	PARKS	20.63
			TOTAL:	20.63
MVTL LABORATORIES INC	wwtf salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	150.00
			TOTAL:	150.00
JAMES NEARY	fire school per diem	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
NICOLLET CTY PUBLIC HEALTH	bi monthly sr newsletter	GENERAL FUND	SENIOR COORDINATOR	170.47
	monthly cont for sr ctr	GENERAL FUND	SENIOR COORDINATOR	2,441.40
			TOTAL:	2,611.87
NICOLLET COUNTY TREASURER	anuaal solid waste	GENERAL FUND	MUNICIPAL BUILDING	100.00
	1/2 taxes 213 Nassua	GENERAL FUND	ECONOMIC DEVMT	98.00
	1/2 taxes comm ctr	LIBRARY FUND	LIBRARY	37.50
	1/2 taxes comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	37.50
	real estate taxes	TORNADO DISASTER R	ECONOMIC DEVMT	10,883.00
	1/2 taxes parkland	PARK LAND DEDICATI	PARKS	141.00
	ag 1/2 taxes parkland	PARK LAND DEDICATI	PARKS	2,409.00
	1/2 taxes bdwy water bldg	WATER	ADMIN AND GENERAL	177.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	13,883.00
NICOLLET COUNTY HISTORICAL SOCIETY	achf grant from tds librar	LIBRARY FUND	NON-DEPARTMENTAL	2,332.00
			TOTAL:	2,332.00
NIELSEN BLACKTOPPING, LLC	ramsey playground	GENERAL FUND	PARKS	2,940.00
			TOTAL:	2,940.00
NORTH CENTRAL INTERNATIONAL	hose clamps	GENERAL FUND	STREETS	73.45
	hose clamps	GENERAL FUND	PARKS	73.45
	hose clamps	WATER	DISTRIBUTION AND STORA	36.73
	hose clamps	WASTE WATER FUND	SOURCE/TREATMENT	36.73
	hose clamps	ENVIRON SERVICES F	REFUSE DISPOSAL	36.73
	hose clamps	ELECTRIC FUND	POWER DISTRIBUTION	73.45
	hose clamps	STORMWATER FUND	TREATMENT	36.72
			TOTAL:	367.26
NUTTER CLOTHING CO	peters - pants	GENERAL FUND	POLICE	115.00
			TOTAL:	115.00
OFFICEMAX	wifi extender	GENERAL FUND	FINANCE	89.99
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	157.96
	thumb drives	GENERAL FUND	ECONOMIC DEVMT	34.63
			TOTAL:	282.58
OMG MIDWEST, INC	est 3 old mn surf improvem	PERM IMPROVMENT RE	STREETS	5,764.60
			TOTAL:	5,764.60
OVERDRIVE, INC.	1yr renewal	LIBRARY FUND	LIBRARY	3,000.00
			TOTAL:	3,000.00
PAAPE COMPANIES, INC.	rep actuator in 1st flr in	COMMUNITY CENTER	COMMUNITY CENTER	285.00
			TOTAL:	285.00
ROGER PARRAS	shuttle, transit, taxi, lu	ELECTRIC FUND	ADMIN AND GENERAL	622.25
			TOTAL:	622.25
WAYNE PASSON	boiler license	LIBRARY FUND	LIBRARY	10.00
	boiler license	COMMUNITY CENTER	COMMUNITY CENTER	15.00
	cell phone hardware reimb	COMMUNITY CENTER	COMMUNITY CENTER	100.00
			TOTAL:	125.00
PATCHIN MESSNER DODD & BRUMM	prop appraisal carquest	PERM IMPROVMENT RE	STREETS	3,500.00
			TOTAL:	3,500.00
PELL INSURANCE & REAL ESTATE	utility perm bond 4/10-410	GENERAL FUND	STREETS	200.00
			TOTAL:	200.00
PEPSI-COLA OF MANKATO INC	concessions	COMMUNITY CENTER	COMMUNITY CENTER	543.34
			TOTAL:	543.34
PET EXPO DIST.	routine aquariam mainten	LIBRARY FUND	LIBRARY	62.50
			TOTAL:	62.50
MATTHEW PETERS-PETTY CASH	vehicle registration	GENERAL FUND	POLICE	31.32
	postage	GENERAL FUND	POLICE	40.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	training and meal reim	GENERAL FUND	POLICE	52.07
			TOTAL:	123.75
TODD PRAFKE-PETTY CASH	meals - building	GENERAL FUND	BUILDING INSPECTOR	23.92
	parks parking	GENERAL FUND	PARKS	21.00
	meals - comm dev	GENERAL FUND	ECONOMIC DEVMT	96.00
	postage - sppa	PUBLIC ACCESS	PUBLIC ACCESS	9.71
	postage - water	WATER	CUSTOMER ACCOUNTS	16.07
	meals - stormwater	STORMWATER FUND	ADMINISTRATION AND GEN	24.44
			TOTAL:	191.14
PRESTIGE MANUFACTURING, INC.-	final day bradway equip up	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	5,266.32
			TOTAL:	5,266.32
PROFESSIONAL WATER TECHNOLOGIES	opticlean a and b	WATER	PURIFICATION AND TREAT	958.50
			TOTAL:	958.50
RONALD D. QUADE	class per diem - mileage	GENERAL FUND	FIRE	158.70
	meeting per diem	GENERAL FUND	FIRE	45.00
			TOTAL:	203.70
QUICK MART ST PETER	mar fuel	GENERAL FUND	POLICE	599.17
			TOTAL:	599.17
QUILL	ink cartridges	GENERAL FUND	FIRE	66.28
	ink cartridges	GENERAL FUND	STREETS	25.10
	yellow printer ink	GENERAL FUND	STREETS	12.55
	ink cartridges	GENERAL FUND	PARKS	20.08
	yellow printer ink	GENERAL FUND	PARKS	10.04
	ink cartridges	WATER	ADMIN AND GENERAL	10.04
	yellow printer ink	WATER	ADMIN AND GENERAL	5.02
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	10.04
	yellow printer ink	WASTE WATER FUND	ADMIN AND GENERAL	5.02
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	10.02
	yellow printer ink	ENVIRON SERVICES F	ADMIN AND GENERAL	5.02
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	25.10
	yellow printer ink	ELECTRIC FUND	ADMIN AND GENERAL	12.55
			TOTAL:	216.86
ANDY REDNING	fire school	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
RIVER'S EDGE HOSPITAL & CLINIC	july - dec vacant lease sp	MEDICAL CAMPUS	NON-DEPARTMENTAL	48,414.00-
	july - dec expenses	MEDICAL CAMPUS	ADMIN & GENERAL	54,132.76
			TOTAL:	5,718.76
RYAN ELECTRIC OF ST PETER	repair light in 1st flr ba	COMMUNITY CENTER	COMMUNITY CENTER	436.13
	ballast and bulbs	WASTE WATER FUND	SOURCE/TREATMENT	1,010.39
	unhook motor in filter rm	WASTE WATER FUND	SOURCE/TREATMENT	75.00
	disconnect light pole	WASTE WATER FUND	SOURCE/TREATMENT	112.50
	s lift station pencil phot	WASTE WATER FUND	ADMIN AND GENERAL	97.68
			TOTAL:	1,731.70
SIMPLEX GRINNELL	library annual fire alarm	LIBRARY FUND	LIBRARY	476.78
			TOTAL:	476.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SOUTH CENTRAL COLLEGE	fire school	GENERAL FUND	FIRE	1,420.00
			TOTAL:	1,420.00
SOUTHWEST MN CHAPTER OF ICC	membership	GENERAL FUND	BUILDING INSPECTOR	200.00
			TOTAL:	200.00
SPRINT SOLUTIONS, INC.	usage 2/15-3/14	GENERAL FUND	FIRE	16.69
	usage 2/15-3/14	COMMUNITY CENTER	COMMUNITY CENTER	16.55
	usage 2/15-3/14	WATER	ADMIN AND GENERAL	39.99
	usage 2/15-3/14	WATER	ADMIN AND GENERAL	16.55
	usage 2/15-3/14	WASTE WATER FUND	ADMIN AND GENERAL	16.55
	usage 2/15-3/14	ELECTRIC FUND	ADMIN AND GENERAL	44.00
			TOTAL:	150.33
ST PETER AREA CHAMBER OF COMMERCE	job fair expenses	GENERAL FUND	ECONOMIC DEVMT	1,389.94
			TOTAL:	1,389.94
ST PETER LUMBER CO	blue print	GENERAL FUND	BUILDING INSPECTOR	32.00
	shovels for blacktopping	GENERAL FUND	STREETS	49.70
	boards	GENERAL FUND	PARKS	34.23
	wheels for sppa cart/mat f	PUBLIC ACCESS	PUBLIC ACCESS	97.05
	primer for childcare ctr	COMMUNITY CENTER	COMMUNITY CENTER	63.64
	brass bushing	WATER	SOURCE OF SUPPLY	2.79
	shop vac	WATER	PURIFICATION AND TREAT	139.99
			TOTAL:	419.40
STEFFEN ELECTRIC OF LE CENTER INC.	shop light ballasts, labor	GENERAL FUND	STREETS	146.88
	shop light ballasts, labor	GENERAL FUND	PARKS	117.50
	shop light ballasts, labor	WATER	ADMIN AND GENERAL	58.75
	shop light ballasts, labor	WASTE WATER FUND	ADMIN AND GENERAL	58.75
	shop light ballasts, labor	ENVIRON SERVICES F	ADMIN AND GENERAL	58.74
	shop light ballasts, labor	ELECTRIC FUND	ADMIN AND GENERAL	146.88
			TOTAL:	587.50
NICHOLAS STRAND	echo training per diem mil	GENERAL FUND	FIRE	199.80
			TOTAL:	199.80
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	ADMIN AND GENERAL	219.10
			TOTAL:	219.10
TIGERDIRECT.COM	ups	GENERAL FUND	POLICE	113.19
	scada panel ups replace-ww	WASTE WATER FUND	ADMIN AND GENERAL	176.21
			TOTAL:	289.40
JANE TIMMERMAN-PETTY CASH	mileage	GENERAL FUND	RECREATION/LEISURE SER	13.23
	certified mail	COMMUNITY CENTER	COMMUNITY CENTER	6.49
	certified mail	COMMUNITY CENTER	COMMUNITY CENTER	12.98
			TOTAL:	32.70
TRAVERSE DES SIOUX LIBRARY SYSTEM	first half bill for TDS co	LIBRARY FUND	LIBRARY	12,114.38
			TOTAL:	12,114.38
US POSTMASTER	postage for mailing summer	GENERAL FUND	RECREATION/LEISURE SER	610.15
			TOTAL:	610.15
VISA	lunches, postage	GENERAL FUND	CITY ADMINISTRATION	91.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	battery and charger	GENERAL FUND	FINANCE	31.98
	video card	GENERAL FUND	FINANCE	40.60
	video card	GENERAL FUND	FINANCE	37.40
	office 2013 software	GENERAL FUND	POLICE	274.99
	pick up tanker exp fuel, m	GENERAL FUND	FIRE	113.67
	code 3 arrowstick cntrl-ab	GENERAL FUND	FIRE	49.99
	inspectors license, regist	GENERAL FUND	BUILDING INSPECTOR	151.00
	keyboard	GENERAL FUND	PUBLIC WORKS ADMIN	71.06
	2013 software	GENERAL FUND	STREETS	274.99
	safety ear muffs	GENERAL FUND	STREETS	43.48
	daddy daughter dance/hfr	GENERAL FUND	RECREATION/LEISURE SER	231.38
	annual red cross fac fee	GENERAL FUND	SWIMMING POOL	650.00
	2013 software	GENERAL FUND	PARKS	274.99
	safety ear muffs	GENERAL FUND	PARKS	34.79
	spdc mtg, reda mtg	GENERAL FUND	ECONOMIC DEVMT	39.24
	artificial tree	LIBRARY FUND	LIBRARY	69.60
	vaddio quick connect box	PUBLIC ACCESS	PUBLIC ACCESS	79.95
	paint rollers for comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	93.82
	artificial tree	COMMUNITY CENTER	COMMUNITY CENTER	69.60
	meals mrwa conf - st cloud	WATER	PURIFICATION AND TREAT	64.00
	2013 software	WATER	DISTRIBUTION AND STORA	137.50
	wef annual membership	WATER	ADMIN AND GENERAL	141.00
	safety ear muffs	WATER	ADMIN AND GENERAL	17.39
	work boots	WATER	ADMIN AND GENERAL	115.96
	2013 software	WASTE WATER FUND	SOURCE/TREATMENT	137.50
	safety ear muffs	WASTE WATER FUND	ADMIN AND GENERAL	17.39
	2013 software	ENVIRON SERVICES F	REFUSE DISPOSAL	137.50
	mirror assy	ENVIRON SERVICES F	REFUSE DISPOSAL	46.09
	forest pest recertificatio	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
	lunch	ENVIRON SERVICES F	ADMIN AND GENERAL	55.41
	safety ear muffs	ENVIRON SERVICES F	ADMIN AND GENERAL	17.40
	2013 software	ELECTRIC FUND	POWER DISTRIBUTION	274.99
	safety boots - hooper	ELECTRIC FUND	ADMIN AND GENERAL	169.99
	appa leg rally, meals	ELECTRIC FUND	ADMIN AND GENERAL	151.00
	mmua meter school meals	ELECTRIC FUND	ADMIN AND GENERAL	46.87
	safety ear muffs	ELECTRIC FUND	ADMIN AND GENERAL	43.48
	2013 software	STORMWATER FUND	TREATMENT	137.48
	daddy daughter dance/hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	482.44
			TOTAL:	4,957.85
VON ESSEN TOWING	tire mounts	GENERAL FUND	POLICE	72.00
			TOTAL:	72.00
WESCO DISTRIBUTION INC	bulb	ELECTRIC FUND	NON-DEPARTMENTAL	329.40
	wire	ELECTRIC FUND	NON-DEPARTMENTAL	318.38
	fuse holder	ELECTRIC FUND	NON-DEPARTMENTAL	740.00
	elbows	ELECTRIC FUND	NON-DEPARTMENTAL	1,335.00
	safety sub connector 4 hol	ELECTRIC FUND	NON-DEPARTMENTAL	247.50
	hi temp transformer	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	493.50
	outer 600v protective glov	ELECTRIC FUND	POWER DISTRIBUTION	21.00
	tape	ELECTRIC FUND	POWER DISTRIBUTION	115.50
	safety hoods	ELECTRIC FUND	ADMIN AND GENERAL	137.40
			TOTAL:	3,737.68
WIN-911 SOFTWARE	annual 2015 software maint	WATER	PURIFICATION AND TREAT	395.00
			TOTAL:	395.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WOLF MOTOR COMPANY, INC.	t12 fuel pump	TRANSIT	TRANSIT/TRANSPORTATION	341.16
			TOTAL:	341.16
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	48.92
			TOTAL:	48.92
YOUTH ENRICHMENT LEAGUE	chess, fencing, legos	GENERAL FUND	RECREATION/LEISURE SER	2,861.00
	yth development	RESTRICTED CONTRIB	RECREATION/LEISURE SER	91.00
	after school	RESTRICTED CONTRIB	RECREATION/LEISURE SER	95.00
			TOTAL:	3,047.00
ZARNOTH BRUSH WORKS INC	brushes	GENERAL FUND	STREETS	4,041.00
			TOTAL:	4,041.00

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

101	GENERAL FUND	49,783.63
201	PROPERTY INSURANCE	667.50
211	LIBRARY FUND	23,424.69
213	PUBLIC ACCESS	186.71
217	COMMUNITY CENTER	4,086.80
240	TORNADO DISASTER REV LOAN	11,777.95
401	PERM IMPROVMENT REVOLVING	9,264.60
404	PARK LAND DEDICATION	2,550.00
601	WATER	20,704.04
602	WASTE WATER FUND	18,215.74
603	ENVIRON SERVICES FUND	2,705.45
604	ELECTRIC FUND	48,704.22
606	STORMWATER FUND	1,535.75
610	TRANSIT	713.16
627	MEDICAL CAMPUS	5,718.76
820	RESTRICTED CONTRIBUTIONS	1,142.48

 GRAND TOTAL: 201,181.48

Ben Rosburg	Streets Laborer	\$9.75
Richard Hurlburt	Stormwater Laborer	\$9.75
Robert Wendelschafer	Stormwater Laborer	\$9.75
Patrick Mears	Stormwater Laborer	\$9.75
Tyrell Galetka	Stormwater Laborer	\$9.25
Katrina Siebels	Stormwater Laborer	\$9.00
Gulad Jamac	Stormwater Laborer	\$9.00
Grant Germscheid	Water Laborer	\$9.25
Doug Kampen	Wastewater Laborer	\$9.50
James Vickery	Wastewater Laborer	\$9.50
Dane Lynch	Wastewater Laborer	\$9.00
Rachel Burlet	Coordinator/ Create A Camp	11.00
Matt Johnson	Coordinator/Sports/Special Events	11.75
Taylor Zallek	Coordinator/Volunteer in the Park	11.75
Emily Nelsen	Coordinator/Preschool/Specialty Camp	11.50
Elizabeth Hanson	Rec Leader	10.25
Erik Thorkelson	Rec Leader	10.25
Emily Thomas	Rec Leader PT	10.25
Hannah Lammert	Rec Leader	10.00
Blake Hardesty	Rec Leader	10.00
Samantha Ely	Rec Leader	9.75
Nick Zarn	Rec Leader	9.75
Molly Lout	Rec Leader	9.75
Alexandra Rhodes	Rec Leader	9.75
Madelyn Germscheid	Rec Leader	9.75
Wyatt Gillette	Rec Leader	9.50
Ibrahim Noor	Rec Leader	9.50
Hailey Gorman	Rec Leader	9.50
Molly Fleischer	Rec Leader	9.50
Anna Ely	Rec Leader	9.50
Sara Ronnkvist	Rec Leader	9.50
Mitchel Harlow	Rec Leader	9.50
Taylor Dahl	Rec Leader PT	9.50
Benjamin Zarn	Rec Leader PT	9.50
Ashley Lager	Head Lifeguard	11.00
Brent Chouanard	Head Lifeguard	11.00
Alex Willson	Head Lifeguard	10.50
Ingrid Karlsrud	Head Lifeguard	10.50
Maggie Schroeder	WSI/Lifeguard	10.25
Brooke Phillips	WSI/Lifeguard	10.25
Hallie Douglas	WSI/Lifeguard	10.25
Jackson Keeley	WSI/Lifeguard	10.25
Janna Quick	WSI/Lifeguard	10.25
Calli Sizer	WSI/Lifeguard	10.25
Martha Stelter	WSI/Lifeguard	10.25
Megan Stenzel	WSI/Lifeguard	10.25
Brett Zallek	WSI/Lifeguard	10.25
Maggie Conlon	WSI/Lifeguard	10.00
Maddie Harvey	WSI/Lifeguard	10.00
Kaylee Neubauer	WSI/Lifeguard	10.00
Noelle Neubauer	WSI/Lifeguard	10.00

Kaelan Weiss	WSI/Lifeguard	10.00
Brigette Boyer	Lifeguard	9.50
Malik Baxter	Lifeguard	9.25
Alyssa Lokensgard	Lifeguard	9.25
Maggie Ringler	Lifeguard	9.25
Connor Prafke	Lifeguard	9.25
Maggie Lehtinen	Lifeguard	9.25
Maddy Meyer	Lifeguard	9.00
Amelia Froelich	Cashier	7.25
Jordan Schueneman	Cashier	7.25
Teagan Weiss	Cashier	7.25
Issac Westphal	Cashier	7.25
Alek Prafke	Maintenance/WSI/LGT	10.50

4. The following equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the equipment through public sale on the State of Minnesota Department of Administration online auction site:

Item	Description	Serial Number
Unit #35	1987 Ready Haul Trailer	1RHF222T906874005
Unit #554A	2005 Toro Groundmaster 8' Broom	250000175
Unit #811	2008 Two Wheel Starlite Trailer	13YFS12128C110864

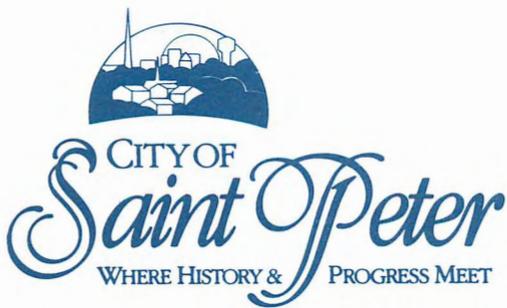
5. The schedule of disbursements for March 18, 2015 through April 8, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/10/15

FROM: Russ Wille
Community Development Director

RE: Mary and Preston Smith (dba Mary's Flowers) Balloon Extension Request

ACTION/RECOMMENDATION

Approve sixty (60) month extension of the due date of the balloon payment of the Mary and Preston Smith (d.b.a. Mary's Flowers) revolving loan.

BACKGROUND

In 2010, the City Council approved a \$37,000 loan to Mary and Preston Smith to partially finance the purchase and remodeling of their retail flower shop. The project also included the acquisition of new capital equipment (refrigerated coolers).

The note was scheduled to be paid in full via a balloon payment due on April 1, 2015. At this time the Smiths have indicated that they are not able to honor the scheduled balloon payment as due. In correspondence dated March 4, 2015, Mary Smith has requested that the balloon payment be extended for an additional sixty (60) months as per the revised revolving loan guidelines.

The balance of the note has been calculated to be \$29,884.83 upon receipt of the March 1, 2015 payment. Without a single exception, Mary and Preston Smith have regularly provided for prompt payment of the note as per the terms of the 2010 promissory note.

If the extension is approved, the Smith's would continue to provide monthly payments and all other terms of the note would remain unchanged. The loan would continue to be collateralized in the original manner. The borrowers and I have discussed the request and have agreed to seek a five year (60 month) extension of the balloon payment date.

The Economic Development Authority reviewed the Smith's request at their regular March meeting. The EDA recommends granting the sixty (60) month extension sought by Mr. and Mrs. Smith.

FISCAL IMPACT:

The due date of the balloon payment would be extended to April 1, 2020. All other terms and conditions of the loan would remain unchanged.

ALTERNATIVES/VARIATIONS:

Do not Act: No further action will be taken on the request.

Negative vote: The Smith's will be notified of the denial.

Modification of the Resolution: The City Council could consider an extension of an alternative length.

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

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION EXTENDING THE DUE DATE OF THE MARY'S FLOWERS REVOLVING
LOAN BALLOON DATE BY SIXTY (60) MONTHS**

WHEREAS, the Economic Development Authority (EDA) administers the Revolving Loan Funds; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, in 2010 the City of Saint Peter provided a \$37,000 loan to Mary and Preston Smith (d.b.a. Mary's Flowers) to partially finance the purchase and renovation of the flower shop as well as the acquisition of capital equipment; and

WHEREAS, loan payments had been made by the borrowers on a regular basis in conformance with the executed promissory note and the outstanding balance of the loan is \$29,884.83 as of receipt of the March 1, 2015 payment; and

WHEREAS, repayment of the note is due on April 1, 2015 via balloon payment at the conclusion of the fifth year of the note; and

WHEREAS, Mary and Preston Smith have unsuccessfully attempted to conventionally refinance the note; and

WHEREAS, repayment of the note at this time would create significant financial hardship to the retail operations; and

WHEREAS, Mr. and Mrs. Smith have requested that the City provide an extension of the due date of the balloon payment; and

WHEREAS, Mr. and Mrs. Smith would continue to make monthly payments on the note during the extension; and

WHEREAS, the EDA has reviewed the requested modification and recommends the City Council approve the sixty (60) month extension sought by the Mr. and Mrs. Smith.

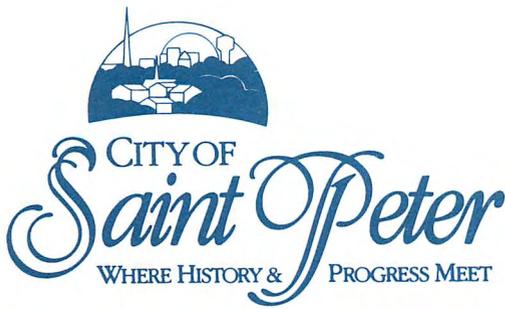
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the balloon payment due date of the Mary and Preston Smith loan is extended by sixty (60) months to April 1, 2020.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/10/15

FROM: Russ Wille
Community Development Director

RE: Saint Peter Community Childcare Center – Balloon Extension Request

ACTION/RECOMMENDATION

Approve extension of the due date of the balloon payment of the Saint Peter Community Childcare Center (SPCCC) loan by twenty-four (24) months to April 1, 2017.

BACKGROUND

In December, 2007, the City Council approved a \$35,000 revolving loan to partially finance the start-up costs of St. Peter Community Childcare Center (SPCCC). Recognizing that initial cash flows would be stressed, the repayment of the note was established at \$100.00 per month for the first 24 months. The monthly payment was increased to \$200.00 per month thereafter. The note is interest free.

The note was to be repaid via balloon payment on February 1, 2013 and was extended by the City Council to be repaid April 1, 2014. In 2014, the note was once again extended to establish a balloon payment date of April 1, 2015.

At this time, unable to repay the remaining debt or to access additional funding from the primary lender, the SPCCC has once again requested an extension of the balloon payment date. The Board of the SPCCC has requested a 24 month extension.

The note is subject to a Security Agreement pledging all furnishings, fixtures and equipment as collateral. A UCC Financing Statement has been filed with the Minnesota Secretary of State. The SPCCC has submitted an updated roster of fixtures, furnishings and equipment subject to the security instrument. If the extension is granted, the City Attorney's office will be asked to renew the UCC filing with the Minnesota Secretary of State.

While some improvement has been evident and enrollments have increased, the Board of the SPCCC acknowledges that they continue to struggle with their financial situation. Copies of the SPCCC 2015 budget, first quarter 2015 cash flow analysis and 2015 Weekly Receivables Analysis were reviewed and considered by the EDA membership.

While SPCCC remains delinquent on the lease payments due to the City of Saint Peter, they remain current on all of their obligations to the EDA and all loan payments have been received as per the executed promissory note. The balance of the 2007 note is \$20,600 after receipt of the March, 2015 loan payment.

The City Council has identified the availability of affordable child care services to be vital to the City's economic development efforts. If parents cannot obtain daycare services, they cannot reasonably participate in the workforce. The Childcare study group assembled by the City Administrator's office suggests that there is a continued need for additional daycare slots in Saint Peter.

The EDA considered the requested extension at their March, 2015 meeting. The EDA has recommended that the City Council provide a 24 month extension of the balloon payment that is due April 1, 2015 and that the monthly payment be increased to \$300/month.

FISCAL IMPACT:

The SPCCC would make \$300/month loan payments during the twenty-four (24) month extension. All other terms and conditions of the loan would remain unchanged.

ALTERNATIVES/VARIATIONS:

Do not act: The SPCCC note would be due and payable in full. Unable to repay the note at this time, the SPCCC would be in default of the terms of the executed promissory note.

Negative Votes: The SPCCC would be due and payable in full. Unable to repay the note at this time, the SPCCC would be in default of the terms of the executed promissory note.

Modification of the Resolution: The Council could approve an extension of an alternative length.

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

RJW

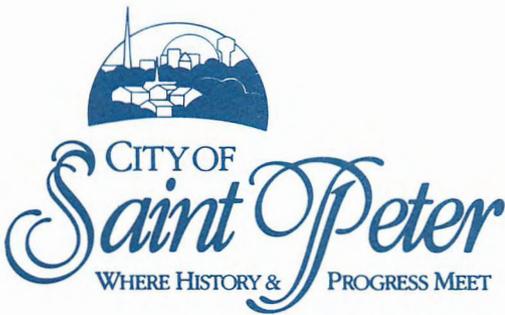
1. The terms of the revolving loan previously provided to the St. Peter Community Childcare Center shall be amended to extend the date of balloon payment by twenty-four (24) months to April 1, 2017.
2. The monthly payment on the SPCCC loan shall be increased to \$300 per month beginning with the May, 2015 payment.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/10/15

FROM: Russ Wille
Community Development Director

RE: Tanis Brothers, LLC – Subordination Request

ACTION/RECOMMENDATION

Accept subordination of the \$59,012 Tanis Brothers, LLC mortgage to a new \$14,000 mortgage to be provided to Tanis Brothers, LLC by Nicollet County Bank.

BACKGROUND

Tanis Brothers, LLC purchased the Comfort Systems property at 309 South Minnesota Avenue. In early 2014, subsequent to the purchase, Tanis Brothers received a \$59,012 revolving loan from the City of Saint Peter to partially finance the construction of two apartments on the second floor. As of receipt of the March, 2015 loan payment, the balance of the Tanis Brothers note is \$57,744.58.

The \$59,012 revolving loan is collateralized by a second mortgage on the property. The first mortgage is held by Nicollet County Bank in the amount of \$130,000.

At this time all of the associated project costs have been incurred. Due to unanticipated construction costs and materials price increases, the project was completed \$14,000 over the anticipated construction budget. Nicollet County Bank has agreed to provide an additional \$14,000 loan to Tanis Brothers to cover the cost overrun.

To close the new \$14,000 loan with Tanis Brothers, LLC, Nicollet County Bank would require that the City subordinate its mortgage to a new \$14,000 mortgage to be filed with the Nicollet County Recorder.

If approved the collateralization would be provided in the following order.

1 st Mortgage:	Nicollet County Bank	\$130,000
2 nd Mortgage:	Nicollet County Bank	\$ 14,000
3 rd Mortgage:	City of Saint Peter	<u>\$ 59,012</u>
TOTAL MORTGAGES:		\$203,012

The EDA revolving loan guidelines adopted by the City Council would require that the City mortgage be covered by 100% of an appraised value or 125% of the Estimated Market Value established by the Nicollet County Assessor.

Prior to construction of the new apartments, a "post-development" appraisal was provided by Appraisal Service which identified a value of \$255,000. As such, the existing Tanis Brothers mortgage to the City would still be adequately collateralized as per the adopted policy.

The proposed subordination agreement has been reviewed by the City Attorney.

FISCAL IMPACT:

The City's mortgage would be subordinated to a new \$14,000 second mortgage provided by Nicollet County Bank. The revolving loan would be fully collateralized as per EDA loan policies.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken on the request.

Negative vote: Tanis Brothers, LLC and Nicollet County Bank will be notified of the City Council's denial.

Modification of the Resolution: Any changes proposed to the subordination agreement would need to be acceptable to Nicollet County Bank.

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

RW/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION ACCEPTING SUBORDINATION OF THE CITY'S TANIS BROTHERS, LLC
MORTGAGE TO A NEW \$14,000 LOAN AND MORTGAGE TO BE PROVIDED BY
NICOLLET COUNTY BANK**

WHEREAS, the Economic Development Authority (EDA) administers the Revolving Loan Fund;
and

WHEREAS, in 2014 the City provided a \$59,012 revolving loan to Tanis Brothers, LLC to
partially finance the acquisition of the 309 South Minnesota Avenue property and the
construction of two second floor apartment units; and

WHEREAS, as of receipt of the March, 2015 payment, the balance of the Tanis Brothers note has
been calculated to be \$57,774.58; and

WHEREAS, a request has been made by Tanis Brothers, LLC and Nicollet County Bank to
subordinate the City Revolving Loan that is secured by the City held mortgage on the 309 South
Minnesota Avenue (Comfort Systems) property to a new \$14,000 loan from Nicollet County
Bank; and

WHEREAS, the subordination of the Revolving Loan mortgage will enable Tanis Brothers, LLC
to secure additional loan financing through Nicollet County Bank to pay cost overruns on the
construction of second floor apartments; and

WHEREAS, Tanis Brothers, LLC has made all loan payments in a timely manner in accordance
with the promissory note; and

WHEREAS, the requested subordination and subsequent City mortgage will remain within the
guidelines of the EDA Revolving Loan program as adopted by the City Council; and

WHEREAS, the EDA considered the subordination request at their March, 2015 meeting and
has recommended that the City Council accept the subordination as proposed by the borrower
and bank.

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

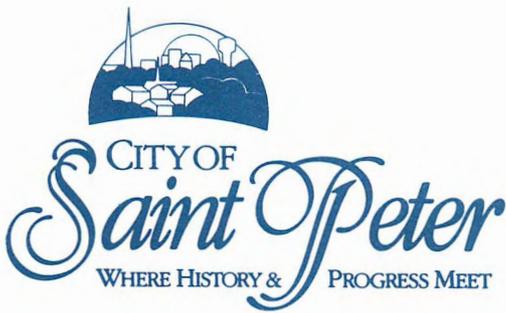
1. The mortgage held by the City of Saint Peter on the 309 South Minnesota Avenue Tanis Brothers, LLC property shall be subordinated to a new loan and mortgage provided by Nicollet County Bank in the amount not to exceed \$14,000.
2. The borrower shall assume and pay all costs associated with the recording of the subordinate mortgage.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/10/15

FROM: Russ Wille
Community Development Director

RE: 430 Ritt Street – Bridge Lease (Marv Kottke)

ACTION/RECOMMENDATION

Authorize the Economic Development Authority (EDA) President and Executive Director to sign a short term, “bridge” lease of the 430 Ritt Street building to Marv Kottke.

BACKGROUND

The EDA and Marv Kottke have entered into an agreement for Mr. Kottke to purchase the 430 Ritt Street property from the EDA at a price of \$930,000. The agreement would require the sale to close on or before July 31, 2015.

Upon the purchase of the property, Mr. Kottke would undertake certain renovations of the structure to meet the particular needs of his lawn care operations. At this time, Mr. Kottke is accepting bids and quotes for the proposed post-purchase alteration of the 430 Ritt Street building.

It is expected that Mr. Kottke will seek partial project funding from the established Economic Development Authority revolving loan program. The EDA is expected to review his loan application and business plans at their April regular meeting. Pending the EDA’s recommendation, the City Council would likely be asked to conduct a public hearing regarding the revolving loan at their May 26, 2015 meeting.

In anticipation of the successful purchase, and to accommodate Mr. Kottke’s current business needs, Mr. Kottke has asked that the City provide partial access to the 430 Ritt Street building to allow for the storage of snow plowing equipment. If the City were to consent to Mr. Kottke’s request, it would be appropriate to enter into a short-term lease of the property.

To that extent, a short-term or “bridge” lease has been drafted by City Attorney Brandt. Mr. Kottke has consented to the terms and conditions of the proposed lease and he has signed and delivered a copy of the lease to the Community Development Director.

The lease provides for Mr. Kottke’s occupancy of the property through July 31, 2015, which is the closing deadline established in the executed Purchase Agreement. Mr. Kottke would be charged rent of \$1.00 for the lease term and be responsible for all utility costs. However, if the closing on the sale of the property does not occur prior to the July 31st deadline, Mr. Kottke

would forfeit the \$5,000 in earnest money on deposit in the escrow account of Coldwell Banker Fisher Commercial Group.

The lease would require Mr. Kottke to demonstrate that he has obtained comprehensive liability insurance coverage with a minimum limit of \$1.5 million. That dollar amount matches the liability limits provided to municipalities via State Statute.

FISCAL IMPACT:

Mr. Kottke would be charged rent of \$1.00 for occupancy of the 430 Ritt Street building through July 31, 2015. If Kottke's planned purchase of the property does not occur as per the terms of the executed Purchase Agreement, Mr. Kottke would forfeit the \$5,000 he has provided in earnest money in lieu of rents paid.

ALTERNATIVES/VARIATIONS:

Do not act: Mr. Kottke will be notified of the delay and staff will look for additional input from the Council

Negative Vote: Mr. Kottke will be notified of the Council's denial.

Modification of the Resolution: Typically an option of the Council, any modification to the terms of the proposed lease would need to be agreeable to Mr. Kottke.

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

RJW

LEASE

THIS LEASE, made and entered into this _____ day of April, 2015, by and between Marvin Kottke as "TENANT" and the Saint Peter Economic Development Authority, as "LANDLORD".

WHEREAS: The Landlord and the Tenant have entered into a purchase agreement dated March 25, 2015; and

WHEREAS: The purchase agreement calls for a July 31, 2015, closing; and

WHEREAS: The Tenant wishes to store snow plowing equipment in the premises prior to closing; and

WHEREAS: The Landlord is willing to allow storage of the snow plowing equipment.

WITNESSETH

1. PREMISES.

a) Landlord does hereby lease to Tenant and Tenant does hereby hire from landlord the following: an area of approximately 14,536 square feet within the "Building" located at 430 Ritt Street, Saint Peter, MN and adjoining parking lot, hereinafter described as the "PREMISES" and as shown on the attached EXHIBIT A.

2. **TERM.** This lease is a three (3) month lease commencing on April 14, 2015, and ending on July 31, 2015. All insurances shall be in place by tenant at that time.

3. RENT.

a) Tenant covenants to pay Landlord rent – payable on the first day of the term in the sum of \$1.00.

b) Rent shall be payable without any offset or deduction of any kind.

4. **USE.** It is understood and agreed that the Premises shall be used and occupied by Tenant for storage of snow plowing and lawn care equipment. The Tenant shall make no other use of the Premises without the express written approval of the Landlord. The storage of lawn fertilizer, lawn care chemicals or flammable liquids upon the premises shall be prohibited.

5. LEASEHOLD IMPROVEMENTS / ALTERATIONS.

a) Tenant shall accept possession of the Premises in "as is" condition as of the date of this lease.

b) The Tenant shall make no leasehold improvements or any other improvements to the structure, property or mechanical.

6. MAINTENANCE AND REPAIR.

a) Landlord shall maintain and repair the foundations, structure and roof of the building, except that Landlord shall not be required to make repairs, modification or replacements which become necessary or desirable by the negligence or intentional action of the Tenant, its employees or its agents.

b) Tenant, at its sole expense, shall operate, maintain and repair the facilities and equipment necessary for the Tenant's operation of Premises.

c) Tenant, at its sole expense, shall provide for the removal of snow and ice from the parking areas, doorways, exterior steps and pedestrian walkways.

7. **TAXES.** Landlord shall pay all taxes and assessments levied upon the real estate and improvements belonging to it concerning the Premises as they may become due and payable during the term of this lease.

8. **UTILITIES.** The Landlord shall be responsible for the payment of utilities.

9. **INSURANCE.**

a) Tenant, at its sole expense, shall maintain standard fire and extended coverage insurance insuring Tenant's chattel and improvements to the Premises and its fixtures, furnishings, equipment, machinery and other contents for the full replacement cost thereof. Tenant agrees that in the case of damage or destruction of such improvements, fixtures, furnishings, equipment and machinery, it will use any proceeds from such insurance for their repair, restoration or replacement.

b) Tenant, at its sole expense, shall maintain comprehensive general liability insurance protecting and indemnifying Landlord and Tenant against any and all claims and liabilities for injury or damage to persons or property occurring upon the Premises. Such insurance shall have limits of liability of not less than \$1,500,000 for any one accident and \$500,000 for property damage, or similar higher amounts as from time to time are commonly maintained with respect to similar property in the geographic area of the Premises.

c) All of Tenant's insurance policies as described herein shall provide that such insurance is primary with respect to any other insurance maintained by the Landlord. The comprehensive general liability insurance shall name Landlord as additional insured, shall protect the interests of the Landlord and shall provide for thirty (30) days written notice to Landlord prior to cancellation, non-renewal or material modification. Certificates of all such insurance shall be provided to Landlord upon request.

d) Landlord shall keep the Building insured against loss or damage by fire and extended coverage insurance perils. The cost of said insurance shall be paid by Landlord.

e) Policies of fire and extended coverage insurance maintained by Tenant pursuant to this Section 9 or maintained by Landlord pursuant to this Section 9 shall contain a waiver of subrogation clause in favor of the other party thereto. Each of Landlord and Tenant hereby waives, releases and discharges the other party from all claims and demands whatsoever which the releasing party may have or acquire in the future arising out of damage to or destruction of improvements or property that (i) if Landlord or Tenant is the releasing party, is occasioned by fire or other extended coverage perils or (ii) if Landlord or Tenant is the releasing party, is covered by other insurance actually maintained by the released party.

10. **ASSIGNMENT OR SUBLETTING.** Tenant shall not assign, transfer, mortgage or encumber this lease or sublet or rent or permit occupancy or use of the Premises in whole or in part, either voluntarily or involuntarily. Landlord shall notify Tenant of any leases secured for alternative portions of the building.

11. **DESTRUCTION OF PREMISES.** It is hereby agreed that, in the event the Premises are partially or totally damaged or destroyed by fire or other peril, Landlord has the option as to whether to rebuild or repair the same, and if Landlord elects not to rebuild or repair, this lease shall terminate as of the date of the loss. In the event the Landlord decides to repair or rebuild, the rent payments shall abate until a Certificate of Occupancy is issued by the appointed Building Official and the Premises are once again tenantable.

12. **CONDEMNATION.** It is hereby agreed, that in the event that all or substantially all of the Premises are taken by condemnation or eminent domain, this Lease shall terminate as of the date of the taking, and Landlord shall be entitled to the full amount of any award made with respect to such taking. In the event of a partial taking of the Premises, the rent shall abate during the period and to the extent the Premises are not tenantable.

13. **ENTRY.** Landlord shall, after reasonable notice, have the right to enter upon the Premises for the purpose of inspecting and making those repairs and improvements to the Premises specifically required under the terms of this Lease, and in the case of emergency, provided that Landlord shall use all reasonable efforts to avoid interference with the conduct of the Tenant's business on the Premises.

14. **DEFAULT AND RE-ENTRY.** Tenant covenants and agrees with Landlord that if default shall at any time be made by Tenant or its assigns in the payment of the rent or any other monetary obligations when due to Landlord, as herein provided, and if such default shall continue for a period of thirty (30) days after written notice thereof to Tenant or if default shall be made in any of the other covenants, agreements, conditions or undertakings herein contained to be kept, observed and performed by Tenant or its assigns, and if such default shall continue for fifteen (15) days after written notice thereof to Tenant, it shall and may be lawful for Landlord, at its election to (i) terminate this Lease, without the necessity of re-entry, by giving written notice to Tenant, in which case Landlord shall be entitled to damages caused by Tenant's default, or (ii) re-enter the Premises and remove the Tenant and every other person occupying the Premises and repossess and enjoy the Premises, and such re-entry and repossession shall not work a forfeiture of the rentals and other monetary obligations to be paid and the covenants to be performed by Tenant during the full term of this Lease. In either case, Landlord may, but shall not be obligated to, release the Premises and Tenant shall be responsible for the expenses of such releasing. Tenant shall be entitled to a damage or rental off-set in the amount of any releasing rental proceeds received by Landlord, net all costs of the releasing.

15. **TERMINATION.** Either the Landlord or the tenant shall have the ability to terminate this lease by providing thirty (30) days written notification to the other party.

16. **TENANT INDEMNITY.** Tenant shall indemnify, defend and save Landlord harmless from and against any and all claims, action, damages, liability and expense, including without limitations attorney's fees, arising from or out of the occupancy or use by Tenant of the Premises or any part thereof or any other part of Landlord's property, any default under this Lease on the part of the Tenant or any act by Tenant or its officers, partners, agents, contractors, employees or guests.

17. **SURRENDER UPON TERMINATION.** Tenant covenants and agrees to and with the Landlord that, upon the termination of this Lease in any manner or for any cause, Tenant will at once surrender and deliver up to the Landlord said Premises in as good condition as when the Tenant took possession, ordinary wear and tear excepted.

18. **CONTINUING OBLIGATIONS.** Tenant shall remain obligated after the termination of this Lease to pay those items relating to its use of the Premises throughout the term, but which are not due and payable until after the termination of this Lease.

19. **NOTICE.** If at any time it shall become necessary for one of the parties hereto to serve any notice, demand or communication upon the other, it shall be in writing, sent by registered or certified mail, postage prepaid to:

TENANT
Marvin Kottke
1420 Lookout Drive
North Mankato, MN 56003

LANDLORD
City Administrator
227 South Front Street
Saint Peter, MN 56082

Any changes in designated address must be made in writing to the other party thirty (30) days prior to the change of address.

20. **BENEFIT.** This Lease shall inure to the benefit and be binding upon the successors and assigns of the respective parties.

21. **ENTIRE AGREEMENT.** No oral statements or prior written matter shall have any force and effect on the relationship of the parties hereto, and this document, unless modified as hereinafter provided, constitutes the entire and only agreement between said parties. This Lease shall not be modified or canceled except in writing signed by all parties hereto.

22. **TERMINATION PENALTY.** The Tenant acknowledges that, in consideration of a \$1.00 lease rate, in the event the Tenant terminates this lease or fails to complete the Purchase Agreement dated March 25, 2015, he shall forfeit the earnest money to the Landlord, notwithstanding any contingencies set forth in the purchase agreement.

IN WITNESS WHEREOF, the parties have duly signed and sealed these presents, the day and year first above written.

LANDLORD: St. Peter EDA

TENANT: Marvin Kottke

By: _____
Bob Southworth
President

By: _____
Marvin Kottke

By: _____
Todd Prafke
Executive Director

EXHIBIT A
PREMISES

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION AUTHORIZING EXECUTION OF TERM LEASE OF 430 RITT STREET
PROPERTY WITH MARV KOTTKE**

WHEREAS, the Economic Development Authority (EDA) owns the property located at 430 Ritt Street; and

WHEREAS, the Community Development Director has negotiated a short-term lease of 14,536 square feet within the building to Marv Kottke who will use the facility to store seasonal snow plowing and lawn care equipment; and

WHEREAS, the proposed lease identifies the obligations of both the tenant and EDA during the terms of the lease.

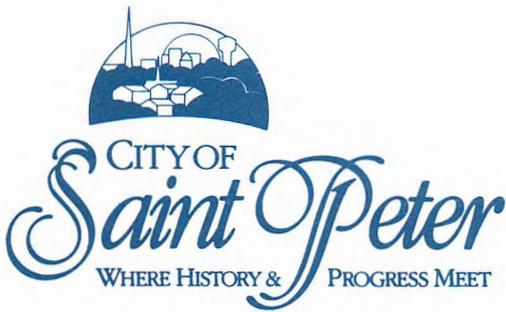
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the President and Executive Director of the Economic Development Authority is authorized to execute a lease by and between the Saint Peter EDA and Marv Kottke.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/16/2015

FROM: Pete Moulton
Director of Public Works

RE: T-Mobile Lease Second Amendment

ACTION/RECOMMENDATION

Authorize execution of amended lease agreement with T-Mobile at the Broadway Water Tower.

BACKGROUND

In October 2014, T-Mobile initiated discussion on adding coverage to their service area in Saint Peter by extending their antennas at the Broadway Water Tower. T-Mobile currently has an agreement with the City for their existing antennas and since they propose to remove their existing antennas and install new, slightly larger antennas, the City is entitled to additional compensation for the additional space required.

Proposed changes to the existing lease include an additional monthly compensation of \$150.00/month. This is the second modification to the original lease.

T-Mobile has paid all the necessary fees to execute this agreement which included an interference study and structural review.

I recommend approval of the lease amendment.

FISCAL IMPACT:

The City will receive additional monthly compensation as a result of the antenna work performed by T-Mobile.

ALTERNATIVES AND VARIATIONS:

Do not act: No action will be taken.

Negative vote: Staff will seek City Council direction.

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

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

PTM/amg

SECOND AMENDMENT TO EQUIPMENT LOCATION LEASE

THIS SECOND AMENDMENT TO EQUIPMENT LOCATION LEASE ("Amendment") is made and entered into by and between the City of St. Peter, Minnesota, a municipal corporation ("Owner"), and T-Mobile Central LLC, a Delaware limited liability company ("Lessee").

Recitals

The parties hereto recite, declare and agree as follows:

A. Owner and Lessee entered into an Equipment Location Lease dated August 15, 2006, as first amended October 17, 2013 (together with all amendments, the "Lease"), with respect to the Site located at 1300 West Broadway, St. Peter, MN 56082.

B. Owner and Lessee desire to enter into this Amendment in order to modify and amend certain provisions of the Lease.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and Lessee covenant and agree as follows:

1. Effective as of March 1, 2015, (a) Lessee will have the right to modify its Equipment as described and depicted on Exhibit A to this Amendment, which is attached hereto and by this reference incorporated herein, and Owner hereby consents to and approves of the modifications described and depicted on Exhibit A to this Amendment in all respects, and (b) the Rent that Lessee pays Owner will be increased by One Hundred Fifty Dollars (\$150.00) per month.

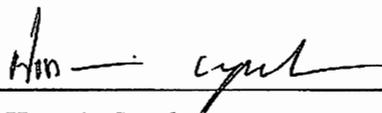
2. The terms and conditions of the Lease are incorporated herein by this reference, and capitalized terms used in this Amendment shall have the same meanings such terms are given in the Lease. Except as specifically set forth herein, this Amendment shall in no way modify, alter or amend the remaining terms of the Lease, all of which are ratified by the parties and shall remain in full force and effect. To the extent there is any conflict between the terms and conditions of the Lease and this Amendment, the terms and conditions of this Amendment will govern and control.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date of execution by the last party to sign.

City of St. Peter, Minnesota,
a municipal corporation

T-Mobile Central LLC,
a Delaware limited liability company

By: _____
Name: Todd Prafke
Title: City Administrator
Date: _____

By:  _____
Name: Hossein Sepehr
Title: Area Director, Network Engineering & Ops
Date: 2/18/15

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION AUTHORIZING EXECUTION OF SECOND AMENDMENT TO EXISTING
LEASE AGREEMENT WITH T-MOBILE FOR LEASE OF SPACE ON BROADWAY WATER
TOWER**

WHEREAS, the City has an existing lease agreement with T-Mobile for lease of space for cellular equipment on the Broadway Water Tower; and

WHEREAS, the existing lease agreement sets out the compensation and procedures necessary to make changes to the existing equipment; and

WHEREAS, T-Mobile would like to make adjustments on the current lease through a second amendment; and

WHEREAS, T-Mobile desires to add an antenna to the Broadway Water Tower.

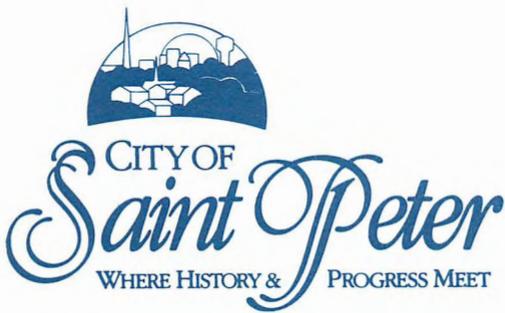
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes the City Administrator to execute a second amendment to the existing lease agreement with T-Mobile for changes to equipment located on the Broadway Water Tower.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of March, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/10/2015

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Safe Bar Initiative Fun Run

ACTION/RECOMMENDATION

Approve a request for City assistance for the "Safe Bar Initiative Fun Run" event.

BACKGROUND

Patrick's On Third has submitted a request for City assistance for a fun run event to be held on April 25th in support of the Safe Bar Initiative. This is a first time event and it is difficult to determine the level of public participation that will take place. While the expected turnout might not rise to the level of other "community" events in Saint Peter, the event is open to the public.

As you will note in the resolution, the location of the event at the intersection of West Park Row and South Third Street, as well as the fun run route, do pose some concerns for me. It would be my intent to closely watch for any issues created by the location and route so they may be addressed if the event becomes an annual one.

I am not recommending Police assistance for the event. As such, I am recommending that the volunteers helping at intersection crossings be allowed to use the safety vests utilized by volunteers during the City's Halloween Fun Run. In addition, Recreation and Leisure Services Department staff will provide a safety training session for the Safe Bar event volunteers. And finally, organizers will be asked to notify area businesses of the event so any negative impact to those businesses can be minimized.

Following many discussions with organizers of the event, I recommend approval as outlined in the proposed resolution.

FISCAL IMPACT:

The financial impact to the City is not expected to exceed \$1,000.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will wait for additional direction and inform the organizers that any decision has been tabled.

Negative vote: The organizers will be informed of your decision.

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 about this agenda item.

February 19, 2015

City Administrator Todd Prafke
Members of City Council
277 S. Front Street
St. Peter, MN 56082



Dear City Administrator Prafke and City Council Members:

Patrick's on Third has been making preparations for a non-profit 5K run to be held in town on the morning of April 25th, this year. The race is planned to start at 10am and should be completely done by around 11:30am. We hope to have the full cooperation from the City in order to accomplish this event. Patrick's on Third respectfully requests this assistance as outlined below:

- Use of the Park Row and Third Street intersection for signage and race start/finish
- Assistance in monitoring and possibly closing some intersections for brief periods of time (Police)
- Safety vests, flags, cones, and any other safety paraphernalia we could make use of
- Assistance in volunteer training presentations

NO PARKING

- Establishment of "No Parking" restrictions on April 25th (as early as possible to be determined by the proper City department):
 - Third Street block from Park Row to Broadway

STREET CLOSURES

- Street to be determined for 5K race route (Police Department will determine)

ADDITIONAL ITEMS

- Police personnel and reserves to monitor/assist with 5K race route. Other City employees to assist as necessary.

- Portable toilets will be ordered and placed outside of Patrick's on Third to assist the public and participants.

Thank you for your consideration of the request. If you need additional information, please let me know. We look forward to meeting with City staff to review the plans and to address any concerns.

Sincerely,

A handwritten signature in black ink that reads "Margit W. Bren". The signature is written in a cursive, flowing style.

Margit Bren
Social Media/Events Coordinator



5.0 km

SBI 4
St Peter, MN

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR SAFE BAR
INITIATIVE FUN RUN**

WHEREAS, occasional requests are made to the City for assistance with community events; and

WHEREAS, Patrick's On Third has requested City assistance for a fun run to promote the Safe Bar Initiative; and

WHEREAS, the Safe Bar Initiative is a program supported by the Saint Peter Police Department; and

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

WHEREAS, City staff believes the proposed location of the event is not optimal, however the limited participation expected for the event will limit the impact on traffic and local businesses in the area; and

WHEREAS, staff recommends approval for the provision of limited City assistance for the event.

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

1. The request by Patrick's On Third for City assistance for a "Safe Bar Initiative Fun Run" event on April 25, 2015 is hereby approved as follows:
 - Use of the West Park Row/South Third Street sidewalk as the event start/finish.
 - Use of City owned barricades and traffic cones. The equipment will be delivered by the Public Works Department to the event location on Friday morning.
 - Use of City owned safety vests. All vests must be returned to the Recreation and Leisure Service Department by no later than Monday, April 27, 2015.
 - The Fun Run will be allowed to take place on City sidewalks.
 - The City will provide for a safety training session for event volunteers.

2. This authorization is provided contingent upon the following:
 - Organizers must provide to the City Administrator's Office a certificate of liability insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 per occurrence prior to the event.
 - All signage for the fun run as well as any accumulated litter and debris must be removed from all areas utilized immediately following the event.

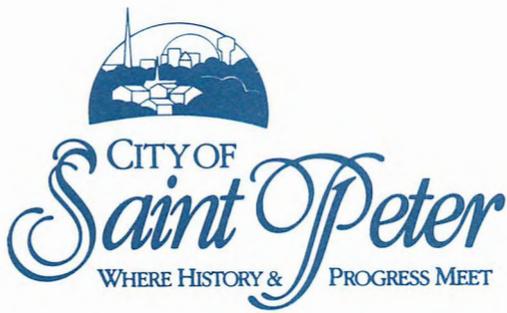
- Organizers must contact all area businesses to inform them of the event in an effort to minimize disruption to those businesses.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: Asphalt Purchase

DATE: 4/2/2015

ACTION/RECOMMENDATION

Approve bulk asphalt purchases for full depth patching materials from Southern Minnesota Construction in an amount up to \$100,000 and from WW Blacktopping in an amount up to \$10,000.

BACKGROUND

The 2015 street maintenance program identifies \$110,000 for asphalt material to be used for asphalt full-depth patching on City roadways. Staff was able to confirm three prices for three different types of asphalt material; 1/2" wear, 3/4" wear and 3/4" base/binder that will be used in upcoming summer street projects.

Staff is recommending acceptance of the quote from Southern Minnesota Construction (SMC) for the majority of the material purchase to save on fuel and labor costs. If SMC is busy or down for repairs, staff will reschedule and plan accordingly for the drive to the WW Blacktopping, Inc. facility. The option of two plants has worked in the past and is efficient for the Streets Department so they can keep their workload each week. Due to the distance involved, purchasing from Sibley Aggregates isn't cost effective.

The following quotes were received:

<u>Company</u>	<u>Distance</u>	<u>1/2" wear</u>	<u>3/4" wear</u>	<u>3/4" base/binder</u>
SMC	2mi	\$61.00	\$59.00	\$58.00
WW Blacktopping Inc.	10mi	\$56.00	\$54.00	\$54.00
Sibley Aggregates	40mi	\$58.00	\$55.75	\$55.75

*note all quotes are per ton plus sales tax

FISCAL IMPACT:

Funding for the purchases is included in the General Fund.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the Council.

Negative Vote: No purchases will be made.

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

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

PM/TM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING PURCHASE OF ASPHALT PATCHING MATERIALS

WHEREAS, the 2015 Streets Maintenance Program includes funding for purchase of asphalt materials for patching roadways; and

WHEREAS, formal written proposals were requested for the purchase; and

WHEREAS, three proposals were received for three different types of asphalt material; and

WHEREAS, the proposal from Southern Minnesota Construction is the lowest proposal when fuel and labor costs are included; and

WHEREAS, the proposal from W.W. Blacktopping, is the second lowest proposal and would be a good alternative when Southern Minnesota Construction is not available.

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

1. Staff is authorized to purchase asphalt patching materials for the 2015 street maintenance program as follows:

Southern Minnesota Construction	up to \$100,000
W.W. Blacktopping	up to \$10,000

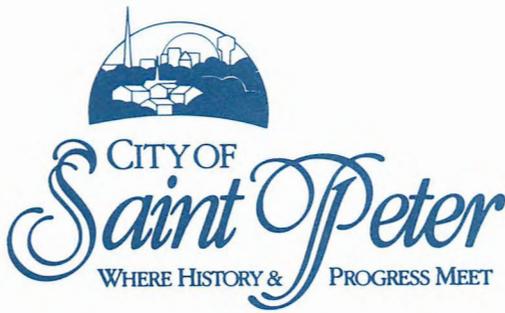
2. Funding for the purchases shall be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/27/2015

FROM: Pete Moulton
Director of Public Works

RE: 2015 Street Maintenance Program - Quartzite Stone

ACTION/RECOMMENDATION

Authorize the purchase of 1,450 tons of FA2 New Ulm Quartzite Modified Seal Coat Chips (5822) 19/64 from New Ulm Quartzite in the amount of \$35,670.

BACKGROUND

The 2015 Streets Maintenance Program includes purchase of additional Quartzite stone for the existing streets inventory. This type of Quartzite stone is 19/64 diameter, has a higher grade of durability, and is only available locally from the New Ulm Quarry. Formal written proposals were requested after posting on the public notices page of the City's website. Only one proposal was received as follows:

<u>Vendor</u>	<u>Per Ton</u>	<u>Total</u>
New Ulm Quartzite	\$24.60	\$35,670.00

Staff recommends purchase of the specified stone from New Ulm Quartzite.

FISCAL IMPACT:

Funding for the stone will be from the General Fund.

ALTERNATIVES/VARIATIONS:

Do not act: No purchase of stone will be made at this time.

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 should you have any questions or concerns on this agenda item.

PTM/TM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION APPROVING PURCHASE OF QUARTZITE STONE

WHEREAS, the 2015 streets maintenance program includes purchase of additional chip stone to supplement inventory for seal coating work; and

WHEREAS, formal written proposals for the purchase of stone were requested from vendors; and

WHEREAS, only one vendor, New Ulm Quartzite, submitted a proposal.

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

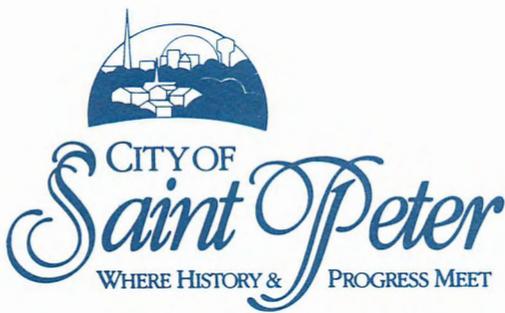
1. The proposal submitted by New Ulm Quartzite for Quartzite stone in the amount of \$35,670 is hereby accepted.
2. Funding for the purchase shall be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/09/15

FROM: Pete Moulton
Director of Public Works

RE: Standard Detail Updates for 2015

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

The City has standard details that are used for construction of public infrastructure throughout the City. Recently the American Disabilities Act (ADA) required changes in public standards and it is the City's intention to stay in compliance with ADA requirements. Changes are reflected in the following City standards.

Standard Detail Number

Modification

2001 – Stainless Steel Pole Street Light

Removed: Phillips Lumec Catalog No.: RVM160W96LED4K-R-LE2-UNIV-RC-BK

2002 – Single Head Concrete Pole Street Light - LED

Removed: 100W

2003 – Double Head Concrete Pole Street Light

Removed: Each Light to be a 400W Metal Halide with pulse start

2005 – Single Head Concrete Pole Street Light – 400W Metal Halide

Omit/Retire Detail

2007 – Single Head Stainless Steel Street Light - LED

Removed: 100W

2014 – Electric Standards

Replaced "must" with "may" and changed 23 to 3

3007 – Wood Mulch Perimeter Berm For Sediment Control

New

7001 – Concrete Curb & Gutter Design B618

Removed: Note: When existing bituminous street pavement is in place, saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

7002 – Concrete Curb & Gutter Design B624

Removed: Note: When existing bituminous street pavement is in place, saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

7003 – Mountable Concrete Curb

Removed: Note: When existing bituminous street pavement is in place, saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

7004 – Concrete Valley Gutter

Added: Note 2
Removed: Note: When existing bituminous street pavement is in place, saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

7017 – Pedestrian Curb Ramp with Truncated Dome Area

Removed: Note: When existing bituminous street pavement is in place, saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

7020C – Commercial Concrete Walk and Apron

Removed: Note: When existing bituminous street pavement is in place saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

7020R – Residential Concrete Walk and Apron

Removed: Note: When existing bituminous street pavement is in place, saw cut and remove existing pavement 6" minimum from lip of gutter. Place bituminous patch to match existing pavement section.

FISCAL IMPACT:

There is no impact to these changes to the City. In some instances changes in the strands could increase or decrease cost to the constructor.

ALTERNATIVES AND VARIATIONS

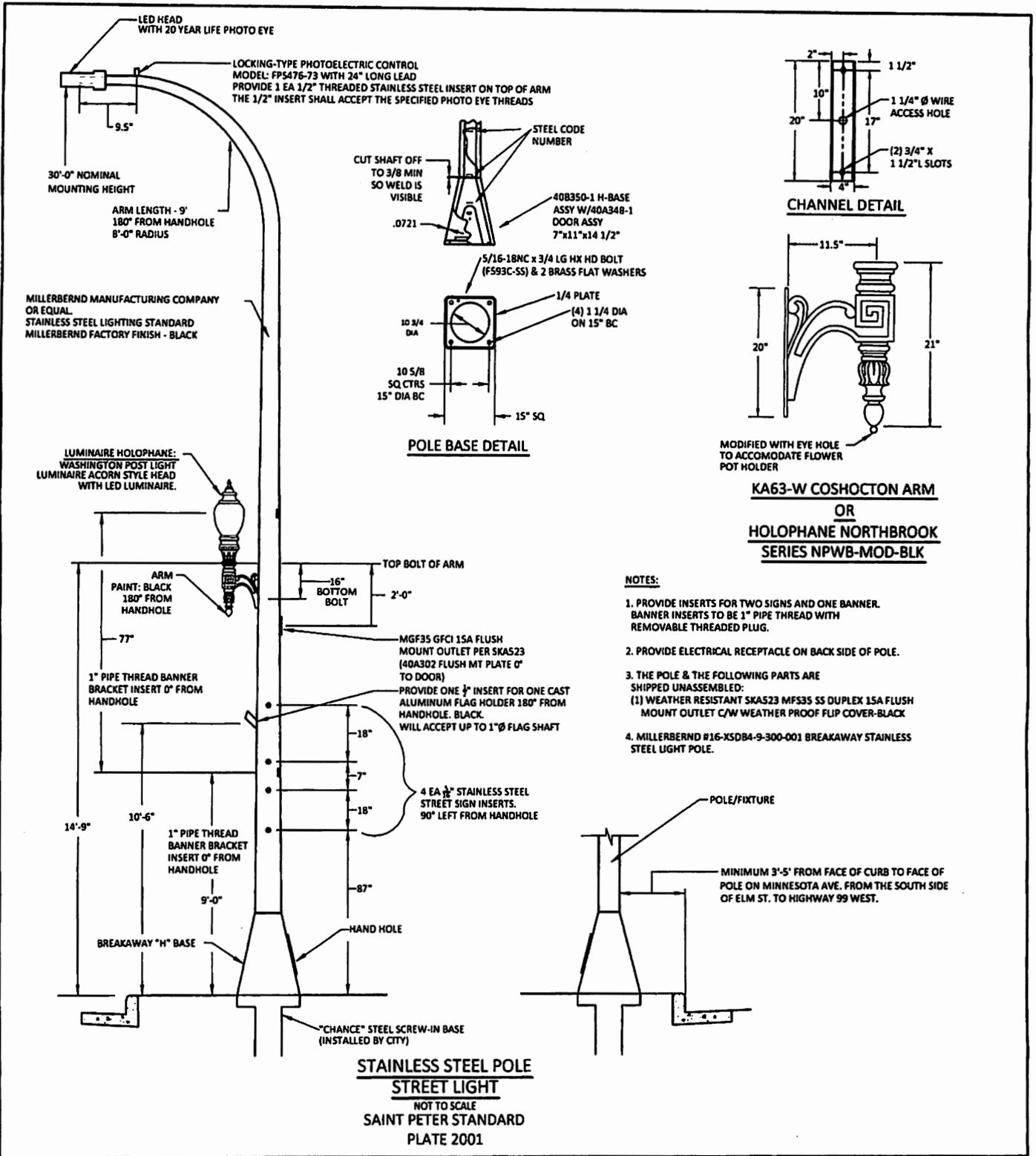
Do no act. Staff will wait for further direction. This is a great time of year to contemplate any changes prior to the construction season getting rolling.

Negative votes. Staff will wait for further direction. Please know that in a couple of these changes are made to match state or federal standards so those should be acted upon.

Modification of the resolution. This is always an option of the Council. Member could choose to take action on each individually however that is not recommended.

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

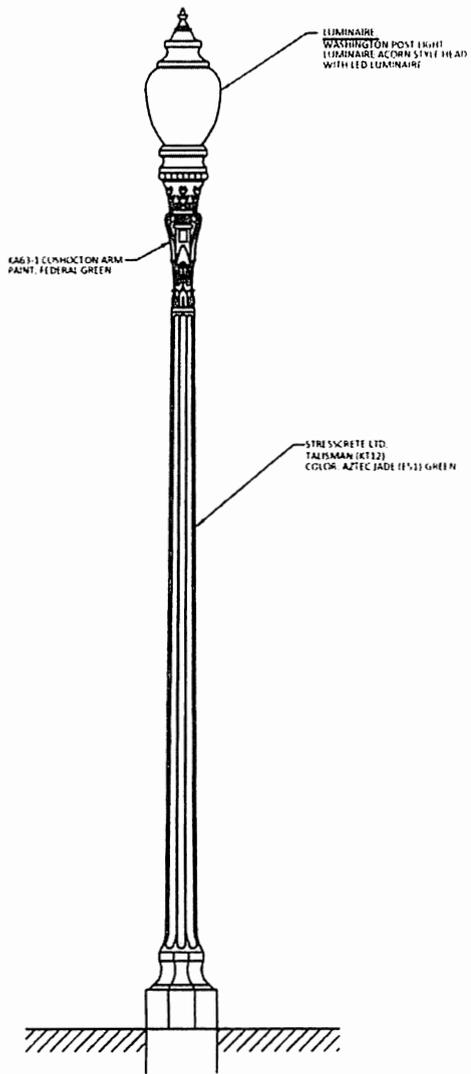
AK/PTM



STAINLESS STEEL POLE STREET LIGHT	
APPROVED: ADOPTED BY CITY COUNCIL ON MARCH 23, 2009	
REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 14, 2014	
REMARKS: COMMERCIAL	
SAINT PETER UTILITY STANDARD DETAIL	

STANDARD DETAIL
 PLATE NO:
2001

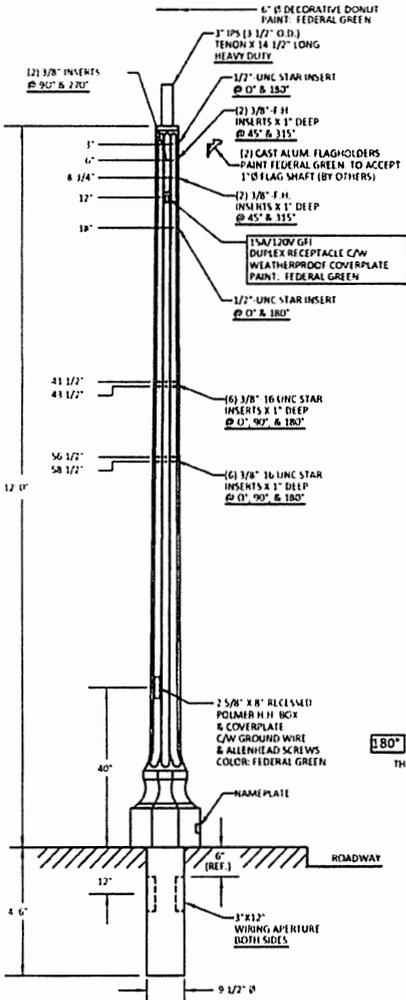
CITY OF Saint Peter
 HOOVER COUNTY, MINNESOTA
 WHERE HISTORY & PROGRESS MEET



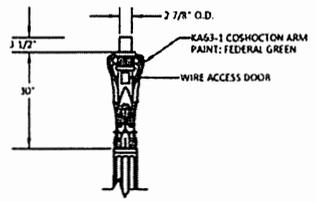
NOTE:
 1. INSERTS FOR FLOWER BASKET AND BRACKETS, SIGNS, AND FLAG POLE HOLDER.
 2. THIS POLE WILL BE USED IN THE CENTER MEDIUM DOWNTOWN ON MINNESOTA AVT. BETWEEN WALNUT ST AND CHESTNUT ST

TOP SIZE: 5 1/2" FL/FL

NOTE:
 0" IS ROADWAY SIDE. RED FLAGS FOR INSERTS



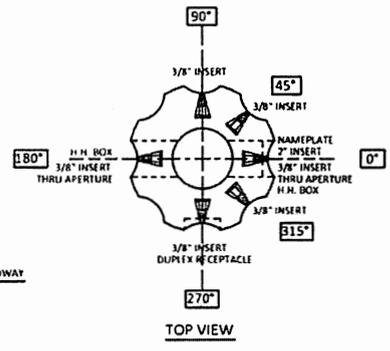
COLOR & FINISH:
 E53 AZTEC JADE
 BLACK OO-GC-GF
 * ACRYLIC REQUIRED *



POLE SPECIFICATIONS
 CATALOGUE NO. K712-G-E51 C/W
 140-35/145 & DR

QUANTITY:
 SECTION: FLUTED OCTAGONAL
 COLOR: AZTEC JADE
 FINISH: ETCHED
 POLE TOP: 2 1/2\"/>

NOTE:
 STRE SCKRETE TO SUPPLY:
 1) ARMS
 2) 6\"/>



SINGLE HEAD CONCRETE POLE
STREET LIGHT - LED
 NOT TO SCALE
 SAINT PETER STANDARD
 PLATE 2002

SINGLE HEAD CONCRETE POLE
STREET LIGHT - LED

STANDARD DETAIL
 PLATE NO:
2002

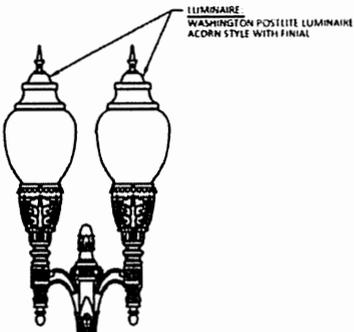
APPROVED: ADOPTED BY CITY COUNCIL ON MARCH 23, 2009

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 11, 2009

REMARKS:

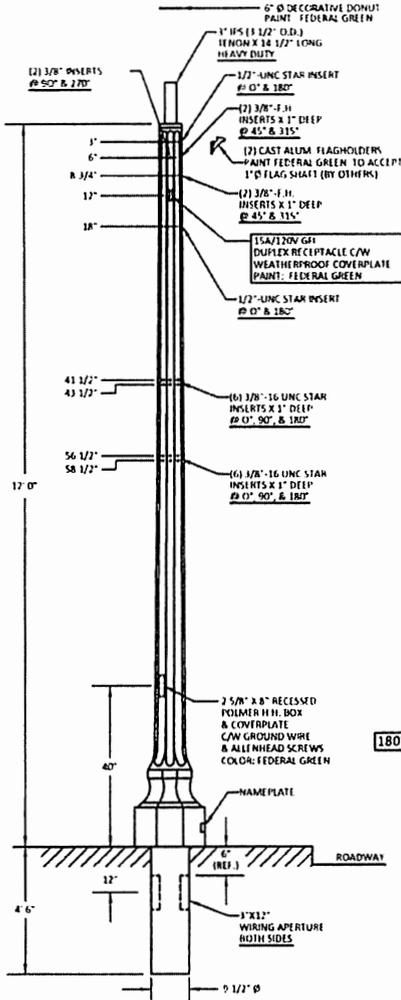
SAINT PETER UTILITY STANDARD DETAIL



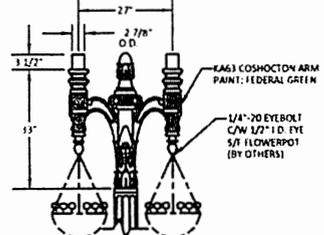


TOP SIZE: 5 1/2" FL/FL

NOTE:
 1) 15' ROADWAY SIDE
 2) RED PLUGS FOR INSERTS



COLOR & FINISH
 E51 AZTEC JADE
 BLACK 00-GC-GI
 * ACRYLIC REQUIRED *

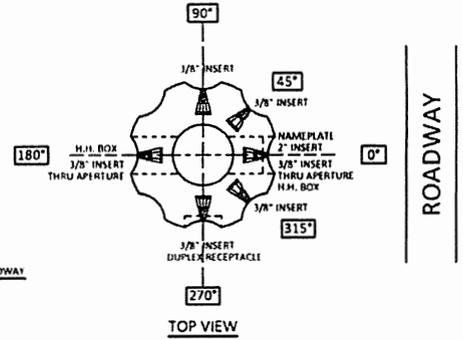


POLE SPECIFICATIONS
 CATALOGUE NO.: KT12-G-E51 C/W
 140-35/145 & OR & FH

QUANTITY:
 SECTION
 COLOR
 FINISH
 POLE TOP
 POLE BUTT
 POLE LENGTH
 APPROX WEIGHT:

FLUTED OCTAGONAL
 AZTEC JADE
 ETCHED
 5 1/2"
 9 1/2" x 5
 16' 6"
 1,300 LBS.

NOTE:
 STRESSCRETE TO SUPPLY
 1) ARMS & F.H.
 2) 6" Ø DONUTS



NOTE:
 1. INSERTS FOR FLOWER BASKET, SIGNS, AND FLAG POLE HOLDER.
 2. THIS POLE WILL BE USED IN THE BOULEVARD SIDEWALK IN THE CENTRAL BUSINESS DISTRICT - DOWNTOWN HISTORIC DISTRICT ON THIRD ST., FRONT ST., AND ON MINNESOTA AVT. BETWEEN WALNUT ST. AND CHESTNUT ST.

DOUBLE HEAD CONCRETE POLE
 STREET LIGHT
 NOT TO SCALE
 SAINT PETER STANDARD
 PLATE 2003

DOUBLE HEAD CONCRETE POLE STREET LIGHT

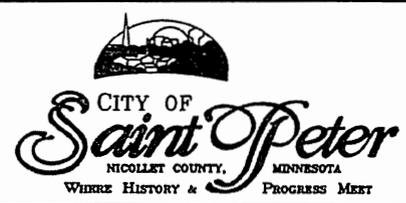
STANDARD DETAIL
 PLATE NO:
2003

APPROVED: ADOPTED BY CITY COUNCIL ON MARCH 23, 2009

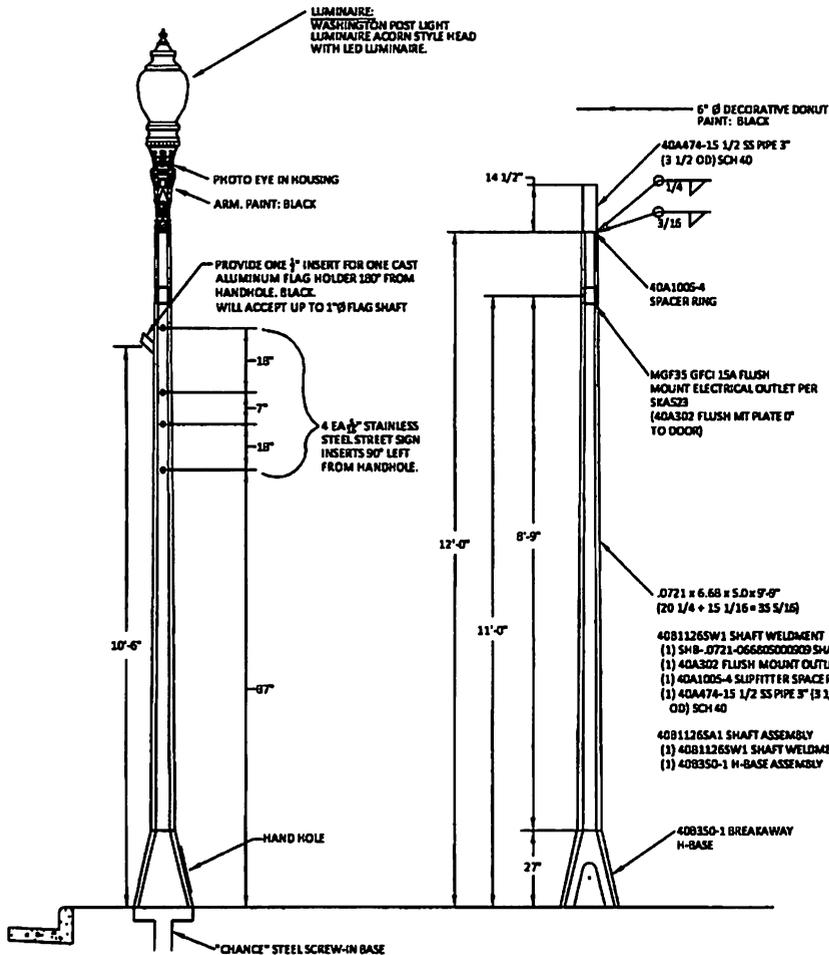
REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 11, 2009

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL

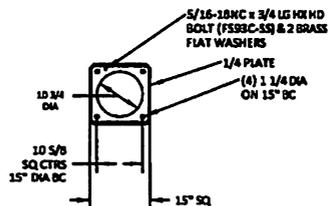
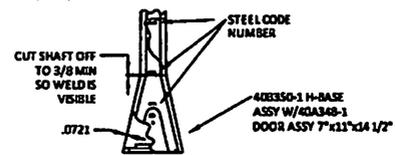
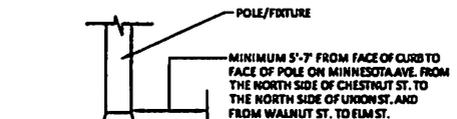
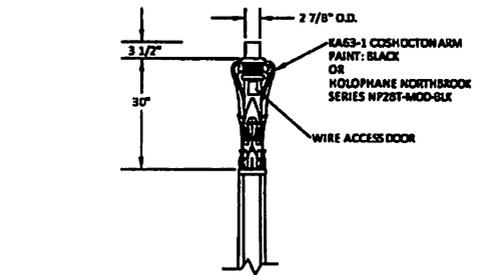


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SINGLE HEAD STAINLESS STEEL STREET LIGHT - LED
 NOT TO SCALE
 SAINT PETER STANDARD PLATE 2007

MILLERBERND MANUFACTURING COMPANY OR EQUAL
 STAINLESS STEEL LIGHTING STANDARD
 MILLERBERND FACTORY FINISH - BLACK



POLE BASE DETAIL

NOTES:

1. MATERIAL - STAINLESS STEEL ASTM A240 (TYPE 201) 50,000 PSI MIN YIELD AFTER MILL PROCESSING. LUMINAIRE SUPPLIER MATERIAL TO BE STAINLESS STEEL ASTM A312 (TYPE 304)
2. THE POLE & THE FOLLOWING PARTS ARE SHIPPED UNASSEMBLED:
 (1) WEATHER RESISTANT SHA23 MP35S SS DUPLEX 15A FLUSH MOUNT OUTLET C/W WEATHER PROOF FLIP COVER-BLACK
3. ARM AND FIXTURE NOT TO EXCEED 9.0 SQ FT EPA
4. FINISH - BLACK

SINGLE HEAD STAINLESS STEEL STREET LIGHT - LED

STANDARD DETAIL
 PLATE NO:
2007

APPROVED: ADOPTED BY CITY COUNCIL ON JUNE 22, 2009

REVISED: REVISION ADOPTED BY CITY COUNCIL ON AUGUST 8, 2011

REMARKS: RESIDENTIAL

SAINT PETER UTILITY STANDARD DETAIL



SAINT PETER ELECTRIC UTILITY
Electric Service Requirements

Residential Installation:

Customers are responsible for the installation or payment for the installation of the secondary service. The secondary service may be installed by an appropriately licensed Electrician. The Electric Utility will identify the transformer or secondary pedestal that may be used for the service connection. The service connection will be made to a 200 amp meter socket with by-pass, located on the outside of the house. The electric Utility will make the final connection at the transformer or secondary pedestal for the electric service.

Commerical and Industrial Installations:

Commercial or industrial meter sockets must be a 200 amp with by-pass. A larger service may be requested and may be allowed based on the sole discretion of the Utility. The Electric Utility will determine where transformers and meter sockets will be located. (Current transformers or "CT" are devices used in metering circuits to scale the power levels down so the amperage can be more easily measured by meters.) The cost of the meter socket will be billed to the customer and supplied by the Electric Utility. The installation of all transformers will be completed by the Electric Utility. The customer will provide the connecting lugs in the transformer and the conduit pipe from the transformer to the meter socket location. All transformers and meter sockets will installed outside the structure. New commercial or industrial service needs may necessitate the need for the Electric Utility to purchase a custom or new pad-mount transformer. Delivery of transformers may take up to 20 weeks. The contractor/owner may need to have a concrete pad installed at their cost.

Schedule For Installation:

Temporary Service: A wiring affidavit must be provided to the Electric Utility two (2) full working days before the customer's service will be connected. Temporary services will be dug-in/installed by the electrician. The owner will pay all costs for the feed to the temporary service.

Permanent Service: A wiring affidavit must be provided to the Electric Utility three (3) full working days before the customer desires to have the service connected by the Electric Utility. The connection will be made at the customer's expense. If the service is to be installed by the Electric Utility, before any locate can be sent in, the meter socket must be installed. Reminder: Locates take forty-eight (48) hours before you can dig.

Frost Conditions:

From November 15th to March 15th there will be an extra charge for equipment wear as per the City of Saint Peter municipal fee schedule to install service lines. If the service is installed above ground during frost periods, the unsalvageable material and labor cost of the service will be borne by the customer. This charge will be added to the normal material and labor if the utility installs the electric service.

Rock Condition:

There will be an extra charge as per the fee schedule for excavating in rock. The charge is for the extra wear on the equipment. Any other time and material costs (i.e. clean backfill dirt, truck hauling time, extra manpower....) will be cost borne by the customer.

Standards:

If the owner or an electrician installs the service, the National Electric Code must be followed.

Maintenance, Faults, and Damage:

If an underground fault occurs, repair of that fault and all costs associated with the repair shall be borne by the owner, not the utility. Cost to repair damaged service lines shall be the responsibility of the damaging party.

Locates:

All locates will be completed as per the rules and regulations set forth by Minnesota Statute Chapter 216D and Minnesota Statute Chapter 7560 as published by the Gopher State One Call Handbook "Dig Safely". In addition, contractors not following Gopher State One Call requirements will be reported to the Minnesota Department of Public Safety Office of the Minnesota Pipeline Safety Damage Prevention Coordinator. The Electric Utility will locate the secondary service from the connection point (transformer or pedestal) to the meter socket only. Any underground wires that are customer owned on the property will have to be located by the customer.

If you need any of this information or have any questions, please feel free to call the Damage Prevention Coordinator at (651)296-5103 or Gopher State One Call at (800)252-1166 or 811.

Contacts:

For any questions, or to set up an appointment, please contact the Department of Public Works at (507)934-0670.

**ELECTRIC
STANDARDS**

STANDARD DETAIL
PLATE NO:
2014

APPROVED: ADOPTED BY CITY COUNCIL ON AUGUST 8, 2011

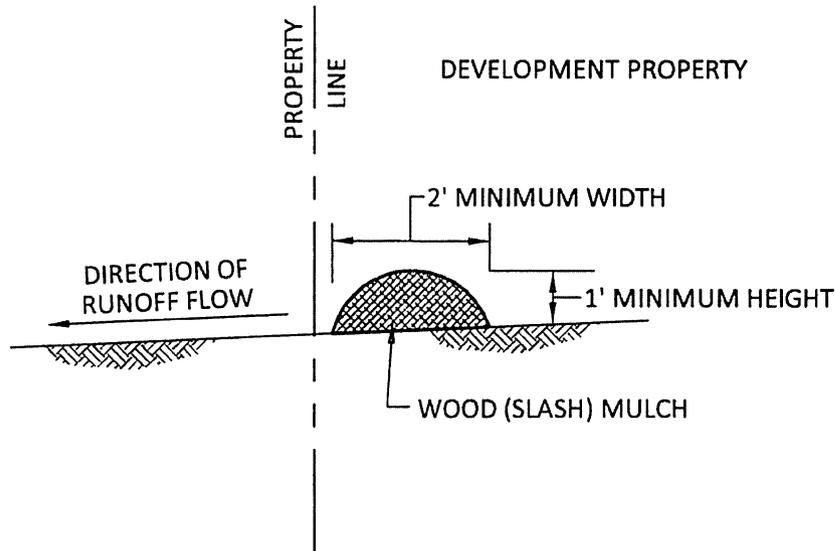
REVISED:

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL



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NOTE:

1. ONLY FOR USE ON UNIFORM SLOPES LESS THAN 10%
2. NOT FOR USE IN CHANNEL OR AS DITCH CHECK
3. TYPE 5 MULCH (MNDOT SPEC 3882) - RAW WOOD MATERIAL FROM HARD OR SOFT TIMBER HARVESTED DURING CLEARING AND GRUBBING OPERATIONS ON THE PROJECT.
4. WOOD IS CHIPPED OR GROUND SUCH THAT IT WOULD PASS A 4" SCREEN WITH NOT MORE THAN 20% BY MASS PASSING A 0.1" SIEVE.
5. MULCH FROM A SUPPLIER OUTSIDE OF THE EMERALD ASH BORER QUARANTINE AREAS, OR MULCH WITH A COMPLIANCE AGREEMENT FROM THE MINNESOTA DEPARTMENT OF AGRICULTURE.

WOOD (SLASH) MULCH PERIMETER BERM
FOR SEDIMENT CONTROL

NOT TO SCALE

SAINT PETER STANDARD
PLATE 3007

**WOOD MULCH PERIMETER BERM
FOR SEDIMENT CONTROL**

STANDARD DETAIL
PLATE NO:
3007

APPROVED: ADOPTED BY CITY COUNCIL ON

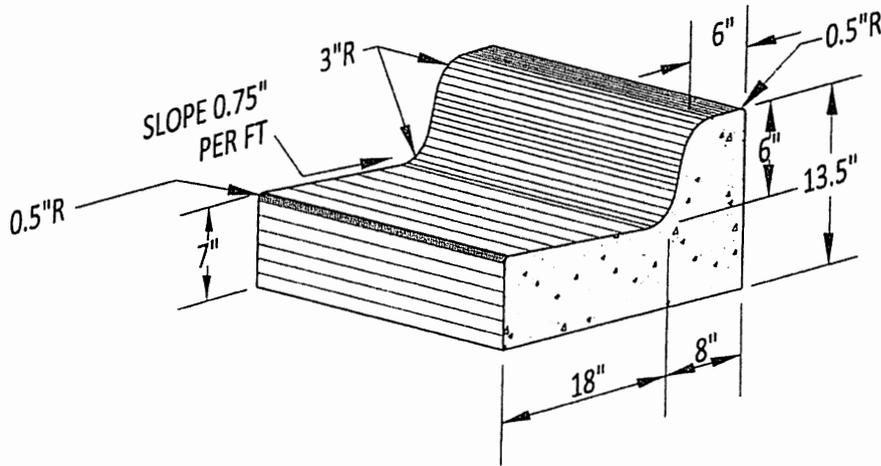
REVISED:

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL



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NOTE:

1. THE CONCRETE CURB & GUTTER SHALL BE CONSTRUCTED ON 6" AGGREGATE BASE, CL. 5 (2211) (100% CRUSHED LIMESTONE) (INCIDENTAL TO CURB & GUTTER)

CONCRETE CURB & GUTTER DETAIL

DESIGN B618

NOT TO SCALE

SAINT PETER STANDARD
PLATE 7001

**CONCRETE CURB & GUTTER
DESIGN B618**

STANDARD DETAIL
PLATE NO:
7001

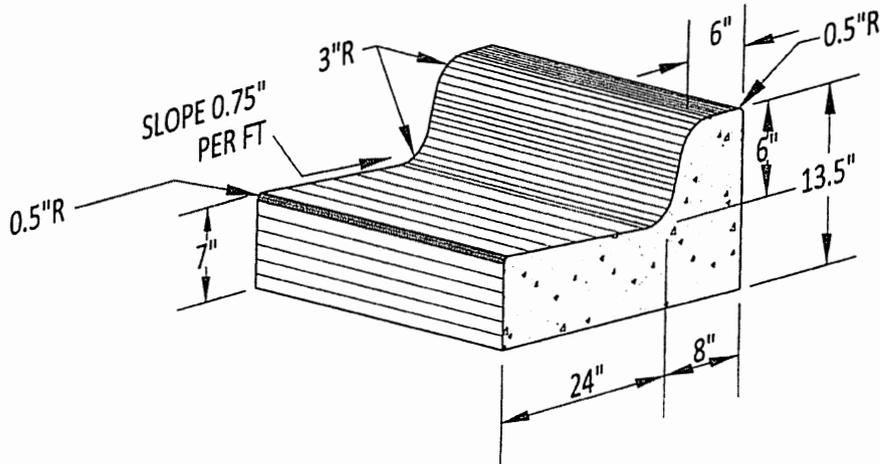
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MARCH 9, 2009

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL





NOTE:

1. THE CONCRETE CURB & GUTTER SHALL BE CONSTRUCTED ON 6" AGGREGATE BASE, CL. 5 (2211) (100% CRUSHED LIMESTONE) (INCIDENTAL TO CURB & GUTTER)

**CONCRETE CURB & GUTTER DETAIL
DESIGN B624**

NOT TO SCALE

**SAINT PETER STANDARD
PLATE 7002**

**CONCRETE CURB & GUTTER
DESIGN B624**

STANDARD DETAIL
PLATE NO:
7002

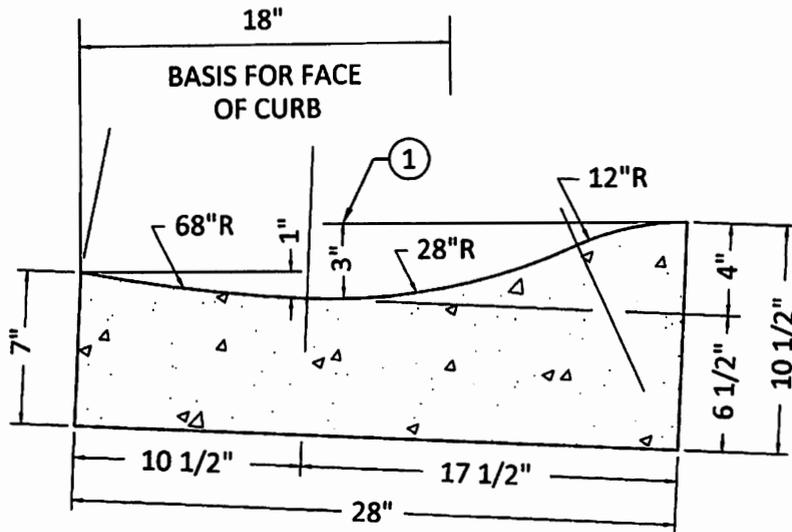
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MARCH 9, 2009

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL





NOTE:

1. CURB SHALL BE PLACED IN A TILTED POSITION AS SUCH TO PROVIDE A 3" DEPTH FROM THE TOP OF CURB TO THE FLOWLINE WHEN MEASURED ON A LEVEL PLANE.
2. THE CONCRETE CURB & GUTTER SHALL BE CONSTRUCTED ON 6" AGGREGATE BASE, CL. 5 (2211) (100% CRUSHED LIMESTONE) (INCIDENTAL TO CURB & GUTTER)

MOUNTABLE CONCRETE CURB

(MODIFIED S418 "EDINA STYLE")

NOT TO SCALE

**SAINT PETER STANDARD
PLATE 7003**

MOUNTABLE CONCRETE CURB

STANDARD DETAIL
PLATE NO:
7003

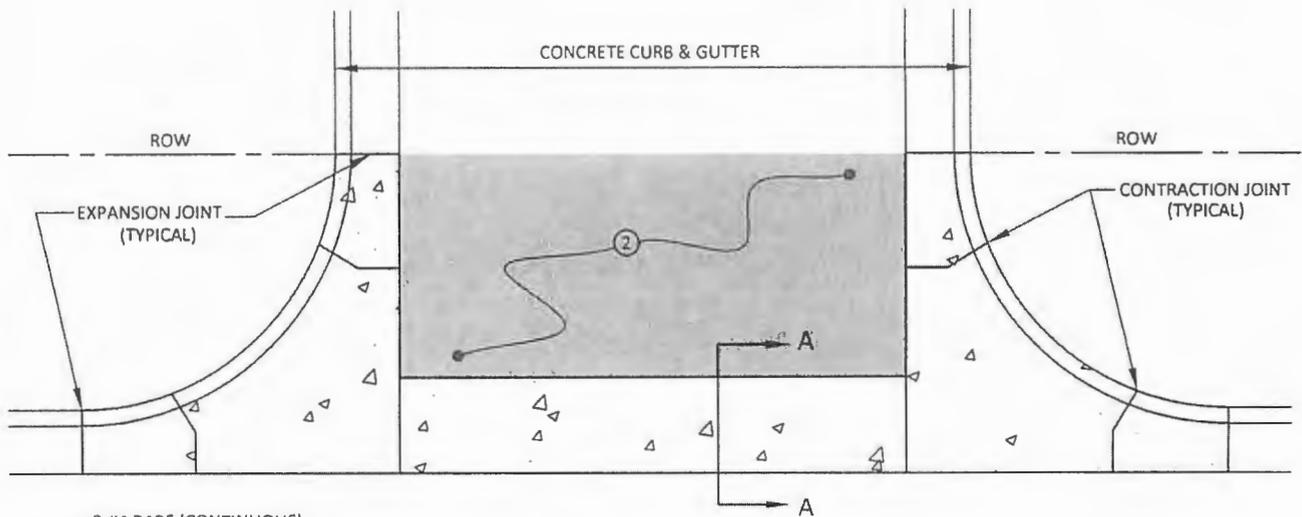
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MARCH 9, 2009

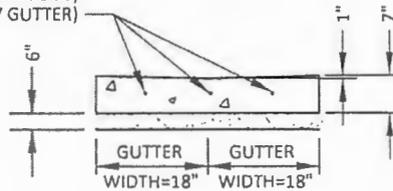
REMARKS:

SAINT PETER UTILITY STANDARD DETAIL





3-#4 BARS (CONTINUOUS)
(INCIDENTAL TO VALLEY GUTTER)



SECTION A

NOTES:

1. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 6" AGGREGATE BASE, CL. 5 (2211) (100% CRUSHED LIMESTONE) (INCIDENTAL TO VALLEY GUTTER)

2. FOR ENTRANCES TO PRIVATE PROPERTY, THE ROADWAY PAVEMENT INSIDE THE VALLEY GUTTER SHALL BE CONCRETE, EXTEND TO THE RIGHT-OF-WAY LINE AND BE POURED SEPARATE FROM THE VALLEY GUTTER. IF A PUBLIC ROAD ENTRANCE, THE ROADWAY PAVEMENT INSIDE THE VALLEY GUTTER SHALL BE BITUMINOUS.

CONCRETE VALLEY GUTTER

NOT TO SCALE

SAINT PETER STANDARD
PLATE 7004

CONCRETE VALLEY GUTTER

STANDARD DETAIL
PLATE NO:
7004

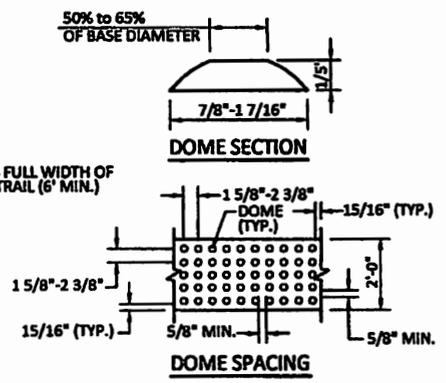
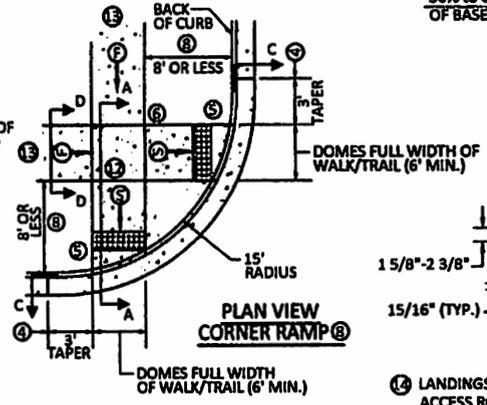
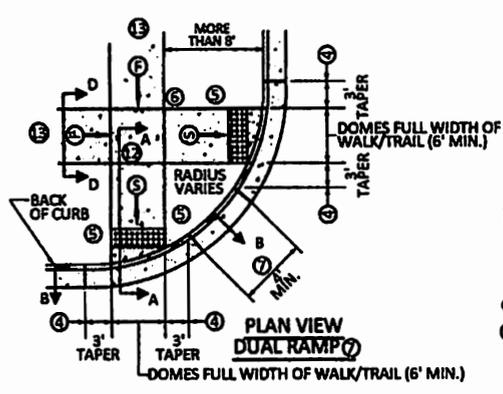
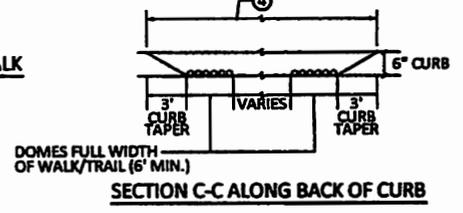
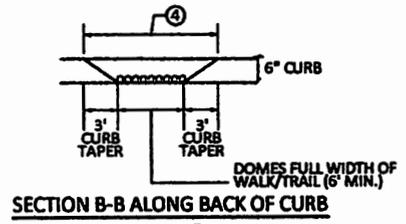
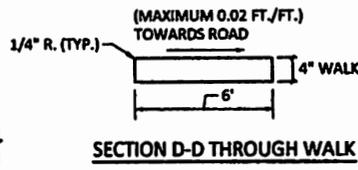
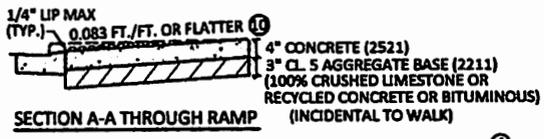
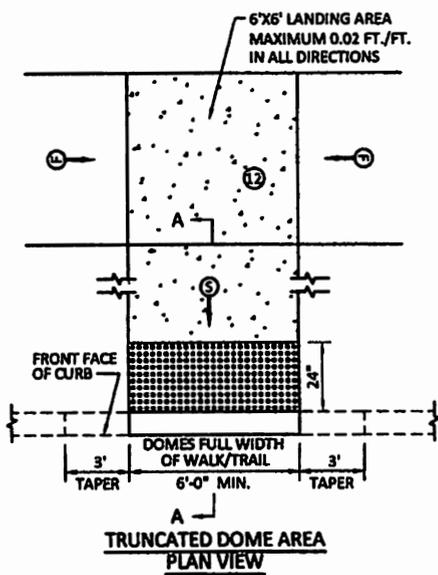
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON AUGUST 8, 2011

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL





- NOTES:**
- 1 THE CURB AND CURB TRANSITION ON THE RAMP WILL BE PAID FOR AS LINEAR FEET OF CONCRETE CURB OR CONCRETE CURB AND GUTTER. THE RAMP AREA WILL BE PAID FOR AS CONCRETE WALK. THE TRUNCATED DOME AREA SHALL BE PAID BY THE SQ. FT.
 - 2 MAXIMUM OFFSET OF THE DETECTABLE WARNING PLATES/TRUNCATED DOME AREA FROM THE BACK OF CURB IS 6\".
 - 3 ADA REQUIRED TRUNCATED DOME AREA SHALL BE 2' 0\" MIN. IN DIRECTION OF TRAVEL AND SHALL EXTEND THE FULL WIDTH OF THE CURB RAMP. THIS TRUNCATED DOME AREA SHALL CONTRAST VISUALLY WITH THE ADJACENT GUTTER, ROADWAY, OR WALKWAY EITHER LIGHT ON DARK OR DARK ON LIGHT. TRUNCATED DOME PANELS SHALL BE MANUFACTURED BY NEENAH FOUNDRY CO. OR EAST JORDAN IRON WORKS. TRUNCATED DOME PANELS SHALL BE STANDARD FINISH (NON COLOR).
 - 4 SAWCUT CURB AND GUTTER REMOVAL LIMITS
 - 5 APPROX SOD REPLACEMENT AREA
 - 6 REMOVE EXISTING WALK AS REQUIRED
 - 7 THIS LAYOUT APPLIES WHEN BOTH SIDEWALKS ARE MORE THAN 8' FROM CURB. (w/15' RADIUS) 4' MINIMUM. IF LESS THAN 4', ENTIRE RADIUS TO BE KEPT AT GUTTER ELEVATION.
 - 8 THIS LAYOUT APPLIES WHEN BOTH SIDEWALKS ARE 8' OR LESS FROM CURB. (w/15' RADIUS)
 - 9 IF RADIUS IS LARGER THAN 15' THE LAYOUTS IN NOTES 6 & 7 WILL HAVE TO BE FIELD VERIFIED.
 - 10 CROSS SLOPE OF THE RAMP MAY NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.
 - 11 THE CONSTRUCTION OF A NEW OR RECONSTRUCTION OF AN EXISTING PEDESTRIAN RAMP WILL NOT BE ALLOWED UNLESS A PEDESTRIAN RAMP MEETING CITY STANDARDS IS LOCATED ON THE OPPOSITE SIDE OF THE STREET FROM THE RAMP BEING PROPOSED. IN THE EVENT NO RAMP EXISTS, A NEW RAMP MEETING CITY STANDARDS SHALL BE CONSTRUCTED (SEE DETAIL 7017B).
 - 12 4' BY 4' MIN. LANDING WITH MAX. 2.0% SLOPE IN ALL DIRECTIONS.
 - 13 IF LONGITUDINAL SLOPE IS GREATER THAN 5.0%, 4' X 4' MIN. LANDING WITH MAX 2.0% SLOPE IN ALL DIRECTIONS REQUIRED.

- 14 LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE CHANGES DIRECTION, AT THE TOP OF RAMP THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE. SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%. CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS. ALL GRADE BREAKS WITHIN THE PEDESTRIAN ACCESS ROUTE (PAR) SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. DETECTABLE WARNINGS MAY BE PART OF 6' X 6' LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
 - 15 SEE MNDOT STANDARD PLAN SHEET NO. 5-297.250 (SHEETS 1 THRU 5) FOR ADDITIONAL DETAIL INFORMATION.
- LEGEND**
- THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.
- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%
 - ⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%

PEDESTRIAN CURB RAMP
NOT TO SCALE
SAINT PETER STANDARD
PLATE 7017

PEDESTRIAN CURB RAMP WITH TRUNCATED DOME AREA

STANDARD DETAIL
 PLATE NO:
7017

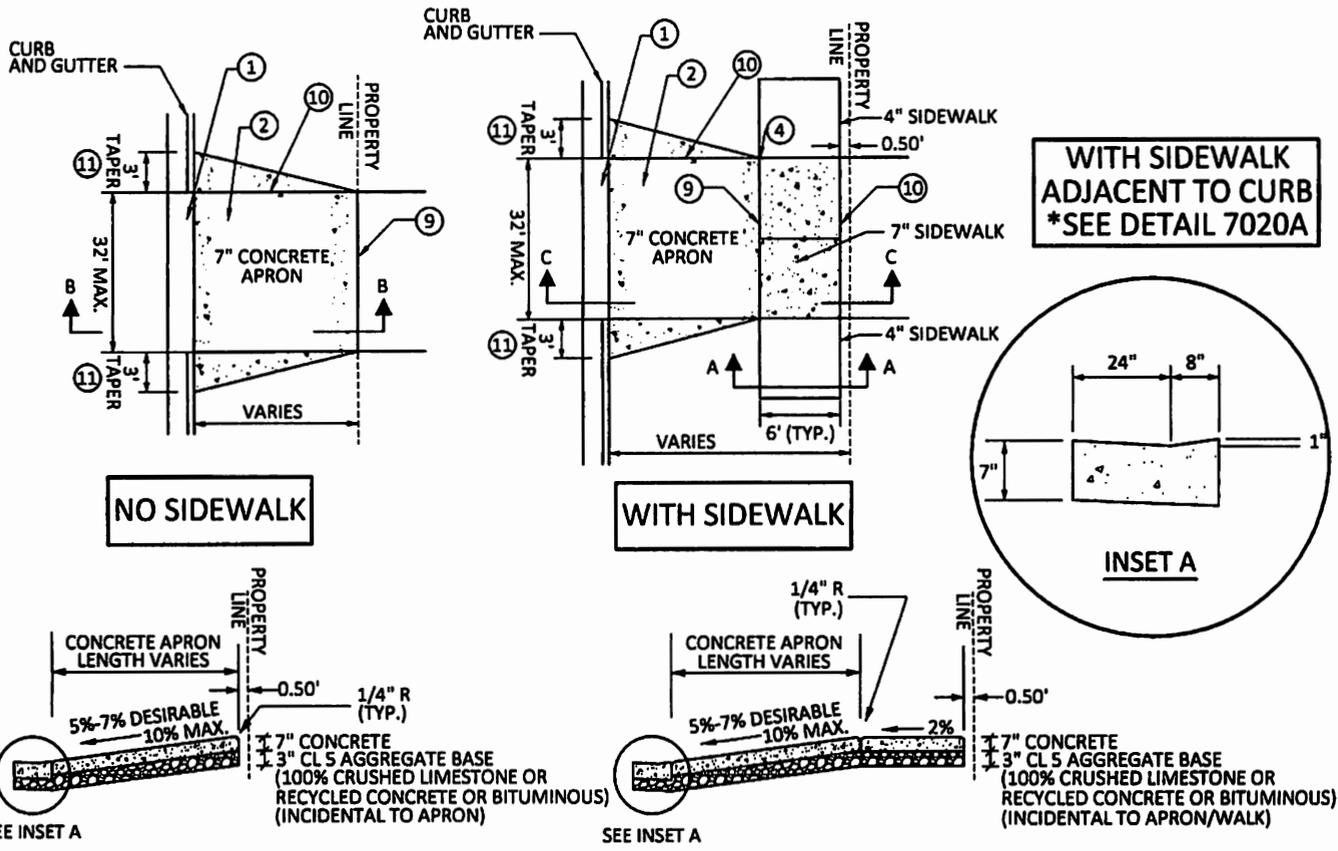
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 12, 2014

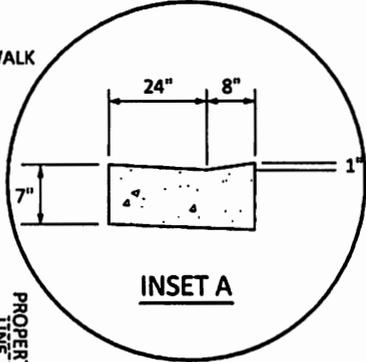
REMARKS: FOR USE ON LOCAL, MSA, CSAH, OR FEDERAL PROJECTS



SAINT PETER UTILITY STANDARD DETAIL

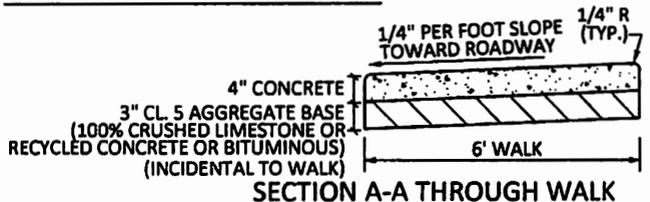


**WITH SIDEWALK
ADJACENT TO CURB
*SEE DETAIL 7020A**



SECTION B-B THROUGH APRON

SECTION C-C THROUGH APRON

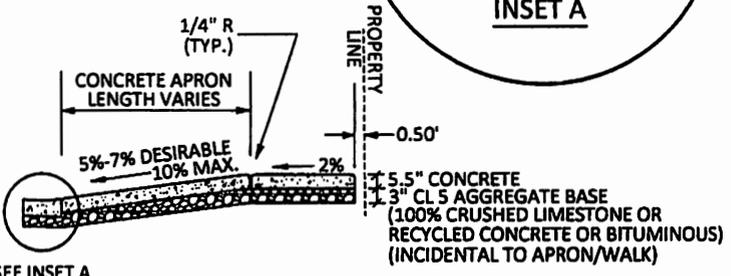
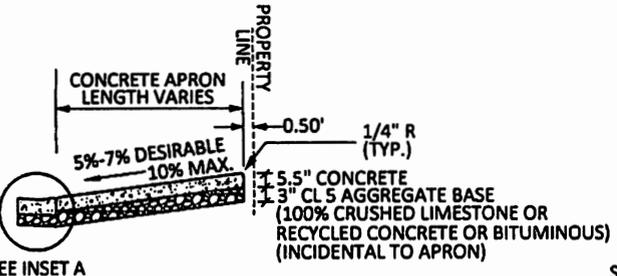
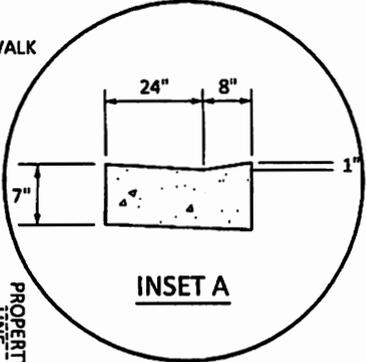
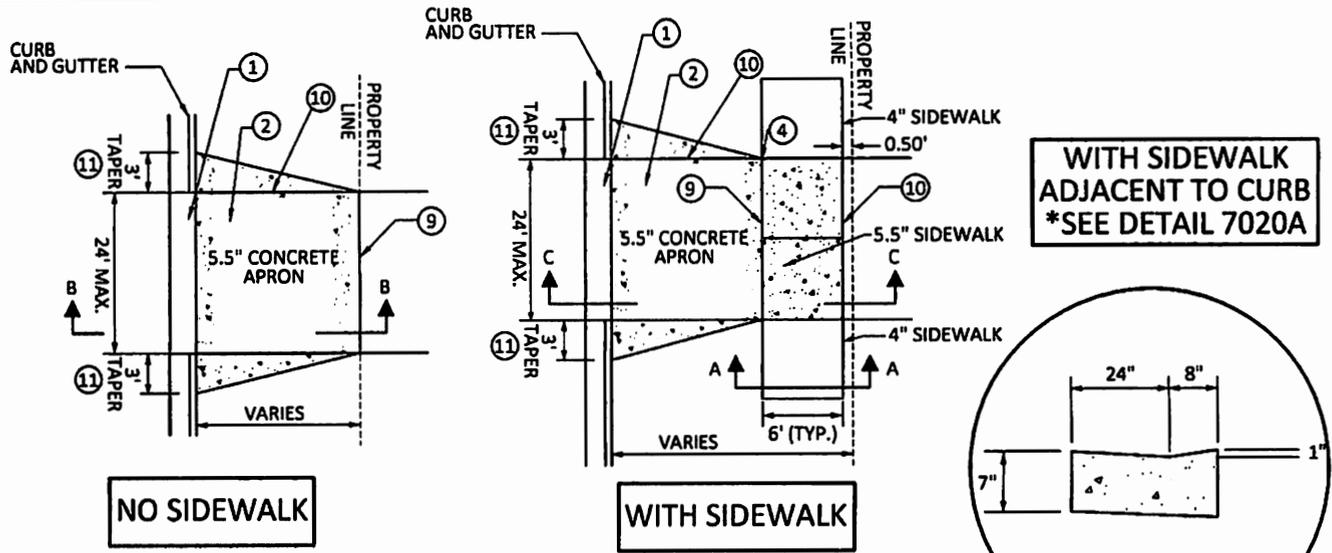


- NOTES:**
1. SEE "PEDESTRIAN CURB RAMP" DETAIL AND PLANS FOR PLACEMENT OF PEDESTRIAN CURB RAMP.
 2. SLOPE OF DRIVEWAY TO PROPERTY LINE MAY VARY IF NO SIDEWALK IS REQUIRED.
 3. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
 4. SIDEWALKS: REFERENCE SECTION 2521, CURB & GUTTER: REFERENCE SECTION 2531, DRIVEWAYS: REFERENCE SECTION 2531, AGGREGATE BASE: REFERENCE SECTION 2211
 5. CONTRACTOR SEE PLANS FOR PLACEMENT OF WALK AND DIMENSIONS FOR CONSTRUCTION OF DRIVEWAYS.
 6. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
 7. CONCRETE DRIVEWAY PAVEMENT IS NOT TO BE POURED MONOLITHICALLY WITH CURB AND GUTTER.
 8. DRIVEWAY OPENINGS SHALL BE A MAXIMUM OF 32' FROM BOTTOM OF 3' TAPER TO BOTTOM OF 3' TAPER.
 9. 1/2" EXPANSION JOINT. PLACED AT 100 FT. INTERVALS FOR SIDEWALK.
 10. CONTRACTION JOINT (FORMED OR SAWED)

11. IF A 6' (FT) WIDE WALK IS ADJACENT TO BACK OF CURB, THEN THE CURB TAPER SHALL BE 10' (FT) IN LENGTH. IF A WALK ADJACENT TO BACK OF CURB IS WIDER THAN 6' (FT) AND CONTAINS A MINIMUM OF 6' (FT) WALKING AREA AT 2% CROSS SLOPE, THE CURB TAPER SHALL BE 6' (FT) IN LENGTH. *SEE DETAIL 7020A
12. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.

**COMMERCIAL
CONCRETE WALK AND APRON**
NOT TO SCALE
SAINT PETER STANDARD
PLATE 7020C

<p>COMMERCIAL CONCRETE WALK AND APRON</p>	<p>STANDARD DETAIL PLATE NO: 7020C</p>
<p>APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004</p>	
<p>REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 14, 2014</p>	
<p>REMARKS: SAINT PETER UTILITY STANDARD DETAIL</p>	

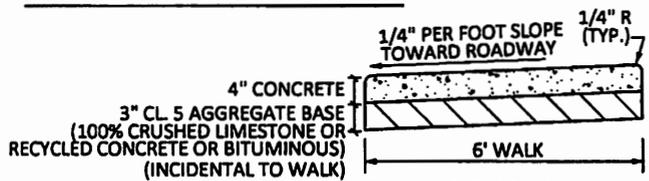


SECTION B-B THROUGH APRON

SECTION C-C THROUGH APRON

NOTES:

1. SEE "PEDESTRIAN CURB RAMP" DETAIL AND PLANS FOR PLACEMENT OF PEDESTRIAN CURB RAMP.
2. SLOPE OF DRIVEWAY TO PROPERTY LINE MAY VARY IF NO SIDEWALK IS REQUIRED.
3. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
4. SIDEWALKS: REFERENCE SECTION 2521, CURB & GUTTER: REFERENCE SECTION 2531, DRIVEWAYS: REFERENCE SECTION 2531, AGGREGATE BASE: REFERENCE SECTION 2211
5. CONTRACTOR SEE PLANS FOR PLACEMENT OF WALK AND DIMENSIONS FOR CONSTRUCTION OF DRIVEWAYS.
6. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
7. CONCRETE DRIVEWAY PAVEMENT IS NOT TO BE POURED MONOLITHICALLY WITH CURB AND GUTTER.
8. DRIVEWAY OPENINGS SHALL BE A MAXIMUM OF 24' FROM BOTTOM OF 3' TAPER TO BOTTOM OF 3' TAPER.
9. 1/2" EXPANSION JOINT. PLACED AT 100 FT. INTERVALS FOR SIDEWALK.
10. CONTRACTION JOINT (FORMED OR SAWED)



SECTION A-A THROUGH WALK

11. IF A 6' (FT) WIDE WALK IS ADJACENT TO BACK OF CURB, THEN THE CURB TAPER SHALL BE 10' (FT) IN LENGTH. IF A WALK ADJACENT TO BACK OF CURB IS WIDER THAN 6' (FT) AND CONTAINS A MINIMUM OF 6' (FT) WALKING AREA AT 2% CROSS SLOPE, THE CURB TAPER SHALL BE 6' (FT) IN LENGTH. *SEE DETAIL 7020A
12. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.

RESIDENTIAL CONCRETE WALK AND APRON

NOT TO SCALE
SAINT PETER STANDARD
PLATE 7020R

RESIDENTIAL CONCRETE WALK AND APRON
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004
REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 14, 2014
REMARKS:
SAINT PETER UTILITY STANDARD DETAIL

STANDARD DETAIL
PLATE NO:
7020R

**CITY OF
Saint Peter**
HOOVER COUNTY, MINNESOTA
WHERE HISTORY & PROGRESS MEET

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION APPROVING CONSTRUCTION STANDARD DETAIL UPDATES

WHEREAS, staff recommends updates be made to the City's construction standard details; and

WHEREAS, the American with Disabilities Act requirements have been revised and updated;
and

WHEREAS, some of the City's construction standards need to have details added to clarify our intent for contractors.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following construction standard details are hereby approved:

- #2001 Stainless Steel Pole Street Light
- #2002 Single Head Concrete Pole Street Light LED
- #2003 Double Head Concrete Pole Street Light
- #2005 Single Head Concrete Pole Street Light – 400W Metal Halide
- #2007 Single Head Stainless Steel Street Light LED
- #2014 Electric Standards
- #3007 Wood Mulch Perimeter Berm For Sediment Control
- #7001 Concrete Curb & Gutter Design B618
- #7002 Concrete Curb & Gutter Design B624
- #7003 Mountable Concrete Curb
- #7004 Concrete Valley Gutter
- #7017 Pedestrian Curb Ramp with Truncated Dome Area
- #7020C Commercial Concrete Walk and Apron
- #7020R Residential Concrete Walk and Apron

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of April, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

“ARBOR DAY AND ARBOR MONTH”

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

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

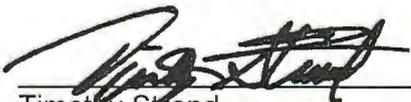
WHEREAS, Arbor Day was founded on April 10, 1872 by J. Sterling Morton at Nebraska City, Nebraska; and

WHEREAS, in 1876 Minnesota became the fourth state to adopt Arbor Day; and

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

WHEREAS, Arbor Day is typically celebrated on the last Friday of April.

NOW, THEREFORE, I, Timothy Strand, Mayor the City of Saint Peter, Minnesota, do hereby proclaim April 24, 2015 as “ARBOR DAY” and May, 2015 as “ARBOR MONTH” in the City and encourage citizens to participate in tree planting activities at their homes and businesses. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 8th day of April, 2015.



Timothy Strand
Mayor

ATTEST:



Todd Prafke
City Administrator

