

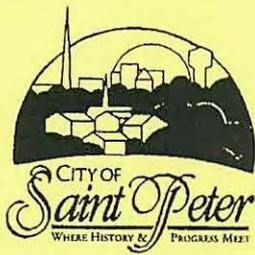
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, April 8, 2013
Community Center Governors' Room - 7:00 p.m.

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

None scheduled
- VII. NEW BUSINESS**
 - A. Fire Department Policies Modifications
 - B. Transit Drug and Alcohol Testing Policy Update
 - C. Bus Driver Position Description Modification
 - D. Transit Coordinator Position Description Modification
 - E. Social Media Policy Update
 - F. 2013 Equipment Certificate Purchase
 - G. Public Works Equipment Purchase Request
 - H. Revolving Loan Modification Request: St. Peter Community Childcare
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. City/School District #508 Meeting Discussion
 - 2. Council Goal Session Discussion
 - 3. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

Mayor Strand will call the meeting to order and lead the Pledge of Allegiance.

II. **APPROVAL OF AGENDA**

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

III. **APPROVAL OF MINUTES**

A copy of the minutes of the March 25, 2013 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for March 21, 2013 through April 3, 2013 are attached. Please see the attached staff reports and RESOLUTION.

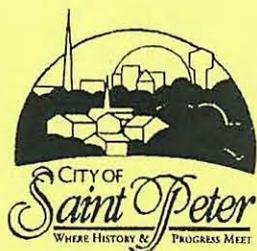
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING ADOPTION OF UPDATED FIRE DEPARTMENT POLICIES**

The Fire Department has updated its' policies and is requesting Council approval of the modified document. Changes were made in the areas of revising the number of minimum drills required to attend, training requirements, response requirements, and moving their internal accounting procedures from a semi-annual basis to a yearly basis. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION ADOPTING UPDATED FTA DRUG AND ALCOHOL TESTING POLICIES FOR TRANSIT EMPLOYEES

The City is required to participate in the Federal Transit Administration program for drug and alcohol testing of Transit employees. The policy has been updated in cooperation with the State of Minnesota Office of Transit and staff recommends adoption. Once the updated policy is adopted, each Transit employee will be provided with a copy of the policy and provided training on the regulations. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO BUS DRIVER POSITION DESCRIPTION

Staff recommends modifications to the position description for the Bus Driver position to decrease the level of driver's license required for the position. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO TRANSIT COORDINATOR POSITION DESCRIPTION

Staff recommends modifications to the position description for the Transit Coordinator position. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING REVISED SOCIAL MEDIA POLICY

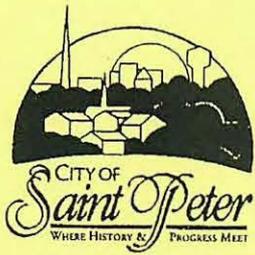
Staff recommends modifications to the City's social media policy. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING 2013 EQUIPMENT CERTIFICATE PURCHASE – POOL BLANKETS

Staff recommends approval be provided for purchase of pool blankets to be funded by the 2013 equipment certificate. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING PUBLIC WORKS PUMP PURCHASE

The recently updated purchasing policy requires a separate Council action for budgeted purchases exceeding \$30,000 in value. Staff recommends approval for the purchase of a replacement mobile pump to be funded with budgeted Stormwater funds and trade-in of an existing pump. The proposed resolution also includes a surplus property declaration for the pump to be used as a trade-in. Please see the attached staff report and RESOLUTION.



**H. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO
LOAN TERMS FOR ST. PETER COMMUNITY CHILDCARE**

The EDA recommends approval of a request by St. Peter Community Childcare to extend the balloon payment due on their revolving loan until April 1, 2014. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/SCHOOL DISTRICT MEETING DISCUSSION

A report on the meeting will be provided at this time on discussion at the April 4th City/School District #508 meeting.

2. REPORT ON COUNCIL GOAL SESSION DISCUSSION

A report on the April 1, 2013 goal session discussion will be provided at this time.

3. 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 25, 2013**

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 25, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Eichmann, Kvamme, Carlin, Zieman, Brand and Mayor Strand. Absent was Councilmember Pfeifer. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

Approval of Minutes – A motion was made by Zieman, seconded by Carlin, to approve the minutes of the February 25, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 25, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18. (Note: There are no Council meeting minutes from March 11, 2013 as the meeting was cancelled for lack of a quorum.)

Consent Agenda – In motion by Eichmann, seconded by Carlin, Resolution No. 2013-37 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-37 is contained in the City Administrator's book entitled Council Resolutions 19.

2013 Equipment Certificate Bond Sale – Shannon Sweeney of David Drown Associates addressed the Council to recommend awarding the sale of \$730,000 in general obligation equipment certificate bonds to United Banker's Bank working with Hometown Bank for an eight year issuance at an average rate of 1.3254% interest. Sweeney indicated the interest rate on the issuance was 0.5% less than he had estimated which would result in a \$6,000 lower bond payment each year. Sweeney noted the bonds had been rated by Standard and Poors as A+ with stable outlook which reaffirmed the existing City bond rating. Sweeny also pointed out that the bonds would be callable February 1, 2020 and would be used, in part, to finance the new fire truck. In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-38 entitled "Resolution Providing For The Issuance And Sale Of \$730,000 General Obligation Equipment Certificates, Series 2013A, And Levying A Tax For The Payment Thereof", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-38 is contained in the City Administrator's book entitled Council Resolutions 19.

2013 Water Fund Budget/Rates – Finance Director O'Connell reviewed the proposed 2013 Water Fund budget and the accompanying recommendation to increase water rates. O'Connell stated the water system improvements (new plant and wells) had been in operation for 18 months which allowed staff a more accurate projection on operational expenses and while staff had always pointed out that water rates would need to increase when the plant was built, the projections for water use were substantially different as residents appear to be conserving and

utilizing more water saving appliances. O'Connell recommended adoption of the budget in the amount of \$3,348,413 and approval of rate increases that would include, among other changes, increasing the base rate for both domestic and irrigation meters increases in April and October of 2013 and increase the consumption rates in a series of four increases over the next two years. O'Connell also noted the fund reserve at the end of 2013 was projected to be \$870,000 which was less than the goal reserve amount and that \$164,000 in capital expenses included in the 2013 budget would be funded from reserves with approximately \$55,000 in bond debt for the North Third Street Project.

Councilmember Brand questioned the amount of water treated each year and the amount wasted through the reverse osmosis process (staff indicated 15-18%). Brand objected to the 44% increase in rates and to "penalizing the whole community for conserving water". Brand also questioned why, if the City's population is increasing, water sales had not increased.

City Administrator Prafke indicated staff was very sensitive to passing on increased costs to residents and indicated staff would continue to do whatever was possible to monitor operational costs at the plant.

Councilmember Zieman questioned how much of a discrepancy existed between actual sales and projected sales. O'Connell indicated the amount of water used in 2012 was what had been projected in 2009.

Councilmember Kvamme expressed his belief that the City experienced a "double whammy" when the housing market plummeted at the same time residents began conserving water and that when the economy picked up and housing began to expand, the problem would pass and take care of itself.

Councilmember Carlin stated the proposed increases were, "As fair a way as we can break out the numbers and keep revenues balance for debt payment."

Finance Director O'Connell requested a modification to the water rates resolution to specify that the fire service line charge was being discontinued for all fire service lines except those that are stand alone services.

In motion by Eichmann, seconded by Carlin, Resolution No. 2013-39 entitled "Resolution Adopting 2013 Water Fund Budget", was introduced. Upon roll call, Councilmembers Zieman, Carlin, Eichmann, Kvamme and Mayor Strand voting aye, Councilmember Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-39 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-40 entitled "Resolution Adopting Water Rates", was introduced with the requested change to the resolution about the fire service lines. Upon roll call, Councilmembers Zieman, Carlin, Eichmann, Kvamme and Mayor Strand voting aye, Councilmember Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-40 is contained in the City Administrator's book entitled Council Resolutions 19.

Washington Avenue Link Project Right-Of-Way Plat – Community Development Director Wille and City Engineer Domras presented the Planning and Zoning Commission's recommendation for approval of the right-of-way plat for the extension of North Washington Avenue. Wille stated the goals of the plat were to create a north-south collector street by the

realignment of North Washington Avenue which will improve traffic operations; reduce traffic on North Fifth Street by the closure of the Dodd Avenue access on North Fifth Street allowing the roadway to function within the limitation of its design; increase the safety of pedestrians, especially children traveling to or from school, by the addition of sidewalks; and improve the quality of stormwater.

Domras noted the right-of-way would contain approximately six acres of land; would be 120' wide with 40' wide roadway; and include 6' sidewalks on each side. Domras also pointed out that the plat indicated two sections of 20' wide parkland that would add approximately one acre to Ramsey Park and a new one block long roadway called Delaney Street that would have a 54' right-of-way, a 6' sidewalk on the south side, and a 28' wide roadway with "no parking" restrictions on both sides of the road. Finally, Domras noted that flares were included on the plat at the north end of the new section of North Washington Avenue to provide for future inclusion of a round-a-bout should one be constructed and to eliminate the need to replat the section.

City Administrator Prafke questioned why Delaney Street was recommended as the street name. Wille reported the Planning Commission has adopted a list of proposed street names that are based on historical residents of Saint Peter. Wille indicated Mr. Delaney was the second Postmaster in Saint Peter and served as County Auditor in the late 1800's.

Councilmember Kvamme also noted that section 1P1 of the plat would be used for stormwater. Domras confirmed that it would.

In motion by Zieman, seconded by Brand, Resolution No. 2013-41 entitled "Resolution Approving City of Saint Peter Road Right-Of-Way Plat No. 2", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-41 is contained in the City Administrator's book entitled Council Resolutions 19.

Ewing Street Vacation Request Public Hearing – Community Development Director Wille presented the Planning and Zoning Commission recommendation to proceed with a request to vacate the portion of Ewing Street between the north-south alley in Block 237, Skaro and Evenson's Addition and the Washington Avenue right-of-way. Wille reported the street vacation had previously been discussed by the Council in January of 1970, however the Mayor at that time refused to sign the vacation and the Council action was never recorded. Wille noted that all City records and actions by staff were done under the assumption the roadway was vacated and the City Attorney felt the best way to handle the issue was to begin the process anew. Councilmembers Carlin and Brand questioned why the other half of the roadway was not being vacated at the same time. City Administrator Prafke indicated the City was only petitioned to vacate half of the road and could not do the other half without a petition from the affected property owners.

Wille indicated the next step in the process was for the City Council to schedule a public hearing and recommended the hearing be conducted on April 22, 2013. In motion by Carlin, seconded by Zieman, Resolution No. 2013-42 entitled "Resolution Calling For Public Hearing Regarding Proposed Vacation Of That Portion of Ewing Street Lying Between The North-South Alley In Block 27, Skaro And Evenson Addition And The North Washington Avenue Right-Of-Way", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-42 is contained in the City Administrator's book entitled Council Resolutions 19.

Rain Barrel Program Continuation – Water Utilities Superintendent Moulton presented Public Works Director Giesking's recommendation to continue the rain barrel program in 2013 with funding in the amount of \$2,000 from the stormwater fund and a second option to purchase rain barrel kits with a \$10 rebate. Councilmembers expressed their opinion that the program had been very successful in 2012. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-43 entitled "Resolution Establishing 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. 2013-43 is contained in the City Administrator's book entitled Council Resolutions 19.

Air Pollution Control Equipment Bid Rejection – Public Works Director Giesking recommended the lone bid received from Farabee Mechanical for the provision of air pollution control equipment for the electric generation plant be rejected for failure to meet bid specifications. Giesking reminded Councilmembers that the equipment was required under EPA regulations to be installed by May 3, 2013 and staff had filed a request for a one year extension that was expected to be granted. City Administrator Prafke noted that the EPA regulations were finalized in January and everyone with similar equipment was rushing to install the equipment causing a shortage of vendors to do the job. Giesking indicated the project would be re-bid. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-44 entitled "Resolution Rejecting Bid For Furnishing Air Pollution Control Equipment For A Project At The Broadway Generation Plant", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-44 is contained in the City Administrator's book entitled Council Resolutions 19.

Unbudgeted Purchase: Replacement Boiler – City Administrator Prafke recommended approval be provided for the unbudgeted purchase of a replacement boiler for the Library. Prafke indicated one of two boilers at the Library was leaking and unrepairable and quotes were received for replacement. Prafke recommended the low quote from Thermodynamics in the amount of \$9,550 be accepted. Councilmember Zieman and Mayor Strand asked why the boiler only lasted 10-11 years and questioned the wisdom of purchasing the same brand of boiler. In motion by Carlin, seconded by Brand, Resolution No. 2013-45 entitled "Resolution Authorizing Unbudgeted Purchase Of Replacement Boiler For Library", was introduced. Upon roll call, Councilmembers Brand, Carlin, Eichmann, Kvamme and Mayor Strand voting aye, Councilmember Zieman voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-45 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor Strand thanked Councilmember Pfeifer for serving as Mayor pro tem during his recent vacation.

Mayor's Reports - Mayor Strand reported on his recent activities which included the St. Patrick's Day parade and celebration in Saint Peter.

American Public Power Association Rally – Councilmembers Kvamme, Eichmann, and Carlin and Public Works Director Giesking provided reports on their recent trip to Washington, D.C. for the American Public Power Association legislative rally.

City/School District #508 Meeting – City Administrator Prafke reported the March 28th meeting had been rescheduled for April 4th to avoid a conflict with the Economic Development Authority meeting.

Goal Session – City Administrator Prafke reminded everyone the Council goal session was scheduled for Monday, April 1st at 3:00 p.m. and there would be no Council workshop that evening.

Councilmember Brand reported that the Tourism and Visitors Bureau held its' first meeting with new Chamber Director Ed Lee and the Board learned that two grant recipients from 2012 had not completed their paperwork requirements and would not receive the remaining 20% of their grant funds and that two other events in 2013 had missed the deadline to apply for grant funding.

Closed Session – Real Estate Acquisition Negotiations – City Administrator Prafke requested a closed session to discuss real estate purchase negotiations as allowed under State law. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-46 entitled "Resolution Calling For Closed Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-46 is contained in the City Administrator's book entitled Council Resolutions 19.

The Council adjourned to closed session at 8:29 p.m.

The Council returned to open session at 8:35 p.m. at which time Councilmember Carlin left the meeting.

There being no further business, a motion was made by Zieman, seconded by Eichmann, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:35 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

To: Todd Prafke
City Administrator

Date: April 4, 2013

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The City has received a temporary license application for a Transient Merchant license and a LG220 Application for Exempt Permit for a raffle.

TNT Fireworks has submitted a Transient Merchant license in order to sell fireworks at Econofoods parking lot, 612 South Minnesota Avenue. Sales will begin June 4, 2013 and extend through July 7, 2013.

Creative Play Place has submitted a LG220 Application for Exempt Permit in order to conduct a raffle for their annual fundraiser (duck race). The race will be held at the Mill Pond on June 2, 2013.

Please place these items on the April 8, 2013 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

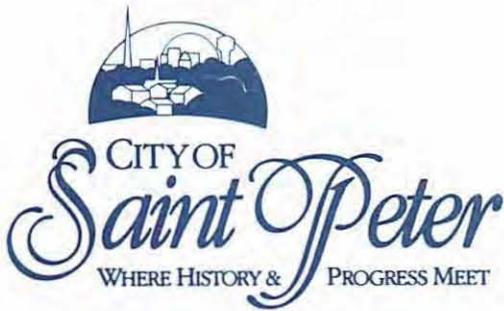
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/03/13

FROM: Jane Timmerman
Recreation and Leisure Services Director

RE: Seasonal employee appointments

ACTION/RECOMMENDATION

Approve recommendations for seasonal employees for 2013 summer programs in the Recreation and Leisure Services Department.

BACKGROUND

Applications have been received and reviewed for seasonal employee positions in the Recreation and Leisure Services Department. Following the interview process, staff recommends the appointment of candidates to fill 48 part-time, seasonal positions. Wages are provided according to the resolutions previously adopted by the City Council.

FISCAL IMPACT:

These positions are planned for in the 2013 Recreation and Leisure Services and Swimming Pool budgets.

ALTERNATIVES/VARIATIONS:

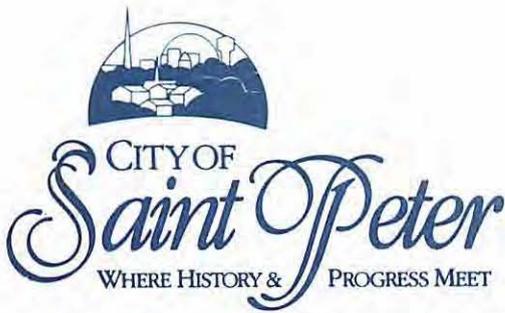
Do not act: No further action will be taken without additional direction from the Council.

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

FROM: Lewis Giesking
Director of Public Works

RE: 2013 Seasonal Employees

DATE: March 27, 2013

ACTION/RECOMMENDATION

It is recommended the City Council approve the appointments for the Maintenance Division of the Department of Public Works for the 2013 season.

BACKGROUND

Every year due to seasonal workloads, it is necessary for the Maintenance Division of Public Works to hire seasonal employees to accomplish the additional work. The following is a listing of employees that have been interviewed or are returnees that we are recommending for hire for the 2013 season. This group is normally made up of high school graduates and college/vocational students seeking "summer employment". The 2013 seasonal employees recommended for the Maintenance Division are as follows:

Parks Employee Name	2013 Hourly Wage	Start Date
Josh Hobday	\$8.50	5/20/13
Arik Lokensgard	\$8.00	6/3/13
Seth Wenner	\$8.25	5/20/13
Nathen Kempenich	\$8.00	6/3/13
Skip Keller 1-2 days a week	\$9.00	4/8/13
Bob Lutz 1-2 days a week	\$8.50	4/8/13

Environmental Services Employee Name	2013 Hourly Wage	Start Date
Ben Rosburg	\$8.25	5/28/13
Lance Willson	\$8.75	5/20/13

Streets Employee Name	2013 Hourly Wage	Start Date
Kasandra MaCabe	\$8.00	5/20/12
Taylor Johnson	\$8.00	6/4/12

Fiscal Impact:

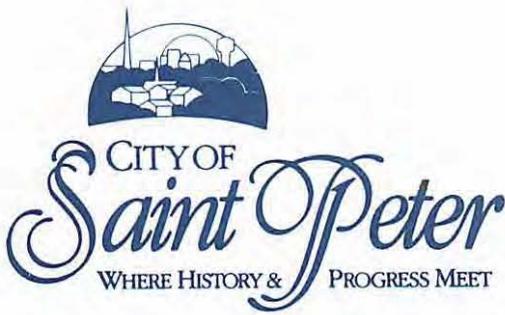
The 2013 Budgets identifies funding for these seasonal employee positions.

Alternatives and Variations:

Vote in favor: Staff will notify the proposed seasonal employees of the City Council's decision.

Negative Vote: Staff will await further direction regarding hiring seasonal employees.

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 26, 2013

FROM: Lewis Giesking *Lew*
Director of Public Works

Re: Seasonal Employee Appointments

ACTION/RECOMMENDATION

It is recommended the City Council approve the appointments for the Utilities Division of the Department of Public Works for the 2013 season.

BACKGROUND

The 2013 Public Works Utilities budgets contain money allocated for hiring seasonal employees. In discussions with the qualified seasonal applicants, the following candidates have related experience and are willing to begin employment with various sections of Public Works. The selected individuals will take care of mowing and trimming around city facilities, maintenance at the ponds, stormwater detention basins, parks and streets; they will also assist full-time employees with daily functions. They include: Seasonal Employee Appointments, their hourly wage and start date:

Utilities: (Water/Wastewater/Stormwater)

Derek Meyer	\$8.00	June 3	
Matt Johnson	\$8.00	May 13	
Reed Bruender	\$8.00	May 13	
Luke Hermer	\$8.25	May 13	4 days a week
Doug Kampen	\$8.00	April 8	2/3 days per week
Roger Schoeb	\$8.25	April 8	2/3 days per week
James Vickery	\$8.00	April 8	2/3 days per week
Richard Hurlbert	\$8.75	April 8	2/3 days per week
Patrick Mears	\$8.75	April 8	2/3 days per week
Robert Wendelschafer	\$8.50	April 8	2/3 days per week

Please include appointment of these seasonal positions on the consent agenda for the April 8, 2013 regular meeting.

FISCAL IMPACT:

Funding for these seasonal positions has been budgeted for.

ALTERNATIVES/VARIATIONS:

Approval: Staff will proceed with the hire process for these seasonal employees.

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

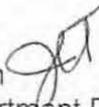
Modification: This is always an option of the City Council.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/02/13

FROM: Jane Timmerman 
Recreation Department Director

RE: Seasonal Pool Manager Appointment

I recommend the hire of Nicole Ruhland as Seasonal Outdoor Pool Manager for the Roy T. Lindenberg Memorial Outdoor swimming pool for the 2013 summer season.

The Recreation Department provides outdoor swim lessons, family swim time, rentals, and open swim opportunities to the community each summer. We continue to be very satisfied with the performance of Nicole Ruhland as our seasonal Pool Manager. Cleanliness and safety issues are of primary importance and staff is held accountable for their actions on a daily basis. Nicole also maintains the certifications necessary for her to train and certify our pool staff.

I am projecting 608 hours for the summer season. Those hours include time spent interviewing potential staff (April), re-certifying pool staff (May), training pool staff, preparations for opening, head guard meetings, pool staff meetings, tasks associated with opening and closing the pool and twelve weeks of management/supervision during the 2013 season.

I recommend hiring Ms Ruhland as seasonal outdoor pool manager at \$10,311.68 spread over eight pay periods with the first pay date being May 31, 2013 and the last pay date being Friday, September 6, 2013.


04/04/13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	clothing allowance dave o	GENERAL FUND	STREETS	65.00
	clothing allowance john h	WASTE WATER FUND	ADMIN AND GENERAL	105.00
			TOTAL:	170.00
ALPHA WIRELESS COMMUNICATIONS CO	pager maintenance	GENERAL FUND	FIRE	132.94
			TOTAL:	132.94
BME LABSTORE	equipment validation	WASTE WATER FUND	SOURCE/TREATMENT	726.51
			TOTAL:	726.51
BOBCAT OF MANKATO	edge cut #210, 311	GENERAL FUND	PARKS	238.14
			TOTAL:	238.14
BOLTON & MENK INC	sidewalk remove change ord	GENERAL FUND	STREETS	372.50
			TOTAL:	372.50
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,266.00
	criminal	GENERAL FUND	LEGAL SERVICES	10,629.00
	at&t	GENERAL FUND	LEGAL SERVICES	301.00
	tif--park row crossing	GENERAL FUND	ECONOMIC DEVMT	189.00
	hunter hardwood	REVOLVING LOAN FUN	ECONOMIC DEVMT	147.00
	volk electric	REVOLVING LOAN FUN	ECONOMIC DEVMT	371.00
	welco west	2004 SUBDIVISIONS	ECONOMIC DEVMT	364.00
	wash ave link	PERM IMPROVMENT RE	STREETS	266.00
	green valley	WATER	ADMIN AND GENERAL	336.00
	tree ordinance	ENVIRON SERVICES F	REFUSE DISPOSAL	182.00
	consulting	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	154.00
			TOTAL:	15,205.00
C & S SUPPLY CO INC	bolt clamp,coupling	GENERAL FUND	FIRE	26.24
	clothing allowance	GENERAL FUND	STREETS	180.76
	clothing allowance	GENERAL FUND	PARKS	83.98
	grab tool	GENERAL FUND	PARKS	42.73
	clevises	WASTE WATER FUND	SOURCE/TREATMENT	15.26
	vehicle mat	ENVIRON SERVICES F	REFUSE DISPOSAL	53.43
	raoul cap reimbursed	ENVIRON SERVICES F	REFUSE DISPOSAL	9.59
			TOTAL:	411.99
CINTAS FIRST AID & SAFETY	bandaids,cold packs	GENERAL FUND	STREETS	4.44
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	12.16
	bandaids,cold packs	GENERAL FUND	PARKS	3.55
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	12.17
	bandaids,cold packs	WATER	ADMIN AND GENERAL	1.78
	bandaids,cold packs	WASTE WATER FUND	ADMIN AND GENERAL	1.78
	bandaids,cold packs	ENVIRON SERVICES F	ADMIN AND GENERAL	1.78
	bandaids,cold packs	ELECTRIC FUND	ADMIN AND GENERAL	4.44
		TOTAL:	42.10	
CLARKE MOSQUITO CONTROL PRODUCTS INC.	mosquito insecticide	ENVIRON SERVICES F	REFUSE DISPOSAL	201.12
	mosquito briquettes	ENVIRON SERVICES F	REFUSE DISPOSAL	666.60
			TOTAL:	867.72
COLE PAPERS INC	scrubs in a bucket	GENERAL FUND	STREETS	53.22
	boxed towels	GENERAL FUND	STREETS	52.39
	scrubs in a bucket	GENERAL FUND	PARKS	42.57
	boxed towels	GENERAL FUND	PARKS	52.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	garbage bags	LIBRARY FUND	LIBRARY	8.14
	garbage bags	COMMUNITY CENTER	COMMUNITY CENTER	32.56
	boxed towels	WATER	DISTRIBUTION AND STORA	26.19
	scrubs in a bucket	WATER	ADMIN AND GENERAL	21.29
	boxed towels	WASTE WATER FUND	SOURCE/TREATMENT	26.22
	scrubs in a bucket	WASTE WATER FUND	ADMIN AND GENERAL	21.29
	boxed towels	ENVIRON SERVICES F	REFUSE DISPOSAL	26.19
	scrubs in a bucket	ENVIRON SERVICES F	ADMIN AND GENERAL	21.28
	boxed towels	ELECTRIC FUND	POWER DISTRIBUTION	52.39
	scrubs in a bucket	ELECTRIC FUND	ADMIN AND GENERAL	53.22
	boxed towels	STORMWATER FUND	TREATMENT	26.21
			TOTAL:	515.55
COP STOP SHOP	outer carrier,speed plate	GENERAL FUND	POLICE	224.44
			TOTAL:	224.44
COPIER BUSINESS SOLUTIONS	copier contract 12/22/12-3	GENERAL FUND	STREETS	36.52
	toner freight	GENERAL FUND	STREETS	2.30
	copier contract 12/22/12-3	GENERAL FUND	PARKS	29.22
	toner freight	GENERAL FUND	PARKS	1.84
	copier contract 12/22/12-3	WATER	ADMIN AND GENERAL	14.61
	toner freight	WATER	ADMIN AND GENERAL	0.92
	copier contract 12/22/12-3	WASTE WATER FUND	ADMIN AND GENERAL	14.61
	toner freight	WASTE WATER FUND	ADMIN AND GENERAL	0.92
	copier contract 12/22/12-3	ENVIRON SERVICES F	ADMIN AND GENERAL	14.61
	toner freight	ENVIRON SERVICES F	ADMIN AND GENERAL	0.92
	copier contract 12/22/12-3	ELECTRIC FUND	ADMIN AND GENERAL	36.52
	toner freight	ELECTRIC FUND	ADMIN AND GENERAL	2.30
			TOTAL:	155.29
CREDIT RIVER TOOLS	funnel,blow gun	GENERAL FUND	STREETS	10.98
	funnel,blow gun	GENERAL FUND	PARKS	10.98
	funnel,blow gun	WATER	DISTRIBUTION AND STORA	5.49
	funnel,blow gun	WASTE WATER FUND	SOURCE/TREATMENT	5.50
	funnel,blow gun	ENVIRON SERVICES F	REFUSE DISPOSAL	5.49
	funnel,blow gun	ELECTRIC FUND	POWER DISTRIBUTION	10.98
	funnel,blow gun	STORMWATER FUND	TREATMENT	5.51
			TOTAL:	54.93
CRYSTAL VALLEY	lm fuel #327165	ELECTRIC FUND	POWER PRODUCTION	24,521.73
			TOTAL:	24,521.73
DGR ENGINEERING	sub imp	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,990.37
	broadway gener plant lump	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,076.40
			TOTAL:	3,066.77
DON'S APPLIANCE & TV	refrigerator pw break room	GENERAL FUND	STREETS	165.31
	refrigerator pw break room	GENERAL FUND	PARKS	132.25
	refrigerator pw break room	WATER	ADMIN AND GENERAL	66.12
	refrigerator pw break room	WASTE WATER FUND	ADMIN AND GENERAL	66.12
	refrigerator pw break room	ENVIRON SERVICES F	ADMIN AND GENERAL	66.13
	refrigerator pw break room	ELECTRIC FUND	ADMIN AND GENERAL	165.31
			TOTAL:	661.24
FASTENAL COMPANY	plow bolts,nuts,bushings,p	GENERAL FUND	STREETS	31.13
	welding shop elec grinder	GENERAL FUND	STREETS	24.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	christmas lites cable	GENERAL FUND	PARKS	5.31
	cable ties	GENERAL FUND	PARKS	21.25
	plow bolts,nuts,bushings,p	GENERAL FUND	PARKS	31.13
	christmas cable ties	GENERAL FUND	PARKS	59.80
	welding shop elec grinder	GENERAL FUND	PARKS	24.15
	plow bolts,nuts,bushings,p	WATER	DISTRIBUTION AND STORA	15.56
	welding shop elec grinder	WATER	DISTRIBUTION AND STORA	12.07
	drill bits	WASTE WATER FUND	SOURCE/TREATMENT	46.48
	plow bolts,nuts,bushings,p	WASTE WATER FUND	SOURCE/TREATMENT	15.58
	welding shop elec grinder	WASTE WATER FUND	SOURCE/TREATMENT	12.09
	plow bolts,nuts,bushings,p	ENVIRON SERVICES F	REFUSE DISPOSAL	15.56
	welding shop elec grinder	ENVIRON SERVICES F	REFUSE DISPOSAL	12.07
	plow bolts,nuts,bushings,p	ELECTRIC FUND	POWER DISTRIBUTION	31.13
	welding shop elec grinder	ELECTRIC FUND	POWER DISTRIBUTION	24.15
	plow bolts,nuts,bushings,p	STORMWATER FUND	TREATMENT	15.59
	welding shop elec grinder	STORMWATER FUND	TREATMENT	12.08
			TOTAL:	409.28
GENESIS	march diesel	GENERAL FUND	FIRE	399.61
	march diesel	GENERAL FUND	STREETS	4,208.29
	march diesel	GENERAL FUND	PARKS	1,276.83
	march diesel	WATER	DISTRIBUTION AND STORA	107.64
	march diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,375.75
	march diesel	ELECTRIC FUND	POWER DISTRIBUTION	684.61
	march diesel	STORMWATER FUND	TREATMENT	366.05
	march diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,233.69
			TOTAL:	9,652.47
GIBSON LABORATORIES, INC.	lab materials reagents	WASTE WATER FUND	SOURCE/TREATMENT	281.58
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	144.15
			TOTAL:	425.73
LEWIS GIESKING	meals	ELECTRIC FUND	ADMIN AND GENERAL	30.61
	taxis	ELECTRIC FUND	ADMIN AND GENERAL	123.69
	hotel	ELECTRIC FUND	ADMIN AND GENERAL	1,805.99
			TOTAL:	1,960.29
GRAINGER	wtr trtmnt check valve	WATER	PURIFICATION AND TREAT	97.76
			TOTAL:	97.76
GRAYMONT WESTERN LIME INC.	high calcuim quick lime	WASTE WATER FUND	BIOSOLIDS	4,277.20
			TOTAL:	4,277.20
JAMES GRUHOT	ww operator cert renew	WASTE WATER FUND	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
GUSTAVUS ADOLPHUS COLLEGE	1st qtr work study	GENERAL FUND	RECREATION/LEISURE SER	400.29
	1st qtr work study	LIBRARY FUND	LIBRARY	253.36
			TOTAL:	653.65
HACH COMPANY	reagents	WATER	PURIFICATION AND TREAT	88.74
	reagents	WATER	PURIFICATION AND TREAT	26.85
			TOTAL:	115.59
PAUL HAGEN	phone	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	741.00	
	low iron	WASTE WATER FUND	BIOSOLIDS	52.65	
	low iron	WASTE WATER FUND	SOURCE/TREATMENT	122.84	
			TOTAL:	916.49	
HILLYARD/HUTCHINSON	parts for windsor chariot	COMMUNITY CENTER	COMMUNITY CENTER	32.20	
	parts-reel machine bath cl	COMMUNITY CENTER	COMMUNITY CENTER	147.13	
	replace 2 sweeper brushers	COMMUNITY CENTER	COMMUNITY CENTER	468.68	
	plate lock w/studs	COMMUNITY CENTER	COMMUNITY CENTER	52.08	
			TOTAL:	700.09	
HOLIDAY COMMERCIAL	march fuel	GENERAL FUND	POLICE	263.99	
	car washes	GENERAL FUND	POLICE	18.15	
	march fuel	GENERAL FUND	BUILDING INSPECTOR	127.06	
	march fuel	GENERAL FUND	PUBLIC WORKS ADMIN	117.86	
	march fuel	GENERAL FUND	STREETS	305.72	
	march fuel	GENERAL FUND	PARKS	266.01	
	march fuel	WATER	SOURCE OF SUPPLY	17.37	
	march fuel	WATER	PURIFICATION AND TREAT	26.06	
	march fuel	WATER	DISTRIBUTION AND STORA	130.29	
	march fuel	WATER	CUSTOMER ACCOUNTS	47.25	
	march fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	102.17	
	march fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	47.25	
	march fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	176.71	
	march propane	ELECTRIC FUND	POWER DISTRIBUTION	47.00	
	march fuel	ELECTRIC FUND	POWER DISTRIBUTION	240.18	
	march fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	47.25	
	march fuel	STORMWATER FUND	TREATMENT	254.96	
			TOTAL:	2,235.28	
	INFRATECH	gas detector calibration	GENERAL FUND	FIRE	221.35
				TOTAL:	221.35
JAVENS MECHANICAL CONTRACTING CO.	brdwy ann equip rpz test/r	WATER	PURIFICATION AND TREAT	990.00	
			TOTAL:	990.00	
JOHNSON AGGREGATES	sand for winter salt mix	GENERAL FUND	STREETS	1,130.72	
			TOTAL:	1,130.72	
K.R. SCHOELER ENTERPRISES, INC.	non-fuming cleaner descale	GENERAL FUND	STREETS	49.81	
	non-fuming cleaner descale	GENERAL FUND	PARKS	49.81	
	non-fuming cleaner descale	WATER	DISTRIBUTION AND STORA	24.90	
	non-fuming cleaner descale	WASTE WATER FUND	SOURCE/TREATMENT	24.94	
	non-fuming cleaner descale	ENVIRON SERVICES F	REFUSE DISPOSAL	24.90	
	non-fuming cleaner descale	ELECTRIC FUND	POWER DISTRIBUTION	49.81	
	non-fuming cleaner descale	STORMWATER FUND	TREATMENT	24.94	
			TOTAL:	249.11	
KENDELL DOORS & HARDWARE, INC.	door gaskets	GENERAL FUND	MUNICIPAL BUILDING	13.77	
	door gaskets	GENERAL FUND	STREETS	5.50	
	door gaskets	GENERAL FUND	PARKS	5.50	
	door closers	COMMUNITY CENTER	COMMUNITY CENTER	704.00	
	door gaskets	WATER	DISTRIBUTION AND STORA	2.75	
	door gaskets	WASTE WATER FUND	SOURCE/TREATMENT	2.76	
	door gaskets	ENVIRON SERVICES F	REFUSE DISPOSAL	2.75	
	door gaskets	ELECTRIC FUND	POWER DISTRIBUTION	5.50	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	door gaskets	STORMWATER FUND	TREATMENT	2.77
			TOTAL:	745.30
JOSH KENNEDY	safety class per diem	GENERAL FUND	FIRE	25.00
			TOTAL:	25.00
KEN KOCHMICK	lineman license	ELECTRIC FUND	ADMIN AND GENERAL	53.00
			TOTAL:	53.00
MARK KREYKES	1full day,.5day class per	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
KUSTOM SIGNALS INC	repair prolaser III	GENERAL FUND	POLICE	383.15
			TOTAL:	383.15
LAGER'S INC	wheel cover	GENERAL FUND	POLICE	74.81
			TOTAL:	74.81
LE SUEUR COUNTY SOLID WASTE OFFICE	compost permit 4/30/13to5/	ENVIRON SERVICES F	ADMIN AND GENERAL	200.00
			TOTAL:	200.00
LEAGUE OF MN CITIES INSURANCE TRUST	2012 streets plow truck ac	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	1,043.93
	2012 streets plow truck ac	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	200.00
			TOTAL:	1,243.93
LOCATORS & SUPPLIES, INC.	safety vest inventory	GENERAL FUND	STREETS	58.97
	safety vest inventory	GENERAL FUND	PARKS	47.17
	safety vest inventory	WATER	ADMIN AND GENERAL	23.59
	safety vest inventory	WASTE WATER FUND	ADMIN AND GENERAL	23.59
	safety vest inventory	ENVIRON SERVICES F	ADMIN AND GENERAL	23.57
	safety vest inventory	ELECTRIC FUND	ADMIN AND GENERAL	58.97
			TOTAL:	235.86
MADDEN, GALANTER, HANSEN, LLP	2/1-2/28 services	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	82.60
			TOTAL:	82.60
MANKATO INDUSTRIAL COATINGS, LLC	remv linr,sandblast,spray	GENERAL FUND	STREETS	3,349.69
			TOTAL:	3,349.69
MARCO, INC.	2/23 to 3/22 contract	GENERAL FUND	CITY ADMINISTRATION	11.21
	2/23 to 3/22 contract	GENERAL FUND	CITY CLERK	11.21
	2/23 to 3/22 contract	GENERAL FUND	FINANCE	7.48
	2/23 to 3/22 contract	GENERAL FUND	POLICE	5.98
	2/23 to 3/22 contract	GENERAL FUND	BUILDING INSPECTOR	2.99
	2/23 to 3/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	1.50
	2/23 to 3/22 contract	GENERAL FUND	ECONOMIC DEVMT	0.75
	2/23 to 3/22 contract	WATER	ADMIN AND GENERAL	6.73
	2/23 to 3/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	6.72
	2/23 to 3/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	20.19
			TOTAL:	74.76
MENARDS	gloves,vehicle air freshen	GENERAL FUND	STREETS	27.10
	nails-parks	GENERAL FUND	STREETS	11.36
	gloves,vehicle air freshen	GENERAL FUND	PARKS	27.10
	nails-parks	GENERAL FUND	PARKS	11.36
	gloves,level-parks	GENERAL FUND	PARKS	26.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	gloves,vehicle air freshen	WATER	DISTRIBUTION AND STORA	13.55	
	brush,solder kit,copper,wo	WATER	DISTRIBUTION AND STORA	71.81	
	nails-parks	WATER	DISTRIBUTION AND STORA	5.68	
	gloves,vehicle air freshen	WASTE WATER FUND	SOURCE/TREATMENT	13.56	
	nails-parks	WASTE WATER FUND	SOURCE/TREATMENT	5.69	
	gloves,vehicle air freshen	ENVIRON SERVICES F	REFUSE DISPOSAL	13.55	
	nails-parks	ENVIRON SERVICES F	REFUSE DISPOSAL	5.68	
	gloves,vehicle air freshen	ELECTRIC FUND	POWER DISTRIBUTION	27.10	
	20 amp 2 pole breaker	ELECTRIC FUND	POWER DISTRIBUTION	15.97	
	6' step ladder	ELECTRIC FUND	POWER DISTRIBUTION	79.93	
	nails-parks	ELECTRIC FUND	POWER DISTRIBUTION	11.36	
	gloves,vehicle air freshen	STORMWATER FUND	TREATMENT	13.55	
	nails-parks	STORMWATER FUND	TREATMENT	5.70	
			TOTAL:	386.75	
METRO FIRE	pass alarm airtank repair	GENERAL FUND	FIRE	244.11	
			TOTAL:	244.11	
DEREK MEYER	summit pk checks #42,58	PERM IMPROVMENT RE	STREETS	28.00	
			TOTAL:	28.00	
MINNESOTA/WISCONSIN PLAYGROUND	surface mount pedestal gri	GENERAL FUND	PARKS	1,026.00	
			TOTAL:	1,026.00	
MISC VENDOR	CABELA*S	loren j clothing allowance	GENERAL FUND	POLICE	164.90
	GELDNER, DEBORAH	facility deposit refund	GENERAL FUND	NON-DEPARTMENTAL	122.91
	KELLY, PATTI	facility deposit refund	GENERAL FUND	NON-DEPARTMENTAL	85.50
	KLOSSNER, DONNIE	senior dance	GENERAL FUND	SENIOR COORDINATOR	175.00
	SUBSURFACE, INC	SUBSURFACE, INC: aquapha	GENERAL FUND	STREETS	53.44
	VOGEL, MARIANNE	facility deposit refund	GENERAL FUND	NON-DEPARTMENTAL	106.88
			TOTAL:	708.63	
MINNESOTA FIRE SERVICE CERTIFICATION B	fire investigator recert r	GENERAL FUND	FIRE	20.00	
			TOTAL:	20.00	
MN PIPE & EQUIPMENT	#243 1" copper tubing	WATER	NON-DEPARTMENTAL	1,838.25	
	#321 5/8 meter w/ rr	WATER	NON-DEPARTMENTAL	971.39	
	#674 6" repair coupling	WATER	NON-DEPARTMENTAL	376.11	
			TOTAL:	3,185.75	
MN PUBLIC TRANSIT ASSN	2013 operator membership d	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	360.00	
			TOTAL:	360.00	
MOTOROLA SOLUTIONS, INC	(19)xts 2500 units w/acces	GENERAL FUND	FIRE	44,654.51	
			TOTAL:	44,654.51	
PETE MOULTON	4th qtr lions dues	WATER	ADMIN AND GENERAL	80.00	
			TOTAL:	80.00	
MTI DISTRIBUTING CO	19a rotor frame assy	GENERAL FUND	PARKS	555.35	
	19a caster wheel kit	GENERAL FUND	PARKS	319.32	
	19a anti-cup scalp	GENERAL FUND	PARKS	65.66	
			TOTAL:	940.33	
MVTL LABORATORIES INC	aerobic plate count	WASTE WATER FUND	SOURCE/TREATMENT	11.00	
	salty discharge hwe	WASTE WATER FUND	SOURCE/TREATMENT	159.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	144.00
			TOTAL:	314.00
NICOLLET COUNTY BANK	ach transfers	GENERAL FUND	FINANCE	8.86
	ach transfers	WATER	ADMIN AND GENERAL	2.21
	ach transfers	WATER	CUSTOMER ACCOUNTS	10.24
	ach transfers	WASTE WATER FUND	ADMIN AND GENERAL	2.21
	ach transfers	WASTE WATER FUND	CUSTOMER ACCOUNTS	10.24
	ach transfers	ENVIRON SERVICES F	ADMIN AND GENERAL	2.21
	ach transfers	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	10.24
	ach transfers	ELECTRIC FUND	ADMIN AND GENERAL	2.21
	ach transfers	ELECTRIC FUND	CUSTOMER ACCOUNTS	10.23
			TOTAL:	58.65
NORTH CENTRAL INTERNATIONAL	#47 fuel injectors	GENERAL FUND	STREETS	2,335.82
	19a seat-e7	GENERAL FUND	PARKS	513.41
			TOTAL:	2,849.23
NORTH CENTRAL LABORATORIES	bottles&stand up whirl pak	WASTE WATER FUND	SOURCE/TREATMENT	872.33
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	461.82
			TOTAL:	1,334.15
NORTHERN STATES SUPPLY INC	measure wheel	GENERAL FUND	STREETS	100.46
			TOTAL:	100.46
OVERHEAD DOOR COMPANY OF MANKATO INC	pd #2 door svc & repair	GENERAL FUND	POLICE	461.00
	pd door #3 service & repai	GENERAL FUND	POLICE	72.00
	30" chain	WASTE WATER FUND	SOURCE/TREATMENT	12.83
			TOTAL:	545.83
PARKVIEW MANOR	doerr moving expense reimb	PERM IMPROVMENT RE	STREETS	378.00
			TOTAL:	378.00
PELL INSURANCE & REAL ESTATE	utility permit bond 4/13-4	GENERAL FUND	STREETS	200.00
			TOTAL:	200.00
PHILIPS HEALTHCARE	heart start smart pads	GENERAL FUND	FIRE	34.73
	hs1 battery pack	GENERAL FUND	FIRE	106.29
	fr2 aed battery	GENERAL FUND	STREETS	42.72
	fr2 aed battery	GENERAL FUND	PARKS	34.18
	fr2 aed battery	WATER	ADMIN AND GENERAL	17.09
	fr2 aed battery	WASTE WATER FUND	ADMIN AND GENERAL	17.09
	fr2 aed battery	ENVIRON SERVICES F	ADMIN AND GENERAL	17.09
	fr2 aed battery	ELECTRIC FUND	ADMIN AND GENERAL	42.72
			TOTAL:	311.91
PIONEER	striping paint for ball fi	GENERAL FUND	RECREATION/LEISURE SER	606.00
	striping paint for ball fi	GENERAL FUND	RECREATION/LEISURE SER	606.00
			TOTAL:	1,212.00
RONALD D. QUADE	mtg reg, per diem	GENERAL FUND	FIRE	285.00
	framed poster	GENERAL FUND	STREETS	18.13
	framed poster	GENERAL FUND	PARKS	14.50
	framed poster	WATER	ADMIN AND GENERAL	7.25
	framed poster	WASTE WATER FUND	ADMIN AND GENERAL	7.25
	framed poster	ENVIRON SERVICES F	ADMIN AND GENERAL	7.24

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	framed poster	ELECTRIC FUND	ADMIN AND GENERAL	18.13
			TOTAL:	357.50
QUARTERMASTER	battery pack,eyewear	GENERAL FUND	POLICE	33.98
			TOTAL:	33.98
RITA RASSBACH	transport hfr decorations	RESTRICTED CONTRIB	RECREATION/LEISURE SER	73.39
			TOTAL:	73.39
RDO EQUIPMENT CO.	#607 ride control	GENERAL FUND	STREETS	1,909.39
			TOTAL:	1,909.39
REDMEN	Schmidt fndtn fireworks do	RESTRICTED CONTRIB	CITY ADMINISTRATION	3,000.00
			TOTAL:	3,000.00
ANDY REDNING	1full day,.5day class per	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
ROYAL TIRE, INC	casing credits for streets	GENERAL FUND	STREETS	90.00-
	#708 tires	ELECTRIC FUND	POWER DISTRIBUTION	467.43
	#306 tires	ELECTRIC FUND	POWER DISTRIBUTION	545.35
	bus #9 tires	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	701.14
			TOTAL:	1,623.92
RYAN ELECTRIC OF ST PETER	parking lot lites treaty s	GENERAL FUND	STREETS	721.38
	wood shop wire replcmt com	GENERAL FUND	STREETS	54.06
	brkrm lights,exhst fsn roo	GENERAL FUND	STREETS	128.81
	air compress recap-hermel	GENERAL FUND	STREETS	38.56
	wood shop wire replcmt com	GENERAL FUND	PARKS	43.24
	brkrm lights,exhst fsn roo	GENERAL FUND	PARKS	103.05
	air compress recap-hermel	GENERAL FUND	PARKS	30.85
	voltage thermostat	WATER	PURIFICATION AND TREAT	173.15
	greenhill rewired gate rec	WATER	DISTRIBUTION AND STORA	127.50
	wood shop wire replcmt com	WATER	ADMIN AND GENERAL	21.62
	brkrm lights,exhst fsn roo	WATER	ADMIN AND GENERAL	51.53
	air compress recap-hermel	WATER	ADMIN AND GENERAL	15.42
	install uv trojan panel	WASTE WATER FUND	CAPITAL-TREATMENT SYST	962.98
	biosolids conveyor motor	WASTE WATER FUND	BIOSOLIDS	577.50
	camera trailer cables,test	WASTE WATER FUND	COLLECTOR/LIFT STAT	556.69
	sl generator switch	WASTE WATER FUND	COLLECTOR/LIFT STAT	140.00
	svc call pretreatment moto	WASTE WATER FUND	SOURCE/TREATMENT	177.00
	wood shop wire replcmt com	WASTE WATER FUND	ADMIN AND GENERAL	21.62
	brkrm lights,exhst fsn roo	WASTE WATER FUND	ADMIN AND GENERAL	51.53
	air compress recap-hermel	WASTE WATER FUND	ADMIN AND GENERAL	15.42
	wood shop wire replcmt com	ENVIRON SERVICES F	ADMIN AND GENERAL	21.62
	brkrm lights,exhst fsn roo	ENVIRON SERVICES F	ADMIN AND GENERAL	51.52
	air compress recap-hermel	ENVIRON SERVICES F	ADMIN AND GENERAL	15.43
	brdwy fuel storage rm heat	ELECTRIC FUND	POWER PRODUCTION	210.00
	wood shop wire replcmt com	ELECTRIC FUND	ADMIN AND GENERAL	54.06
	brkrm lights,exhst fsn roo	ELECTRIC FUND	ADMIN AND GENERAL	128.81
	air compress recap-hermel	ELECTRIC FUND	ADMIN AND GENERAL	38.56
			TOTAL:	4,531.91
RYAN PLUMBING & HEATING	install 2 reznor heaters	WASTE WATER FUND	CAPITAL-TREATMENT SYST	2,420.00
			TOTAL:	2,420.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SCHWEITZER ENGINEERING LABORATORIES, I	substation scada cables	ELECTRIC FUND	POWER DISTRIBUTION	<u>99.54</u>
			TOTAL:	99.54
SERPENTIX CORPORATION	conveyor tension assembly	WASTE WATER FUND	BIOSOLIDS	396.49
	5' drive station w/ motor	WASTE WATER FUND	BIOSOLIDS	12,750.00
	speed sensor/bracket,spd w	WASTE WATER FUND	BIOSOLIDS	<u>716.80</u>
			TOTAL:	13,863.29
SHIFFLER EQUIPMENT SALES, INC.	parts for fixing tables	COMMUNITY CENTER	COMMUNITY CENTER	<u>38.89</u>
			TOTAL:	38.89
SHORTY'S TIRE ONE	bus #9 tire mount/balance	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	123.72
	bus #10 tires	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>888.30</u>
			TOTAL:	1,012.02
ARTHUR E SIDNER	daddy daughter photos	GENERAL FUND	RECREATION/LEISURE SER	<u>300.00</u>
			TOTAL:	300.00
SIMPLEX GRINNELL	2013 sprinkler & alarm ins	WASTE WATER FUND	SOURCE/TREATMENT	<u>2,043.07</u>
			TOTAL:	2,043.07
SOUTH CENTRAL COLLEGE	fire school for 15	GENERAL FUND	FIRE	<u>1,800.00</u>
			TOTAL:	1,800.00
SOUTHERN MN CONSTRUCTION CO INC	blighted housing dump fee	HOUSING PROJECT200	ECONOMIC DEVMT	<u>450.00</u>
			TOTAL:	450.00
SOUTHWEST MN CHAPTER OF ICC	spray foam seminar dean,da	GENERAL FUND	BUILDING INSPECTOR	<u>20.00</u>
			TOTAL:	20.00
SPRINT SOLUTIONS, INC.	cell phone svc 2/15-3/14	GENERAL FUND	POLICE	279.93
	cell phone svc 2/23-3/22	GENERAL FUND	POLICE	430.51
	cell phone svc 2/15-3/14	GENERAL FUND	FIRE	17.28
	on call phones 2/15-3/14	WATER	ADMIN AND GENERAL	25.85
	on call phones 2/15-3/14	WASTE WATER FUND	ADMIN AND GENERAL	30.13
	on call phones 2/15-3/14	ELECTRIC FUND	ADMIN AND GENERAL	<u>25.85</u>
			TOTAL:	809.55
ST PETER INSULATED GLASS	replace glass north door e	COMMUNITY CENTER	COMMUNITY CENTER	<u>194.28</u>
			TOTAL:	194.28
STATE INDUSTRIAL PRODUCTS	grout cleaner	COMMUNITY CENTER	COMMUNITY CENTER	<u>253.01</u>
			TOTAL:	253.01
NICHOLAS STRAND	1full day,.5day class per	GENERAL FUND	FIRE	<u>70.00</u>
			TOTAL:	70.00
STREICHER'S	bag,shirt	GENERAL FUND	POLICE	323.81
	holster	GENERAL FUND	POLICE	55.55
	shirt	GENERAL FUND	POLICE	41.99
	badges	RESTRICTED CONTRIB	FIRE	<u>402.00</u>
			TOTAL:	823.35
TASER INTERNATIONAL	20 cartridge	GENERAL FUND	POLICE	<u>431.96</u>
			TOTAL:	431.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TELIN TRANSPORTATION GROUP	bus #11 wheelchair lift re	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	260.02
			TOTAL:	260.02
THERMODYNAMICS	replace boiler	LIBRARY FUND	LIBRARY	9,695.17
			TOTAL:	9,695.17
TIRE ASSOCIATES	#306 tire service	ELECTRIC FUND	POWER DISTRIBUTION	127.56
			TOTAL:	127.56
TOPPERS PLUS INC	#611 overload spring	GENERAL FUND	STREETS	416.81
			TOTAL:	416.81
TRACTOR SUPPLY CO	19a tube	GENERAL FUND	PARKS	21.46
			TOTAL:	21.46
USA BLUE BOOK	flouride solution powder p	WATER	PURIFICATION AND TREAT	57.68
	sulfaver powder pillows	WATER	PURIFICATION AND TREAT	51.30
	solenoid valve	WASTE WATER FUND	SOURCE/TREATMENT	567.35
			TOTAL:	676.33
VESSCO, INC	repair vacuum regulator	WATER	PURIFICATION AND TREAT	225.36
	air filter regulator	WASTE WATER FUND	SOURCE/TREATMENT	225.43
			TOTAL:	450.79
VIKING AWNINGS & MORE	microphone clips install j	GENERAL FUND	FIRE	20.00
			TOTAL:	20.00
VISA	printer	GENERAL FUND	CITY ADMINISTRATION	16.03
	hospital ceo mtg meal	GENERAL FUND	CITY ADMINISTRATION	20.36
	hospital mtg randy farrow	GENERAL FUND	CITY ADMINISTRATION	24.15
	printer	GENERAL FUND	CITY CLERK	16.03
	printer	GENERAL FUND	FINANCE	10.69
	printer	GENERAL FUND	POLICE	8.55
	uniform mike p	GENERAL FUND	POLICE	101.05
	sept camp ripley trng mike	GENERAL FUND	POLICE	595.00
	uniforms - travis s	GENERAL FUND	POLICE	323.82
	printer	GENERAL FUND	BUILDING INSPECTOR	4.27
	burnsville cont ed	GENERAL FUND	BUILDING INSPECTOR	85.00
	dave license fee	GENERAL FUND	BUILDING INSPECTOR	66.00
	mndlt registration dave	GENERAL FUND	BUILDING INSPECTOR	85.00
	printer	GENERAL FUND	PUBLIC WORKS ADMIN	2.14
	printer	GENERAL FUND	PUBLIC WORKS ADMIN	106.86
	poster	GENERAL FUND	PUBLIC WORKS ADMIN	20.00
	daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	183.85
	daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	94.24
	daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	8.95
	daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	261.29
	daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	87.05
	daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	42.22
	pickleball supples	GENERAL FUND	RECREATION/LEISURE SER	373.53
	red cross ann fee swim les	GENERAL FUND	SWIMMING POOL	650.00
	downtown christmas lights	GENERAL FUND	PARKS	603.35
	printer	GENERAL FUND	ECONOMIC DEVMT	1.07
	econofoods mtg meal	GENERAL FUND	ECONOMIC DEVMT	70.63
	reg econ dev alliance meal	GENERAL FUND	ECONOMIC DEVMT	21.27
	development corp mtg	GENERAL FUND	ECONOMIC DEVMT	17.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	playzone items	LIBRARY FUND	LIBRARY	48.58
	playzone items	LIBRARY FUND	LIBRARY	39.89
	printer	WATER	ADMIN AND GENERAL	9.62
	mn rural water conf meals	WATER	ADMIN AND GENERAL	82.00
	hotel march 4 conf	WATER	ADMIN AND GENERAL	200.02
	awwa reg denver conf moult	WATER	ADMIN AND GENERAL	780.00
	printer	WASTE WATER FUND	ADMIN AND GENERAL	9.62
	printer	WASTE WATER FUND	ADMIN AND GENERAL	106.87
	pdf converter	WASTE WATER FUND	ADMIN AND GENERAL	34.92
	shade tree course meals	ENVIRON SERVICES F	ADMIN AND GENERAL	93.33
	forest pest class refund	ENVIRON SERVICES F	ADMIN AND GENERAL	60.00-
	printer	ELECTRIC FUND	ADMIN AND GENERAL	28.85
	mmua hotel	ELECTRIC FUND	ADMIN AND GENERAL	267.40
	dleta luggage fee appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	25.00
	appa conf registration-app	ELECTRIC FUND	ADMIN AND GENERAL	1,170.00
	delta luggage fee-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	25.00
	delta luggage fee-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	25.00
	airport parking-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	140.00
	appa hotel-kvamme-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	1,472.49
	appa hotel-eichmann-appa-d	ELECTRIC FUND	ADMIN AND GENERAL	1,472.49
	appa hotel-carlin-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	1,472.49
	appa meal-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	18.30
	appa meal-appa-dc	ELECTRIC FUND	ADMIN AND GENERAL	36.85
	printer	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	106.86
	hall fun run sup	RESTRICTED CONTRIB	RECREATION/LEISURE SER	44.94
	supp vip program	RESTRICTED CONTRIB	RECREATION/LEISURE SER	61.42
	afterschool program suppli	RESTRICTED CONTRIB	RECREATION/LEISURE SER	74.50
	youth develop supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	74.51
	hallfun run supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	74.51
	hall funrun site update	RESTRICTED CONTRIB	RECREATION/LEISURE SER	35.88
			TOTAL:	11,871.20
VON ESSEN TOWING	19a tube	GENERAL FUND	PARKS	16.22
	#309 mount,balance 4 tires	ENVIRON SERVICES F	REFUSE DISPOSAL	72.00
			TOTAL:	88.22
WALTER F STEPHENS JR INC	badge repair	GENERAL FUND	POLICE	10.00
	badges	GENERAL FUND	POLICE	283.00
			TOTAL:	293.00
WATER CONSRVATION SERVICE, INC.	leak locate 2125wmadison&m	WATER	DISTRIBUTION AND STORA	456.20
			TOTAL:	456.20
WESCO DISTRIBUTION INC	150kva transformers	ELECTRIC FUND	NON-DEPARTMENTAL	13,199.06
	#639100w hps ballasts(only	ELECTRIC FUND	NON-DEPARTMENTAL	285.36
	labels,wire markers,switch	ELECTRIC FUND	POWER DISTRIBUTION	1,206.00
			TOTAL:	14,690.42
WILSON DEVELOPMENT SERVICES, LLC	3/12/13 acquisition&reloca	PERM IMPROVMENT RE	STREETS	18,011.99
			TOTAL:	18,011.99
TOM WINSELL	cell phone reimbursement	GENERAL FUND	POLICE	50.00
			TOTAL:	50.00
WOLF MOTOR COMPANY, INC.	bus#9shifter,lights,beeper	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	623.56
			TOTAL:	623.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	<u>56.83</u>
			TOTAL:	56.83
ZARNOTH BRUSH WORKS INC	wafer broom refills	GENERAL FUND	PARKS	<u>993.99</u>
			TOTAL:	993.99

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

101	GENERAL FUND	94,287.77
201	PROPERTY INSURANCE	1,243.93
211	LIBRARY FUND	10,045.14
217	COMMUNITY CENTER	1,935.00
230	REVOLVING LOAN FUND	518.00
393	2004 SUBDIVISIONS - PIR	364.00
401	PERM IMPROVMENT REVOLVING	18,683.99
450	HOUSING PROJECT2000 #10	450.00
601	WATER	8,501.79
602	WASTE WATER FUND	31,062.40
603	ENVIRON SERVICES FUND	1,954.61
604	ELECTRIC FUND	53,884.84
606	STORMWATER FUND	727.36
610	HEARTLAND TRANSIT	4,533.89
820	RESTRICTED CONTRIBUTIONS	3,841.15

	GRAND TOTAL:	232,033.87

TOTAL PAGES: 12

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following license applications are approved for the terms indicated subject to payment of the licensing fee and compliance with City Code regulations:

Transient Merchant License

TNT Fireworks 612 S MN Parking Lot 6/24/13 – 7/7/13

LG220 Application for Exempt Permit

Creative Play Place Mill Pond 6/2/13

2. The following regular and seasonal employee appointments are approved at the wages indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Elizabeth Hanson	Coord. Create A Camp	\$10.25
Taylor Zallek	Coord. Volunteer in the Park	9.25
Matt Johnson	Coord. /Sports/Special Events	9.75
Hannah Skinner	Coord. Preschool/Specialty Camp	9.25
Kara Kocmick	Rec Leader	8.25
Emily Nelsen	Rec Leader	7.75
Alexa Zarn	Rec Leader	7.75
Melissa Plamann	Rec Leader	7.75
Erik Thorkleson	Rec Leader	7.75
Amanda Hoehn	Rec Leader	7.50
Katie Hanson	Rec Leader	7.50
Emily Thomas	Rec Leader	7.50
Blake Hardesty	Rec Leader	7.25
Ryan Hoehn	Rec Leader	7.25
Brooke Meyer	Rec Leader	7.25
Laura Taggert	Rec Leader	7.25
Joshua Stanton	Rec Leader	7.25
Matt Lauters	Rec Leader	7.25
Andrew Meyer	Rec Leader	7.25
Rachel Hoehn	Rec Leader	7.25
Maggie Schroeder	Head Lifeguard	10.75
Emily Phillips	Head Lifeguard	10.75
Krista Coblentz	Head Lifeguard	9.75
Ashley Lager	Head Lifeguard	9.75
Spencer Hager	WSI/Lifeguard	8.50

Brent Chouanard	WSI/Lifeguard	8.00
Elisabet Daisy Felty	WSI/Lifeguard	9.00
Charlie Bushell	WSI/Lifeguard	9.25
Ingrid Karlsrud	WSI/Lifeguard	8.00
Kierstin Karlsrud	WSI/Lifeguard	8.50
Hallie Douglas	WSI/Lifeguard	8.00
Alissa Lager	WSI/Lifeguard	9.00
Brooke Phillips	WSI/Lifeguard	8.75
Jackson Keeley	WSI/Lifeguard	8.00
Alek Prafke	WSI/Lifeguard	9.25
Julia Putz	WSI/Lifeguard	8.00
Jessi Weiss	WSI/Lifeguard	8.00
Alex Willson	WSI/Lifeguard	8.00
Janna Quick	WSI/Lifeguard	8.00
Calli Sizer	WSI/Lifeguard	8.00
Martha Stelter	WSI/Lifeguard	8.00
Megan Stenzel	WSI/Lifeguard	8.00
Brett Zallek	WSI/Lifeguard	8.00
Kara Peterson	WSI/Lifeguard	8.50
Brooke Schallenkamp	WSI/Lifeguard	8.50
Payton Prafke	WSI/Lifeguard	9.00
Payton Prafke	Cashier	7.55
Sam Schroeder	Maintenance	10.75
Sara Ronnkvist	Cashier	6.55
RaeAnn Meyer	Cashier	6.55
Laura Taggart	WSI/Lifeguard	7.40
Laura Taggart	Cashier	6.55
Rachel Obermiller	Cashier	6.55
Josh Hobday	Parks Laborer	8.50
Arik Lokensgard	Parks Laborer	8.00
Seth Wenner	Parks Laborer	8.25
Nathen Kempenich	Parks Laborer	8.00
Skip Keller	Parks Laborer	9.00
Bob Lutz	Parks Laborer	8.50
Ben Rosburg	Environmental Services Laborer	8.25
Lance Willson	Environmental Services Laborer	8.75
Kasandra MaCabe	Street Laborer	8.00
Taylor Johnson	Street Laborer	8.00
Derek Meyer	Utilities Laborer	8.00
Matt Johnson	Utilities Laborer	8.00
Reed Bruender	Utilities Laborer	8.00
Luke Hermer	Utilities Laborer	8.25
Doug Kampen	Utilities Laborer	8.00
Roger Schoeb	Utilities Laborer	8.25
James Vickery	Utilities Laborer	8.00
Richard Hurlbert	Utilities Laborer	8.75
Patrick Mears	Utilities Laborer	8.75
Robert Wendelschafer	Utilities Laborer	8.50
Nicole Ruhland	Outdoor Pool Manager	\$10,311.68/season

3. The schedule of disbursements for March 21, 2013 through April 4, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



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



January 19, 2013

TO: Mr. Todd Prafke, City Administrator
Mr. Mayor, City Council Members

From: Ronald D. Quade
Fire Chief

Re: St. Peter Fire Department - Policies and Procedures changes

Action /Recommendation

The recommendation is to approve and implement the following changes as highlighted to the Policies and Procedures manual of the Saint Peter Fire Department

Background

The membership of the St. Peter Fire Department reviews on a regular basis our Policies and Procedures manual to assure we keep in touch with changes in the fire service and makeup of the membership. The Policies and Procedures committee reviews and presents proposed changes deemed beneficial to the department for vote to the membership. If accepted these changes are forwarded to the City Council for approval and acceptance. The changes this year are in the area of minimum drills, training requirements, response requirements, and moving accounting from a semi-annual basis to an annual basis.

Final Impact:

In response to this policy it is felt that the movement to an annual accounting basis better fits the needs of fire fighter accountability, ability of secretary of department to manage accounts of fire fighter statistics, and reduces the paperwork and requirements of finance from two times a year to only one. Please advise if there are any questions at which time myself or Policies and Procedures committee members would be happy to address any issues.

Respectfully;

Ronald D. Quade
Fire Chief



2013

SAINT PETER

FIRE

DEPARTMENT

POLICIES AND

PROCEDURES

Effective Date: January 7, 2013

**SAINT PETER VOLUNTEER FIRE DEPARTMENT
POLICIES**

TABLE OF CONTENTS

ITEM	PAGE	TITLE
INTRODUCTION	4	INTRODUCTION
ARTICLE I	4	ORGANIZATION OBJECTIVES
Section 1.	4	Organization Objectives
ARTICLE II	4	POLICIES
Section 1.	4	Authority to establish Recommended Operating Guideline
Section 2.	4	Policies are the Prevailing Document
Section 3.	4	Violations
ARTICLE III	4	DEFINITIONS
Section 1.	4	Definitions
ARTICLE IV	5	ORGANIZATION
Section 1.	5	Active Member Limits
Section 2.	5	Organizational Structure
Section 3.	6	Chain of Command
ARTICLE V	6	ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES
Section 1.	6	Complement
Section 2.	6	Elected Offices
Section 2A.	6	SELECTED Officers
Section 2B	6	Selection Process Timeline
Section 2C	6	Application for Selected Positions
Section 3.	6	Appointments by the Fire the Chief
Section 4.	6	Letters of Interest and Elections for Offices
Section 5.	7	Selection, Application and Interview Process for Officers
Section 6.	8	Officers Probationary Period
Section 7.	8	Standing Committee
ARTICLE VI	8	DUTIES OF OFFICERS
Section 1.	8	Duties of Chief
Section 2.	10	Duties of the Assistant Chief
Section 3.	10	Duties of the Captain of Company 1
Section 4.	11	Duties of the Captain of Company 2
Section 5.	12	Duties of the Company 1 Lieutenant
Section 6.	13	Duties of the Company 2 Lieutenant
Section 7.	14	Duties of the Safety Officer
Section 8.	15	Duties of the President
Section 9.	15	Duties of the Vice-President
Section 10.	15	Duties of the Secretary
Section 11.	15	Duties of Standing Committee
Section 12.	15	Board of Fire Officers
Section 13.	15	Committee Reports Section
Section 14.	15	Committee Failing to Report
ARTICLE VII	16	MEETINGS
Section 1.	16	Regular Meeting Dates
Section 2.	16	Meeting Times

Section 3.	16	Quorum
Section 4.	16	Special Meetings
Section 5.	16	Minimum Attendance Requirements
Section 6.	16	Three (3) Meeting Rule
ARTICLE VIII	16	DRILLS
Section 1.	16	Regular Drill Dates
Section 2.	16	Drill Times
Section 3.	16	Make-up Drill and Dates
Section 4.	16	Minimum Attendance Requirements
ARTICLE IX	16	ALARMS
Section 1.	16	Minimum Attendance Requirements
ARTICLE X	16	TRAINING
Section 1.	17	Minimum Training Requirements
Section 2.	17	Additional Training
Section 3.	17	Regional Meeting Officer Attendance
Section 4.	17	Officer's Required Training
ARTICLE XI	17	MEMBERSHIP APPLICATION AND REQUIREMENTS
Section 1.	17	Establishment of SELECTION Practices
Section 2.	17	Probationary Member Voting Rights
Section 3.	17	Failure to Train While on Probation
Section 4.	17	Discharge of Probationary Firefighter
ARTICLE XII	17	DUTIES AND PRIVILEGES
Section 1.	17	Retirement Duties and Privileges
Section 2.	18	Violations of Policies
Section 3.	19	Disciplinary Procedure
Section 4.	19	Duties at Fire Alarms
Section 5.	19	Issuance of Equipment, Policies and Recommended Operating Guidelines
Section 6.	19	Roll Call
Section 7.	19	Entitled Funds
Section 8.	19	Compensation for Schools/Meetings
Section 9.	19	Military Service
Section 10.	20	Point System Relief
Section 11.	20	Parental Leave
Section 12.	20	Reporting Accidents and Injury
Section 13.	20	Release of Departmental Information
Section 14.	20	Use of Departmental Equipment
Section 15.	20	Fire Scene Control
Section 16.	20	Arson Fire Notification and Control
Section 17.	20	Emergency Response Requirements
Section 18.	20	Leave of Absence
Section 19.	20	Dress Uniform
Section 20.	21	Meeting and Training Exemption
Section 21.	21	Donations to Relief Association
Section 22.	21	Jury Duty
ARTICLE XIII	21	ARTICLE AMENDMENTS
Section 1.	21	Article Amendments
Section 2.	21	Article Amendment Review
ARTICLE XIV	21	ORDER OF BUSINESS
Section 1.	21	Order of Business

INTRODUCTION

The policies herein contained are not designed to limit any member in the exercise of sound judgment in taking necessary action in extraordinary situations that a reasonable person would take. Situations may arise from time to time which cannot be foreseen and for which no rule or regulation can be provided. It is expected that all members will act at such times with promptness and discretion. It is essential for the efficient conduct of the Fire Department that it be organized on a prearranged, systematic basis as in other organizations, whether public or private. Members should always bear in mind that they are serving the City of Saint Peter and that their conduct and behavior is subject to criticism by the general public to a greater extent than almost any other line of work. For this reason the unwritten social rules of good conduct and behavior should be practiced at all times by all members of the Department. In any emergency the order of rank in command of the Department shall prevail. Officers shall be based on departmental rank. Any Constitutions and all Policies existing prior to this date are expressly repealed. Members of the Fire Department are considered City of Saint Peter employees during the performance of their duties.

SAINT PETER VOLUNTEER FIRE DEPARTMENT

POLICIES

ARTICLE I
ORGANIZATIONAL OBJECTIVES

1. This Fire Department shall be known as the SAINT PETER VOLUNTEER FIRE DEPARTMENT and its mission shall be: Fire prevention and fire prevention education; Firefighting and suppression; Preservation and protection of life and property against injury and damage from fire and other sources in the City of Saint Peter and its fire jurisdiction.

ARTICLE II
POLICIES

1. These Policies authorize the members to establish Recommended Operating Guidelines (ROG) that shall be followed by all members of the Department.
2. In the event of a conflict between the Policies and the ROG the Policies shall be the prevailing document.
3. Violation of the ROG shall be grounds for disciplinary action as prescribed under the Policies.

ARTICLE III
DEFINITIONS

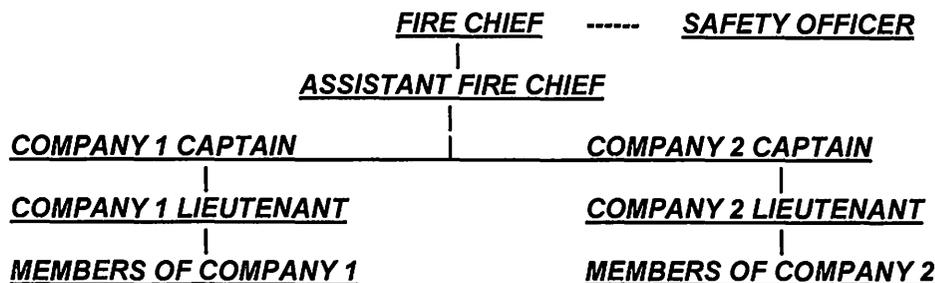
As used in all sections;

- A. "BOFO" means: Board of Fire Officers
- B. "PERMANENT RESIDENCE" means: the location of the primary residence of a member as determined by the Fire Chief. In the event of a temporary displacement of a member from his/her residence, due to unforeseen circumstances, the Fire Chief may consider a temporary waiver of the residency requirement.
- C. "GOOD STANDING" means: a member that is not currently on suspension or on a leave of absence.
- D. "ELIGIBLE" means: A non-probationary member in good standing.
- E. "ANNUAL" means: the period of time from 12:01 a.m., January 1 of any given year, until midnight, December 31 of the same year.
- F. "SEMI-ANNUAL" means: one of the following;
 - i. from 12:01 a.m., January 1, of any given year to midnight, June 30 of the same year, or;
 - ii. from 12:01 a.m., July 1 of any given year to midnight, December 31 of the same year.
- G. "PROBATIONARY" means: a member that has less than one full year of employment with the Department.

H. "ROG" means: Recommended Operating Guidelines

ARTICLE IV
ORGANIZATION

1. The number of active members shall not exceed forty (40) and not less than twenty-one (21).
2. The Department shall be structured in two companies known as Company 1 and Company 2. Each company shall have an approximately equal number of members. The Fire Chief shall decide Company assignments of members. Each Company shall be commanded by a Captain and shall have a Lieutenant as second in command of the company.
3. The Department Chain of Command shall be:



ARTICLE V
ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES

1. The Officers shall consist of a Fire Chief, an Assistant Chief, two Captains, two Lieutenants, and a Safety Officer.
2. The Offices of President, Vice-President, Secretary, and Standing Committee shall be elected by popular vote of the eligible members present.
- 2A. The Fire Chief, Captains, Lieutenants, and Safety Officer shall be selected from within the eligible membership of the Saint Peter Fire Department.
- 2B. All selection processes shall begin in September as directed by the City Administrator.
- 2C. All members interested in the selected positions must submit a City of Saint Peter application to the City Administrator's Office subject to the specific conditions advertised.
3. The Fire Chief shall appoint an Assistant Fire Chief to serve at the Fire Chief's pleasure and may appoint committees or members to such duties as are necessary for the good of the Department.
4. Eligible members interested in President, Vice President, Secretary or Standing Committee must submit a Letter of Interest to the Fire Chief on or before midnight October 30th. No one may submit a Letter of Interest for more than one position.

The reading of Letters of Interest for President, Vice-President, Secretary, and one (1) Standing Committee member shall be conducted, in that order, in November. Elections for these positions shall be at the regular monthly meeting in December and all shall take office on January 1.

Should a vacancy occur among the elected offices, said vacancy shall be filled by ballot with 2/3 majority of all eligible members, present at the next regular meeting.

Elections shall be held in accordance with the Order of Business as outlined in ARTICLE XIV. There will be no write in ballots. The Standing Committee shall prepare ballots prior to all elections, contested or not, and shall be responsible for counting ballots

5. The persons selected as Fire Chief and Safety Officer shall serve a three (3) year term beginning on January 1,2011.

Should the Fire Chief resign or be removed from office, the Assistant Fire Chief shall immediately temporarily assume the duties of the Fire Chief to serve until a SELECTION process can be initiated. Should the Safety Officer resign or be removed from office, the Fire Chief shall immediately appoint a temporary Safety Officer from within the Fire Department to serve until a SELECTION process can be initiated.

No temporary appointment of the Fire Chief or Safety Officer may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Chief or Safety Officer they replaced.

The persons selected as Company 1 Captain and Company 2 Lieutenant shall serve a two (2) year term beginning on January 1,2011.

Should the Company 1 Captain or Company 2 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a SELECTION process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Captain or Lieutenant they replaced. The SELECTION of the Company 1 Captain and Company 2 Lieutenant for January 1, 2013 shall thereafter be modified to a permanent three (3) year period.

The persons selected Company 2 Captain and Company 1 Lieutenant shall serve a one (1) year term beginning on January 1,2011.

Should the Company 2 Captain or Company 1 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a SELECTION process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the previous Captain or Lieutenant. The SELECTION of the Company 2 Captain and Company 1 Lieutenant for January 1,2012 shall thereafter be modified to a permanent three (3) year period.

The City of Saint Peter application shall be based on the City of Saint Peter 100 point system with additional points awarded as dictated by state statute. The points shall be based on training, experience, licenses, certifications, and supervisory experience. The points earned will be established by the City Administrator's Office and shall account for 40% of the applicants score.

An interview process shall be worth 60% of the score of the applicant. The interview board for Fire Chief shall consist of the City Administrator, two (2) members of the Standing Committee.

Persons serving on the Interview Board related by blood or marriage, or encumbered by conflicts of interest with the applicant may not participate in the interview process.

The interview board for the remaining officers shall consist of the SPFD Fire Chief, two (2) members appointed by the Fire Chief drawn from a pool consisting of BOFO, Standing Committee and the offices of the St. Peter Fire Department. Persons serving on the Interview Board related by blood or marriage, or encumbered by conflicts of interest with the applicant may not participate in the

interview process.

6. Upon SELECTION, each officer shall serve a six (6) month probationary period. During this probationary period, the Fire Chief shall meet with the City Administrator a minimum of once every ninety (90) days and a record shall be prepared outlining areas of strength and areas for improvement which shall be placed in the Fire Chief's employee record. All other probationary officers shall meet with the Fire Chief a minimum of once every 90 days. The Fire Chief will prepare a record of the meeting outlining areas of strength and areas needing improvement which shall be placed in the employee record. The City Administrator may remove the Fire Chief for just cause during the probationary period. The Fire Chief may remove any officer for just cause during the probationary period.

Any officer selected for an additional term of the same position shall not serve a probationary period.

7. The Standing Committee shall consist of three members, chosen by ballot to hold their office for three years, one (1) member of this committee to be chosen every year at the annual meeting.

ARTICLE VI DUTIES OF OFFICERS

DUTIES OF THE FIRE CHIEF:

- A. **Supervision received:** Works under the general guidance and direction of the City Administrator.
- B. **Supervision Exercised:** Directly supervises the positions of Assistant Chief, Safety Officer, and Fire Engineer. Acts as the highest ranking officer of the Department.
- C. **Tactical Duties and Responsibilities:**
 - i. From a command post of his/her choosing, establish the incident command system to direct subordinates as to the situation, mission, execution, administration/logistics, and command/control methods to be utilized.
 - ii. Appoint an Assistant Fire Chief or Safety Officer in the event of his/her absence.
- D. **Administrative Duties and Responsibilities:**
 - i. Performs a variety of technical, administrative, and supervisory work in the planning, organizing, delegating, and implementing fire prevention, suppression, and operation of the department to insure the prevention and minimization of loss of life and property by fire and other means to the citizens within its area of responsibility;
 - ii. Supervise Officers, and the Fire Engineer, and assist Officers with the supervision of the members of the Department;
 - iii. Establish policies;
 - iv. Review performance and effectiveness;
 - v. Supervise and coordinate the preparation, presentation, and implementation of an annual budget as well as projected future needs;
 - vi. Plan for equipment needs and prepare specifications for the most operationally and cost effective modern equipment for fire prevention and suppression;

- vii. Organize mutual aid, township, and other contracts;
- vii. Act as a member of the BOFO.
- E. **Strategic Duties:** Long range planning on equipment, facilities, personnel, budgets, and training.
- F. **Minimum Qualifications:**
 - i. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.
 - ii. Applicants for the position beginning on January 1, 2014 shall have a minimum of six (6) of these courses.
 - iii. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department;
 - iv. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public;
 - v. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

2. **DUTIES OF THE ASSISTANT FIRE CHIEF:**

- A. **Supervision Received:** Works under the general guidance and direction of the Fire Chief.
- B. **Supervision Exercised:** Directly supervises the Captains and Accountability staff. Acts as the second highest ranking officer in the Department and shall assume the duties of the Fire Chief in his/her absence.
- C. **Tactical Duties and Responsibilities:**
 - i. At a location determined by the Fire Chief, supervises the Captains and Accountability staff in carrying out directives from the Fire Chief;
 - ii. Manage incoming personnel and equipment, supervise the accountability system, and control the staging and recovery areas.
 - iii. Act as Fire Chief in his/her absence and appoint an Assistant Chief to assume his/her duties.
- D. **Administrative Duties and Responsibilities:**
 - i. Act on behalf of the Fire Chief in his/her absence.
 - ii. Directly supervise the Captains in making sure ROG are followed in the maintenance, operation, and documentation of Department equipment;

- iii. Assist the Fire Chief in planning, coordinating, supervising and evaluating Department operations;
 - iv. Keep sufficient supplies and equipment functional;
 - v. Other duties as assigned by the Fire Chief and act as a member of the BOFO.
- D. Strategic Duties: Interact with the Captain's on equipment, facilities, training issues and other needs as directed by the Fire Chief.
- E. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related school. In addition, the Assistant Fire Chief must meet the same minimum training as the Fire Chief. The Assistant Fire Chief shall provide proof of the minimum training standard to the Standing Committee for review and approval. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department.
- i. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
 - ii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection

3. DUTIES OF THE CAPTAIN OF COMPANY 1:

- A. Supervision Received: Works under the general guidance and direction of the Assistant Fire Chief.
- B. Supervision Exercised: Directly supervises the Lieutenant and Firefighters in Company 1. Acts as the third highest ranking officer in the Department and shall assume the duties of the Assistant Chief or Fire Chief in his/her absence. The Company 1 Captain shall be the Drill Instructor.
- C. Tactical Duties and Responsibilities: At a prominent point on the fire ground, the Captain shall command and control Company 1 while supervising placement and management of ladders at points of attack and rescue, placement and management of ventilation systems, vehicle accident extrication efforts, and appoint a firefighter to assume responsibilities of the Company 1 Lieutenant in his/her absence.
- D. Administrative Duties and Responsibilities:
 - i. Direct the maintenance of vehicles and equipment assigned to Company 1 upon return to the Fire Station from an alarm;
 - ii. Assign specific members of Company 1 to each item of equipment in order to promote direct responsibility for the equipment;
 - iii. Maintain appropriate books on the equipment according to OSHA and Department requirements;
 - iv. Assign specific responsibilities to the Company 1 Lieutenant;
 - v. Prepare and supervise drills for the Department and maintain records related to

training;

- vi. Under the direction of the Assistant Fire Chief, work with the Fire Engineer to make sure all equipment is prepared for duty and appropriate books are kept;
- vii. Act as a member of the BOFO.

E. Strategic Duties:

- i. Determine the equipment and facility needs of Company 1 and present those needs to the Assistant Chief;
- ii. Outline training needs of Company 1 to the Assistant Chief.

F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of these courses.

A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department.

- i. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- ii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection
- iii. Working knowledge of classroom instruction techniques and use of audio-visual aids.

4. DUTIES OF THE CAPTAIN OF COMPANY 2:

- A. **Supervision Received:** Works under the general guidance and direction of the Assistant Fire Chief.
- B. **Supervision Exercised:** Directly supervises the Lieutenant and Firefighters of Company 2. Acts as the fourth highest ranking officer and shall assume the duties of Fire Chief or Assistant Fire Chief in the absence of a senior officer. In addition, the Captain of Company 2 shall act as the Assistant Drill Instructor.
- C. **Tactical Duties and Responsibilities:** At a prominent point on the fire ground, the Captain shall command and control Company 2 attack operations while supervising and managing water supply, attack operations, and appoint a firefighter to assume responsibilities of the Company 2 Lieutenant in his/her absence.
- D. **Administrative Duties and Responsibilities:**
 - i. Direct the maintenance of vehicles and equipment assigned to Company 2 upon return to the Fire Station from an alarm;

- ii. Assign specific members of Company 2 to each item of equipment in order to promote direct responsibility for the equipment;
- iii. Maintain appropriate books on the equipment according to OSHA and Department requirements;
- iv. Assign specific responsibilities to the Company 2 Lieutenant;
- v. Under the direction of the Assistant Fire Chief, work with the Fire Engineer to make sure all equipment is prepared for duty and appropriate books are kept;
- vi. Act as a member of the BOFO.

E. Strategic Duties:

- i. Determine the equipment and facility needs of Company 2 and present those needs to the Assistant Chief;
- ii. Outline training needs of Company Two to the Assistant Chief.

F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses or Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of these courses.

- i. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department
- ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
- iv. Working knowledge of classroom instruction techniques and use of audio-visual aids.

5. DUTIES OF THE COMPANY 1 LIEUTENANT:

- A. **Supervision Received:** Works under the general guidance and direction of the Company 1 Captain;
- B. **Supervision Exercised:** Directly supervises the firefighters of Company 1. Acts as the fifth highest ranking officer in the Department and shall assume the duties of the Company 1 Captain in his/her absence.
- C. **Tactical Duties and Responsibilities:**

- i. As directed by the Company 1 Captain.
 - ii. Act as Company 1 Captain in his/her absence and appoint a firefighter to assume the duties of the Company 1 Lieutenant
- D. Administrative Duties and Responsibilities:
- i. As directed by the Company 1 Captain;
 - ii. Act as a member of the BOFO.
- E. Strategic Duties: As directed by the Company 1 Captain.
- F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of two (2) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of three (3) of these courses.

- i. A minimum of five (5) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
- ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

6. DUTIES OF THE COMPANY 2 LIEUTENANT:

- A. Supervision Received: Works under the general guidance and direction of the Company 2 Captain;
- B. Supervision Exercised: Directly supervises the firefighters of Company 2. Acts as the sixth highest ranking officer in the Department and shall assume the duties of the Company 2 Captain in his/her absence.
- C. Tactical Duties and Responsibilities:
 - i. As directed by the Company 2 Captain.
 - ii. Act as Company 2 Captain in his/her absence and appoint a firefighter to assume the duties of the Company 2 Lieutenant.
- D. Administrative Duties and Responsibilities:
 - i. As directed by the Company 2 Captain;
 - ii. Act as a member of the BOFO.
- E. Strategic Duties: As directed by the Company 2 Captain.

- F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of two (2) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of three (3) of these courses.

- i. A minimum of five (5) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
- ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

7. DUTIES OF THE SAFETY OFFICER

- A. Supervision Received: Works under the general guidance and direction of the Fire Chief;
- B. Supervision Exercised: Directly supervises the safety of the Department during operations and training. Acts as the seventh highest ranking officer in the Department.
- C. Tactical Duties and Responsibilities:
1. Observe the operations and training of the Department.
 2. Take appropriate action to prevent unsafe acts on the operation or training ground and immediately report these actions to the Fire Chief.
1. The Safety Officer shall maintain the safety role at all operations and training unless appointed to other duties by the Fire Chief.
- D. Administrative Duties and Responsibilities:
1. As directed by the Fire Chief
 2. Plan, coordinate, supervise, and evaluate the Infection Control program;
 1. Act as a member of the BOFO
- E. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses. One of the courses successfully completed must be Incident Safety Officer.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of these courses.

1. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
 2. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
 3. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
 4. Specialized training in the role as Safety Officer.
8. DUTIES OF THE PRESIDENT: The President shall preside at all regular meetings or special meetings; preserve order; shall decide all questions of order, subject to an appeal from the members of the Department; shall call special meetings of the Department at the written request of five (5) members thereof, such request stating the object of the call, or upon the President's own motion whenever deemed necessary. Roberts' Rule shall prevail in conducting the meeting.
 9. DUTIES OF THE VICE-PRESIDENT: The Vice-President shall assist the President in the discharge of duties, and in the event of absence of the President, shall assume the duties of the President.
 10. DUTIES OF THE SECRETARY: The Secretary shall keep a record of all proceedings of the Department; call the roll; record the absences; post monthly attendance statistics; keep the minutes and attendance books and preserve the records of the Department; collect all donations and pay the same to the Relief Association and take receipts therefore; file a copy of all financial reports and records in the minute book; furnish all members of the Department with a copy of the Policies and ROG and obtain a signed acknowledgement from each member for receipt of both documents; At each annual meeting, shall record the names of officers elected by the general membership and all names of members appointed by the Fire Chief to positions.
 11. DUTIES OF THE STANDING COMMITTEE: They shall conduct all elections by preparing ballots, counting votes, and submitting a written report of the results of all elections to the Secretary. If an issue arises relating to an election or election rule, the Standing Committee shall meet and render a binding decision. They shall review the qualifications of any appointee. Any appointee failing to meet the minimum training standards cannot serve in the appointed position. They shall appoint a chairperson on an annual basis and shall perform other duties as may be required by the Department. All members must complete selection practices training, as defined by the Fire Chief, prior to participation in any interview process.
 12. BOFO: The BOFO shall consist of the Chief, Assistant Chief, Captains, Lieutenants, and Safety Officer.
 13. COMMITTEES APPOINTED: Committees appointed to transact business for the Department shall report at the next meeting. The first member appointed shall be chairman of said committee. It shall be their duty to appoint the time and place of meeting and notify each member thereof.
 14. COMMITTEE FAIL TO REPORT: If any committee, or member of a committee, fails to act as instructed and to report as requested, their non-action will be deemed sufficient cause for consideration for disciplinary action.

ARTICLE VII
MEETINGS

1. The regular meeting shall be held on the first Monday of each month, except when said Monday falls on a legal holiday, in which case the regular meeting will be held on the following day.
2. All regular meetings in May, June, July, August, and September shall be held at 1900 hours. All other regular meetings shall be at 1930 hours.
3. Two-thirds (2/3) of the eligible membership shall constitute a quorum for transaction of business.
4. A notice of special meetings will be given by mail or alarm system at least ninety-six (96) hours previous to the time of the meeting.
5. Two-thirds (2/3) of the regular monthly meetings, held on an annual basis, will be mandatory.
6. If any member neglects to attend two (2) meetings in succession, that member shall be given notification by certified letter of such delinquency by the Secretary. The Fire Chief or his designee will confirm receipt of the letter by personal or telephone contact. Upon non-attendance at the third regular meeting, the member shall be expelled from the Department by the Fire Chief.

ARTICLE VIII
DRILLS

1. Fire Drills shall be scheduled on the second Thursday of each month, except when said Thursday falls on a legal holiday, in which case, the regular drill will be held on the preceding day, unless otherwise directed by the Fire Chief.
2. Fire Drills shall begin at 7:00 p.m., unless otherwise ordered by the Fire Chief.
3. Make-up fire drills will be held at least once each two (2) month period on the third (3rd) Wednesday of January, March, May, July, September, and November except when said Wednesday falls on a legal holiday, in which case, the makeup drill will be held on the preceding day, unless otherwise ordered by the Fire Chief. The Fire Chief shall have authority to call Make-up drills at his discretion.
4. Attendance at a minimum of ten (10) drills held during an annual period will be mandatory to be in good standing. In order to get credit for a drill, members must participate.

ARTICLE IX
ALARMS

Members are expected to respond to fire calls whenever possible. All members shall attend a minimum of thirty-five (35) percent of all fire calls on an annual basis.

ARTICLE X
TRAINING

1. Members shall attend a minimum of one (1) Regional Fire Meeting per year. In addition to normal drills and mandatory training, members shall attend a minimum of four (4) hours of certified MNSCU or equivalent training per year. All attendance at Fire Schools shall be authorized in advance by the Fire Chief.

2. The Fire Chief shall have the authority to send any member of the Fire Department to training that, in the opinion of the Fire Chief, is necessary for the good of the Fire Department or any individual member. The Fire Chief shall require that a member attend in a reasonable and timely manner.
3. All Officers shall attend an annual minimum of one (1) meeting of each Regional Fire Association of which the Fire Department is a member.
4. All Officers who have not already successfully attended National Fire Academy officer training or comparable course, shall be required to successfully complete said training within one year of being elected.

ARTICLE XI
MEMBERSHIP APPLICATION AND REQUIREMENTS

1. The SELECTION Practices ROG shall establish a method of advertising, application, screening of applications, testing procedures, and any other procedures deemed necessary.
2. A probationary member shall not have a vote in Departmental business.
3. If a member on probation fails to complete Firefighter Training as established in the SELECTION Practices ROG, it shall be sufficient cause for dismissal from the Fire Department by the Fire Chief. If not completed within one (1) year from the date of selection, a written valid excuse must be presented to the Fire Chief for review, with specific time limits defined as to when the school training will be completed. The member on probation shall remain on probation until the training is completed satisfactorily.
4. The Fire Chief shall assign each probationary firefighter to an officer during the probationary period. The Fire Chief shall meet with each probationary firefighter and the officer assigned to him/her a minimum of once every three months during the probationary period for the purpose of evaluation. Each new member of the Fire Department shall be on one (1) year probation. During this time, if the new member should be found incompetent, or fails to discharge his/her duties, he/she shall be expelled on the written order of the Fire Chief.

ARTICLE XII
DUTIES AND PRIVILEGES

1. All active members arriving at the age of sixty-five (65) shall cease to be such and shall have their names placed on the honor roll of the Department. They shall be exempt from donations, entitled to appear on parade with the Department, to attend meetings, and to speak on any question in which they feel interested. They shall not be entitled to vote or hold office, and shall not be entitled to any money or benefits received by the Department.
2. The Fire Chief has the right to impose disciplinary action upon any member for just cause. Just cause includes, but is not limited to, the following:
 - A. Incompetence in the performance of job duties;
 - B. Failure to report or refusal to work when necessary to keep essential services operating or provide service to the public;
 - C. Reporting for work under the influence of alcohol or under the influence of drugs

when not under the supervision of a medical doctor;

- D. Use of intoxicating beverages or illegal drugs while on duty including breaks and meals;
- E. Willful misconduct or insubordination;
- F. Carelessness and/or negligence in the handling or control of municipal property;
- G. Discourteous, abusive or insulting conduct toward the public or other members;
- H. Proven dishonesty in the performance of duties;
- I. Acceptance of a gift under circumstances from which it could be inferred that the giver expected, hoped for, or received preferential treatment in a municipal function or service;
- J. Evidence of failure to observe safety rules and regulations;
- K. Failure to observe Federal, state or local laws, Fire Department Policies or ROG;
- L. Misconduct;
- M. Failing to meet the minimum standards of attendance at meetings, drills, alarms, or training shall require members to appear before the Fire Chief to determine if the member should be subject to disciplinary action. Any member adjudicated to be in violation of these standards shall forfeit his/her annual benefit.

3. Disciplinary action will normally follow the procedure set forth below. This procedure does not preclude immediate suspension or dismissal when the degree of disciplinary action requires such action:

- A. **WARNINGS:** An oral warning or reprimand will be given by any member of the BOFO if the members conduct so warrants. A written record of this oral warning will be placed in the member's personnel file. A reasonable amount of time will be allowed for correction of the conduct before further disciplinary action is taken. If conduct is not sufficiently improved, or if conditions require a written warning as an immediate first step, a written warning or reprimand may be issued by any member of the BOFO. A member may request an appeal through the grievance process outlined in the ROG.
- B. **SUSPENSION:** If warranted as a following step or if such action is required as a first step in the disciplinary process, the Fire Chief may suspend any member without pay or benefit not to exceed thirty (30) calendar days. A written statement giving the reasons for suspension will be prepared by the Fire Chief recommending the suspension or by the City Administrator if he/she initiates the suspension action and given to the member. A copy of such statement will also be placed in the member's personnel file. Any member so suspended will be entitled to a hearing before the City Administrator by filing such a request with the City Administrator within five (5) calendar days after the notice of suspension. In the event that a member is charged with a criminal offense or is involved in a civil litigation matter such that, in the opinion of the City Administrator, the member's ability to function in the member's job will be seriously impaired, such member shall be suspended until final judgment on the criminal or civil matter is rendered. In the event that any member is exonerated from criminal culpability in a criminal matter such member shall be reinstated and with full rights of seniority and full back pay for the period of the suspension.
- C. **DISMISSAL:** A member may be dismissed after a written warning or, if an incident is so

severe as to warrant immediate dismissal, immediately upon review of such an incident by the City Administrator. A member guilty of theft, intentional destruction of City property at any time, intentional unwarranted destruction of private property while on City business, assault or gross misconduct shall be immediately dismissed. Dismissals shall be approved by a majority vote of the City Council. A written statement giving the reasons for the dismissal will be prepared by the City Administrator and provided to the member within five (5) working days from the date of such action. A copy of the statement will be placed in the member's personnel file. A dismissed member shall be entitled to a hearing before the City Council or designated Council Committee upon filing of a written request for such a hearing with the City Administrator within five (5) calendar days after dismissal. The member and a representative of the member shall have a right to appear before the City Council or designation Committee at this hearing. Any dismissal not appealed in this manner and within this period shall be considered final.

- D. RECORDS: Written warnings shall be placed in the personnel file for a period of three years. In the event of another adjudicated written warning, the Fire Chief may extend the time period of removal of the original letter to an additional three years from the date of adjudication of the second offense, provided the member is advised of the extension by letter. For suspensions or expulsions, letters shall permanently remain in the file.
4. It shall be the duty of each member to attend instantly all alarms, meetings, and drills.
 5. Every member of the Department will be furnished with a key, pager, charger, appropriate turnout gear, firefighters badge, fire department personal vehicle sign and a copy of the Department Policies and ROG. Upon termination they shall return all Department property to the Fire Chief.
 6. The ranking officer who orders the roll at the termination of an alarm, shall submit to the Secretary a completed Alarm Roll Call Form. No roll call shall be taken and no member shall leave until the ranking officer has determined that all necessary clean up, debriefing, and evaluation of the alarm is complete, and the Department is prepared for response to the next emergency, unless excused by the ranking officer.
 7. Any member having served their probation and receiving an honorable discharge shall be entitled to any monies due them up to the time of their discharge, and to be paid same at the next regular meeting unless requested otherwise by the individual leaving the Department.
 8. A specified amount of compensation shall be paid to each member attending out of town meetings and schools plus mileage and registration as established by the City Council.
 9. Military Leave will be granted to eligible members in accordance with Minnesota Statutes, Chapter 192.26. A member who is a member of the National Guard, or any other component of the militia of state, or who is a member of the officers' reserve corps, the enlisted reserve corps, the Naval reserve, the Marine Corps reserve, or any other component of the military or naval forces of the United States, is entitled to leave of absence with full pay plus military pay, and without loss of seniority status, efficiency rating, vacation, sick leave, or other benefits for the time which such member is engaged in training or active service not exceeding a total of fifteen (15) working days in a calendar year. The military leave of absence is allowed only if the member returns to employment immediately upon being relieved from military or naval service, or is prevented from so returning by physical or mental disability or other cause not the fault of the member, or is required by the proper authority to continue in military or naval service beyond the fifteen day period allowed by military leave of absence. Notice of intent to take military leave must be given to the member's department director at least five working days after receipt of orders by the member and no less than 24 hours prior to the date of leave. If orders are received at a time which would make compliance with this provision impossible, the member shall give notice as soon as possible. If called to active military service, the member is entitled to unpaid leave.

10. Each January meeting, all appropriated funds in the treasury shall be divided among the eligible members according to the point system. The point system used shall be One (1) point for each fire, drill, make-up drill, and meeting attended. Prior to the January meeting, the Secretary shall total all points given to all eligible members of the department and shall divide the monies available by this number. This will give an average payout for each point, which in turn will be multiplied times the total number of each individual eligible firefighter. The Secretary shall submit a report outlining the proper disbursement for each member to the City Finance Department. The Finance Department shall disburse the appropriate funds to each individual member's personal account by direct deposit.
11. Members shall be eligible for Parental Leave for up to twelve (12) weeks of excused leave of absence in connection with the birth or adoption of a child. The leave of absence must begin no later than six (6) weeks after the birth or adoption. Notice of intent to take such leave must be given to the Fire Chief at least two (2) weeks prior to commencement of the leave of absence.
12. Every member shall immediately, or as soon as possible, report to the ranking officer, any accident the member is involved in or injury that the member sustains, no matter how trivial and shall complete a First Report of Injury form.
13. No member shall divulge any information relative to the administration or operation of the Department, except through normal channels as provided by law.
14. No fire department apparatus, property, or fire equipment of any kind shall be taken from the station for any purpose whatsoever, except as provided in the ROG.
15. No person other than a member or duly authorized person shall be permitted to enter a building in which a fire has occurred and where the department is still in charge, without permission of the ranking officer. Should permission be granted, the ranking officer, shall direct a member to accompany the person who so desires admittance and such member shall remain with that person until they leave the building.
16. In the event of any suspicion of arson at a fire, the member shall immediately summon the ranking officer. Under no circumstances shall the premises be left unguarded before the arrival of the ranking officer.
17. Any member who changes permanent residence to outside a SIX MINUTE response of the St. Peter Fire Station shall be deemed to have terminated membership in the department. Any member who moves or is believed by the Board of Officers to have moved, shall be reviewed by the Board of Officers to determine if a violation of the Policies exists. All members are encouraged to communicate any residency changes to the Fire Chief prior to any move to avoid conflict. In determining what constitutes a person's permanent address, the decision of the Fire Chief shall be final. The measurement of the response time shall be the same as defined in the ROG under SELECTION Practices of the Department.
18. A leave of absence may be granted with a written request up to a period of 90 days by the Fire Chief. The member shall report to the Chief or, in the absence of the Chief, the next senior officer available prior to the expiration date of the leave. Should the member fail to report for duty at the expiration date granted, said member shall stand terminated from the Department. No member shall accrue any economic benefit during a leave of absence. Each member on a leave of absence is responsible for payment of the entire cost of his/her health care with the City and shall make arrangements with the City Finance Director for prompt payment of all premiums. The Fire Chief shall promptly notify the City Administrator, Finance Director, and Fire Department Secretary, in writing, of any granted leave of absence.
19. The dress uniform shall be such as may be hereafter adopted by the Department and shall be worn

only to Fire Department functions.

20. Any member attending a meeting or training approved by the Fire Chief or Department, shall be counted present for purposes of attendance at all Fire Department functions occurring during the training time.
21. All cash donation or payments for service at rural or mutual aid fires, or funds received as donations for participation in parades or other non-fire events, shall be deposited with the Relief Association. The funds shall be used for the good of the department.
22. Any member called to jury duty shall be excused from all Fire Department functions, while serving, provided that the member has notified the ranking officer. The Fire Chief may require that the member provide documentation of proof of jury service.

ARTICLE XIII
ARTICLE AMENDMENTS

1. These articles may be amended in the following manner:
 - A. The person or persons proposing to amend any article or policy, shall submit the exact wording of the proposed amendment in writing to the membership at a meeting of the Department. The proposed amendment shall be read at the meeting at which it is proposed. The membership shall discuss the proposal and may make any revisions it deems necessary. It shall be announced that the same will be voted upon at the next regular meeting. For the proposal to be adopted by ballot, the following must occur;
 - i. At least two-thirds (2/3) of the eligible members present at the meeting must vote in favor of the proposal.
 - ii. Upon approval by the Saint Peter City Council, the proposal shall be declared duly adopted.
 - B. By action of the Saint Peter City Council.
2. All articles in the Policies shall be reviewed every three (3) years, from the date of adoption.

ARTICLE XIV
ORDER OF BUSINESS

The order of business of this Department shall be as follows:

- A. Calling the roll
- B. Reading of minutes of previous meeting
- C. Reports of Committees
- D. Report of Officers
- F. Fire Meetings and School Reports
- G. Election of Officers
- H. Miscellaneous Business
- I. Good of the Department
- J. Final Roll Call

ARTICLE XV
UPDATE AND REVIEW RECORD

1. Adopted March 4, 1991, with review/approval by the City Council April 8, 1991. Committee members: J. Yushta, J. Albrecht, L. Greenig, R. Ryan, and T. Brooks.
2. Adopted August 2, 1994, with review/approval by the City Council September 26, 1994. Committee members: J. Yushta, J. Albrecht, R. Ryan, J.A. Randolph, and L. Greenig.
3. Adopted August 4, 1997, with review/approval by the City Council August 11, 1997. Committee members: J. Yushta, J. Albrecht, J.A. Randolph, L. Greenig, and R. Ryan.
4. Adopted August 7, 2000, with review/approval by the City Council August 14, 2000. Committee members: E. Bakke, J. Yushta, J.A. Randolph, R. Ryan, and J. Neary.
5. Adopted October 6, 2003 with review/approval by the City Council October 20, 2003. Committee members: J. Yushta, L. Greening, R. Ryan, S. Douglas, and S. Zuhlsdorf.
6. Adopted March 7, 2005 with review/approval by the City Council March 28, 2005. Committee members: J. Yushta, L. Greenig, R. Ryan, S. Douglas, and S. Zuhlsdorf.
7. Adopted September 2, 2008 with review/approval by the City Council October 6, 2008. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, S. Douglas, K. Kocmick, and D. Dvorak
8. Adopted June 7, 2010 with review/approval by the City Council on August 9, 2010. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, K. Kocmick and D. Dvorak.
9. Adopted January 7, 2013 with review/approval by the City Council on April 8, 2013. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, K. Kocmick, D. Dvorak.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION APPROVING UPDATED FIRE DEPARTMENT POLICIES

WHEREAS, the Fire Department is required to develop operational policies; and

WHEREAS, the City Council is also required to approve the policies; and

WHEREAS, the Fire Department has updated the policies to in the areas of specifying the minimum number of drills which must be attended, training requirements, response requirements and accounting procedures; and

WHEREAS, the Fire Department recommends approval of the updated policies.

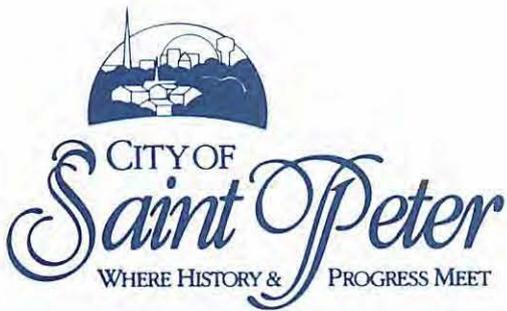
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the proposed update of the Fire Department Operational Policies is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/4/2013

FROM: Todd Prafke
City Administrator

RE: Transit Drug and Alcohol Testing Policy Update

ACTION/RECOMMENDATION

Provide approval for an update of the drug and alcohol testing policy for Transit positions.

BACKGROUND

On August 13, 2007, the City Council adopted a policy to regulate drug and alcohol testing for transit positions. The City was notified by the Minnesota Department of Transportation, Office of Transit, that the current policy is no longer compliant with State and Federal regulations and needs to be updated.

Staff worked with the Federal Program Manager for the Office of Transit to update the current policy. There are no substantive changes to the policy, but references to State and Federal guidelines have been updated and a footer has been added at the request of the Office of Transit which indicates which information in the document is included under authority of the City.

The State has approved the proposed changes (see attached letter), and the policy is now ready for Council consideration.

Staff recommends approval.

FISCAL IMPACT:

There is minimal fiscal impact to these changes. Each transit employee covered by the drug policy must be provided a complete copy of the policy and be provided with training on the policy. The training will be provided by the City.

ALTERNATIVES/VARIATIONS:

Do Not Act: Failure to act on the proposed changes will make the City non-compliant with Federal and State regulations regarding the transit system and may put the City's funding in jeopardy.

Negative Vote: Should the Council deny approval of the proposed changes, the City would be out of compliance with Federal and State regulations regarding the transit system which may put the City's funding in jeopardy.

Modification of the Resolution: This is always an option of the Council, however, any changes the Council might make in the policy would first need to be approved by the Office of Transit.

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

TP/bal



Minnesota Department of Transportation

Office of Transit

395 John Ireland Boulevard, MS 430
Saint Paul, MN 55155



March 27, 2013

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

Re: FTA Drug and Alcohol Testing Policy for City of Saint Peter, Revision submitted to MnDOT on 3/25/13

Dear Todd,

MnDOT has reviewed the above referenced Drug and Alcohol Policy draft and determined that the content appears to be in compliance with 49 CFR Part 655 and 49 CFR Part 40, as amended. This approval is contingent upon the inclusion a statement in the footer of the document indicated the reason for the underlining of some text in the document related to your agency's decision-making process.

Once this policy has been adopted, please ensure that the adoption date matches the date of the adoption resolution on the cover the page and send us a copy of the final board resolution for our files. Please note that once a policy has been adopted, a revision and/or effective date are not required unless the revision and/or effective date is different from the policy adoption date. Also, as with any policy adoption/revision you make, you should distribute copies to your employees and document their receipt of the revised policy.

We appreciate the cooperation with our staff as we worked through this review process. Barb has been extremely helpful, and I truly appreciate her responsiveness. Please feel free to contact me if you have any further questions on how to administer your drug and alcohol program.

Thank you for your work!

Sincerely,

Deborah L. Ellis
Federal Program Manager

c: Jan Klassen, MnDOT

An Equal Opportunity Employer



FTA DRUG AND ALCOHOL TESTING POLICY

FOR

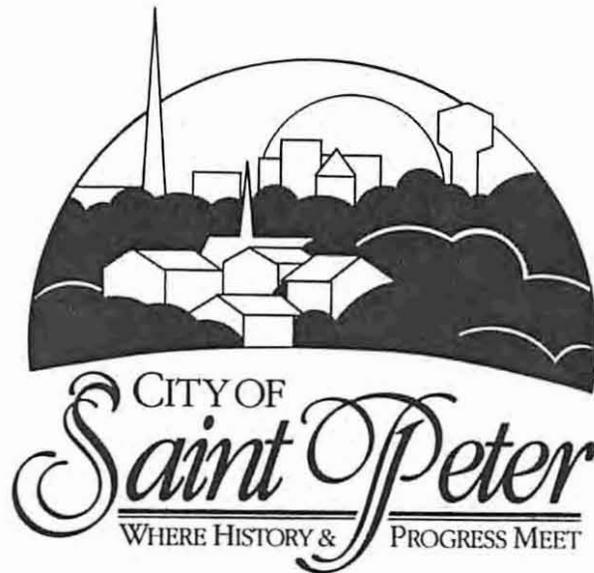
The City of Saint Peter

***Policy Adopted on _____**

Policy Revised on _____

Policy Effective on _____

**Todd Prafke
City Administrator**



* See the policy adoption resolution signed by the employer's governing body or chief executive officer(s) at the end of this policy.

FTA Drug and Alcohol Testing Program

TABLE OF CONTENTS

1. PURPOSE	4
2. APPLICABILITY.....	4
3. DEFINITIONS.....	4
4. EDUCATION AND TRAINING.....	7
5. PROHIBITED SUBSTANCES	7
6. PROHIBITED CONDUCT	8
7. TESTING REQUIREMENTS	9
8. DRUG TESTING PROCEDURES	10
9. ALCOHOL TESTING PROCEDURES	12
10. PRE-EMPLOYMENT TESTING	12
11. REASONABLE SUSPICION TESTING	13
12. POST-ACCIDENT TESTING.....	14
13. RANDOM TESTING.....	15
14. RETURN-TO-DUTY TESTING.....	16
15. FOLLOW-UP TESTING.....	16
16. RESULT OF A NEGATIVE DILUTE DRUG TEST	16
17. BEHAVIOR THAT CONSTITUTES A TEST REFUSAL.....	16
18. RESULT OF POSITIVE DRUG/ALCOHOL TEST.....	17
19. DISCIPLINARY ACTION.....	18
20. GRIEVANCE AND APPEAL	19
21. INFORMATION DISCLOSURE.....	19
22. DRUG AND ALCOHOL PROGRAM MANAGER (DAPM) AND DESIGNATED EMPLOYER REPRESENTATIVE (DER)	20
23. MEDICAL REVIEW OFFICER	20
24. SUBSTANCE ABUSE PROFESSIONAL.....	21
25. CONSORTIUM.....	21
26. DHHS CERTIFIED LABORATORY	21
27. EMPLOYEE ASSISTANCE PROGRAM.....	21

All provisions set forth in regular print are included consistent with requirements specifically set forth in 49 CFR Part 655, or Part 40, as amended. All underlined provisions are set forth under the authority of the transit system.

28. SAFETY-SENSITIVE POSITIONS * 22
29. POLICY MODIFICATION 22

1. PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing drug and alcohol testing programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published Title 49 Code of Federal Regulations (CFR) Part 655, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also published Title 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance's website.

2. APPLICABILITY

This Policy applies to all covered employees (full- or part-time) while performing any safety-sensitive functions. A safety-sensitive function is any duty related to the safe operation of mass transit service including the operation of a revenue service vehicle whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles, and any other transit employee who is required to hold a Commercial Driver's License. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment. Supervisors are only safety-sensitive if they perform one of the above functions.

3. DEFINITIONS

Accident. An occurrence associated with the operation of a vehicle, if as a result:

- ◆ An individual dies;
- ◆ An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- ◆ One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle.

Adulterated specimen. A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol. The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, or medication.

Alcohol Concentration. Expressed in terms of grams of alcohol per 210 liters of breath as measured by a breath-testing device.

Canceled Test. A drug or alcohol test that has been declared invalid by a Medical Review Officer. A canceled test is neither positive nor negative.

Commercial Driver's License (CDL). Vehicles with sixteen or more passengers (including the driver) are considered a commercial motor vehicle, which requires the driver to have a commercial driver's license to operate that vehicle.

Covered Employee. An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (see the SAFETY-SENSITIVE POSITIONS section of this policy for a list of covered positions).

Designated Employer Representative (DER). An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 655 and 40, as amended.

Department of Transportation (DOT). Department of the federal government which includes the US Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration, Federal Aviation Administration, Pipeline and Hazardous Material Safety Administration, National Highway Traffic Safety Administration, and the Office of the Secretary of Transportation.

Dilute specimen. A specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage. Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated, but would have been further damaged if so operated. It does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that make them inoperative.

Evidentiary Breath Testing Device (EBT). A Device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the NHTSA conforming product list.

Medical Review Officer (MRO). A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate

medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute. A drug test result which is negative for the five drug/drug metabolites, but has creatinine and specific gravity values lower than expected for human urine.

Negative test result. A verified presence of the identified drug or its metabolite below the minimum levels or absence of same as specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative drug test result. A test result found to be adulterated, substitute, invalid, or positive for drug metabolites. Non-negative results are considered a positive test or refusal to test if MRO cannot determine legitimate medical explanation.

Performing a safety-sensitive function. A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result. A verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited drug. Marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Revenue Service Vehicles. All transit vehicles that are used for passenger transportation service or that require a CDL to operate. Includes all ancillary vehicles used in support of the transit system.

Safety-sensitive functions.

- (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service;
- (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL);
- (c) maintaining a revenue service vehicle or equipment used in revenue service;
- (d) controlling the movement of a revenue service vehicle; and,
- (e) carrying a firearm for security purposes.

Contractor employees that stand in the shoes of Transit System employees also have to comply.

Substance Abuse Professional (SAP). A licensed physician (medical doctor or doctor of osteopathy) or state licensed or certified family and marriage therapist, psychologist,

social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen. A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Verified negative drug test. A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (DHHS).

Verified positive drug test. A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40, as amended.

Validity testing. The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

4. EDUCATION AND TRAINING

Every covered employee will receive a copy of this policy and will have access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine covered employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable illegal/prohibited drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Appendix A.

5. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following.

- A. The illegal use of Controlled Substances is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the

U.S. Food and Drug Administration. Prohibited use includes use of any illegal drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which can cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.

Federal Transit Administration regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in the TESTING REQUIREMENTS section of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- B. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor and the covered employee is required to provide a written release from their doctor or pharmacist indicating that the employee can perform their safety-sensitive functions.
- C. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions.

6. PROHIBITED CONDUCT

- A. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- B. Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report to duty. The covered employee will subsequently be relieved of their on-call responsibilities.
- C. The City of Saint Peter shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- D. Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
- E. No covered employee shall consume alcohol for eight (8) hours following an involvement in an accident or until they submit to the post-accident drug/alcohol test, whichever occurs first.

- F. No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

Consequences of Violations- Each situation will be reviewed on a case-by-case basis evaluating the severity and the circumstances involved. An employee violating this policy may be referred to treatment in accordance with Minnesota Statutes 181.950-957 and/or subject to disciplinary action up to and including termination.

7. TESTING REQUIREMENTS

All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment. Any covered employee who refuses to comply with a request for testing shall be removed from duty and referred for evaluation by a Substance Abuse Professional (SAP) in accordance with Part 40, as amended.

Consequences of Violations- Each situation will be reviewed on a case-by-case basis evaluating the severity and the circumstances involved. An employee violating this policy may be referred to treatment in accordance with Minnesota Statutes 181.950-957 and/or subject to disciplinary action up to and including termination.

Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40, as amended. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, following an accident, and random as defined in the PRE-EMPLOYMENT TESTING, REASONABLE SUSPICION TESTING, POST-ACCIDENT TESTING, and RANDOM TESTING sections of this policy. All covered employees who have tested positive for drugs or alcohol on a random, reasonable suspicion or post-accident will be tested prior to returning to duty after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return-to-duty for a period of one to five years, with at least six tests performed during the first year. The duration and frequency of the follow-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional.

A drug test can be performed any time a covered employee is on duty. An alcohol test can be performed just before, during, or just after the performance of a safety-sensitive job function.

Covered employees who are suspected of providing false information in connection with a drug test, or are suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and referred for evaluation by a Substance Abuse Professional (SAP) in accordance with Part 40, as amended. Refer to the City of Saint Peter's personnel policy to determine the ramifications for policy violations.

Refusal can also include an inability to provide sufficient urine specimen or breath sample without a valid medical explanation, as well as verbal or written declaration, obstructive behavior, physical absence resulting in the inability to conduct the test within the specified time frame, or refusing to undergo observed testing when requested by the collector or the MRO.

8. DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedures, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS certified laboratory.

Specimen validity testing will be conducted on all urine specimens provided for under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry(GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the DHHS certified laboratory will be reported to a Medical Review Officer (MRO). An MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records, as appropriate, to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second DHHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR

Part 40, as amended. The covered employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Employees do not have access to a test of their split specimen following an invalid result.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct the transit system to retest the covered employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the covered employee through the MRO. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

The City of Saint Peter will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample. If the result of the split specimen is negative, the City of Saint Peter will bear the cost for the split sample testing. If the specimen split tests positive, the City of Saint Peter will seek reimbursement for the cost of the split sample test from the employee.

OBSERVED COLLECTIONS:

Consistent with 49 CFR Part 40, as amended, observed collections are required in the following circumstances:

- A. Anytime the laboratory reports to the MRO that a specimen is invalid and the MRO reports that there was not an adequate medical explanation for the result;
- B. Anytime that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- C. Anytime the collector observes materials brought to the collection site or the covered employee's conduct clearly indicates an attempt to tamper with a specimen;
- D. Anytime the temperature on the original specimen was out of the accepted temperature range of 90°F – 100°F;
- E. Anytime the specimen is negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reports the specimen as negative-dilute and requires a second collection under direct observation (see §40.197(b)(1)); or
- F. All Return-To-Duty and Follow-up Tests

The covered employee who is being observed will be required to raise his or her shirt, blouse, or

All provisions set forth in regular print are included consistent with requirements specifically set forth in 49 CFR Part 655, or Part 40, as amended. All underlined provisions are set forth under the authority of the transit system.

dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around that they do not have a prosthetic device.

9. ALCOHOL TESTING PROCEDURES

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device, which is also approved by NHTSA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee.

The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the covered employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

A covered employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The employee will be immediately removed from safety-sensitive duties and will be referred to a SAP for evaluation. Any covered employee who refuses to comply with a request for testing shall be removed from duty. For the consequences of a positive alcohol test, refer to the City of Saint Peter's personnel policy to determine the ramifications for policy violations.

A test result for a covered employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, however the employee shall still be removed from duty for at least eight (8) hours, unless a retest results in employee's alcohol concentration of less than 0.02. Refer to the City of Saint Peter's personnel policy to determine the ramifications for policy violations. An alcohol concentration of less than 0.02 will be considered a negative test.

The City of Saint Peter affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not cancel the test.

10. PRE-EMPLOYMENT TESTING

All applicants for covered safety-sensitive positions shall undergo urine drug testing prior to hire or transfer into a covered position that requires the performance of a safety-sensitive function.

All provisions set forth in regular print are included consistent with requirements specifically set forth in 49 CFR Part 655, or Part 40, as amended. All underlined provisions are set forth under the authority of the transit system.

- A. All offers of employment of covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.
- B. A non-covered employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test with verified negative results.
- C. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded. Evidence of the absence of drug dependency from a Substance Abuse Professional that meets with 49 CFR Part 40, as amended, and a negative pre-employment drug test will be required prior to further consideration for employment.
- D. When an employee, being placed, transferred, or promoted from a non-covered position to a covered position, submits a drug test with a verified positive result, the employee shall be subject to a reviewed on a case-by-case basis evaluating the severity and the circumstances involved. An employee in violation of this policy may be referred to treatment in accordance with Minnesota Statutes 181.950-957 and/or subject to disciplinary action up to and including termination.
- E. If a pre-employment/pre-transfer test is canceled, the applicant will be required to take and pass another pre-employment drug test with a verified negative result.
- F. In instances where a covered employee is on extended leave for a period of 90 consecutive calendar days or more and is taken out of the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have a verified negative test result prior to the conduct of safety-sensitive job functions.
- G. Applicants are required to report previous DOT covered employer drug and alcohol test results. Failure to do so will result in the employment offer being rescinded.
- H. All applicants that have previously failed or refused a DOT drug or DOT alcohol test must provide the City of Saint Peter with proof of having successfully completed a referral, evaluation, and treatment administered under DOT regulations.

11. REASONABLE SUSPICION TESTING

All covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by at least one supervisor or other official who is trained to detect the signs and symptoms of drug use and alcohol use, and who reasonably concludes that an employee may be adversely

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affected or impaired in their work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty. Examples of reasonable suspicion include, but are not limited to, the following:

- A. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
- B. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.

A covered employee who refuses an instruction to submit to a drug and/or alcohol test shall not be permitted to finish his or her shift and shall be referred for evaluation by a Substance Abuse Professional (SAP) in accordance with Part 40, as amended. The employee will be placed on administrative leave pending disciplinary action. Refer to City of Saint Peter policy to determine the ramifications for policy violations.

A written record of the observations which led to a drug and/or alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor or other company official trained in making these observations, prior to the release of the test results. This written record shall be submitted to the Drug and Alcohol Program Manager (DAPM) for the City of Saint Peter, and shall be attached to the forms reporting the test results.

12. POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit revenue service vehicle that results in a fatality regardless of whether or not the vehicle is in revenue service. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident. In addition, post-accident testing will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility or one or more vehicles incurs disabling damage; unless the operator's performance can be completely discounted as a contributing factor to the accident. The accident definition may include some incidents where an individual is injured even though there is no vehicle collision.

- A. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for testing. The supervisor will make the determination using the best information available at the time of the accident.
- B. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than 8 hours after the accident for alcohol, and within 32 hours for drugs. If a drug or alcohol test is not performed within two hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within 8 hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

- C. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until they undergo a post-accident alcohol test.
- D. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of their location if they leave the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- E. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- F. In the rare event that the transit system is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the transit system may use drug and alcohol post-accident test results administered by state and local law enforcement officials in lieu of the FTA test. The state and local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with state and local law.

13. **RANDOM TESTING**

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

- A. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
- B. The number of safety-sensitive employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations identified in 49 CFR Part 655.45(b).
- C. Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
- D. Random drug tests can be conducted at any time during an employee's shift. Alcohol random tests can be performed just before, during, or just after the performance of a safety-sensitive function. Tests can occur during the beginning, middle, or end of an employee's shift.
- E. Employees are required to proceed immediately to the collection site upon

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notification of their random selection.

14. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the SAP in accordance with 49 CFR Part 40, Subpart O before returning to work. For an initial positive drug test, a return-to-duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test, a return-to-duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual.

Before scheduling the return-to-duty test, the SAP must assess the employee and determine if the required treatment has been completed. The SAP should schedule the return-to-duty test only when the employee is known to be drug-and alcohol-free and there is no risk to public safety.

15. FOLLOW-UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

16. RESULT OF A NEGATIVE DILUTE DRUG TEST

When a negative dilute drug result of 2-5 mg/dL is reported by the Medical Review Officer the covered employee will be required to undergo another test. The MRO will direct the test to be conducted under direct observation. Should the second test result in a negative dilute result, the test will be considered negative and no additional testing will be required unless directed to do so by the MRO.

Negative Dilute with result of >5 mg/dL: A drug test with the result of a negative dilute (dilute level >5 mg/dl) will be re-tested. Collection will be unobserved. The result of the second test will be the test of record. No additional testing will be conducted unless directed to do so by the MRO.

17. BEHAVIOR THAT CONSTITUTES A TEST REFUSAL

As noted below, refusal to submit to a drug/alcohol test shall be considered a positive test result.

Behavior that Constitutes a Test Refusal	Drug	Alcohol
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	Test	Test
1) Failure to appear for a test in the time frame specified by the employer**	X	X
2) Failure to remain at the testing site until the testing process is complete**	X	X
3) Failure to provide a urine specimen, saliva, or breath specimen, as applicable.	X	X
4) Failure to permit the observation or monitoring of specimen donation when so required	X	X
5) Failure to provide sufficient amount of urine or volume of breath without a valid medical explanation for the failure.	X	X
6) Failure to take an additional test when directed by the employer or collector	X	X
7) Failure to undergo a medical examination when directed to do so by the MRO or employer	X	X
8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).	X	X
9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.	X	
10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.	X	
11) Admit to the collector or MRO that you adulterated or substituted the specimen	X	
12) Failure to sign the certification on Step 2 of the Alcohol Test Form		X
13) Failure to refrain from the use of alcohol for eight (8) hours following an accident without first having submitted to post-accident drug and alcohol testing.		X
14) Failure to remain readily available for post-accident testing, including notifying a supervisor of their location if they leave the scene of the accident prior to submission to such tests.	X	X

**For pre-employment tests only, failure to appear, aborting the collection before the test commences, or failure to remain at site prior to commencement of test is NOT a test refusal.

18. RESULT OF POSITIVE DRUG/ALCOHOL TEST

Any covered employee who tests positive for the presence of illegal drugs, tests positive for alcohol with a BAC at or above .04, or refuses to submit to testing, will be immediately removed from safety sensitive duties and referred for evaluation by a Substance Abuse Professional (SAP) in accordance with Part 40, as amended. A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, a state-licensed or certified marriage and family therapist, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. No employee will be allowed to return to duty

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requiring the performance of safety-sensitive job functions without the approval of the SAP.

- A. As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result at or above 0.04, or a test refusal, the Drug and Alcohol Program Manager will contact the employee's supervisor to have the employee cease performing any safety-sensitive function.
- B. The employee shall be referred to a SAP for an assessment. In accordance with 49 CFR Part 40, Subpart O, the SAP will evaluate the employee to determine what assistance is necessary to resolve problems associated with prohibited drug use or alcohol misuse.
- C. Refusal to submit to a drug and/or alcohol test shall be considered a positive test result. Refer to City of Saint Peter's personnel policy to determine the ramifications for policy violations

19. DISCIPLINARY ACTION

Following an alcohol test result 0.02 or greater, but less than 0.04 – the covered employee is immediately removed from safety sensitive duties for at least eight hours, unless a retest results in the employee's alcohol concentration of less than 0.02.

Following a positive drug or alcohol (BAC at or above 0.04) test result or a test refusal, for the first time, the covered employee is immediately removed from safety-sensitive duties, referred to a substance abuse professional (SAP) and subject to the City of Saint Peter's disciplinary policy.

Following a BAC of 0.02 or greater, but less than 0.04 – the covered employee is immediately removed from safety-sensitive duties for at least eight (8) hours, unless a retest results in the employee's alcohol concentration of less than 0.02. Disciplinary action against the employee shall include:

- A. Mandatory referral to a Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
- B. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from employment. Compliance with the return-to-work agreement means that the employee has submitted to an observed drug and/or alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing.
- C. Refusal to submit to a periodic unannounced follow-up observed drug and/or alcohol test shall be considered a direct act of insubordination and shall result in termination.
- D. A periodic unannounced follow-up observed drug and/or alcohol test which results in a verified positive shall result in termination from employment.

The second instance of a verified positive result from a drug test or alcohol (≥ 0.04 BAC) test shall result in termination from employment.

The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the SAP prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

20. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40, § 40.149 paragraph (a) (5) and paragraph (c) for a positive test or test refusal are not subject to arbitration.

21. INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by the Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the covered employee.

- A. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.
- B. Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, or Department Supervisor on a 'need to know' basis.
- C. Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- D. Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding. The information will only be released with binding stipulation from the decision maker that he/she will only make it available to parties in the preceding.
- E. Records will be released to the National Transportation Safety Board during an accident investigation.
- F. Records will be released to the DOT or any DOT agency with regulatory authority

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over the employer or any of its employees.

- G. Records will be released if requested by a Federal, state or local safety agency with regulatory authority over the City of Saint Peter or the employee.
- H. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of CFR Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.
- I. In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

22. DRUG AND ALCOHOL PROGRAM MANAGER (DAPM) AND DESIGNATED EMPLOYER REPRESENTATIVE (DER)

FTA regulations require that a single contact person be identified to answer questions for this policy. Any questions regarding this policy or any other aspect of the substance abuse program should be addressed to the following transit system representatives:

Drug and Alcohol Program Manager (DAPM)

Name:	Todd Prafke
Title	City Administrator
Address:	227 South Front St.
	Saint Peter MN 56082
Telephone number:	507 934 0663
Fax Number:	507 934 4917

Designated Employer Representative (DER):
(if different from the DAPM)

Name:	Paula O'Connell
Title:	Finance Director
Address:	227 South Front St.
	Saint Peter MN 56082
Telephone number:	507 934 0664
Fax Number:	507 934 4917

A complete copy of regulation 49 CFR Part 40, as amended, is available for review.

23. MEDICAL REVIEW OFFICER

Name:	Horacio Marafioti
Title:	MD, NMRO

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Address:	221 Southpark, Bldg. B
	Lafayette, La. 70508
Telephone number:	337-837-1616
Fax Number:	337-837-2406

24. SUBSTANCE ABUSE PROFESSIONAL

Name:	Mankato Clinic
Title:	Occupational Medicine
Address:	1230 East Main St
	Mankato, MN 56001
Telephone number:	507-389-8689
Fax Number:	

25. CONSORTIUM

Name:	MN Municipal Utilities Association
Title:	
Address:	3025 Harbor Lane North
	Suite 400
	Plymouth, MN 55447-5142
Telephone number:	763-551-1230
Fax Number:	763-551-0459

26. DHHS CERTIFIED LABORATORY

Name:	LabOne
Title:	
Address:	10101 Renner Blvd
	Lenexa, Ks. 66219
Telephone number:	800-728-4064
Fax Number:	

27. EMPLOYEE ASSISTANCE PROGRAM

Name:	BSC/BS of Minnesota
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Address:	St Paul, MN
Telephone Number:	800 432 5155
Fax Number:	

28. SAFETY-SENSITIVE POSITIONS *

Listed below are the job titles of those that perform safety-sensitive job functions:

1. Bus Drivers
2. Transit Coordinator

** or any others who operate a revenue service vehicle (whether or not the vehicle is in revenue service), dispatch (anyone who controls revenue service vehicles' movement), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, and any other employee who is required to hold a Commercial Driver's License.

29. POLICY MODIFICATION

The City of Saint Peter has the right to modify this policy as changes in regulation or law occurs.

APPENDIX A

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- ◆ Dulled mental processes
- ◆ Lack of coordination
- ◆ Odor of alcohol on breath
- ◆ Possible constricted pupils
- ◆ Sleepy or stuporous condition
- ◆ Slowed reaction rate
- ◆ Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer (12 ounces), whiskey (1 ounce), or wine (6 ounce glass) over time may result in the following health hazards:

- ◆ Decreased sexual functioning
- ◆ Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- ◆ Fatal liver diseases
- ◆ Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma.
- ◆ Kidney disease
- ◆ Pancreatitis
- ◆ Spontaneous abortion and neonatal mortality
- ◆ Ulcers
- ◆ Birth defects (up to fifty-four percent [54%] of all birth defects are alcohol related).

Social Issues

- ◆ Two-thirds of all homicides are committed by people who drink prior to the crime.
- ◆ Two to three percent of the driving population is legally drunk at any one time. This rate has doubled at night and on weekends.
- ◆ Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- ◆ The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.

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- ◆ Forty percent of family court cases are alcohol problem related.
- ◆ Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- ◆ More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- ◆ 24,000 people will die on the highway due to the legally impaired driver.
- ◆ 12,000 more will die on the highway due to the alcohol-affected driver.
- ◆ 15,800 will die in non-highway accidents.
- ◆ 30,000 will die due to alcohol-caused liver disease.
- ◆ 10,000 will die due to alcohol-induced brain disease or suicide.
- ◆ Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- ◆ It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- ◆ Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- ◆ A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING UPDATED DRUG AND ALCOHOL TESTING POLICY FOR
TRANSIT EMPLOYEES**

WHEREAS, the Federal Transit Administration, Department of Transportation, has adopted regulations relating to drug and alcohol testing for transit systems receiving federal funding; and

WHEREAS, the City of Saint Peter previously adopted a drug and alcohol testing policy under the Federal guidelines in 2007; and

WHEREAS, the Minnesota Department of Transportation Office of Transit has notified the City that the current policy is no longer in compliance with Federal regulations; and

WHEREAS, the City's policy has been modified to conform with Federal regulations and the Office of Transit Federal Program Manager has confirmed the proposed policy is in compliance; and

WHEREAS, staff recommends the policy be adopted.

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

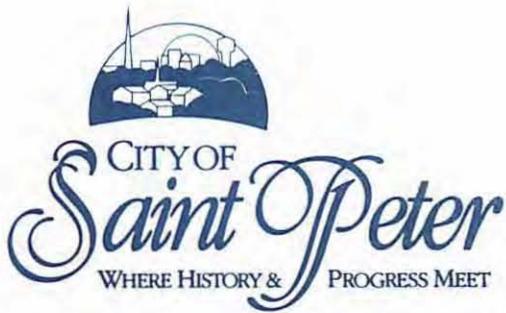
1. The updated FTA Drug and Alcohol Testing Policy covering City of Saint Peter transit employees is hereby approved.
2. The City Administrator is directed to provide a complete copy of the policy to each transit employee covered by the policy and to provide training to each employee on the provisions of the policy.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/5/2013

FROM: Todd Prafke
City Administrator

RE: Bus Driver Position Description Modification

ACTION/RECOMMENDATION

Provide approval for modification to the Bus Driver position description.

BACKGROUND

As you know, staff reviews position descriptions when vacancies occur and prior to recruitment for new employees. Staff has recently reviewed the position description for Bus Driver in preparation for a recruitment process.

Since the last time we hired Bus Driver's we have learned that due to the size of our buses (14 passenger maximum), that the Class B driver's license with passenger endorsement, is not required. Driver's only need to have a Class C or D license to drive the City's buses.

At this time I recommend the position description be modified to eliminate the two areas that reference a Class B driver's license. I believe that eliminating this requirement will result in additional applicants for this position.

No further modifications are recommended.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will proceed with the recruitment process for this position with the current job description.

Denial: Staff will proceed with the recruitment process for this position with the current job description.

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.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 122

POSITION TITLE: BUS DRIVER

DEPARTMENT: FINANCE

SUPERVISOR: TRANSIT COORDINATOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Transit Coordinator, the Bus Driver operates and maintains the municipal transit service vehicles.

DUTIES:

- Operates and maintains the municipal transit system vehicles; operates vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary; reports any accidents or mechanical problems to the Transit Coordinator.
- Manages route schedule; operates two-way radio; provides assistance to elderly and handicapped passengers as needed; recommends efficient changes in routing.
- Promotes the transit service to the general public and to customers.
- Maintains the daily books for the municipal transit system; collects fares; maintains and updates the log book; closes out daily books; locks up bus and cash receipts at the end of shift.
- Observes all safety and traffic regulations.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of transit system patrons; ability to maintain confidentiality as needed; tact; ability to deal with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Bus Driver is required to be capable of performing the following physical functions or a combination thereof for any given workday:

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- ~~| - Ability to drive a vehicle requiring Class B licensure with Passenger Endorsement.~~

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Possession of a valid State of Minnesota Class D driver's license.

DESIRED QUALIFICATIONS:

- Experience working with the public.
- ~~| - Possession of a valid State of Minnesota Class B Drivers license with passenger endorsement within one month of employment.~~
- Experience operating two-way radio/phone operations.
- Training in vehicle mechanics.
- Previous bus driving experience.

| Adopted: 12-12-2011 _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING MODIFICATIONS TO THE BUS DRIVER POSITION
DESCRIPTION**

WHEREAS, the City has adopted job descriptions for each position; and

WHEREAS, job descriptions are reviewed whenever vacancies occur to ensure the description continues to state the minimum and desired qualifications for the position as well as the essential job functions and physical requirements; and

WHEREAS, staff has reviewed the job description for the Bus Driver position and is recommending modifications; and

WHEREAS, State law only requires a Class B driver's license for buses that carry 16 or more passengers; and

WHEREAS, the City's buses have maximum passenger capacity limits of 14; and

WHEREAS, eliminating the need for a Class B driver's license will allow more candidates to be eligible for the position.

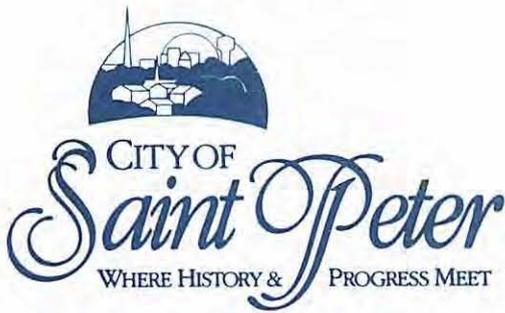
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the job description for the position of Bus Driver is hereby modified by the removal of the Class B driver's license with passenger endorsement requirement and references.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/5/2013

FROM: Todd Prafke
City Administrator

RE: Transit Coordinator Position Description Modification

ACTION/RECOMMENDATION

Provide approval for modification to the Transit Coordinator position description.

BACKGROUND

As you know, staff reviews position descriptions when vacancies occur and prior to recruitment for new employees. Due to a recent vacancy in the position of Transit Coordinator, Staff has reviewed the position description in preparation for a recruitment process.

Since the last time we last hired for this position we have learned that due to the size of our buses (14 passenger maximum), that the Class B driver's license with passenger endorsement, is not required. Driver's only need to have a Class C or D license to drive the City's buses.

At this time I recommend the position description be modified to eliminate the provisions that reference a Class B driver's license.

In addition other modifications are proposed that have been a part of the operational duties but were not a part of the description. One change has been made due in part to audit standards. Again, this was already being done as a part of operations but was not incorporated into the description until now.

FISCAL IMPACT:

None. These changes will not impact the pay offered or the pay equity points that have been previously established.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will proceed with the recruitment process for this position with the current job description.

Denial: Staff will proceed with the recruitment process for this position with the current job description.

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.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 173

POSITION TITLE: TRANSIT COORDINATOR

DEPARTMENT: FINANCE

SUPERVISOR: DIRECTOR OF FINANCE

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Finance, the Transit Coordinator provides management and supervision of the municipal transit service. The Transit Coordinator supervises all transit personnel.

ESSENTIAL JOB FUNCTIONS/DUTIES:

- Prepares and submits annual grant application and monthly reports to the Minnesota Department of Transportation.
- Maintains regular contact with the Minnesota Department of Transportation.
- Supervises all transit operations.
- Prepares schedule for all transit Bus dDrivers and finds substitutes as needed; ~~makes daily deposits of fares;~~ reviews daily transit checklists and dDriver forms; develops preventive maintenance schedule for buses; monitors maintenance of buses; communicates regularly with Driver and with the Director of Finance.
- Recruits and makes recommendations regarding employment of transit Bus Driver.
- ~~Administers mandated Drug Testing Program for Saint Peter Transit.~~
- Coordinates staff orientation, training and meetings.
- Maintains necessary records.
- Evaluates Driver performance. Submits annual staff evaluations to supervisor.
- Monitors safety of transit vehicles.
- Monitors, schedules and assists in the maintenance of transit vehicles in coordination with the City Mechanic and other service providers.
- Promotes Saint Peter Transit to the community.
- Reports any accidents, incidents and/or injuries to the Finance Director and/or other proper authorities.
- Operates municipal transit vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Observes all safety and traffic regulations.
- Serves as a Driver for overload and other scheduled and unscheduled operational hours.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: manage transit operations; coordinate the work of transit personnel; communicate effectively, both orally and in writing; accept responsibility; secure the confidence of transit system patrons; maintain confidentiality as needed; demonstrate tact; interact appropriately with other staff and the general public; demonstrate leadership and organizational skills.

ESSENTIAL PHYSICAL REQUIREMENTS

The Transit Coordinator is required to be capable of performing the following physical functions or a combination there of for any given workday:

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.
- ~~Ability to drive a vehicle requiring Class B licensure with Passenger Endorsement.~~

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Possession of a valid State of Minnesota Class C or D driver's license.
~~Possession of, or eligible for, a valid State of Minnesota Class B Commercial Drivers license and passenger endorsement.~~
- Basic knowledge of vehicle mechanics and functions.
- One year of management experience.
- ~~Knowledge of word processing and spreadsheet operations or willingness to learn.~~
Experience working with the public.

DESIRED QUALIFICATIONS

- ~~Experience working with the public.~~
- Training in vehicle mechanics.
- Previous bus driving experience in municipal or educational setting.
- Previous computer experience.

~~**NOTE: The successful candidate for this position will be required to successfully complete and pass a pre-employment alcohol and drug test. The position is also subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. In addition, successful candidates for this position must have a vehicle~~

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

~~driving record which is clear of revocations, suspensions and cancellations for the past three (3) years. Applicants may be required to submit to a criminal background check and be clear of convictions for crimes or anticipatory crimes (as defined in M.S. 609.17 and 609.175) within the previous fifteen (15) years~~

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING MODIFICATIONS TO THE TRANSIT COORDINATOR
POSITION DESCRIPTION**

WHEREAS, the City has adopted job descriptions for each position; and

WHEREAS, job descriptions are reviewed whenever vacancies occur to ensure the description continues to state the minimum and desired qualifications for the position as well as the essential job functions and physical requirements; and

WHEREAS, staff has reviewed the job description for the Transit Coordinator position and is recommending modifications; and

WHEREAS, State law only requires a Class B driver's license for buses that carry 16 or more passengers; and

WHEREAS, the City's buses have maximum passenger capacity limits of 14; and

WHEREAS, eliminating the need for a Class B driver's license will allow more candidates to be eligible for the position.

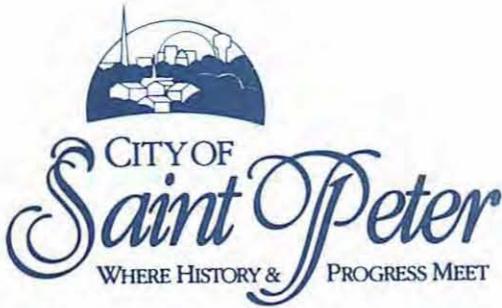
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the job description for the position of Transit Coordinator is hereby approved as modified.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/5/13

FROM: Todd Prafke
City Administrator

RE: Social Media Policy Update

ACTION/RECOMMENDATION

Approve the attached resolution providing for a modification to the Personnel Policy, Social Media Use Policy.

BACKGROUND

As members may recall this policy was established a relatively short time ago with the knowledge that changes may occur as staff became more comfortable with the use of social media and as our community continues to use it as a source for information and communication.

At the time we developed the policy, there were a number of concerns about use, the type of information provided, and the time that may be needed if we became inundated with "likes" or "comments." While our partners in use of Facebook have now grown to over 500 we have experienced fewer questions than I originally anticipated.

Questions that come through "comments" have, from my view, been at a level we could manage, with appropriate expectations. Another way to say it is, based on the number of questions we see, I now believe we are in a position to answer. That is predicated on a day or three response time and that often the questioner seeks a very short, simple answer. An example of a question is "Where can I find that pound pet?" We have the capacity to provide the needed monitoring a couple times per week and provide responses.

In addition to my thoughts, although not all committee members share this opinion; our Web Committee believes that answering of questions is do-able, again within certain parameters. More importantly, they and I view this as an enhancement to communication with the community and an ongoing opportunity to speak to the many and not just the one.

The draft of the policy change is designed to set expectations that we can meet, within our current organizational structure and includes language that helps us refrain from entering into dialogs with posters or commenters. I do not believe that social media is well suited for long discussion or dialogues and would prefer instead, to continue to direct people to contact us in person, by phone or look at our newly upgraded website for more detailed information.

The modification also includes opportunity to use Twitter or like communication tools. I plan to experiment with this over the next six months or so and provide feedback to the Council as we experiment, evaluate value, and use while soliciting public input on its use and value. I also plan to restart my video blog that is placed on Facebook and in the future will be on our website.

FISCAL IMPACT:

There is no direct fiscal impact to this change however, we will continue to monitor the situation, and if at some time we become overwhelmed by the time needed to maintain the goals of this policy we will come forward and ask the Council for additional direction.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will continue to use the current policy that serves us well and wait for additional direction.

Negative vote. Staff will continue to apply the current policy.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING MODIFICATION TO PERSONNEL POLICIES RELATED TO
SOCIAL MEDIA**

WHEREAS, the City has adopted personnel policies; and

WHEREAS, the policy manual contains a section on use of social media by employees; and

WHEREAS, since the social media use policy was adopted, technology has changed; and

WHEREAS, the technological changes has prompted a recommendation for a change to the existing policy as it relates to exchange of dialogue with the public on a public social media site.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Section XXVI of the City's Personnel Policy manual is hereby modified as follows:

XXVI. SOCIAL MEDIA AND INTERNET USE POLICIES

A. Social Media Policy- "Social Media" refers to social networking sites and tools; such as Facebook, Twitter, and LinkedIn; as well as blogs, RSS feeds and other public forums. Information put on social media sites should complement other current City of Saint Peter communication channels such as the Hot Sheet, City website, and other media. Information put on social media is typically happening in real-time. Unless an employee has been given permission from their Department Director, they may not post content to any social media site on behalf of the City or in a way that implies that the employee is posting based on his/her official capacity within the City organization. The City's computers and mobile devices are tools provided to employees for official City business for the purpose of providing efficient communication among citizens, staff, other business professionals, and to assist in the assimilation and reporting of information to facilitate City business. All social media, online and mobile communications shall adhere to the regulations contained herein.

1. Social Media Site Approval - All requests for "social media sites" must be approved by the appropriate Department Director and be submitted to the Computer Services Technician. The City Administrator must provide final approval. A social media site (i.e. a page name in Facebook) should be clearly identified as being affiliated with the City and be descriptive of the Department being represented. The Computer Services Technician will be added as an additional administrator of any social media site affiliated with the City of Saint Peter including sites currently existing and any newly approved sites. When acting in an official capacity as a City employee, employees may not post content to any blog or social media

site without the permission of their Department Director. The City will not enter into a dialogue on a social media site, however, occasionally the public will ask a question for which a response is required. In these instances, only those staff who are authorized to issue press releases for the City may respond. (These individuals are to be determined by the City Administrator.) Answers are to be kept short and should only address the specific question asked. Responses should also direct individuals seeking further information to the appropriate City Department. If the site has no option to prohibit comments or postings, the City reserves the right to remove all comments or postings.

2. **Social Media Site Maintenance** - The City Department that created the site will be responsible for posting (publishing) relevant and accurate information, keeping it timely, and for monitoring the site. Employees are responsible for everything they post. Wherever possible, content posted to City social media sites should contain links directing users back to the City's website for in-depth information, forms, or documents necessary to conduct business with the City. All information posted to social media is subject to the Minnesota Data Practices Act.
3. **Prohibited Uses** - Postings to social media must not contain obscene language or sexual content, threaten or harass any person or organization, support or oppose political candidates and viewpoints, promote illegal or unethical activity, or promote products not affiliated with the City. Employees cannot post information that is otherwise prohibited by City regulations. When in doubt, don't post it.
4. **Confidential and Private Information** – Private and/or confidential information, as defined by the Minnesota Data Practices Act, must never be posted on a social media site.
5. **Publishing photos or videos** - Publishing photos or videos of the City of Saint Peter, City staff, citizens or visitors requires permission from the appropriate Department Director and must follow the Minnesota Data Practices Act.
6. **Interactive Communication** - Social media is designed to be a tool for sharing and discussing information. All social media sites will originally be created as strictly informational. If the site becomes interactive, the site must contain the following disclaimer: "Comments posted to this page will be monitored. The City reserves the right to remove inappropriate comments including those that are harmful to children, have obscene language or sexual content, threaten or harass any person or organization, support or oppose political candidates and viewpoints, promote illegal or unethical activity, promote commercial products or are not related to the particular posting."
7. **Personal Social Media** - If an employee maintains a personal website or social networking site, he/she may indicate he/she is an employee of the City. Any employee who posts comments related to the City or his/her employment with the City must also include something like the following

disclaimer: "This is my opinion only and does not represent the views of the City of Saint Peter."

- B. **Personal Computer Usage** - The City's computers are tools provided to employees for official City business as a means of providing efficient communication among staff and other business professionals and to assist in the assimilation and reporting of information to facilitate City business.
1. **Data** - All information stored on City computers is the property of the City and may be monitored at any time. Data stored on individual computer hard drives is not configured for secure storage or communication. Information considered private by the Minnesota Data Practices Act requires additional security consideration.
 2. **Hardware and Software** - All software and hardware changes must be coordinated with the Computer Services Technician. No additional software or hardware, including screen savers and specialized software, may be installed without consulting the Computer Services Technician.
 3. **Backups** - The City backs up its computer servers on a daily, weekly, and monthly schedule depending on the type of server. Data stored on individual workstations is not backed up.
 4. **Virus Protection** - All computers will be provided with virus protection software which must be used at all times.
 5. **E-Mail and Internet Usage** - The Internet and electronic mail (e-mail) are to be used for City business purposes. These services allow employees to increase the timeliness and effectiveness of City communications. Appropriate use is always expected. The internet opens up a wealth of information and resources, but remember, it is uncensored and sites may report inaccurate information. Full-time (and some part-time employees) of the City of Saint Peter are assigned e-mail accounts. Employees using the Internet or e-mail for any reason must do so with professional conduct and in accordance with City policies. All e-mail messages must be signed.
 6. **Prohibited Use** - Prohibited uses of the Internet and e-mail include but are not limited to the following:
 - Illegal activities
 - Harassment
 - Pornographic or sexually explicit activities
 - Non-City business and solicitation
 - Visiting chat rooms (except for business purposes)
 - Instant Messaging
 - Streaming Audio and or Video (except for business purposes)
 - Any activity against City policy
 - Personal financial gain such as wagering, betting, and electronic trading

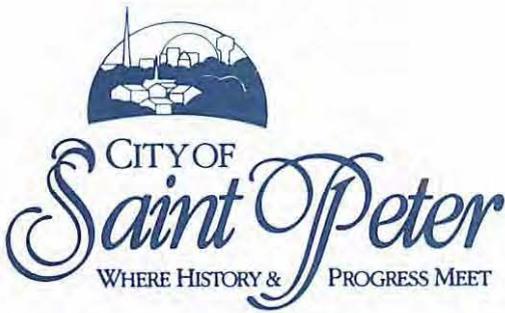
- Working under another's identity without proper authorization
 - Games
 - Other unethical activities
7. Monitoring Usage - Internet activity, web sites visited, e-mail messages and attachments will be monitored and may be captured on the server and backups. Internet activity and e-mail are public documents and subject to review.
 8. Downloading - The City does not authorize downloading programs from the Internet onto employee computer workstation without prior approval of the Computer Services Technician and the appropriate Department Director.
 9. Confidential and Private Information - City individual computers are not configured for secure internet and e-mail communication. Information considered private by the Minnesota Data Practices Act requires encryption.
 10. Receiving Offensive or Unsolicited Material - Inappropriate and unsolicited e-mail messages should be reported to the Computer Services Technician. "Junk mail" should be deleted immediately and the Computer Services Technician should be notified if it becomes excessive by slowing down the computer or consuming employee time.
 11. Opening Attachments - Employees should never open attachments from an unknown source or attachments they are not expecting from a known e-mail address. Attachments from friends, relatives, and business associates may contain viruses the sender is unaware they are sending.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: April 2, 2013

FROM: Lewis Giesking
Director of Public Works

RE: 2013 Equipment Certificate Pool Blanket Purchase

ACTION/RECOMMENDATION

Authorize purchase of three new pool blankets from Signature Aquatics in the amount of \$16,346.53, tax and shipping included.

BACKGROUND

The Roy T. Lindenberg Pool complex in Veterans Memorial Park contains three pools: main, diving and a wading pool for young children. When the pools are in use during the summer months, blankets are pulled over the top of the water to keep the pool water warm during nighttime hours. The blankets conserve heat thereby reducing pool heating costs. The estimated payback for heat and chemical savings due to use of the blankets is one to three years.

The City's current blankets were purchased in 1998, which makes them 15 years old. Over the past few years staff has had to take the blankets to the tent and awning store to have them repaired. After being out in the sun every summer and being exposed to pool chemicals for the past 15 years, blanket tops become weathered and thing that just trying to roll them up results in rips.

Two proposals were received for replacement of the blankets as specified. \$12,000 was budgeted in the 2013 equipment certificate for replacement of this equipment and staff recommends purchasing the blankets from Signature Aquatics for \$16,346.53, tax and shipping included. Proposals received were as follows:

Signature Aquatics	\$16,346.53
Horizon Commercial Pool Supply	\$16,982.44

FISCAL IMPACT:

\$12,000 of the cost would be funded from the 2013 equipment certificate and the remaining \$4,346.53 balance would come from the 2013 pool maintenance budget.

ALTERNATIVES AND VARIATIONS:

Do not act: Staff will seek additional direction from the City Council.
Negative Vote: Staff will seek additional direction from the City Council.
Modification of the resolution: This is always an option of the City Council.

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

LGG/vwt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

A RESOLUTION APPROVING 2013 EQUIPMENT CERTIFICATE PURCHASE

WHEREAS, the City Council has established a budget and provided funding for purchases to be financed by an equipment certificate; and

WHEREAS, the City is in need of replacement pool blankets; and

WHEREAS, staff has budgeted \$12,000.00 from the 2013 Equipment Certificate and \$4,346.53 from the 2013 pool maintenance budget; and

WHEREAS, there are only two vendors who supply the type of blanket the City requires; and

WHEREAS, two quotes were received:

Signature Aquatics	\$16,346.53
Horizon Commercial Pool Supply	\$16,982.44

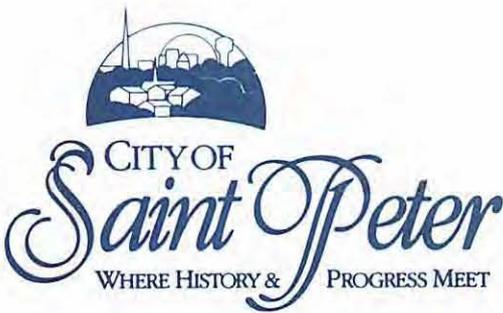
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: staff is authorized to proceed with the purchase of three pool blankets from Signature Aquatics in the amount of \$16,348.53. \$12,000.00 to funded by the 2013 Equipment Certificate and \$4,346.53 to be funded from the 2013 pool maintenance budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/04/13

FROM: Lewis Giesking
Director of Public Works

RE: Godwin Pump Purchase

ACTION/RECOMMENDATION

Authorize purchase a new 8" Godwin Pump, Model CD225 with a John Deere 4045 T Engine from Zeigler Caterpillar of North Mankato, Minnesota in the amount of \$32,170.44 and declare the existing Godwin Pump (SN9709204/6) surplus for the purpose of trading it in on the purchase.

BACKGROUND

The 2013 Stormwater Utility Capital budget contains money for the replacement of the Godwin CD225 pump. The Godwin pump was purchased in 1997 and contains a John Deere Engine with 4,479 hours. This pump is used to transfer water (wastewater or stormwater) from manholes or at the Wastewater Treatment Facility as needed. It has also been used in emergency events and has a pumping capacity of 1,200 – 3,100 gallons per minute.

This portable pump uses a suction and discharge hose system and offers simplification during emergency and by-pass operations as it can be easily towed from a half-ton pick-up truck. The unit is very durable and can be transported easily. Staff is proposing to replace this pump with the same size and model because it is efficient and user friendly. Staff assembled a written proposal for the type of pump desired and submitted it to five companies capable of supplying the necessary equipment. The request for proposals was also advertised on the City's website as required under the City's updated purchasing policy.

Summaries of the written proposals received are as follows; including trade-in of the 1997 Godwin pump, tax, and delivery to Saint Peter by June 19, 2013.

Zeigler Cat – John Deere Engine (with trade in \$14,000)	\$32,170.44
Northern Dewatering, INC. – John Deere Engine (no trade in)	\$52,150.26
American Pump Company	does not meet specifications
Gary Carlson Equipment	did not submit bid
W. W. Goetsch	did not submit bid

Staff recommends accepting the proposal from Ziegler Cat in the amount of \$32,170.44 including trade-in of the existing unit. As required by the updated purchasing policy for

budgeted purchases exceeding \$30,000 in value, the proposed purchase is being included on the Council agenda as a separate agenda item.

FISCAL IMPACT:

Funds are allocated in the 2013 stormwater budget.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

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

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

LGG

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING GODWIN PUMP PURCHASE AND AUTHORIZING TRADE-IN
OF EXISTING PUMP**

WHEREAS, the City Council has established a stormwater budget to provide funding for necessary pumping and maintenance equipment; and

WHEREAS, \$35,000 was allocated in the Stormwater Fund budget for replacement of a mobile pump; and

WHEREAS, the existing Godwin Pump has 4,479 pumping hours; and

WHEREAS, staff is requesting that Godwin Pump (SN9709204/6) be declared surplus and authorization e provided for trade-in on the purchase of the new Godwin pump; and

WHEREAS, two proposals were received as follows:

Ziegler Caterpillar	\$32,170.44 (with trade)
Northern Dewatering	\$52,150.26 (without trade)

WHEREAS, it appears as the proposal from Ziegler Caterpillar is the lowest responsible proposal.

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

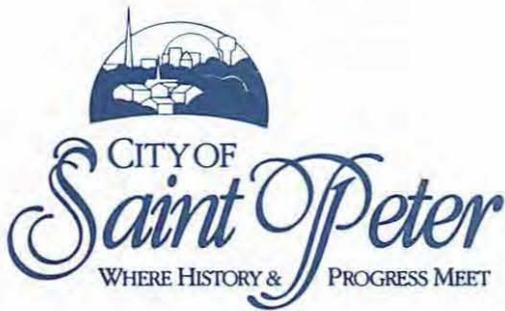
1. An existing Godwin Pump (SN97092904/6) is hereby declared as surplus property.
2. The City hereby accepts the proposal from Ziegler Caterpillar for purchase of a Godwin Pump Model CD225 in the amount of \$32,170.55 plus trade-in of an existing Godwin Pump.
3. Funding for the purchase shall be from the Stormwater Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/04/13

FROM: Russ Wille
Community Development Director

RE: St. Peter Community Childcare – Extend Balloon Payment Date

ACTION/RECOMMENDATION

Adopt the attached resolution extending the St. Peter Community Childcare Center's scheduled balloon payment until April 1, 2014.

BACKGROUND

In December, 2007, the City Council approved a \$35,000 revolving loan to partially finance the start-up costs of the St. Peter Community Childcare Center (SPCCC). Recognizing that initial cash flows would be stressed, the repayment of the note was established at \$200 per month. The note is interest free. The note was to be repaid via balloon payment at the conclusion of the fifth year of operations.

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.

On January 12, 2013, the SPCCC Treasurer requested that the City Council extend the scheduled balloon payment. In his correspondence, the Treasurer indicates that the primary project lender is unable to extend additional credit to the SPCCC which would allow for repayment of the City's note. A 24 month extension is requested.

In correspondence dated January 15, 2013, I requested that the SPCCC provide financial statements for 2011 and 2012 operations of the center. I also requested a roster of fixtures, furnishings and equipment subject to the security instrument. Given that the SPCCC was only provided a matter of days to prepare the requested materials, it was assumed that the matter would be held over for discussion at the February meeting of the EDA. I have not received the full list of disclosures requested.

The Board of the SPCCC acknowledges that they continue to struggle with their financial situation. The Board has also been faced with changes in location of the center as they have relocated from the former Saint Peter Community Hospital site to the Saint Peter Community Center.

To assist in increasing operational cash flows, the SPCCC has expanded to a second site. A modular classroom structure was relocated to land leased by the SPCCC from Gustavus Adolphus College. The SPCCC has suggested that the income from the second site will significantly improve the finances of the operation. The second site has just recently opened and is accepting childcare placements at this time. It is assumed that the second site will be at full capacity within a matter of weeks or months.

Given the landlord/tenant relationship between the SPCCC and City of Saint Peter, City Administrator Prafke is also addressing the financial situation of the SPCCC. Mr. Prafke has requested financial disclosures as to rate structures, fundraising and cash flow projections following the opening of the GAC site. The President of the SPCCC Board of Directors will arrange for distribution of the requested data. Upon receipt, Mr. Prafke and I will share any pertinent materials.

The City Council has determined that the availability of affordable child care services is vital to the City's economic development efforts. If parents cannot obtain daycare services, they cannot reasonably participate in the workforce.

The EDA considered the requested at their March meeting. The EDA has recommended that the City Council provide a 12 month extension of the balloon payment that was due February 1, 2013. The one year will allow for seasoning of the GAC site operations and the impact on cash flow will be determined.

FISCAL IMPACT:

The SPCCC would continue to make \$200 monthly payments during the twelve month extension. The note would be due in full on April 1, 2014.

ALTERNATIVES/VARIATIONS:

Do not act: The EDA would be asked to initiate collection of the delinquent note as per the terms of the promissory note.

Negative Votes: The EDA would be asked to initiate collection of the delinquent note as per the terms of the promissory note.

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.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING MODIFICATION OF TERMS OF REVOLVING LOAN
PREVIOUSLY PROVIDED TO THE SAINT PETER COMMUNITY CHILDCARE CENTER TO
EXTEND THE NOTE BY TWELVE MONTHS**

WHEREAS, the Economic Development Authority (EDA) administers the City Revolving Loan Fund; 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 2007, the City provided a \$35,000 loan to the Saint Peter Community Childcare Center (SPCCC) to partially finance furnishing of their new childcare operations; and

WHEREAS, loan payments had been made by the SPCCC on a regular basis and the outstanding balance of the loan is \$25,000; and

WHEREAS, repayment of the note was due on February 1, 2013 via balloon payment at the conclusion of the fifth year of the note; and

WHEREAS, the SPCCC have unsuccessfully attempted to conventionally refinance the note; and

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

WHEREAS, the SPCCC has requested that the City provide an extension of the due date of the balloon payment; and

WHEREAS, SPCCC would continue to make \$200.00 per month payments on the note during the extension; and

WHEREAS, the EDA has reviewed the requested modification and has made a recommendation to extend the date of the balloon payment by twelve months.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The terms of the revolving loan previously provided to the Saint Peter Community Childcare Center shall be amended to extend the date of the balloon payment to April 1, 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of April, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator