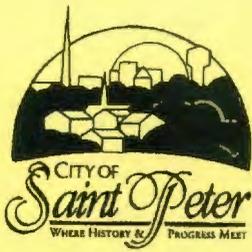


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, August 10, 2015  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
  - A. Washington Avenue Link Project Part 1 Acceptance
  - B. Old Minnesota Avenue Surface Improvement Project Acceptance
- VII. NEW BUSINESS**
  - A. Easement Vacation Request: 617 West Traverse Road
  - B. Water Plant Roof Inspection
  - C. Water Plant Replacement Membrane Purchase
  - D. Building Superintendent Position Description
  - E. City Assistance Request: Rock Bend Folk Festival
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. Le Sueur County/City Committee Discussion
    - 2. Night to Unite Recap
    - 3. Seal Coating Update
    - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the July 13, 2015 minutes is provided. 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**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for July 23, 2015 through August 5, 2015 is attached. Please see the attached staff reports and RESOLUTION.

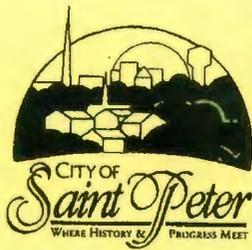
VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION ACCEPTING WASHINGTON AVENUE LINK PROJECT PART 1**

Staff recommends acceptance of Part 1 of the Washington Avenue Link Project as completed and authorization to make final payment to the contractor. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION ACCEPTING OLD MINNESOTA AVENUE SURFACE IMPROVEMENT PROJECT**

Staff recommends acceptance of the Old Minnesota Avenue Surface Improvement Project as completed and authorization to make final



payment to the contractor. Please see the attached staff report and RESOLUTION.

**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING VACATION OF ELECTRIC UTILITY EASEMENT AT 617 WEST TRAVERSE ROAD**

Staff recommends vacation of a vacant electric utility easement that was established in 1961, but never recorded. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION AUTHORIZING WATER PLANT ROOF INSPECTION**

Due to ongoing leaks at the Broadway water treatment plant, staff recommends an independent inspection be done. Bolton and Menk, Inc., who serves as the City's consultant on the project has retained a qualified inspector on the City's behalf at a cost not to exceed \$7,500. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT MEMBRANES FOR WATER TREATMENT PLANT**

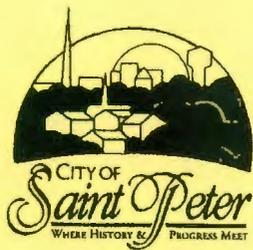
Staff has received formal proposals for replacement of membranes at the water treatment plant and have recommended acceptance of the lowest cost proposal from Wigen Water Technologies of Chaska, MN in the amount of \$34,428. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO BUILDING SUPERINTENDENT POSITION DESCRIPTION**

Staff recommends minor modifications to the position description for Building Superintendents at the Community Center. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR ROCK BEND FOLK FESTIVAL**

Staff recommends approval of a request for City assistance for the Rock Bend Folk Festival in Minnesota Square Park. 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 DISCUSSION AT CITY/LE SUEUR COUNTY COMMITTEE MEETING**

A report will be provided at this time on discussion at the meeting with le Sueur County officials held on July 28, 2015.

**2. REPORT ON NIGHT TO UNITE EVENT**

A report will be provided at this time on the annual Night to Unite event held on August 4, 2015.

**3. REPORT ON SEAL COATING PROJECT**

A report will be provided at this time on the recently completed seal coating project.

**4. OTHERS**

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

**IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING  
JULY 27, 2015

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on July 27, 2015.

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

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

**Approval of Minutes** – A motion was made by Grams, seconded by Kvamme, to approve the minutes of the July 13, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the July 13, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Kvamme, seconded by Parras, Resolution No. 2015-96 entitled "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-96 is contained in the City Administrator's book entitled Council Resolutions 20.

**Verizon Wireless Cell Tower Lease On Hospital Property** – City Administrator Prafke recommended approval of a request by Alltel Communications (dba Verizon Wireless) to lease space on a City owned light pole in the parking lot at River's Edge Hospital and Clinic for a cell antenna. Prafke noted the lease, which had been negotiated by Hospital CEO Rohrich and recommended for approval by the Hospital Commission, would provide for a \$2,000 upfront payment ("initiation fee") and \$600 per year in revenues. Councilmember Brand questioned who would be responsible should the equipment fail to which Prafke noted the equipment was the sole responsibility of Alltel. Councilmember Grams asked how the dollar amounts were determined. Prafke indicated the amounts were based on revenues derived from similar leases already in place for cell equipment. In motion by Zieman, seconded by Brand, Resolution No. 2015-97 entitled "Resolution Approving Lease Agreement With Alltel Communications LLC (dba Verizon Wireless) For Cell Antenna On City Owned Property At River's Edge Hospital and Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-97 is contained in the City Administrator's book entitled Council Resolutions 20.

**Preliminary/Final Plat Adoption Magner Farm Subdivision** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of both the preliminary and final plats for the Magner Farm Subdivision. Wille reminded Councilmembers that the Subdivision is the property owned by the City and School District #508 which will be the future location of a new City park and a new high school. Wille also pointed out that the plats do not address the lot line modifications that will be proposed in the near future and the plats do provide for the required wetland designation. In motion by Grams, seconded by Brand, Resolution No. 2015-98 entitled "Resolution Accepting Preliminary Plat Of Magner Farm Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared

passed and adopted. A complete copy of Resolution No. 2015-98 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Zieman, seconded by Grams, Resolution No. 2015-99 entitled "Resolution Accepting Final Plat Of Magner Farm Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-99 is contained in the City Administrator's book entitled Council Resolutions 20.

**Tree Worker License Application** – City Administrator Prafke recommended approval be provided for a Tree Worker license for M & S Tree Service and noted nothing had been discovered in the background investigation that would prohibit issuance of the license. In motion by Kvamme, seconded by Zieman, Resolution No. 2015-100 entitled "Resolution Approving Tree Worker License", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-100 is contained in the City Administrator's book entitled Council Resolutions 20.

### **Reports**

**Mayor's Report** – Mayor Strand reported on his recent activities which included attending the Coalition of Greater Minnesota Cities summer conference in Duluth with Councilmember Brand. Strand also encouraged residents to participate in the Police Department's Night To Unite event on August 4th at Veteran's Memorial Park from 5-8 p.m. City Administrator Prafke noted the City's Recreation and Leisure Services Department was also involved in the Night To Unite event.

**Annexation Update** – City Administrator Prafke reported the State had approved the annexation of the Magner Farm Subdivision property.

**City/School Subcommittee Update** – City Administrator Prafke stated the subcommittee of the City Council and School Board had met to discuss the site plan for the Magner Farm property and a "memorandum of understanding" that was being developed for use and maintenance of the property.

**Candidate Filing Period** – City Administrator Prafke reminded the public that the filing period for City Council positions is from July 28th through August 11th and anyone with questions about filing for office should contact the City Administrator's office.

**Seal Coating** – Public Works Director Moulton reported the annual seal coating project would begin July 30th.

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

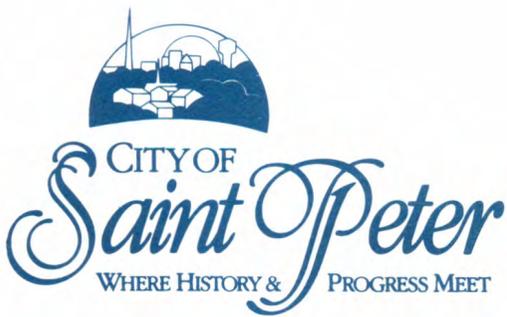
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** July 31, 2015

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

**RE:** Main Lift Station Pump #1 Repairs

### ACTION/RECOMMENDATION

Authorize Quality Flow of New Prague, Minnesota to make the necessary repairs to KSB Pump #1 at the Main Pumping Station and to reinstall the repaired pump in the amount of \$7,548.

### BACKGROUND

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

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

The purchase price of a new KSB pump is \$48,152. Staff recommends repairing the existing pump for handling the wastewater utility pumping needs.

<b>Proposal Summary:</b>	<b>Remove/Repair/Reinstall</b>	<b>New/Reinstall</b>
Quality Flow - New Prague	\$7,548.00	\$48,152.00
General Repair – Saint Paul	Verbal Response of Not Quoting	
Electric Pump – Minneapolis	No Response	

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

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

PM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 08/04/15

**FROM:** Jane Timmerman   
Director of Recreation & Leisure Services

**RE:** Employee appointment

### **ACTION/RECOMMENDATION**

Approve the appointment of Leticia Snow to the part-time position of Circulation Clerk in the Recreation and Leisure Services Department at the wage rate of \$9.25 per hour.

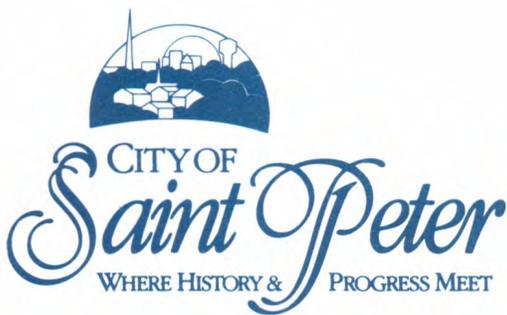
### **BACKGROUND**

The library has had an opening for a Circulation Clerk since the resignation of a previous employee in May. The recruitment process included interviews of seven candidates and is now complete. Staff recommends the appointment of Leticia Snow to the part time position of Circulation Clerk.

Ms. Snow is a substitute Circulation Clerk at the Le Sueur Public Library and is familiar with the current library desktop system. She interacts positively with people of all ages at the library and also as a freelance writer. Leticia is available to start in early August.

Please feel free to contact me should you have any questions or need any additional information.

JT/



## Memorandum

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

**DATE:** 8/6/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Election Judge Appointments

### ACTION/RECOMMENDATION

Provide for appointment of Election Judges for the 2015 election.

### BACKGROUND

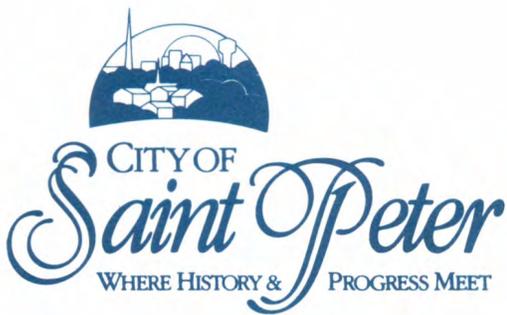
A general election is scheduled for November 3, 2015 general election. The following list of individuals is recommended for appointment as Election Judges. Some of these individuals are employees of the Nicollet County Auditor's Office. They are being appointed in the event the City's Election Official is unable to perform her duties on election day or should unusual circumstances prevent a large number of judges from serving.

Barbara Luker	Amy Kamm	Brigette Boyer (trainee)
Jaci Kopet	Mary Ann Harty	Emily Carpenter (trainee)
Renae Rolle	Mary Ann Hanson	Tom Thorkelson
Marian Nygard	Terry Kamm	Geraldine Hildebrandt
Beverly Sommers	Elaine Deschaine	Barb Luker
Brenda Isley	Diane Harms	Lelia Leonhardt
Patricia Duenwald	Greg Seitzer	Raymond Jacobson
John Hall	Carol Solberg	Helen Christianson
Rita Scheff	Warren Michels	Paula Van Zee
Marilyn Beyer	Mike Torkelson	Craig Drager
Donna Green	Paul Aasen	Nancy Luker
Robert Genelin	Nita Aasen	Ashley Prax
Denny Booren	Maureen Scholl	Megan Roach (trainee)
Leona Miller		Jaide Fondie (trainee)

Election judge wages have been included in the 2015 election budget. In addition to serving on Election Day, Judges must undergo a mandatory training session as outlined in State Statute.

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

TP/bal



## Memorandum

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

**DATE:** 8/5/15

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointment

### **ACTION/RECOMMENDATION**

Appoint Jesse Hoffman to the Library Board to fill a vacancy.

### **BACKGROUND**

Mayor Strand recommends the appointment of an additional member of the Library Board. This appointment will fill a vacancy created when a member recently moved out of Saint Peter.

### **LIBRARY ADVISORY BOARD**

Jesse Hoffman (2013-2015)

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	uniform alterations	GENERAL FUND	POLICE	48.00
	staff shirts	GENERAL FUND	SWIMMING POOL	<u>198.71</u>
			TOTAL:	246.71
AG SPRAY EQUIPMENT	#313 union valve	GENERAL FUND	PARKS	<u>12.72</u>
			TOTAL:	12.72
ALEX AIR APPARATUS, INC	windshield cutter kit	GENERAL FUND	FIRE	<u>645.93</u>
			TOTAL:	645.93
ALPHA WIRELESS COMMUNICATIONS CO	ltr radio maintenance agre	GENERAL FUND	MUNICIPAL BUILDING	59.51
	nylon pager case	GENERAL FUND	FIRE	55.50
	ltr radio maintenance agre	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	ltr radio maintenance agre	WATER	ADMIN AND GENERAL	57.02
	ltr radio maintenance agre	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	ltr radio maintenance agre	ELECTRIC FUND	ADMIN AND GENERAL	<u>51.59</u>
			TOTAL:	358.50
APT MACHINING & FABRICATING, INC	drain covers spindle	GENERAL FUND	PARKS	<u>479.00</u>
			TOTAL:	479.00
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	<u>266.60</u>
			TOTAL:	266.60
AUTOMATIC SYSTEMS CO.	clear well transducer repl	WATER	PURIFICATION AND TREAT	<u>743.45</u>
			TOTAL:	743.45
BACHMAN'S, INC.	flowers	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>116.40</u>
			TOTAL:	116.40
BGMN, INC	fuel injection cleaners	GENERAL FUND	STREETS	57.84
	fuel injection cleaners	GENERAL FUND	PARKS	57.84
	fuel injection cleaners	WATER	DISTRIBUTION AND STORA	28.92
	fuel injection cleaners	WASTE WATER FUND	SOURCE/TREATMENT	28.92
	fuel injection cleaners	ENVIRON SERVICES F	REFUSE DISPOSAL	28.92
	fuel injection cleaners	ELECTRIC FUND	POWER DISTRIBUTION	57.84
	fuel injection cleaners	STORMWATER FUND	TREATMENT	<u>28.92</u>
			TOTAL:	289.20
RAOUL BLACKMAN	isa certified municipal sp	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>399.90</u>
			TOTAL:	399.90
BNR IRRIGATION SERVICES, INC.	toro repair	GENERAL FUND	PARKS	<u>318.30</u>
			TOTAL:	318.30
BOLTON & MENK INC	2015 utility book maps	GENERAL FUND	STREETS	77.38
	engineering services	GENERAL FUND	STREETS	510.00
	169 flood mitigation punch	GENERAL FUND	STREETS	65.00
	n 3rd sidewalk deed nic ct	GENERAL FUND	STREETS	30.80
	2015 utility book maps	GENERAL FUND	PARKS	61.90
	ramsey pk record drawings	GENERAL FUND	PARKS	585.00
	affordable housing-trv & n	GENERAL FUND	ECONOMIC DEVMT	260.00
	wash ave link	PERM IMPROVMENT RE	STREETS	6,731.00
	old mn st julien	PERM IMPROVMENT RE	STREETS	1,730.50
	watercad gardner rd	WATER	CAPITAL-WATER DISTRIBU	1,495.00
	2015 utility book maps	WATER	ADMIN AND GENERAL	30.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2015 utility book maps	WASTE WATER FUND	ADMIN AND GENERAL	30.95
	2015 utility book maps	ENVIRON SERVICES F	ADMIN AND GENERAL	30.94
	benco elec svc bdry map	ELECTRIC FUND	POWER DISTRIBUTION	1,122.50
	2015 utility book maps	ELECTRIC FUND	ADMIN AND GENERAL	77.38
	new school drainage/plan r	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,195.00
	pond info, lan use, tmdl m	STORMWATER FUND	COLLECTIONS/LIFT STATI	3,505.00
			TOTAL:	17,539.30
BORDER STATES ELECTRIC SUPPLY	#489 ground rods & paralle	ELECTRIC FUND	NON-DEPARTMENTAL	438.00
	4 pt junction	ELECTRIC FUND	NON-DEPARTMENTAL	1,069.65
	#489 ground rods & paralle	ELECTRIC FUND	POWER DISTRIBUTION	104.00
	polywater lube	ELECTRIC FUND	POWER DISTRIBUTION	653.40
			TOTAL:	2,265.05
BOYER TRUCKS	#45 module	GENERAL FUND	STREETS	112.22
			TOTAL:	112.22
C & S SUPPLY CO INC	uniform dave g	GENERAL FUND	PUBLIC WORKS ADMIN	103.96
	no parking sign	GENERAL FUND	STREETS	8.91
	sprayer coupler	GENERAL FUND	PARKS	28.07
	uniform, boots r. wilde	GENERAL FUND	PARKS	262.91
			TOTAL:	403.85
CENTERPOINT ENERGY MINNEGASCO	gas bill	GENERAL FUND	FIRE	50.51
	gas bill	GENERAL FUND	STREETS	69.44
	gas bill	GENERAL FUND	SWIMMING POOL	278.34
	gas bill	GENERAL FUND	PARKS	55.55
	gas bill	LIBRARY FUND	LIBRARY	319.98
	gas bill	COMMUNITY CENTER	COMMUNITY CENTER	766.45
	final ritt st. gas bill	TORNADO DISASTER R	ECONOMIC DEVMT	14.20
	gas bill	WATER	PURIFICATION AND TREAT	77.34
	gas bill	WATER	PURIFICATION AND TREAT	18.96
	gas bill	WATER	ADMIN AND GENERAL	27.77
	gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.58
	gas bill	WASTE WATER FUND	SOURCE/TREATMENT	54.26
	gas bill	WASTE WATER FUND	ADMIN AND GENERAL	27.77
	gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	27.77
	gas bill	ELECTRIC FUND	ADMIN AND GENERAL	69.44
			TOTAL:	1,873.36
CINTAS CORPORATION #754	aed supplies- pediatric pa	COMMUNITY CENTER	COMMUNITY CENTER	110.00
			TOTAL:	110.00
CINTAS FIRST AID & SAFETY	1st aid cabinet	GENERAL FUND	STREETS	13.22
	aed pads	GENERAL FUND	STREETS	22.84
	fr2 aed battery	GENERAL FUND	RECREATION/LEISURE SER	131.50
	1st aid cabinet	GENERAL FUND	PARKS	10.57
	aed pads	GENERAL FUND	PARKS	18.27
	fr2 aed battery	COMMUNITY CENTER	COMMUNITY CENTER	131.50
	aed pads	COMMUNITY CENTER	COMMUNITY CENTER	91.37
	1st aid cabinet	WATER	ADMIN AND GENERAL	5.29
	aed pads	WATER	ADMIN AND GENERAL	9.14
	1st aid cabinet	WASTE WATER FUND	ADMIN AND GENERAL	5.29
	aed pads	WASTE WATER FUND	ADMIN AND GENERAL	9.14
	1st aid cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	5.27
	aed pads	ENVIRON SERVICES F	ADMIN AND GENERAL	9.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1st aid cabinet	ELECTRIC FUND	ADMIN AND GENERAL	13.22
	aed pads	ELECTRIC FUND	ADMIN AND GENERAL	22.84
			TOTAL:	498.60
CITY OF MANKATO	overpay on sting proj#2341	GENERAL FUND	NON-DEPARTMENTAL	245.81
			TOTAL:	245.81
COLE PAPERS INC	cleaning supplies	GENERAL FUND	MUNICIPAL BUILDING	225.85
	glass cleaner wipes	GENERAL FUND	STREETS	58.44
	floor cleaner & plates	GENERAL FUND	STREETS	32.25
	wipes	GENERAL FUND	STREETS	31.46
	coveralls	GENERAL FUND	STREETS	31.59
	cutlery/ napkins	GENERAL FUND	STREETS	57.49
	glass cleaner wipes	GENERAL FUND	PARKS	58.44
	floor cleaner & plates	GENERAL FUND	PARKS	32.25
	wipes	GENERAL FUND	PARKS	31.46
	coveralls	GENERAL FUND	PARKS	25.27
	cutlery/ napkins	GENERAL FUND	PARKS	57.49
	cleaning supplies	LIBRARY FUND	LIBRARY	57.68
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	230.74
	garbage bags	COMMUNITY CENTER	COMMUNITY CENTER	42.80
	glass cleaner wipes	WATER	DISTRIBUTION AND STORA	29.22
	floor cleaner & plates	WATER	DISTRIBUTION AND STORA	16.12
	wipes	WATER	DISTRIBUTION AND STORA	15.73
	cutlery/ napkins	WATER	DISTRIBUTION AND STORA	28.74
	coveralls	WATER	ADMIN AND GENERAL	12.63
	glass cleaner wipes	WASTE WATER FUND	SOURCE/TREATMENT	29.22
	floor cleaner & plates	WASTE WATER FUND	SOURCE/TREATMENT	16.12
	wipes	WASTE WATER FUND	SOURCE/TREATMENT	15.73
	cutlery/ napkins	WASTE WATER FUND	SOURCE/TREATMENT	28.74
	coveralls	WASTE WATER FUND	ADMIN AND GENERAL	12.63
	glass cleaner wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	29.22
	floor cleaner & plates	ENVIRON SERVICES F	REFUSE DISPOSAL	16.12
	wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	15.73
	cutlery/ napkins	ENVIRON SERVICES F	REFUSE DISPOSAL	28.74
	coveralls	ENVIRON SERVICES F	ADMIN AND GENERAL	12.63
	glass cleaner wipes	ELECTRIC FUND	POWER DISTRIBUTION	58.44
	floor cleaner & plates	ELECTRIC FUND	POWER DISTRIBUTION	32.25
	wipes	ELECTRIC FUND	POWER DISTRIBUTION	31.46
	cutlery/ napkins	ELECTRIC FUND	POWER DISTRIBUTION	57.49
	coveralls	ELECTRIC FUND	ADMIN AND GENERAL	31.59
	glass cleaner wipes	STORMWATER FUND	TREATMENT	29.23
	floor cleaner & plates	STORMWATER FUND	TREATMENT	16.12
	wipes	STORMWATER FUND	TREATMENT	15.73
	cutlery/ napkins	STORMWATER FUND	TREATMENT	28.74
			TOTAL:	1,581.58
CREDIT RIVER TOOLS	charger, clamps, lock out	GENERAL FUND	STREETS	19.30
	charger, clamps, lock out	GENERAL FUND	PARKS	19.30
	charger, clamps, lock out	WATER	DISTRIBUTION AND STORA	9.65
	charger, clamps, lock out	WASTE WATER FUND	SOURCE/TREATMENT	9.65
	charger, clamps, lock out	ENVIRON SERVICES F	REFUSE DISPOSAL	9.65
	charger, clamps, lock out	ELECTRIC FUND	POWER DISTRIBUTION	19.30
	charger, clamps, lock out	STORMWATER FUND	TREATMENT	9.64
			TOTAL:	96.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CRYSTAL LAWN, INC	gorman park & comm. irriga	COMMUNITY CENTER	COMMUNITY CENTER	22.80
	hwy 169 city parking lot	ENVIRON SERVICES	F REFUSE DISPOSAL	<u>60.00</u>
			TOTAL:	82.80
CRYSTEEL TRUCK EQUIPMENT INC	throttle control #508	GENERAL FUND	FIRE	<u>388.79</u>
			TOTAL:	388.79
CULLIGAN	staff drinking water	GENERAL FUND	SWIMMING POOL	151.10
	spcc solar salt	COMMUNITY CENTER	COMMUNITY CENTER	<u>13.90</u>
			TOTAL:	165.00
DAVID DROWN ASSOCIATES, INC.	2014 tif reports	GENERAL FUND	ECONOMIC DEVMT	7,000.00
	2015 a bond fee	ELECTRIC FUND	ADMIN AND GENERAL	<u>23,750.00</u>
			TOTAL:	30,750.00
DGR ENGINEERING	2015 dist. design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	493.50
	nic cty generator review	ELECTRIC FUND	POWER DISTRIBUTION	<u>427.50</u>
			TOTAL:	921.00
DIVERSIFIED INSPECTIONS INC	annual snorkle inspection	GENERAL FUND	FIRE	<u>820.00</u>
			TOTAL:	820.00
DRANTTEL SALES & SERVICE	blade	ENVIRON SERVICES	F REFUSE DISPOSAL	<u>66.00</u>
			TOTAL:	66.00
ESS BROTHERS & SONS, INC.	curb box, frame, grate	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>404.00</u>
			TOTAL:	404.00
FASTENAL COMPANY	cable ties	GENERAL FUND	STREETS	1.49
	batteries	GENERAL FUND	STREETS	12.97
	ear plugs	GENERAL FUND	STREETS	8.63
	shop bolts	GENERAL FUND	STREETS	15.15
	batteries aa, aaa	GENERAL FUND	STREETS	6.59
	cable ties	GENERAL FUND	PARKS	1.49
	batteries	GENERAL FUND	PARKS	12.97
	ear plugs	GENERAL FUND	PARKS	6.90
	shop bolts	GENERAL FUND	PARKS	15.15
	batteries aa, aaa	GENERAL FUND	PARKS	6.59
	cable ties	WATER	DISTRIBUTION AND STORA	0.75
	batteries	WATER	DISTRIBUTION AND STORA	6.48
	shop bolts	WATER	DISTRIBUTION AND STORA	7.57
	batteries aa, aaa	WATER	DISTRIBUTION AND STORA	3.30
	ear plugs	WATER	ADMIN AND GENERAL	3.45
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	0.75
	bulbs	WASTE WATER FUND	SOURCE/TREATMENT	42.75
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	6.48
	shop bolts	WASTE WATER FUND	SOURCE/TREATMENT	7.57
	batteries aa, aaa	WASTE WATER FUND	SOURCE/TREATMENT	3.30
	ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	3.45
	cable ties	ENVIRON SERVICES	F REFUSE DISPOSAL	0.75
	batteries	ENVIRON SERVICES	F REFUSE DISPOSAL	6.48
	shop bolts	ENVIRON SERVICES	F REFUSE DISPOSAL	7.57
	batteries aa, aaa	ENVIRON SERVICES	F REFUSE DISPOSAL	3.30
	ear plugs	ENVIRON SERVICES	F ADMIN AND GENERAL	3.44
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	1.49
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	12.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	shop bolts	ELECTRIC FUND	POWER DISTRIBUTION	15.15
	batteries aa, aaa	ELECTRIC FUND	POWER DISTRIBUTION	6.59
	ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	8.63
	bolts	STORMWATER FUND	COLLECTIONS/LIFT STATI	2.15
	cable ties	STORMWATER FUND	TREATMENT	0.73
	batteries	STORMWATER FUND	TREATMENT	6.48
	shop bolts	STORMWATER FUND	TREATMENT	7.58
	batteries aa, aaa	STORMWATER FUND	TREATMENT	3.30
			TOTAL:	260.39
FROZEN YOGURT CREATIONS	pool concessions	GENERAL FUND	SWIMMING POOL	105.00
			TOTAL:	105.00
GENERATIONS PHOTOGRAPHY & VINYL CREATI	do not touch decals	GENERAL FUND	SWIMMING POOL	15.00
			TOTAL:	15.00
GENESIS	july fuel	GENERAL FUND	FIRE	176.82
	july fuel	GENERAL FUND	STREETS	2,094.10
	july fuel	GENERAL FUND	PARKS	682.45
	july fuel	WATER	SOURCE OF SUPPLY	271.93
	july fuel	WATER	PURIFICATION AND TREAT	841.48
	july fuel	WATER	DISTRIBUTION AND STORA	175.39
	july fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	540.26
	july fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	572.75
	july fuel	ELECTRIC FUND	POWER DISTRIBUTION	1,231.70
	july fuel	ELECTRIC FUND	POWER DISTRIBUTION	397.61
	july fuel	STORMWATER FUND	TREATMENT	202.15
			TOTAL:	7,186.64
GILLUND ENTERPRISES INC	rust penetrant	GENERAL FUND	STREETS	39.55
	rust penetrant	GENERAL FUND	PARKS	39.55
	rust penetrant	WATER	DISTRIBUTION AND STORA	19.78
	rust penetrant	WASTE WATER FUND	SOURCE/TREATMENT	19.78
	rust penetrant	ENVIRON SERVICES F	REFUSE DISPOSAL	19.78
	rust penetrant	ELECTRIC FUND	POWER DISTRIBUTION	39.55
	rust penetrant	STORMWATER FUND	TREATMENT	19.77
			TOTAL:	197.76
GOPHER SPORT	vollyballs for adults	GENERAL FUND	RECREATION/LEISURE SER	153.61
	tape lines for pick lesur	GENERAL FUND	RECREATION/LEISURE SER	53.71
	general supplies	GENERAL FUND	RECREATION/LEISURE SER	7.41
			TOTAL:	214.73
GOPHER STATE ONE-CALL INC	july gopher 1 state calls	WATER	DISTRIBUTION AND STORA	129.20
	july gopher 1 state calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	129.20
	july gopher 1 state calls	ELECTRIC FUND	POWER DISTRIBUTION	129.35
			TOTAL:	387.75
GRAYBAR ELECTRIC COMPANY INC	#485 4" 4sd gal bends	ELECTRIC FUND	NON-DEPARTMENTAL	102.66
	#458 wire #4co	ELECTRIC FUND	NON-DEPARTMENTAL	119.45
			TOTAL:	222.11
GREATER MANKATO GROWTH	reda dues 3rd quarter 7/1-	GENERAL FUND	ECONOMIC DEVMT	6,473.75
			TOTAL:	6,473.75
HACH COMPANY	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	82.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	82.14
HANCOCK CONCRETE PRODUCTS, INC.	5th & elm sw bassin	STORMWATER FUND	COLLECTIONS/LIFT STATI	776.00
			TOTAL:	776.00
HAWKINS, INC.	pool chemicals	GENERAL FUND	SWIMMING POOL	814.71
	chlorine & metabisulfite	WATER	PURIFICATION AND TREAT	3,127.50
	chlorine & potassium perma	WATER	PURIFICATION AND TREAT	2,605.22
	sodium bisulfite	WATER	PURIFICATION AND TREAT	3,454.50
	caustie soda	WATER	PURIFICATION AND TREAT	1,365.00
	aqua hawk biosolids polynn	WASTE WATER FUND	BIOSOLIDS	3,680.85
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,428.55
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	221.55
			TOTAL:	19,697.88
HERMEL WHOLESALE	concessions	COMMUNITY CENTER	COMMUNITY CENTER	367.03
			TOTAL:	367.03
HOLIDAY COMMERCIAL	fuel	GENERAL FUND	POLICE	2.33
	fuel	GENERAL FUND	POLICE	250.41
	july fuel	GENERAL FUND	BUILDING INSPECTOR	49.13
	july fuel	GENERAL FUND	STREETS	343.46
	july fuel	GENERAL FUND	PARKS	482.37
	fuel for rec/spcc pick-up	COMMUNITY CENTER	COMMUNITY CENTER	124.79
	july fuel	WATER	DISTRIBUTION AND STORA	333.22
	fuel	WATER	CUSTOMER ACCOUNTS	23.49
	july fuel	WASTE WATER FUND	SOURCE/TREATMENT	434.54
	fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	23.49
	fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	167.32
	fuel	ELECTRIC FUND	POWER DISTRIBUTION	413.46
	fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	23.51
	july fuel	STORMWATER FUND	TREATMENT	563.67
			TOTAL:	3,235.19
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	159.83
	postage	WATER	CUSTOMER ACCOUNTS	377.11
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	159.83
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	377.11
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	159.83
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	377.09
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	159.82
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	377.11
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	169.40
			TOTAL:	2,317.13
JETTER CLEAN, INC.	pool clean floor drain in	GENERAL FUND	SWIMMING POOL	221.50
			TOTAL:	221.50
JIM SCHMIDT CONCRETE & MASONARY LLC	s. elem. 6x10 sidewalk	GENERAL FUND	PARKS	364.58
			TOTAL:	364.58
JRK SEED & TURF SUPPLY	field maint clinic mike &	GENERAL FUND	PARKS	30.00
			TOTAL:	30.00
JT SERVICES	2" coupling	ELECTRIC FUND	NON-DEPARTMENTAL	128.79
			TOTAL:	128.79

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KATO ROOFING INC	crane to pull pump at 815	WASTE WATER FUND	COLLECTOR/LIFT STAT	438.75
			TOTAL:	438.75
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	1,600.03
	july fuel	GENERAL FUND	BUILDING INSPECTOR	91.96
	fuel	GENERAL FUND	PARKS	104.83
	fuel	STORMWATER FUND	TREATMENT	47.00
			TOTAL:	1,843.82
LJP ENTERPRISES INC	july waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	july waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	july waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	july waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,739.45
			TOTAL:	2,411.65
LOCATORS & SUPPLIES, INC.	gloves	GENERAL FUND	STREETS	38.87
	rain suit & 3x, 4x gloves	GENERAL FUND	STREETS	48.95
	gloves	GENERAL FUND	PARKS	31.09
	rain suit & 3x, 4x gloves	GENERAL FUND	PARKS	39.16
	locate flags	WATER	DISTRIBUTION AND STORA	37.32
	gloves	WATER	ADMIN AND GENERAL	15.55
	rain suit & 3x, 4x gloves	WATER	ADMIN AND GENERAL	19.58
	locate flags	WASTE WATER FUND	COLLECTOR/LIFT STAT	37.32
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	15.55
	rain suit & 3x, 4x gloves	WASTE WATER FUND	ADMIN AND GENERAL	19.58
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	15.54
	rain suit & 3x, 4x gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	19.56
	locate flags	ELECTRIC FUND	POWER DISTRIBUTION	37.32
	locate flags	ELECTRIC FUND	POWER DISTRIBUTION	111.96
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	38.87
	rain suit & 3x, 4x gloves	ELECTRIC FUND	ADMIN AND GENERAL	48.95
			TOTAL:	575.17
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2014 audit	GENERAL FUND	FINANCE	5,400.00
	2014 audit	WATER	ADMIN AND GENERAL	1,350.00
	2014 audit	WASTE WATER FUND	ADMIN AND GENERAL	1,350.00
	2014 audit	ENVIRON SERVICES F	ADMIN AND GENERAL	1,350.00
	2014 audit	ELECTRIC FUND	ADMIN AND GENERAL	1,350.00
			TOTAL:	10,800.00
MARCO, INC.	contract overage charge	GENERAL FUND	CITY ADMINISTRATION	13.71
	contract overage charge	GENERAL FUND	CITY CLERK	13.71
	contract overage charge	GENERAL FUND	FINANCE	9.14
	contract overage charge	GENERAL FUND	POLICE	7.31
	contract overage charge	GENERAL FUND	BUILDING INSPECTOR	3.66
	contract overage charge	GENERAL FUND	PUBLIC WORKS ADMIN	1.83
	contract overage charge	GENERAL FUND	ECONOMIC DEVMT	0.91
	contract overage charge	WATER	ADMIN AND GENERAL	8.23
	contract overage charge	WASTE WATER FUND	ADMIN AND GENERAL	8.22
	contract overage charge	ELECTRIC FUND	ADMIN AND GENERAL	24.68
			TOTAL:	91.40
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	22.80
	cylinder rental	GENERAL FUND	PARKS	22.80
	cylinder rental	WATER	DISTRIBUTION AND STORA	11.40
	cylinder rental	WASTE WATER FUND	SOURCE/TREATMENT	11.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	cylinder rental	ENVIRON SERVICES F	REFUSE DISPOSAL	11.40	
	cylinder rental	ELECTRIC FUND	POWER DISTRIBUTION	22.80	
	cylinder rental	STORMWATER FUND	TREATMENT	11.40	
			TOTAL:	114.00	
MENARDS	poly black barrier pool	GENERAL FUND	SWIMMING POOL	64.98	
			TOTAL:	64.98	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	199.79	
			TOTAL:	199.79	
METRO SALES INC	copy machine/ printer main	GENERAL FUND	RECREATION/LEISURE SER	171.46	
	copy machine/ printer main	COMMUNITY CENTER	COMMUNITY CENTER	171.46	
			TOTAL:	342.92	
MISC VENDOR	BEN WEESE & ASSOCIATES	plan analyst software	GENERAL FUND	BUILDING INSPECTOR	1,085.00
	BLANCHE, FREDERICK	author reading with fredri	LIBRARY FUND	LIBRARY	261.00
	CRAFCO, .INC.	paint for asphalt	GENERAL FUND	STREETS	291.00
	DEAN, DAN	DEAN, DAN: CLASS WAS CANCE	GENERAL FUND	NON-DEPARTMENTAL	35.00
	EVERGREAN COMPANIES	th 295 interseeding	GENERAL FUND	STREETS	495.00
	FLEISCHER, MOLLY	create a camp supplies	GENERAL FUND	RECREATION/LEISURE SER	49.27
	HYDRO KLEAN	HYDRO KLEAN: LOCATOR	WATER	DISTRIBUTION AND STORA	33.05
	HYDRO KLEAN	HYDRO KLEAN: LOCATOR	WASTE WATER FUND	COLLECTOR/LIFT STAT	33.05
	REVCOR, INC.	REVCOR, INC.: MACHINE BORE	GENERAL FUND	PARKS	500.00
	ST. PETER FOOTBALL	youth football camp	GENERAL FUND	RECREATION/LEISURE SER	525.00
	UNITED VOLLEYBALL SUPP	volleyball antennas	GENERAL FUND	RECREATION/LEISURE SER	162.03
			TOTAL:	3,469.40	
MN DEPT OF LABOR & INDUSTRY	quarterly building surchar	GENERAL FUND	BUILDING INSPECTOR	1,921.33	
			TOTAL:	1,921.33	
MN PIPE & EQUIPMENT	1/o ball valves & meter ho	WATER	NON-DEPARTMENTAL	4,525.50	
	#665, #165 boxes & valves	WATER	NON-DEPARTMENTAL	296.84	
	#238 & #290 valve	WATER	NON-DEPARTMENTAL	846.75	
	restraint	WATER	NON-DEPARTMENTAL	252.40	
	2.5 hyd ball valve	WATER	DISTRIBUTION AND STORA	206.21	
	#665, #165 boxes & valves	WATER	DISTRIBUTION AND STORA	27.55	
	gasket	WATER	DISTRIBUTION AND STORA	31.40	
	#27 fernco 6" x 6"	WASTE WATER FUND	NON-DEPARTMENTAL	44.13	
			TOTAL:	6,230.78	
MN SECRETARY OF STATE - NOTARY	notary registration renewa	GENERAL FUND	CITY CLERK	120.00	
			TOTAL:	120.00	
MN TURF & GROUNDS FOUNDATION	raoul regisstration tree w	ENVIRON SERVICES F	ADMIN AND GENERAL	125.00	
			TOTAL:	125.00	
MOTION INDUSTRIES, INC.	rubber insert & balls	WASTE WATER FUND	SOURCE/TREATMENT	61.72	
			TOTAL:	61.72	
PETE MOULTON	mileage	GENERAL FUND	PUBLIC WORKS ADMIN	15.53	
	mileage	GENERAL FUND	PARKS	9.20	
	mileage	GENERAL FUND	PARKS	16.10	
	meal state plumbing board	WASTE WATER FUND	ADMIN AND GENERAL	13.00	
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	10.35	
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	83.38	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	8.05
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	12.65
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	18.39
	mileage	STORMWATER FUND	ADMINISTRATION AND GEN	14.95
			TOTAL:	201.60
MTI DISTRIBUTING CO	#554 flywheel & thermostat	GENERAL FUND	PARKS	549.40
	#554 hoses & water pump	GENERAL FUND	PARKS	636.79
			TOTAL:	1,186.19
MVTL LABORATORIES INC	wwtf mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	334.75
	hwe salty discharge testin	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	lab #253 testing	WASTE WATER FUND	SOURCE/TREATMENT	121.00
	wwtf nitrogen study testin	WASTE WATER FUND	SOURCE/TREATMENT	154.00
			TOTAL:	759.75
NEW PIG CORPORATION	rags	GENERAL FUND	FIRE	59.30
			TOTAL:	59.30
NICOLLET COUNTY RECORDER/ABSTRACTER	school & city annex fees	GENERAL FUND	ECONOMIC DEVMT	92.00
			TOTAL:	92.00
NICOLLET FIRE DEPARTMENT	lyear maint. e-dispatches	GENERAL FUND	FIRE	759.00
			TOTAL:	759.00
NIELSEN BLACKTOPPING, LLC	n. washington ave improvem	PERM IMPROVMENT RE	STREETS	23,357.09
			TOTAL:	23,357.09
NORTH CENTRAL LABORATORIES	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	191.56
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	319.38
			TOTAL:	510.94
NORTHERN STATES SUPPLY INC	#506 18v battery	GENERAL FUND	FIRE	116.03
	hand held wand	GENERAL FUND	STREETS	22.99
			TOTAL:	139.02
OMG MIDWEST, INC	final est. 4 old mn surf i	PERM IMPROVMENT RE	STREETS	16,152.05
			TOTAL:	16,152.05
PAAPE COMPANIES, INC.	boiler temp alarm	COMMUNITY CENTER	COMMUNITY CENTER	90.00
			TOTAL:	90.00
PEPSI-COLA OF MANKATO INC	concessions	GENERAL FUND	SWIMMING POOL	78.40
	concessions	GENERAL FUND	SWIMMING POOL	88.20
	concessions	COMMUNITY CENTER	COMMUNITY CENTER	478.71
			TOTAL:	645.31
PROFESSIONAL WATER TECHNOLOGIES	opticlean a & b	WATER	PURIFICATION AND TREAT	994.00
	broadway skid #1 conductiv	WATER	PURIFICATION AND TREAT	861.00
			TOTAL:	1,855.00
QUALITY FLOW SYSTEMS, INC	rebuild of ksb pump	WASTE WATER FUND	COLLECTOR/LIFT STAT	24,160.00
			TOTAL:	24,160.00
ROAD MACHINERY & SUPPLIES	#115 filter element	GENERAL FUND	STREETS	69.01
			TOTAL:	69.01

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROCHESTER MIDLAND CORPORATION	monthly deoderizer	COMMUNITY CENTER	COMMUNITY CENTER	76.01
			TOTAL:	76.01
ROYAL TIRE, INC	tire casing	GENERAL FUND	STREETS	70.00-
	#812 tires & install	ELECTRIC FUND	POWER DISTRIBUTION	1,699.11
			TOTAL:	1,629.11
RYAN ELECTRIC OF ST PETER	service call site #2 mill	GENERAL FUND	PARKS	75.00
	st. julien dehumidifier re	WATER	PURIFICATION AND TREAT	267.96
	filtered clearwell replace	WATER	PURIFICATION AND TREAT	75.00
	n. lift station dump repai	WASTE WATER FUND	SOURCE/TREATMENT	225.00
	repair motor	WASTE WATER FUND	SOURCE/TREATMENT	157.99
			TOTAL:	800.95
SCHWICKERT'S, INC.	new air conditioner	GENERAL FUND	MUNICIPAL BUILDING	40,919.00
	annual roof inspection	LIBRARY FUND	LIBRARY	550.00
	annual roof inspection	COMMUNITY CENTER	COMMUNITY CENTER	1,550.00
	pressure wash kasota stone	COMMUNITY CENTER	COMMUNITY CENTER	180.00
	down spout & gutter fabric	COMMUNITY CENTER	COMMUNITY CENTER	1,770.00
			TOTAL:	44,969.00
SOUTHERN MN CONSTRUCTION CO INC	tac oil	GENERAL FUND	STREETS	70.32
	asphalt patching	GENERAL FUND	STREETS	2,004.46
	w/sw/st asphalt patching	GENERAL FUND	STREETS	2,306.78
	pan patch	GENERAL FUND	STREETS	1,506.40
	pan patch	GENERAL FUND	STREETS	350.00
	w/sw/st asphalt patching	WATER	DISTRIBUTION AND STORA	188.00
	water asphalt	WATER	DISTRIBUTION AND STORA	1,297.41
	w/sw/st asphalt patching	STORMWATER FUND	COLLECTIONS/LIFT STATI	188.00
			TOTAL:	7,911.37
SOUTHERN MN MUNICIPAL POWER AGENCY	june smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	648,641.90
			TOTAL:	648,641.90
SPRINT SOLUTIONS, INC.	fire dept phone bill	GENERAL FUND	FIRE	17.52
	bldg supervisor phone bill	COMMUNITY CENTER	COMMUNITY CENTER	23.18
	city dept phone bill	WATER	ADMIN AND GENERAL	39.99
	water on call phone bill	WATER	ADMIN AND GENERAL	23.18
	wastewater phone bill	WASTE WATER FUND	ADMIN AND GENERAL	25.56
	elec on call phone bill	ELECTRIC FUND	ADMIN AND GENERAL	24.55
			TOTAL:	153.98
ST PETER AREA TOURISM & VISITORS BUREA	june lodging tax proceeds	GENERAL FUND	NON-DEPARTMENTAL	3,564.23
			TOTAL:	3,564.23
ST PETER REGIONAL TREATMENT CENTER	lawn mowing services	GENERAL FUND	NON-DEPARTMENTAL	100.00
			TOTAL:	100.00
ST PETER RENTAL CENTER	sod cutter vets park	GENERAL FUND	PARKS	127.60
			TOTAL:	127.60
ST PETER SOFTBALL ASSOCIATION	adult soft ball	GENERAL FUND	RECREATION/LEISURE SER	500.00
			TOTAL:	500.00
ST PETER TENNIS ASSOC.	one half of summer program	GENERAL FUND	RECREATION/LEISURE SER	736.00
	youth tennis program	GENERAL FUND	RECREATION/LEISURE SER	498.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,234.00
STAPLES ADVANTAGE	name plates	GENERAL FUND	STREETS	19.15
	name plates	GENERAL FUND	PARKS	15.32
	name plates	WATER	ADMIN AND GENERAL	7.66
	name plates	WASTE WATER FUND	ADMIN AND GENERAL	7.66
	name plates	ENVIRON SERVICES F	ADMIN AND GENERAL	7.66
	name plates	ELECTRIC FUND	ADMIN AND GENERAL	19.15
			TOTAL:	76.60
SWANK MOTION PICTURES INC	special events movie in th	GENERAL FUND	RECREATION/LEISURE SER	1,036.00
			TOTAL:	1,036.00
TIRE ASSOCIATES	#808 tire	GENERAL FUND	PARKS	30.96
	#552 tires	WASTE WATER FUND	SOURCE/TREATMENT	53.36
			TOTAL:	84.32
TRAFFIC & PARKING CONTROL CO., INC.	chip seal markers	GENERAL FUND	STREETS	747.13
			TOTAL:	747.13
TRAVERSE DES SIOUX GARDEN CENTER	downtown planting	ENVIRON SERVICES F	REFUSE DISPOSAL	89.99
			TOTAL:	89.99
TRUGREEN CHEMLAWN	ornamental bed weeding con	ENVIRON SERVICES F	REFUSE DISPOSAL	250.00
			TOTAL:	250.00
TURFWERKS	#808 tires	GENERAL FUND	PARKS	132.40
			TOTAL:	132.40
UNITED RENTALS AERIAL EQUIPMENT	mortar	STORMWATER FUND	COLLECTIONS/LIFT STATI	261.00
			TOTAL:	261.00
US AUTO FORCE	tires for squads	GENERAL FUND	POLICE	344.44
			TOTAL:	344.44
US POSTMASTER	postage for 2015 rec broch	GENERAL FUND	RECREATION/LEISURE SER	548.45
			TOTAL:	548.45
USA BLUE BOOK	gasket, salt reagent	WATER	PURIFICATION AND TREAT	354.67
			TOTAL:	354.67
VISA	jeff brand's hotel cogmc	GENERAL FUND	MAYOR & COUNCIL	374.34
	sympathy floral arrgmt	GENERAL FUND	MAYOR & COUNCIL	75.00
	canal parking lodge/ lmc	GENERAL FUND	CITY ADMINISTRATION	365.28
	council goal session supp/	GENERAL FUND	CITY ADMINISTRATION	19.89
	hotel radisson/ lmc	GENERAL FUND	CITY ADMINISTRATION	248.24
	hospital mtg	GENERAL FUND	CITY ADMINISTRATION	13.25
	school mtg	GENERAL FUND	CITY ADMINISTRATION	41.84
	mtg with russ	GENERAL FUND	CITY ADMINISTRATION	26.12
	lmc meals in duluth mn	GENERAL FUND	CITY ADMINISTRATION	27.50
	meal - lesueur pw director	GENERAL FUND	PUBLIC WORKS ADMIN	24.00
	#215 hitch extension	GENERAL FUND	STREETS	253.68
	water proof cases	GENERAL FUND	RECREATION/LEISURE SER	13.23
	volleyballs for adult sand	GENERAL FUND	RECREATION/LEISURE SER	96.61
	youth football/ flag footb	GENERAL FUND	RECREATION/LEISURE SER	240.72
	softball team membership	GENERAL FUND	RECREATION/LEISURE SER	564.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	flags & whistles	GENERAL FUND	RECREATION/LEISURE SER	234.81
	gopher sport credit	GENERAL FUND	RECREATION/LEISURE SER	208.20-
	credit sport authority fb	GENERAL FUND	RECREATION/LEISURE SER	8.93-
	create a camp field trip	GENERAL FUND	RECREATION/LEISURE SER	36.25
	football supplies	GENERAL FUND	RECREATION/LEISURE SER	138.83
	water proof cases	GENERAL FUND	SWIMMING POOL	26.50
	mower overhaul kit	GENERAL FUND	PARKS	2,127.67
	spdc agenda meal	GENERAL FUND	ECONOMIC DEVMT	16.23
	credit for sales tax	PUBLIC ACCESS	PUBLIC ACCESS	2.48-
	grip jersey glove	WASTE WATER FUND	ADMIN AND GENERAL	92.21
	shoes	STORMWATER FUND	ADMINISTRATION AND GEN	114.99
	mn twins vip trip	RESTRICTED CONTRIB	RECREATION/LEISURE SER	910.00
			TOTAL:	5,861.58
VON ESSEN TOWING	#552 tires mount & bal, #4	WASTE WATER FUND	SOURCE/TREATMENT	176.94
	#36 tires mount & bal	WASTE WATER FUND	SOURCE/TREATMENT	72.00
	#142 tires mount & bal	ENVIRON SERVICES F	REFUSE DISPOSAL	36.00
			TOTAL:	284.94
W.W. BLACKTOPPING	asphalt nassau & 1300 blk	WATER	DISTRIBUTION AND STORA	218.09
	asphalt nassau & 1300 blk	ELECTRIC FUND	POWER DISTRIBUTION	218.09
			TOTAL:	436.18
THE WATSON CO	concessions	GENERAL FUND	SWIMMING POOL	608.61
	pool concessions	GENERAL FUND	SWIMMING POOL	482.77
			TOTAL:	1,091.38
WENZEL AUTO ELECTRIC CO	test & inspect alternator	GENERAL FUND	FIRE	19.00
			TOTAL:	19.00
WESCO DISTRIBUTION INC	hard hats	GENERAL FUND	STREETS	156.18
	6pt hard hat suspension	GENERAL FUND	STREETS	30.15
	hard hats	GENERAL FUND	PARKS	124.94
	6pt hard hat suspension	GENERAL FUND	PARKS	24.12
	hard hats	WATER	ADMIN AND GENERAL	62.47
	6pt hard hat suspension	WATER	ADMIN AND GENERAL	12.06
	hard hats	WASTE WATER FUND	ADMIN AND GENERAL	62.47
	6pt hard hat suspension	WASTE WATER FUND	ADMIN AND GENERAL	12.06
	hard hats	ENVIRON SERVICES F	ADMIN AND GENERAL	62.46
	6pt hard hat suspension	ENVIRON SERVICES F	ADMIN AND GENERAL	12.06
	#557 centron meter	ELECTRIC FUND	NON-DEPARTMENTAL	107.00
	#565 400:5 cmv ct	ELECTRIC FUND	NON-DEPARTMENTAL	418.62
	elbow end puller	ELECTRIC FUND	POWER DISTRIBUTION	166.78
	hard hats	ELECTRIC FUND	ADMIN AND GENERAL	156.18
	6pt hard hat suspension	ELECTRIC FUND	ADMIN AND GENERAL	30.15
			TOTAL:	1,437.70
WOLF MOTOR COMPANY, INC.	#1 clamp & bushing	STORMWATER FUND	TREATMENT	27.58
			TOTAL:	27.58
XCEL ENERGY	hwy 22 bridge lights 6/22-	GENERAL FUND	STREETS	42.40
			TOTAL:	42.40
YOUTH ENRICHMENT LEAGUE	summer camp instruction fr	GENERAL FUND	RECREATION/LEISURE SER	3,098.00
	summer camp instruction fr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	108.00
			TOTAL:	3,206.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ZIEGLER INC	2015 wacker	WATER	DISTRIBUTION AND STORA	652.94
	2015 wacker	WASTE WATER FUND	SOURCE/TREATMENT	652.94
	2015 wacker	ELECTRIC FUND	POWER DISTRIBUTION	652.93
	2015 wacker	STORMWATER FUND	TREATMENT	652.94
			TOTAL:	2,611.75

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

101	GENERAL FUND	106,841.68
211	LIBRARY FUND	1,455.26
213	PUBLIC ACCESS	2.48CR
217	COMMUNITY CENTER	6,884.99
240	TORNADO DISASTER REV LOAN	14.20
401	PERM IMPROVMENT REVOLVING	47,970.64
601	WATER	28,326.77
602	WASTE WATER FUND	39,627.08
603	ENVIRON SERVICES FUND	5,893.86
604	ELECTRIC FUND	685,820.49
606	STORMWATER FUND	8,132.07
820	RESTRICTED CONTRIBUTIONS	1,018.00
-----		
	GRAND TOTAL:	931,982.56
-----		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following budgeted purchases in excess of \$7,500 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Quality Flow	KSB pump repair	\$7,548.00	Wastewater

2. The following employee appointment is hereby approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Leticia Snow	Part-time Circulation Clerk	\$9.25/hour

3. The following individuals are hereby appointed to serve as Election Judges for the November 3, 2015 general election:

- |                   |                           |
|-------------------|---------------------------|
| Barbara Luker     | Carol Solberg             |
| Jaci Kopet        | Warren Michels            |
| Renaë Rolle       | Mike Torkelson            |
| Marian Nygard     | Paul Aasen                |
| Beverly Sommers   | Nita Aasen                |
| Brenda Isley      | Maureen Scholl            |
| Patricia Duenwald | Brigette Boyer (trainee)  |
| John Hall         | Emily Carpenter (trainee) |
| Rita Scheff       | Tom Thorkelson            |
| Marilyn Beyer     | Geraldine Hildebrandt     |
| Donna Green       | Barb Luker                |
| Robert Genelin    | Lelia Leonhardt           |
| Denny Booren      | Raymond Jacobson          |
| Leona Miller      | Helen Christianson        |
| Amy Kamm          | Paula Van Zee             |
| Mary Ann Harty    | Craig Drager              |
| Mary Ann Hanson   | Nancy Luker               |
| Terry Kamm        | Ashley Prax               |
| Elaine Deschaine  | Megan Roach (trainee)     |
| Diane Harms       | Jaide Fondie (trainee)    |
| Greg Seitzer      |                           |

4. The following advisory board appointment is hereby approved for the term indicated:

LIBRARY BOARD  
Jesse Hoffman (2013-2015)

5. The schedule of disbursements for July 23, 2015 through August 5, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of August, 2015.

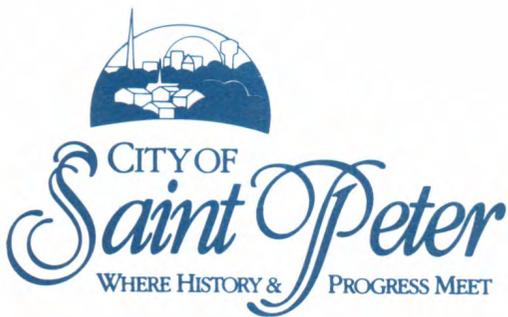
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 08/06/15

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

**RE:** Washington Avenue Link Project Part 1 Final Acceptance

### ACTION/RECOMMENDATION

Authorize final payment to Nielsen Blacktopping in the amount of \$23,357.09 and accept the project as complete.

### BACKGROUND

In September 2013, the City Council awarded Nielsen Blacktopping the bid to perform roadway improvements, sidewalk additions, improve alley and handicapped accesses in the amount of \$676,649.54. The improvements occurred on North Washington Avenue from Sumner Street to 300 feet north of the intersection at Saint Julien Street. This phase of the project was funded entirely using Municipal State Aid funds.

The final project cost was \$47,319.09 under planned improvements due to a change in project quantities for storm sewer improvements at Traverse Road and along North Washington Avenue and in the field decisions related to topsoil, sodding and bituminous patching.

#### PROJECT SUMMARY:

Initial Project Cost	\$676,649.54
Completed Project Cost	\$629,330.45
Pavement Density Deduction	- \$ 5,693.30
<i>Final Project Cost</i>	<i>\$623,637.15</i>

#### FISCAL IMPACT:

The work will be funded using Municipal State Aid Funds.

#### ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: Staff will seek City Council direction.

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

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

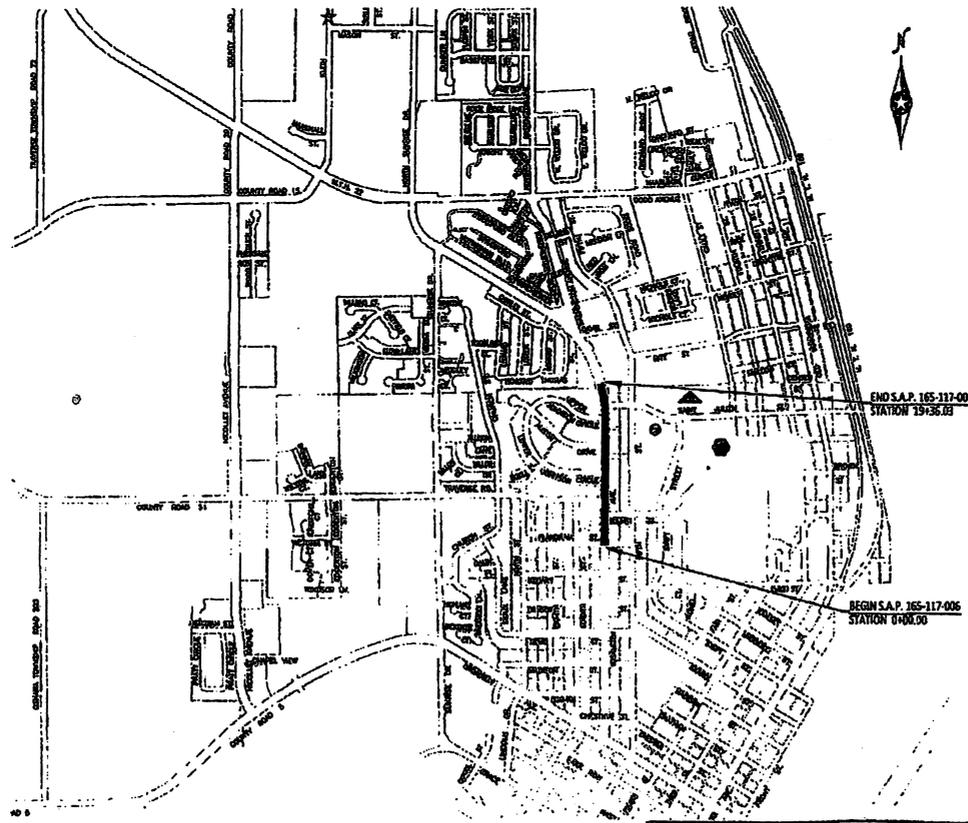
PM/amg

Part #1

MINNESOTA DEPARTMENT OF TRANSPORTATION  
NICOLLET COUNTY, MINNESOTA  
CITY OF SAINT PETER  
NORTH WASHINGTON AVENUE ROADWAY IMPROVEMENTS

CONSTRUCTION PLAN FOR GRADING, BASE, STORM SEWER, BITUMINOUS SURFACING, WALK, TRAIL, AND CURB & GUTTER

S.A.P. 165-117-006 LOCATED ON NORTH WASHINGTON AVE BETWEEN FLANDRAU STREET AND 300' N. OF ST. JULIEN STREET (GEOGRAPHIC DESCRIPTION)  
FROM A POINT 400 FT WEST AND 640 FT NORTH OF CENTER SECTION 16-120N-26W TO A POINT 560 FT WEST AND 2375 FT SOUTH OF CENTER SECTION 9-110N-26W (LEGAL DESCRIPTION)



STATE PROJ. NO.	165-117-006	
GROSS LENGTH	1936.03 FEET	0.367 MILES
BRIDGES-LENGTH	0.00 FEET	0.000 MILES
EXCEPTIONS-LENGTH	0.00 FEET	0.000 MILES
NET LENGTH	1936.03 FEET	0.367 MILES

DESIGN DESIGNATION (S.P. 165-117-006)

±EN18	N/A	
R Value	N/A	
Pres. ADT	3500 (2012)	
Proj. ADT	5200 (2032)	
Proj. HCAOT	550 (2032)	
Soil Factor	75	Pavement Design 9 Ton
Shoulder Width	N/A	
Roadway Classification	Urban Collector	
No. Of Traffic Lanes	2	No. Of Parking Lanes 2
Design Speed	35 MPH	
Based On	Stopping	Sight Distance
Height Of Eye	3.5'	Height Of Object 0.5'
Design Speed Not Achieved At	N/A	

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

SCALES

PLAN	0" = 30'
PROFILE	0" = 10'
INDEX MAP	0" = 500'
GENERAL LAYOUT	

MAP OF THE CITY OF SAINT PETER NICOLLET COUNTY, MN

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
MARSHALL, MN; FAIRBANKT, MN; SLEEPY FIVE, MN; GRANDVILLE, MN; WISCONSIN, MN; OSWEGO, MN; BARRETT, MN; MAPLEWOOD, MN; HANDEL, MN; ROCHESTER, MN; AMET, IA; SPENCER, IA

MAP LEGEND

BITUMINOUS MILLINGS STOCKPILE SITE	▲ SALVAGED HYDRANTS TO CITY
EXCESS EXCAVATED MATERIAL DISPOSAL SITE & STOCKPILE SITE	● SALVAGED CASTINGS TO CITY

MINN. PROJ. NO. \_\_\_\_\_

GOVERNING SPECIFICATIONS

THE 2005 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" TOGETHER WITH ALL SUPPLEMENTAL SPECIFICATIONS AND MINOT TECHNICAL MEMORANDA IN FORCE 30 CALENDAR DAYS PRIOR TO THE DATE OF ADVERTISEMENT.

INDEX

SHEET NO.	DESCRIPTION
<b>SECTION 1: GENERAL</b>	
1.01	TITLE SHEET
1.02	LEGEND
1.03	GENERAL LAYOUT
1.04	STATEMENT OF ESTIMATED QUANTITIES
1.05 - 1.07	TABLES
1.08	TYPICAL SECTIONS
1.09 - 1.18	CONSTRUCTION DETAILS
1.19 - 1.20	CONSTRUCTION PHASING & TRAFFIC CONTROL PLAN
<b>SECTION 2: REMOVALS</b>	
2.01	REMOVAL SHEETS
<b>SECTION 3: UTILITY CONSTRUCTION</b>	
3.01 - 3.04	UTILITY PLAN & PROFILE SHEETS
3.05	STORM SEWER LATERAL PROFILES
<b>SECTION 4: STREET CONSTRUCTION</b>	
4.01 - 4.07	PLAN & PROFILE SHEETS (SURFACE PLAN)
4.08 - 4.10	INTERSECTION DETAILS
<b>SECTION 5: SWPPP &amp; EROSION / SEDIMENT CONTROL PLAN</b>	
5.01 - 5.02	SWPPP
5.03	EROSION / SEDIMENT CONTROL SHEETS
<b>SECTION 6: LANDSCAPING &amp; STREET LIGHTING PLAN</b>	
6.01	PLAN SHEETS
<b>SECTION 7: SIGNING &amp; STRIPING PLAN</b>	
7.01	LAYOUT SHEET
7.02 - 7.03	EXISTING SIGNING PLAN
7.04 - 7.06	SIGNING & STRIPING PLAN
7.07 - 7.13	TABLES & DETAILS
<b>SECTION 8: CROSS SECTIONS</b>	
8.01 - 8.08	CROSS SECTION SHEETS

THIS SET OF PLANS CONTAINS 61 SHEETS

DESIGN ENGINEER: *Jeffrey A. Domras* JEFFREY A. DOMRAS  
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 6/14/2013 LICENSE NUMBER: 26484

APPROVED: *Robert D. Juel* DATE: 7/22/13  
CITY/COUNTY ENGINEER

APPROVED: *Mark Stellan* DATE: 8/8/13  
DISTRICT STATE AID ENGINEER: APPROVED FOR COMPLIANCE WITH STATE AID RULES/POLICY

APPROVED: *Mark Stellan* DATE: 8/8/13  
STATE AID ENGINEER: APPROVED FOR FUNDING @ STATE AID FUNDING



# BOLTON & MENK, INC.®

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900  
Phone (507) 625-4171 • Fax (507) 625-4177  
www.bolton-menk.com

July 17, 2015

Pete Moulton  
Director of Public Works  
City of Saint Peter  
405 W. St. Julien Street  
Saint Peter, MN 56082

RE: Acceptance and Final Payment Recommendation  
Part 1 North Washington Avenue Link Improvements  
Summer Street to 300-Foot North of St. Julien Street  
SAP 165-117-006  
BMI Project No. M14.036312

Dear Pete:

Enclosed are signed copies of Contractor's Estimate No. 5-Final in the amount of \$23,357.09, along with the Consent of Surety to Final Payment and IC-134 certifying the withholding of income tax. The project included the construction of sidewalk along both sides of Washington Avenue, widening the boulevard between the Frontage Road and Washington Avenue, and milling and overlaying the roadway surface.

The project bid amount was \$676,649.54. The final project cost of \$629,330.45 was approximately \$47,000 less, in most part due to less topsoil, bituminous patching, and sodding needed for the project. Also, a pay deduction of \$5,693.30 was applied for some of the bituminous pavement density tests not meeting the minimum specifications.

We believe the project has been constructed according to the plans and specifications and, therefore, can recommend acceptance and final payment to Nielsen Blacktopping, Inc.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.  
Project Engineer

Enclosures

CITY OF SAINT PETER, MINNESOTA

RESOLUTION 2015-

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

**RESOLUTION ACCEPTING WASHINGTON AVENUE LINK PROJECT PART 1**

WHEREAS, Nielsen Blacktopping, Inc. has completed the work on Washington Avenue Link Project Part 1 according to the plans and specifications; and

WHEREAS, Nielsen Blacktopping, Inc. has completed testing requirements for installation of utilities and public infrastructure; and

WHEREAS, the project was completed within the time allowed and the improvements included a new street surface, curb and gutter, drainage improvements and sidewalk; and

WHEREAS, City staff made minor alterations to accommodate residents and local businesses; and

WHEREAS, the project was completed for \$47,319.09 under planned improvements; and

WHEREAS, the staff recommends the project be accepted as completed and authorization be provided for final payment to the project.

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

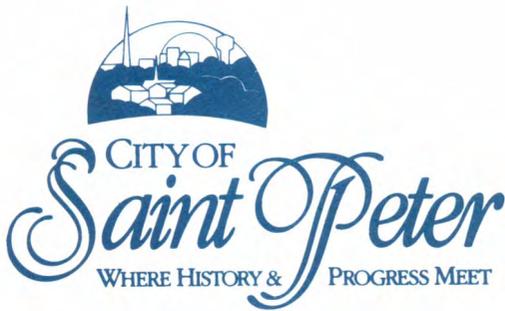
1. The Washington Avenue Link Project Part 1 is hereby accepted as completed.
2. Staff is directed to make final payment to Nielsen Blacktopping, Inc. in the amount of \$23,357.09 with funding from Municipal State Aid funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/30/2015

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

**RE:** Old Minnesota Avenue Surface Improvement Project Close Out

### **ACTION/RECOMMENDATION**

Accept the Old Minnesota Avenue Surface Improvement Project as completed and authorize final payment to OMG Midwest, Inc. in the amount of \$16,152.05.

### **BACKGROUND**

In September 2014, the City Council awarded OMG Midwest, Inc. the bid to perform roadway surface improvements, curb and gutter reconstruction, added sidewalks along Old Minnesota Avenue for pedestrian safety, and street resurfacing at the intersection of Union Street and Old Minnesota Avenue to match the MnDOT Flood Mitigation Project. This project was funded entirely using Municipal State Aid funds.

The final project cost was \$248,538.20, slightly higher (\$8,773) due to additional bituminous patching necessary to tie walk along the west side of Old Minnesota Avenue into existing pavement surfaces and the use of 6-inch walk in the 900 block of N. Old Minnesota where roll over curb was used to improve business access. Also, staff worked with the business owner to add sidewalk in the 200 block of Union Street.

Staff recommends approval of the project and requests authorization to make final payment to the contractor.

### **FISCAL IMPACT:**

This work will be funded using Municipal State Aid Funds.

### **ALTERNATIVE/VARIATIONS:**

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

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

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

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

PM/amg

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION ACCEPTING 2014 OLD MINNESOTA AVENUE SURFACE IMPROVEMENTS  
PROJECT**

WHEREAS, the Minnesota Department of Transportation constructed a Trunk Highway 169 Flood Mitigation Project; and

WHEREAS, the City made a commitment to make surface improvements on St. Julien Street and on Old Minnesota Avenue at the Union Street intersection to match the MnDOT Project; and

WHEREAS, OMG Midwest, Inc. has completed the work as described in the plans and specifications; and

WHEREAS, OMG Midwest, Inc. has completed testing requirements for installation of utilities and public infrastructure; and

WHEREAS, the project was completed within the time allowed and the improvements included a new street surface, curb and gutter, drainage improvements and sidewalk; and

WHEREAS, City staff made alterations of concrete sidewalk thickness and curb type in order to accommodate residents and local businesses; and

WHEREAS, the staff recommends acceptance of the project as outlined in the contract document for the price of \$239,765.20, with \$8,773.00 in changes approved by staff for a final project cost of \$248,538.20.

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

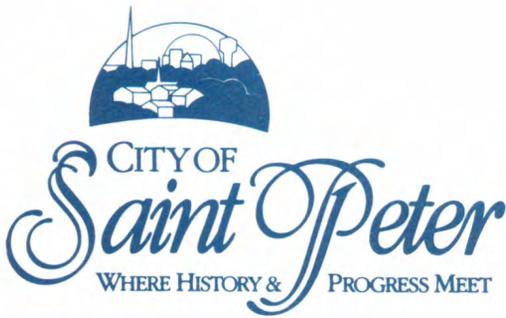
1. The 2014 Old Minnesota Avenue Surface Improvements Project is hereby accepted as completed.
2. Staff is authorized to proceed with final payment to OMG Midwest, Inc. in the amount of \$16,152.05.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 08/06/15

**FROM:** Russ Wille  
Community Development Director

**RE:** Vacation of Electrical Easement

### ACTION/RECOMMENDATION

Adopt the attached resolution vacating the abandoned electrical utility easement upon 617 W. Traverse Road as petitioned by the property owner.

### BACKGROUND

On June 12, 1961, the Saint Peter City Council received a petition from John and Dorothy Engdahl and Karl Klein seeking the vacation of an alley within Block 29 of Skaro and Evenson Subdivision. On July 24, 1961, following a public hearing on the matter, the City Council vacated the alleyway as requested.

*The property records maintained by the Nicolet County Recorder's office notes that, "It is hereby ordered by the Common Council that the following described portion of alley be and the same is hereby vacated and discontinued, subject to granting of a utility easement as desired by the Council."*

*- Book "102" Deeds, page 43*

On October 2, 1961, the County Recorder acknowledged that the Enghahl's and Mr. Klein granted the City an electric utility easement over the entirety of the vacated alley. As per the recording,

*"Easement for the purposes of constructing light poles, electrical lines and conduits, and to repair, maintain, alter and enlarge the same as said City of Saint Peter may find necessary, from time to time."*

A review of the applicable 617 W. Traverse Road building permit file indicates that on October 4, 1963, a building permit was issued to Standard Lumber Company to construct a new single family home on the land subject to the 1961 easement. There is no record that the easement had been vacated prior to issuance of the building permit.

Then in 1989, a new building permit was issued to Gerald Brekke for the construction of a new single family home on the land subject to the 1961 easement. It is assumed that the residence

constructed by the Standard Lumber Company had previously been destroyed, demolished or otherwise removed from the property.

Subsequent to the completion of Brekke's construction, the property has changed hands via sale on a number of occasions. The property is currently owned by Chelsea Gerholz. Since 2007, Ms. Gerholz is the third recorded owner of the property.

Ms. Gerholz has negotiated the sale of her property. Upon inspection of the title, North American Title Company has determined that the utility easement granted in 1961 has never been vacated. As such, the title is clouded given that the home is built upon the easement. The title concerns have postponed the scheduled sale until such time as the title is cured.

Ms. Gerholz has paid the appropriate fee and petitioned that the City Council provide for the vacation of the utility easement granted by Engdahl/Klein to the City in 1961.

I have consulted with Public Works Director Pete Moulton and Bolton and Menk, Inc. staff regarding the necessity of the easement and the difficulties presented by the noted encroachment. Director Moulton has determined that there are no electric utilities that remain within the easement. As such, Director Moulton would have no opposition to the vacation of the abandoned easement as petitioned by Ms. Gerholz.

**FISCAL IMPACT:**

Ms. Gerholz has paid the \$80 fee for City Council consideration of vacating the easement. No other municipal costs of vacation have been identified.

**ALTERNATIVES/VARIATIONS:**

Do not act: Ms. Gerholz and the title company will be notified of the Council action.

Negative Vote : Ms. Gerholz's sale will be jeopardized or further delayed given the encumbered title.

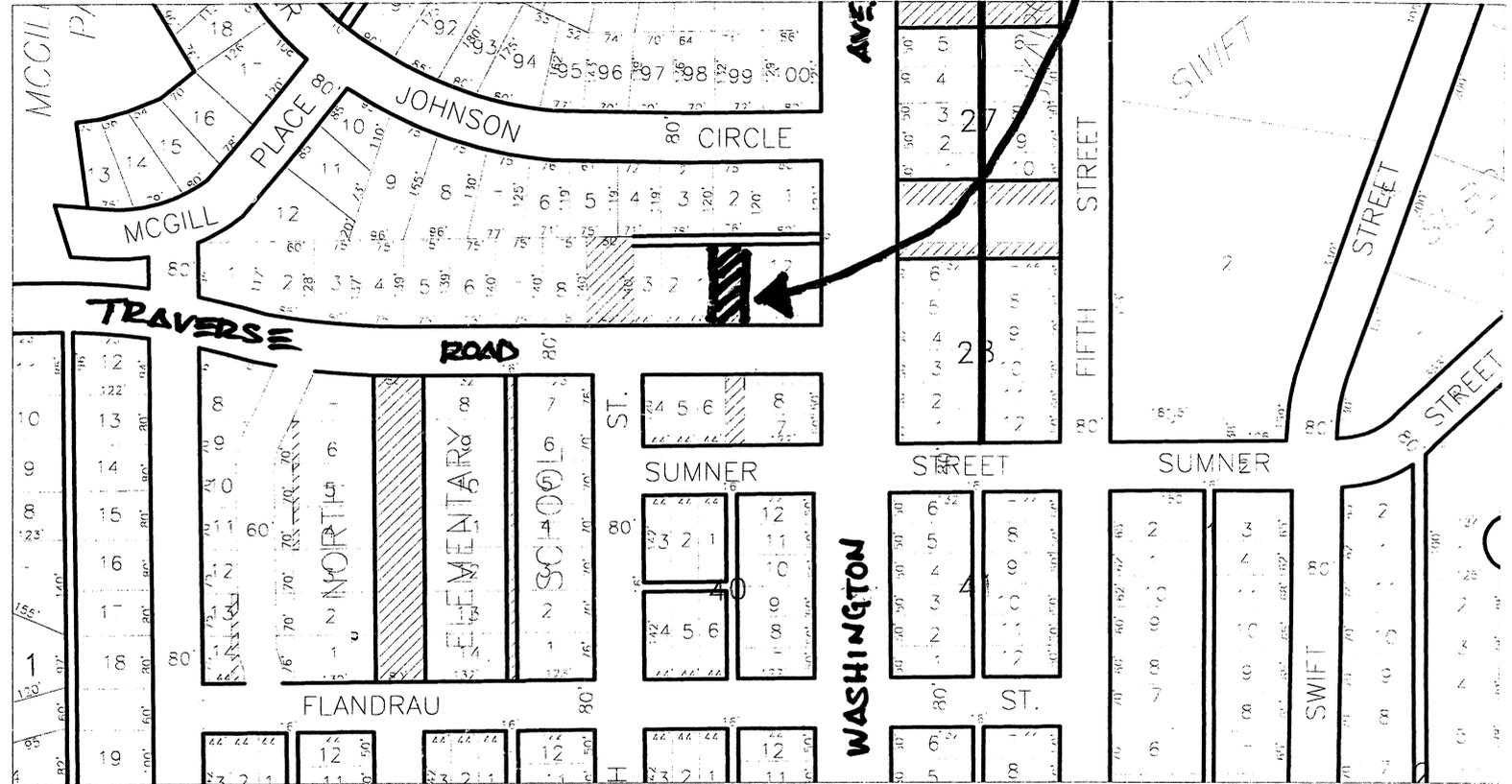
Modification of the Resolution: This is always an option of the Council.

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

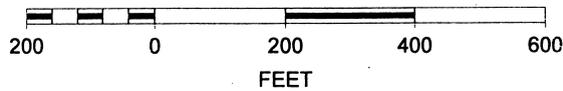
RJW

# 617 W. Traverse Road - Easement Vacation

- Base Map - 2/12'
-  Street Text - In ROW
  -  Street ROW
  -  Street Pavement
  -  Street Pavement - Private
  -  Street Dimensions
  -  Vacated Streets
  -  Lakes & Rivers
  -  Lakes & Rivers Text
  -  Railroad
  -  Railroad Text
  -  Buildings
  -  Building Text
  -  Park
  -  Park Text
  -  School Text
  -  Storm Ponds



SCALE 1 : 3,579



APPLICATION FORM  
CITY OF SAINT PETER, MINNESOTA

Street Location of Property (address) 617 West Traverse Rd.  
St Peter Mn 56082

Owner:  
Name Chelsea Gerholz

Address \_\_\_\_\_

Applicant: (If different from owner)  
Name \_\_\_\_\_

Address \_\_\_\_\_

Type of Request:  
(Please check one)  Rezoning  Annexation  Variance  
 Conditional Use  Vacate Public Ways  
 Application for Subdivision \_\_\_\_\_ Number of Lots  
 Other

Description of Request: Vacation of easement.  
Vacate easement as described in Exhibit "A."

Chelsea Gerholz  
Applicant Signature  
8-4-15  
Date

(To be filled in by City Officials)

Petition received with fee \$ 80<sup>00</sup> on 08/04/2015 by RW

Action of Variance Board (if request is for Variance) N/A Date \_\_\_\_\_

Action of Planning Commission N/A Date \_\_\_\_\_

Action of City Council \_\_\_\_\_ Date \_\_\_\_\_

Fee \$ 80<sup>00</sup> Receipt Number 00308811 Date 08/04/2015

EXHIBIT "A"

LEGAL DESCRIPTION OF EASEMENT

Easement for the purposes of constructing lights, poles, electrical lines and conduits, and to repair, maintain, alter and enlarge the same as said City of Saint Peter may find necessary, from time to time:

".....herby Grant unto the City of Saint Peter, Minnesota a perpetual easement and right of way 16 feet in width over the following described premises situated in Nicollet County, Minnesota, to-wit:

Commencing at the southwesterly corner of Lot 7 in said Block No. 29, and running thence northerly on the westerly line of said Lot 7 and Westerly line of Lots 8, 9, 10, 11 and 12 to the northwesterly corner of Lot 12 in said Block; thence at right angles westerly along a westerly continuation of the north line of said Lot 12 to the Northeasterly corner of Lot 1 in said Block 29; thence southerly along the easterly line of said Lot 1 and a Southerly continuation thereof to the southeasterly corner of Lot 6 in said Block; thence at a right angle easterly and along a easterly continuation of the southerly line of Lot 6 to the point of commencement.

**[RECORDED OCTOBER 2, 1961 AT 8:00 O'CLOCK A.M.M. IN BOOK 102, DEEDS PAGES 539-540.]**

\*\*\*\*\* 87. \*\*\*\*\*

STATE OF MINNESOTA, )  
County of Nicollet. } as PROBATE COURT,  
Estate of August C.  
Engdahl, Deceased.

Ellen M. Clark  
Deputy Clerk of the Probate Court, and  
Custodian of the Seal and Records of  
said Court,  
&(Seal Impressed.)

TO

Whom it May Concern

CERTIFICATE AS TO COPY:

Dated April 6th, 1960;  
Recorded April 6th, 1960 at 11:50 o'clock A.M.  
Book "99" of Deeds page 198.

CERTIFYING:

That I have compared the foregoing Copy of  
Order for Sale of Real Estate at Private  
Sale with the original record thereof  
preserved in this office and have found the  
same to be a correct transcript of the whole  
thereof.

\*\*\*\*\* 88. \*\*\*\*\*

Charles B. Engdahl  
As Administrator of the Estate of  
August C. Engdahl,

TO

John S. Engdahl and Dorothy M. Engdahl,  
husband and wife, as joint tenants and  
not as tenants in common, their assigns,  
the survivor of said parties, and the  
heirs and assigns of the survivor, Forever..

PROBATE DEED: (Private Sale Under License)  
Consideration, \$500.00

Dated Sept. 16th, 1959; 2 witnesses;  
Ack. Sept. 16th, 1959, Charles B. Engdahl,  
administrator of the estate of August C.  
Engdahl, deceased, before Henry M. Benson, Jr.  
Notary Public, Nicollet County, Minn.  
(Notarial Seal Impressed.)  
Recorded Sept. 21st, 1959 at 11:30 o'clock  
A.M. Book "97" of Deeds pages 531-532.

CONVEYS:

Lot 1, except the Southerly 40 feet there  
the East 5 feet of Lot 2, except the Southerly 40 feet thereof, and the West 22 feet of Lot  
11 and 12, all in Block No. 29 in Skaro & Evenson's Addition to the City of St. Peter,  
according to the plat thereof on file and of record in the Office of the Register of Deeds  
in and for said County of Nicollet.

.55¢ Internal Revenue Stamps  
Affixed and Cancelled.

\*\*\*\*\* 89. \*\*\*\*\*

John S. Engdahl and Dorothy M. Engdahl,  
Karl M. Klein and Mary Dolores Klein,

TO

City of St. Peter

EASEMENT:

Consideration, \$1.00, et al  
Dated Aug. 31st, 1961; 2 witnesses;  
Ack. Aug. 31st, 1961, by the same Grantors,  
before Henry M. Benson, Jr. Notary Public,  
Nicollet County, Minnesota (Notarial Seal  
Impressed)  
Recorded Oct. 2nd, 1961 at 8:00 o'clock A.  
Book "102" Deeds pgs. 539-540.

WHEREAS, John S. Engdahl and Dorothy M. Engdahl, are the owners of the following describe  
premises situated in Nicollet County, Minnesota, to-wit: The Northerly 100 feet of Lots 1,  
and 3 in said Block No. 29; and also the West 22 feet of Lots 11 and 12 in said Block No. 2  
Skaro & Evenson's Addition, and

WHEREAS, Karl M. Klein and Mary Dolores Klein are the owners of the following described  
premises situated in Nicollet County, Minnesota, to-wit: Lots 7 & 8 in Block 29 of Skaro &  
Evenson's Addition to the City of St. Peter, according to the Plat thereof on file and of  
record in the office of the Register of Deeds in and for Nicollet County, Minnesota; Lots  
6 and 9 in said Block No. 29 of Skaro & Evenson's Addition, except that portion thereof a  
lie within and are a part of the following described premises, to-wit: A strip or parcel  
land lying and being 40 feet either side of the following described center line: Beginn  
the present road at a point 1,318.6 feet south of the northwest corner of section 16 Twp  
North of Range 26 West thence extending North 89 degrees 44 minutes East for a distance  
940.9 feet thence deflecting to the right on a 5 degree 00 minute curve with a delta ang  
of 14 degrees 29 minutes right for a distance of 289.7 feet; thence continuing on tangen  
to said curve for a distance of 12.8 feet; thence deflecting to the left on a 5 degree  
minute curve with a delta angle of 13 degrees 45 minutes left for a distance of 275.0 f  
thence continuing on tangent to said curve for a distance of 656.7 feet to the West line  
Washington Avenue in the City of St. Peter, at a point 140 feet South of the Northeast c  
of Block No. 29 of Skaro & Evenson's Addition, according to the Plat thereof on file in  
office of the Register of Deeds, for said County, and there terminating;

WHEREAS, the City of St. Peter has previously constructed the electric utility lines a  
and through the North-South alley located in said block, which the above parties have  
petitioned to be vacated;

"No. 89"---contd. on next page.

No. 89—contd.

Instrument

Dated NOW THEREFORE, in consideration of the City making no objections to the vacation of said alley, and in consideration of the sum of \$1.00 paid by the City of St. Peter to said property owners, John S. Engdahl, Dorothy M. Engdahl, and Karl M. Klein and Marv Dolores Klein for themselves and their heirs and Witnesses assigns, hereby Grant unto the City of St. Peter, Minnesota a perpetual easement Acknowledged and Right of way 16 feet in width over the following described premises situated in said Nicollet County, Minnesota, to-wit: Commencing at the southwesterly corner of Lot 7 in said Block No. 29, and running thence northerly on the westerly line of said Lot 7 and the Westerly line of Lots 8, 9, 10, 11 and 12 to the northwesterly corner of Lot 12 in said Block; thence at right angles westerly along a westerly continuation of the north line of said Lot 12 to the Northeasterly corner of Lot 1 in said Block 29; thence southerly along the easterly line of said Lot 1 and a Southerly continuation thereof to the southeasterly corner of Lot 6 in said Block; thence at a right angle easterly and along a easterly continuation of the southerly line of Lot 6 to the point of commencement.

Said Easement to be for the purpose of constructing lights, poles, electric lines and conduits, and to repair, maintain, alter and enlarge the same as said City of St.

Peter may find necessary, from time to time.

Instrument

Dated

Filed

Recorded

Consideration

Witnesses

Acknowledged

Describes the Alley to be Vacated

Instrument WARRANTY DEED: Joint Tenants

No. 90.

John S. Engdahl and Dorothy M. Engdahl, husband and wife,

Dated Nov. 27th, 1962

Filed Nov. 28th, 1962 at 2:30 P.M.

Recorded Book "105" Deeds pg. 533-534

Consideration \$12,000.00

Witnesses 2

Acknowledged Nov. 27th, 1962, by the same

Grantors, before Henry N. Benson, Jr.

Notary Public, Nicollet County, Minn.

(Notarial Seal Impressed)

TO

Thomas J. Ryan and Dorothy A. Ryan, husband and wife, as joint tenants and not as tenants in common, their assigns, the survivor of said parties, and the heirs and assigns of the survivor, Forever.....

CONVEYS AND WARRANTS: The Westerly 22 feet of Lots 11 and 12, and the Northerly 120 feet of Lots 1, 2 and 3 all in Block 29 in Skaro & Evenson's Addition to the City of St. Peter, Minnesota, according to the Plat thereof on file in the office of the Register of Deeds in and for said County; except that portion thereof lying 40 feet north of the following described center line: Beginning in the present road at a point 1,318.6 feet south of the Northwest corner of Section 16 Township 110 North of Range 26 West, thence extending North 89 degrees and 44 minutes east for a distance of 940.9

feet; thence deflecting to the right on a 5 degree no minute curve with a delta angle

Instrument of 14 degrees and 29 minutes right for a distance of 289.7 feet; thence

Dated continuing on tangent to said curve for a distance of 12.8 feet; thence

Filed deflecting to the left on a 5 degree and no minutes curve with a delta angle

Recorded of 13 degrees and 45 minutes left for a distance of 275 feet; thence

Consideration continuing on tangent to said curve for a distance of 656.7 feet to the west

Witnesses line of Washington Avenue in said City, at a point 140 feet South of the

Acknowledged Northeast corner of Block No. 29 of Skaro & Evenson's Addition, and there

terminating. Also, that portion of vacated 7th Street lying Westerly of said Lot 3,

The parties of the first part reserve the right to possession until March 1, 1963.

The parties of the first part will also pay the 1962 taxes due and payable in 1963.

Free from all incumbrances.

\$13.20 Internal Revenue Stamps Affixed and Cancelled.

\$13.20 State Deed Tax Stamps also affixed and Cancelled.

**Instrument** ORDER VACATING ALLEY No.91. Common Council of the City of St. Peter, Minnesota,  
**Dated** July 28th, 1961 By: E. G. Nelson, City Clerk,  
**Filed** Aug. 29th, 1961 at 3:30 P.M.  
**Recorded** Book "102" Deeds pg.435  
**Consideration** TO  
**Witnesses**  
**Acknowledged** John S. and Dorothy M. Engdahl,  
and Karl Klein

**WHEREAS**, On June 12, 1961, there was presented to the Common Council of the City of St. Peter, Minnesota, a verified petition of John S. and Dorothy M. Engdahl and Karl Klein, praying for the vacation of the North-South alley located in Block 29, Skaro & Evenson's Addition, hereinafter more particularly described, and  
**WHEREAS**, said Common Council having deemed it expedient that the matter of said petition be filed with its City Clerk, and that a hearing thereon be held at the office of said Clerk on July 24, 1961, at 8:15 o'clock P.M., and that said clerk give notice of hearing as provided by the Charter of said City; and  
**WHEREAS** the Common Council being satisfied that due notice of said hearing had been given as provided by the Charter of said City, and after due investigation and consideration of said petition and the testimony adduced in support thereof, there being  
**Instrument** no appearances in opposition thereto, and being satisfied that said alley is  
**Dated** no longer of public use or necessity, and that said petition should be granted  
**Filed** IT IS HEREBY ORDERED, by the Common Council that the following described  
**Recorded** portion of alley be and the same is hereby vacated and discontinued, subject  
**Consideration** to granting of a utility easement as desired by the City;  
**Witnesses** Commencing at the Northwesterly corner of Lot 7 in Block 29 and running  
**Acknowledged** thence northerly on the westerly line of said Lot 7 and the westerly line of Lots 8, 9, 10, 11 and 12 to the northwesterly corner of Lot 12 in said Block; thence at right angles westerly along a westerly continuation of the north line of said Lot 12 to the northwesterly corner of Lot 1 in said Block 29; thence Southerly along the easterly line of said Lot 1 and a southerly continuation thereof to the southeasterly corner of Lot 6 in said Block; thence at right angle easterly and along an easterly continuation of the southerly line of Lot 6 to the point of commencement.  
Copy Certified to July 28th, 1961 by E. G. Nelson, City Clerk & (Seal Impressed)

**Instrument** ORDER VACATING STREET: No.92. Common Council of the City of St. Peter, Minnesota,  
**Dated** July 26th, 1961 By: E. G. Nelson  
**Filed** Aug. 29th, 1961 at 3:30 P.M. City Clerk  
**Recorded** Book "102" pg.437.  
**Consideration** TO  
**Witnesses**  
**Acknowledged** John S. and Dorothy M. Engdahl,

**WHEREAS**: on June 12, 1961, there was presented to the Common Council of the City of St. Peter, Minnesota, a verified petition of John S. and Dorothy M. Engdahl praying for the vacation of a portion of street hereinafter particularly described, and  
**WHEREAS** : said Common Council having deemed it expedient that the matter of said petition be filed with its City Clerk, and that a hearing thereon be held at the office of said Clerk on July 24, 1961, at 8:00 o'clock P.M. and that said clerk give notice of hearing as provided by the Charter of said City; and  
**WHEREAS**, the Common Council being satisfied that due notice of said hearing had been given as provided by the Charter of said City, and after due investigation and consideration of said petition and the testimony adduced in support thereof, there being  
**Instrument** no appearances in opposition thereto, and being satisfied that said street is no longer  
of public use or necessity, and that said petition should be granted;  
**Dated** IT IS HEREBY ORDERED: by the Common Council that the following described  
**Filed** portion of street be and the same is hereby vacated and discontinued, to-wit:  
**Recorded** Commencing at the Northeast corner of Lot 12 in Block 30 and running  
**Consideration** thence Southerly along the Easterly line of Lots 12 and 11 in said Block 30  
**Witnesses** a distance of 100 feet; thence at right angles Easterly a distance of Eight  
**Acknowledged** feet to the Westerly line of Lot 3 in Block 29 in said Skaro and Evenson's Addition; thence running Northerly along the Westerly line of said Lot 3 to the Northwesterly corner of said Lot 3; thence running at a right angle Westerly a distance of Eighty feet, more or less, to the point of commencement.  
Copy certified to July 26th, 1961, by E. G. Nelson, City Clerk (Seal)

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION VACATING AN ABANDONED UTILITY EASEMENT WITHIN BLOCK 29 OF  
SAKRO & EVENSON SUBDIVISION**

WHEREAS, a petition has been received from the owner of 617 West Traverse Road; and

WHEREAS, the petitioner is seeking the vacation of an abandoned electric utility easement upon land legally described as:

Commencing at the southwesterly corner of Lot 7 in said Block No. 29, and running thence northerly on the westerly line of said Lot 7 and Westerly line of Lots 8, 9, 10, 11 and 12 to the northwesterly corner of Lot 12 in said Block; thence at right angles westerly along a westerly continuation of the north line of said Lot 12 to the Northeasterly corner of Lot 1 in said Block 29; thence southerly along the easterly line of said Lot 1 and a Southerly continuation thereof to the southeasterly corner of Lot 6 in said Block; thence at a right angle easterly and along a easterly continuation of the southerly line of Lot 6 to the point of commencement.

WHEREAS, in July, 1961, in exchange for the vacation of an alley, the City was granted a sixteen foot (16') wide electric utility easement upon the vacated alley; and

WHEREAS, in October, 1961, subsequent to the alley vacation and granting of the easement, a single family home was permitted and constructed upon the recorded utility easement; and

WHEREAS, there is no public record that the easement had been vacated prior to the construction of the home; and

WHEREAS, subsequent to the original 1961 construction, the property has changed hands without issue or any noted title deficiencies; and

WHEREAS, the existing owner has negotiated the sale of the property which has been delayed and jeopardized given that the easement encroachment creates difficulties with obtaining clear title to the property; and

WHEREAS, as such, the owner of 617 W. Traverse Road has petitioned for the easement vacation; and

WHEREAS, staff has reviewed the easement subject to vacation and has determined that there are no electrical utilities within the easement subject to the petition; and

WHEREAS, in the absence of any electrical utilities or a plan for future electrical lines in the easement, staff does not oppose the petitioned vacation of the abandoned easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The utility easement recorded October 2, 1961, in the Nicollet County Book "102" Deeds, pages 539-540; legally described below, is hereby vacated as per the petition submitted by property owner Chelsea Gerholz.

*Commencing at the southwesterly corner of Lot 7 in said Block No. 29, and running thence northerly on the westerly line of said Lot 7 and Westerly line of Lots 8, 9, 10, 11 and 12 to the northwesterly corner of Lot 12 in said Block; thence at right angles westerly along a westerly continuation of the north line of said Lot 12 to the Northeasterly corner of Lot 1 in said Block 29; thence southerly along the easterly line of said Lot 1 and a Southerly continuation thereof to the southeasterly corner of Lot 6 in said Block; thence at a right angle easterly and along a easterly continuation of the southerly line of Lot 6 to the point of commencement.*

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of August, 2015.

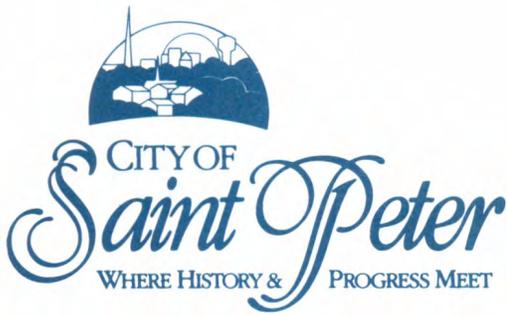
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/31/2015

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

**RE:** Broadway Water Plant Roof Inspection

### **ACTION/RECOMMENDATION**

Authorize an expenditure of \$7,500 for a an outside inspection of roof corrections at the Broadway Water Plant.

### **BACKGROUND**

One of the final issues in the construction of the Broadway Water Plant is correcting the leaks associated with the metal standing seam roof. Since the new water plant at Broadway was constructed in 2010/2011, there have been multiple failures and leaks in the roof system. Bolton and Menk, Inc. has worked diligently with the contractor to resolve these issues and we hope this repair will solve the problem. The roof will be replaced in several areas and a membrane will be installed over the garage area in order to correct the leakage issues.

Since Bolton and Menk designed the roof, and Rice Lake Construction hired a subcontractor to install the roof, an outside inspector should be retained to oversee and help ensure the appropriate methods and materials are used to correct the identified problems. In order to protect our interest and relationships with both of the parties involved it is recommended that we fund the retention of an expert in this area to oversee the corrections.

### **FISCAL IMPACT:**

Cost is expected to not exceed \$7,500. This expense will be covered in the Water Utility budget.

### **ALTERNATIVES/VARIATIONS:**

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

Negative Votes: Staff will be notified of the Council direction.

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

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

PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION AUTHORIZING BROADWAY WATER PLANT ROOF INSPECTION**

WHEREAS, the Broadway Water Plant has experienced leakage in the roofing system; and

WHEREAS, Rice Lake Construction has been working to resolve the leakage through their subcontractor and it has been determined that additional fact finding is required; and

WHEREAS, because a subcontractor installed the roof, an outside inspector should be retained to independently identify past problems and oversee corrective actions.

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

1. \$7,500 be provided to fund the retention of a roofing expert to help ensure appropriate methods and materials are used to correct the identified problems.
2. Funding for the inspection costs shall be from the Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of August 2015.

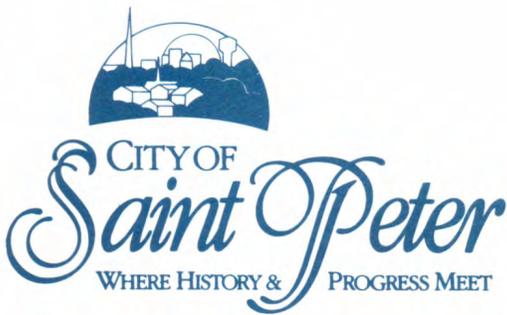
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Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/31/2015

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

**RE:** Broadway Water Plant Skid #3 Membrane Replacements

### ACTION/RECOMMENDATION

Authorize purchase of 72 reverse osmosis membranes for Broadway Water Plant Skid #3 from Wigen Water Technologies of Chaska, MN in the amount of \$34,428.00.

### BACKGROUND

Our current water treatment process involves impurities removal using reverse osmosis (RO). RO is a membrane which filters the water removing salts and other dissolved solids. The finished high quality water is called permeate. Permeate is blended with well water treated by sand filters to provide a high quality drinking water, which is served to our customers.

Over time, salts and dissolved solids build up on the membranes. Membranes are cleaned and particles removed by a process called clean-in-place (CIP), which uses chemicals to dissolve the solids. Some of the particulates remain and cannot be removed by cleaning, which slowly leads up to the membrane plugging which restricts the flow of permeate water through the membrane.

Broadway Water Plant RO Skid #3 receives the concentrated water or "reject water" from the primary treatment RO Skids #1 and #2 and the water is very high in salts and dissolved solids. Due to this poor water quality, the life of the membranes effectively removing the particulates is half when compared to the membranes in Skids #1 and #2. Membranes used in this application usually last two-three years. Staff has identified that 72 membranes in Broadway Water Plant RO Skid #3 are continuing to lose their efficiency and are in need of replacement.

For this purchase City staff followed the purchasing policy guidelines for formal proposals which included public notice of the request for proposals on the City website. Three proposals were received that meet our current replacement membrane specifications for Dow Filters to be used. Proposals received were as follows:

<u>Vendor</u>	<u>Price per filter</u>	<u>Total w/delivery</u>
Wigen Water Technologies – Chaska MN	\$475.00	\$34,428.00
C. Emery Nelson, Inc. – Hamel MN	\$566.00	\$40,952.00
Professional Water Technologies – Vista CA	\$572.00	\$41,519.00

Water utility staff has experience with installing and rotating membranes and will install the new membranes upon delivery.

**FISCAL IMPACT:**

This expense will be covered in the Water Utility budget.

**ALTERNATIVES/VARIATIONS:**

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

Negative Votes: Staff will be notified of the Council direction.

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

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

PM/CV/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT MEMBRANES FOR  
BROADWAY WATER PLANT SKID #3**

WHEREAS, the City's water treatment process involves impurities removal using reverse osmosis (RO); and

WHEREAS, over time the membranes are cleaned and particles are removed; and

WHEREAS, membranes usually last 2-3 years and the current membranes for Skid #3 are several years old; and

WHEREAS, formal written proposals were requested from vendors as required by the City's purchasing policy; and

WHEREAS, three proposals meeting current replacement membrane specifications were received as follows;

<u>Vendor</u>	<u>Price per filter</u>	<u>Total w/delivery</u>
Wigen Water Technologies – Chaska MN	\$475.00	\$34,428.00
C. Emery Nelson, Inc. – Hamel MN	\$566.00	\$40,952.00
Professional Water Technologies – Vista CA	\$572.00	\$41,519.00

WHEREAS, staff recommends accepting the proposal from Wigen Water Technologies for Dow/Filmtec LE-400 Membranes.

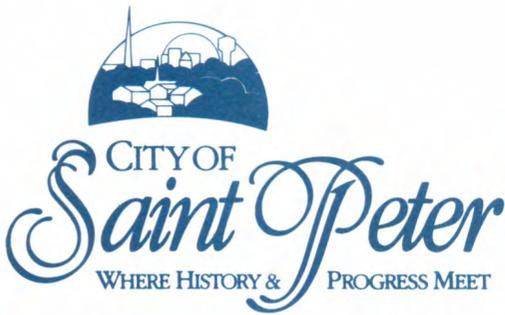
NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The proposal from Wigen Water Technologies of Chaska, MN in the amount of \$34,428.00 for replacement membranes for Broadway Water Plant Skid #3 is hereby accepted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of August 2015.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke



## Memorandum

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

**DATE:** 8/6/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Building Supervisor Job Description

### **ACTION/RECOMMENDATION**

Approve the attached job description for the Building Supervisor.

### **BACKGROUND**

As members may recall it is our practice to review job Descriptions as vacancies occur. We are currently in the process of looking for additional Building Supervisors as our pool of employees that fulfill this function is reducing both in number of employees and, in some instances, the number of hours they are available to work. Our goal is to hire additional part-time employees to work the currently budgeted number of hours.

A review of the job description was completed and a few small changes are recommended. Those changes are:

- Change to reporting supervisor as we no longer have a Resident Caretaker.
- Modified the climbing requirement from 36 to 6 feet. Frankly, I am unsure why we had 36 feet, but it is reasonable to expect that the Building Supervisor can climb a modest ladder for cleaning of light fixtures or assisting in the gym.
- Other changes that I would categorize as language enhancements or clarifications.

This does not change the pay, number of hours budgeted or the overall responsibilities of this position, but rather is an update and clarification.

### **FISCAL IMPACT:**

There is no additional cost to this change.

### **ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for further direction from the Council but will continue to use the current job description.

Negative vote. Staff will use the current job description.

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

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

TP/bal

**POSITION TITLE:** BUILDING SUPERVISOR

**DEPARTMENT:** RECREATION AND LEISURE SERVICES

**SUPERVISOR:** DIRECTOR OF RECREATION AND LEISURE SERVICES

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Director of Recreation and Leisure Services, the Building Supervisor will supervise the St. Peter Community Center building and perform light custodial duties as deemed appropriate.

**ESSENTIAL JOB FUNCTIONS:**

- Weekend opening and closing of the building; closing of the building during weekdays.
- Coordinate and assist the public with previously reserved room rentals.
- Supervision of building usage during non-office hours.
- Monitoring of the building on weekends and after hours in the entryways, bathrooms, hallways, locker rooms, gymnasium, and community rental rooms.
- Light cleaning as needed including vacuuming, mopping, dusting, washing tables and other furnishings, and window cleaning.
- Enforcement of order and proper conduct in the building during non-office hours.
- Perform related duties as occasionally assigned by the Supervisor.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Building Supervisor is required to be capable of performing the following physical functions or a combination thereof for any given work day:

**Legend:**

*Continuously* is over 2/3 of a work day

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

*Occasionally* is less than 1/3 of a work day

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

**Strength:** Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; Frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

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

**Safety:** Perform basic first aid; Perform cardiopulmonary resuscitation.

**Vaccinations:** Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Building Supervisor by the City but are not required.

**ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:**

The Building Supervisor is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively; understand and carry out directions; accept responsibility; maintain confidentiality when needed; provide assistance to the public, tenants and fellow employees.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- CPR and First Aid training or ability to be certified within six months of employment.
- Experience working with the public.

**DESIRABLE QUALIFICATIONS:**

- Experience in building maintenance functions.
- Current CPR and First Aid Certification.

Adopted: \_\_\_\_\_, 2015

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING MODIFICATION TO POSITION DESCRIPTION FOR BUILDING SUPERVISOR POSITION**

WHEREAS, it is the policy of the City to review all position descriptions whenever a vacancy occurs; and

WHEREAS, the Building Supervisor position description has been reviewed by the City Administrator to determine the description continues to provide accurate information concerning the minimum and required qualifications for the position and that the description adequately conveys the essential functions and physical requirements of the position; and

WHEREAS, the position description was also reviewed to ensure compliance with State and Federal regulations; and

WHEREAS, minor modifications are recommended to the description.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated position description for Building Supervisor in the Recreation and Leisure Services Department is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2015.

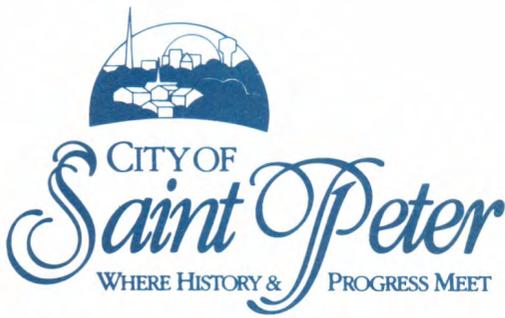
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 8/6/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request: Rock Bend Folk Festival

### **ACTION/RECOMMENDATION**

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

### **BACKGROUND**

Organizers of the Rock Bend Folk Festival have requested City assistance for their annual event to be held in Minnesota Square Park on September 12th and 13th. The request is similar to that made in previous years and includes:

- Use of Minnesota Square Park on September 8-14, 2015 for the festival, setup of festival equipment, stage, etc... and take down.
- Use of City electricity during the event.
- Use of picnic tables.
- Installation of a tent in the park contingent upon following Gopher State One Call regulations.
- Use of the park restroom facilities, including supplies and use of a restroom key.
- Use of a gate key
- Requesting on-site security from Police Reserves on September 12<sup>th</sup> and 13<sup>th</sup>. Costs associated with providing Police security shall be paid by the Rock Bend Folk Festival organization. The costs shall be determined by the Chief of Police.
- Authorization for signage to be installed along West Elm Street that would provide for three additional handicapped parking spaces.
- Access to the Public Works site where Rock Bend items are stored in the Chamber building.
- Asking the City to act as fiscal agent for the Festival's grant application.

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

- All publicity concerning the event shall include notice of dogs not being allowed in the park and Rock Bend officials must notify anyone with a dog in the park of the need to remove the animal as stipulated in City regulations.
- Rock Bend Folk Festival shall notify all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than August 24th.
- Rock Bend Folk Festival officials will be responsible to ensure that vendors have no more than one vehicle in the park and other vehicles in the park shall be limited as directed by City staff. The public shall not be allowed to park inside the park.
- Access to the Public Works site shall be limited to normal business hours only. Should Rock Bend officials need access to the site during non-business hours, Rock Bend will be required to pay all call-out charges for City staff.
- Prior to the event Rock Bend must provide a certificate of insurance naming the City as an additional insured in the amount of \$1,500,000 for a single occurrence.
- Rock Bend must provide for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Rock Bend officials must return the park to pre-event condition.
- Trudi Olmanson will be the only authorized key holder for the restroom and gate keys.

**FISCAL IMPACT:**

The expected cost for the requested assistance will be \$6,000 including staff time, materials, and ongoing fiscal assistance.

**ALTERNATIVES/VARIATIONS:**

No vote: No further action will be provided without City Council approval. As the show license has already been approved, the event will be allowed continue, but without City assistance.

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

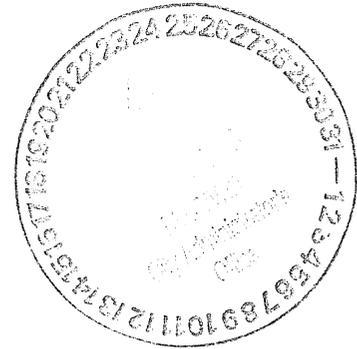
Modification of the Resolution: This is always an option of the Council.

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

TP/bal

April 20, 2015

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



Hi Todd:

Well, we are planning away, and Rock Bend Folk Festival (RBFF) # 25 is approaching. Hard to imagine = 25 years!

This year's Festival will be Sept. 12th and 13th, 2015.

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

The Committee for Rock Bend once again requests the support of the City Council for this year's Festival.

The park is reserved for the Festival. Our set-up needs were addressed in Trudi's communications with the parks department folks. We'll need to access Minnesota Square Park on Tuesday evening 9/8, after 4 PM, for initial drop-off of equipment and supplies. We'll be in the park doing stage set-up, tents, etc. on 9/9, 9/10, and helping vendors on 9/11. Take down will occur Monday 9/14 starting after 3:30 PM.

Support and Requests include:

- Permission to use the support pillars along Minnesota Ave in front of the park. RBFF will do the attaching of the 3 banners to the pillars. We anticipate doing that about 9/1/15 or so. We will complete the application and pay the fee prior.
- The City has reserved Minnesota Square Park for Rock Bend Folk Festival use for the purpose of setting up and conducting the Rock Bend Folk Festival. The City of St. Peter donates the park and electricity for set-up and on the weekend of Sept. 12th and 13th, and has a service electrician available for assistance should there be electrical problems. We would appreciate phone contact numbers for the electrician and any City liaison (has been Tim Mayo), to facilitate service and minimize problems. RBFF lists the City of St. Peter as a festival co-sponsor in programs, grants, and literature.
- It would be helpful if City staff could check the various outlets in the park and verify they are all working before Wed. 9/9, so there is time for repairs if any are not working. There were some electrical problems last year. To remain proactive, we will be asking vendors to consider reducing their electrical needs slightly, and we are encouraging them to bring their own generators. We have not always been able to get electricity back on in a timely manner, and want them to realize they may be without power at times if they do not do these steps.
- The City also allows use of the park picnic tables. It was helpful last year the way the City Park's Staff scattered picnic tables in a semi-circle about 100 feet out from the pavilion on the Highway 169 side, and 10 picnic tables along College Ave by the smaller stage. We also use 4 picnic tables in the Pavilion, and about 5 along the Elm St side in the lower level of the Pavilion.

- The City donates the use of the bathrooms, and leaves a plunger and toilet paper supplies available in the supply room. The City allows the Festival to use the key to the park and to the supply room for the Festival. A Festival Board member (Trudi Olmanson) picks up the key on Tuesday 9/8/14 from the City. The City fills the soap dispensers in the bathrooms before the weekend for the Festival.
- Rock Bend will do set-up and tear down in the week prior to, and the day after, the Festival weekend. We will begin set-up on Tuesday 9/8 and will continue on Wednesday and Thursday and Friday until done. We plan to complete dismantling our stages and tents on Monday night 9/14.
- RBFF will request overnight security on 9/12 into 9/13 from the St. Peter Police Reserves as always. We've been paying \$ 110 to the reserves for this.
- If the City will be having police presence at the festival again this year, we would like to know the plan and costs, for our budgeting purposes.
- RBFF will arrange for garbage capacity and disposal with LPJ.
- Per our discussions the last two years, Vendors are expected to obtain a license from the City, and this is noted on their vendor agreement with the Festival.
- Dogs are not allowed in the park per City Ordinance. This is announced, is in all of our schedules and literature, and we inform any dog owners we find of the City Ordinance and ask them to leave the park. Per our discussions with the Chief of police, we will not call the police to report dogs.
- Vehicle access to the park will be limited and controlled as per the plan.
- Access to the Public Works site – we need to get into the Chamber's building for our equipment on Tuesday 9/2. Being completely done and out of that site by 5 PM has been difficult. Same with returning supplies to the building on 9/14 late evening. Again, if we could have a contact person in the City with access to that site to help us, it would not tie up the police or your staff person in the Public Works Office. Tim Mayo was that person last year and that worked fine.
- Last year the Police Department set up 3 additional handicapped spaces along Elm Street near the sidewalk by Highway 169. These spaces were used, and more were requested, so we would like to request four spaces on 9/12 and 9/13/15.
- If City Council approval is granted, RBFF will apply for a Show permit and a pop license for the use of Minnesota Square Park.
- The festival will arrange for insurance as per the request of the City.

Todd has requested RBFF cell phone numbers of Committee members who will be reachable during the week before and after the festival, and who will be at the Festival, if City Personnel need to reach one of us. The cell phone numbers we can provide are: John Ganey at 507 – 327 – 6188, Ron Arsenault at 507 – 420 – 3755, or Dawn Devens at 612 – 414 – 9020.

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

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

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

A handwritten signature in black ink, appearing to read "John", with a long horizontal flourish extending to the right.

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION AUTHORIZING CITY ASSISTANCE FOR ROCK BEND FOLK FESTIVAL**

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

WHEREAS, the organizers have requested City assistance; and

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

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

1. The request submitted by Rock Bend Folk Festival organizers for City assistance for the 2015 festival is hereby approved and shall include:
  - Use of Minnesota Square Park on September 8-14, 2015 for the festival, setup of festival equipment, stage, etc... and takedown of equipment.
  - Use of City electricity during the Use of picnic tables.
  - Installation of a tent in the park contingent upon following Gopher State One Call regulations.
  - Use of the park restroom facilities, including supplies and use of a restroom key and use of a gate key with the authorized key holder being Trudi Olmanson.
  - Provision of on-site security by Police Reserves on September 12th and 13th. Costs associated with providing Police security shall be paid by the Rock Bend Folk Festival organization. The costs shall be determined by the Chief of Police.
  - Use of signage to be installed along West Elm Street that would provide for three additional handicapped parking spaces on September 12th and 13th.
  - Access to the Public Works site where Rock Bend items are stored in the Chamber building with the contingency stated below.
  - The City acting as fiscal agent for the Festival's grant application.
  
2. Said assistance shall be provided contingent upon the following:
  - All publicity concerning the event shall include notice of animals not being allowed in the park. Rock Bend organizers shall also inform anyone with an animal in the park of the need to remove the animal as stipulated in City regulations.
  - Rock Bend Folk Festival shall notify all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than August 24th.
  - Rock Bend Folk Festival officials will be responsible to ensure that vendors have no more than one vehicle in the park and other event related vehicles in the park shall be limited as directed by City staff. The public shall not be allowed to park within the park.

- Access to the Public Works site shall be limited to normal business hours only and must be arranged through the City's Maintenance Superintendent. Should Rock Bend officials need access to the site during non-business hours, Rock Bend will be required to pay all call-out charges for City staff.
- Rock Bend providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Rock Bend providing for return of the park to pre-event condition.
- Prior to the event Rock Bend Folk Festival shall provide to the City a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 per occurrence.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2015.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator