

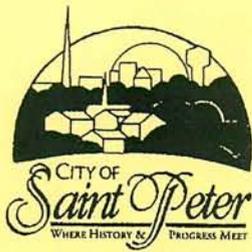
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, August 26, 2013
Community Center Governors' Room - 7:00 p.m.
Please enter Community Center through the door marked "A"

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

None scheduled.
- VII. **NEW BUSINESS**
 - A. Hospital CEO Recommendation Concurrence
 - B. Revolving Loan Settlement Agreement: Hunter Hardwoods
 - C. 2014 Transit Grant Application
 - D. Unbudgeted Purchase: Meter Reading Vehicles
 - E. Handicap Accessibility Micro-Loan Program
 - F. New Business License Applications
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. League of Minnesota Cities Regional Meetings
 - 2. Others
- IX. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the August 12, 2013 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for August 8, 2013 through August 21, 2013, is attached. Please see the attached staff reports and RESOLUTION.

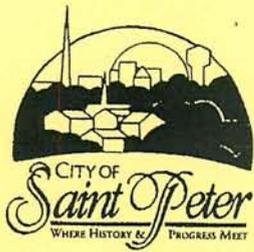
VI. **UNFINISHED BUSINESS**

None scheduled

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION PROVIDING CONCURRENCE WITH HOSPITAL COMMISSION RECOMMENDATION ON APPOINTMENT AND CONTRACT FOR HOSPITAL CEO**

The Hospital Commission held a special meeting on August 21st to recommend the City Council provide concurrence on the appointment of and contract for George Rohrich as the new Hospital CEO. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN SETTLEMENT AGREEMENT FOR HUNTER HARDWOODS (SCHETTLER)

The EDA recommends modifications be made to the repayment and loan terms for two revolving loans previously provided to Greg and Neysa Schletter (formerly D.B.A. Hunter Hardwoods). Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING SUBMISSION OF 2014 TRANSIT GRANT APPLICATIONS

Staff recommends Council approval be provided for grant funds for the operation of the Transit system in 2014 and purchase of a new bus in 2014. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF METER READING VEHICLES

Staff requests approval for the unbudgeted purchase of two used vehicles to be used by the City's Meter Readers. Please see the attached staff report and draft RESOLUTION.

E. ADOPTION OF A RESOLUTION ESTABLISHING HANDICAP ACCESSIBILITY MICRO-LOAN PROGRAM

The EDA recommends establishment of a handicap accessibility micro-loan program that would provide no interest loans to owners of buildings within the Central business district to make accessibility improvements to the property. The applications would be processed and approved by staff under the revolving loan guidelines without further approval by the EDA and City Council. Please see the attached staff report and RESOLUTION.

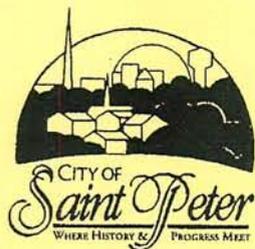
F. ADOPTION OF A RESOLUTION APPROVING NEW BUSINESS LICENSES

Staff recommends approval of three new business license applications. 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 LEAGUE OF MINNESOTA CITIES (LMC)
REGIONAL MEETINGS**

A report will be provided at this time on the schedule for the LMC regional meetings.

2. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
AUGUST 12, 2013**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on August 12, 2013.

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

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

Public Hearing: MnDOT Highway 169 Project Layout – Mayor Strand opened the public hearing on approval of the layout for the Minnesota Department of Transportation (MnDOT) Highway 169 Flood Mitigation Project at 7:01 p.m. City Administrator Prafke provided a review of the Council's public hearing process. MnDOT Project Engineer Zachary Tess provided an overview of the proposed design of the Highway 169 Flood Mitigation Project which would elevate portions of Highway 169 above the 100 year flood level and would include additional safety design to minimize crash rates at the Highway 169 intersections with West St. Julien Street and Highway 22 (Dodd Avenue) both of which had enough crashes in a ten year analysis to be considered "critical crash rates". Tess indicated a special flood mitigation funding package had been allocated from the State that would fund MnDOT's portion of the project.

Tess also reported the intersection with Union Street would be redesigned in a proactive measure to reduce crash probabilities in light of the retail development that is currently occurring in the area along Old Minnesota Avenue and the projected future developments. Tess indicated that if nothing was done at the Union Street intersection at this time and a substantial problem occurred in the future, Union Street would be closed to Highway 169, or the City would be required to make and fund the improvement to keep the intersection open.

Tess pointed out that the proposed "R-Cut" design that would be utilized at the Union/Dodd/St. Julien intersections would eliminate left turns onto Highway 169 which, in turn, would reduce serious injury and fatality crashes at the intersections. Tess also reviewed the proposed changes to the Highway 169 intersections at Ritt Street and Drantel Street.

Community Development Director Wille reviewed the proposed projects the City will undertake at the same time as the MnDOT project which is expected to result in lowered costs for both projects by bidding the projects together. Wille indicated sidewalks would be installed on the west side of Old Minnesota Avenue from St. Julien Street to Union Street and from Old Minnesota west to Hallett's Pond with striping of Old Minnesota being done to delineate two lanes with a center turn lane. Wille also reported the intersection of Old Minnesota Avenue and St. Julien Street is projected to have 10,300 vehicles a day by the year 2030 (versus the current 2,500 vehicles per day) and staff was recommending a round-a-bout be installed when the traffic patterns warrant to provide better safety at the intersection and that the median on the 100 block of St. Julien be extended when the round-a-bout is constructed so that access from

the businesses on that block will then be restricted to right-in/right-out. Wille noted that staff has had ongoing discussions about the proposed changes with the owners/managers of McDonald's, Holiday and Carquest and the discussions were going smoothly. Wille and Tess also noted that McDonald's would be taking advantage of the Highway project to tear down their building and build a new restaurant.

Wille also noted that the service road at the Union Street intersection would be left open to provide easy access to the Dairy Queen and Nelson Printing, but staff was recommending against making any improvements to the alley behind those businesses. Wille pointed out that traffic on North Third Street was expected to increase but not exceed the design capacity of the roadway. Wille also stated that staff would continue to monitor traffic on North Third Street using traffic counts and if the situation warranted further action staff would provide recommendations to the Council for further action.

Ken Dahlgren, owner of St. Peter Homes, addressed the Council to express his strong support for the Highway 169 project and efforts to development of the north end of the community. Dahlgren stated that 50 years ago when the current Highway 169 was installed no one could have imagined the amount of traffic that would now be using the highway and that he felt the proposed changes were moving in the right direction for the future.

Kirsten Arbeiter, Property Manager for McDonald's, addressed the Council to express her appreciation for staff's recommendation to leave their access from St. Julien Street open for now and for efforts to create a safe environment for McDonald's customers.

Kip Lager, President of Lager's, Inc., addressed the Council to express his concern over plans for the Union Street intersection and questioned the traffic study projections for traffic growth into the year 2030. Lager stated staff had increased the projections provided by Shopko officials without justification and expressed disbelief that the St. Julien intersection will have traffic rates above 10,000 by 2030. Lager used City of Mankato traffic count figures from the intersection adjacent to the main River Hills Mall entrance as the basis for his belief. Lager also reported he has not been provided with an analysis of cost savings to be achieved by the City and MnDOT bidding projects jointly.

There being no further speakers, the hearing was declared closed at 7:56 p.m.

Approval of Minutes – A motion was made by Zieman, seconded by Carlin, to approve the minutes of the July 22, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the July 22, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – Mayor Strand reviewed the consent agenda including the addition of compost site grading by Southern Minnesota Construction to be funded by environmental services funds and changing the funding source for the compost site fencing and installation to environmental services funds. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-112 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. Councilmember Brand questioned the bill for decals on a Police vehicle. City Administrator Prafke indicated the vehicle was a Jeep that was seized from a DWI arrest and would be used by the Police and the decals are used on the black vehicle in lieu of painting the vehicle in the black/white pattern of police cars. Councilmember Zieman questioned whether the purchases for fencing and grading for the

compost site were the last expenditures for the project and if the project was under budget. Prafke indicated there were still some permit fees outstanding, but the project continued to be under budget. A complete copy of Resolution No. 2013-112 is contained in the City Administrator's book entitled Council Resolutions 19.

North Third Street Improvement Project Change Order – City Engineer Domras reviewed his recommendation to approve a change order to the 2013 North Third Street Improvement Project contract for an additional amount of \$21,326.52 which included rock excavation, insulation of a watermain, relocating a storm sewer pipe and removal of the existing underlying concrete pavement along a portion of Old Minnesota Avenue. Domras indicated the rock work included removal of 30 boulders that ranged in size from 1-10 cubic yards. In motion by Pfeifer, seconded by Carlin, Resolution No. 2013-113 entitled "Resolution Approving Change Order For 2013 North Third Street Improvements Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-113 is contained in the City Administrator's book entitled Council Resolutions 19.

Property Sale Clarification: Park Row Crossing – City Administrator Prafke recommended approval of a resolution providing additional detailed information on the two parcels of land to be sold to SWMHP Park Row Crossing LLC for the Park Row Crossing housing development. Prafke indicated the development agreement already contained the same information, however the title company was asking for a separate resolution identifying the parcels to be sold. In motion by Brand, seconded by Carlin, Resolution No. 2013-114 entitled "Resolution Providing Clarification Of Resolution No. 2013-93 Authorizing Sale Of Property To SWMHP Park Row Crossing LLC", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-114 is contained in the City Administrator's book entitled Council Resolutions 19.

MnDOT Highway 169 Project Layout – Following the public hearing City Administrator Prafke recommended approval of the layout of MnDOT's Highway 169 flood mitigation project. In motion by Ziemann, seconded by Eichmann, Resolution No. 2013-115 entitled "Resolution Approving Final Layout Of Minnesota Department Of Transportation Highway 169 Project In Saint Peter", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-115 is contained in the City Administrator's book entitled Council Resolutions 19. Councilmember Kvamme requested further discussion at a workshop session on the information presented during the public hearing by Mr. Lager about the intersections of Union Street and St. Julien Street with Old Minnesota Avenue.

Unbudgeted Repairs – Fire Station Roof – City Administrator Prafke recommended Schwickert's be retained to repair three leaks at the fire station roof in the amount of \$7,150. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-116 entitled "Resolution Approving Unbudgeted Purchase Of Fire Station Roof Repairs", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-116 is contained in the City Administrator's book entitled Council Resolutions 19.

City Assistance Request: Rock Bend Folk Festival – City Administrator Prafke recommended approval of a request by Rock Bend Folk Festival to provide City assistance for their September event in Minnesota Square Park. Prafke reviewed the list of assistance being recommended and the contingencies to approval. Councilmember Ziemann asked if the amount of the Arts Board grant to the Festival is public information and Prafke indicated he would ask

Rock Bend officials for the information. Councilmember Brand expressed concern about what appeared to be a lack of enforcement of the "no dogs allowed" rule at last year's festival as well as concerns about the Police Reserves huddling together and not actually patrolling the park. City Administrator Prafke indicated that staff had discussed similar concerns and would work with the Reserves to make sure there is better enforcement of the dog prohibition. In motion by Carlin, seconded by Zieman, Resolution No. 2013-117 entitled "Resolution Authorizing City Assistance For Rock Bend Folk Festival", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-117 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Reports – Mayor Strand reported on his recent activities which included attending various events including the Coalition of Greater Minnesota Cities conference in St. Cloud; the Family Fresh Market ribbon cutting ceremony; the annual town-gown luncheon with Gustavus and the quarterly Fire Relief Association meeting.

City Council Filing – City Administrator Prafke reported the filing period for seats on the City Council closes on August 13th and candidates have until August 15th to withdraw.

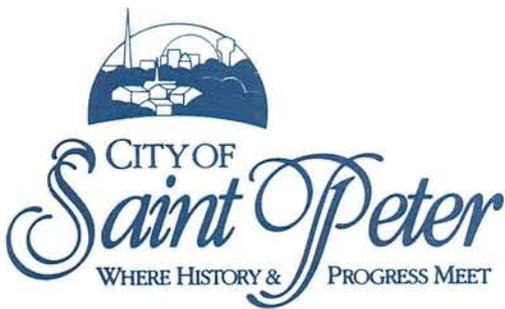
Seal Coating – City Administrator Prafke updated the Council on the seal coating project which was to begin on August 13th and would include over 100 blocks. Prafke encouraged residents to comply with the temporary "no parking" signs.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:30 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

To: Pete Moulton
Water Utilities Superintendent

Date: August 14, 2013

From: Chris Voeltz *CV*
Water Foreman

*OK
PTM
8/14/13*

RE Water Meter Inventory Purchase

Action/Recommendation

Approve the purchase of 50 water meters for inventory from Dakota Supply Group of Burnsville Minnesota in the amount of \$8,817.19.

Background

Staff is in the process of restocking some of its water meter inventory that has been used. There has been over 15 new housing and apartment building permits issued in 2013 and each unit requires a double metering setup for domestic and irrigation water usage. The Water Utility budget under line item 601.49430 contains money allocated for the purpose of these items.

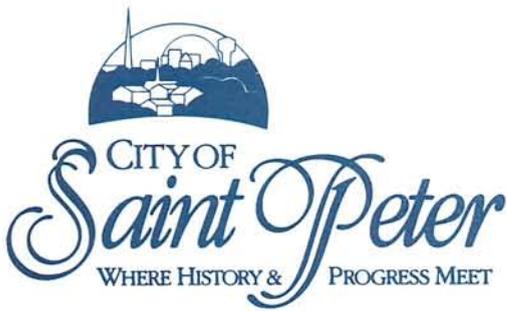
Staff prepared a "request for quote" specification that would allow four water meter vendors to quote competitively for delivery of 50 water meters. Of the four companies all supplied quotes that met the minimum requirements for delivery, taxes, and materials.

Quotes were received from:

<u>Company</u>	<u>Cost per meter</u>	<u>Total cost w/tax</u>
Dakota Supply Group – Burnsville	\$165.00	\$ 8,817.19
Minnesota Pipe and Equipment- Farmington	\$190.80	\$10,219.73
HD Supply Waterworks – Eden Prairie	Responded with "No Bid"	
Ferguson Waterworks Supply – Blaine	No Quote Returned	

ATT: Purchase Order #4056
Quote Submittals

S:\PublicWorks\Chris\2013 Water\water meter memo.doc



Memorandum

To: Todd Prafke
City Administrator

Date: August 19, 2013

From: Lewis G. Giesking
Director of Public Works

Re: Purchase Replacement 750 kVA Pad Mount Transformer

Action/Recommendation

It is recommended to purchase a replacement 750 KVA pad mount transformer, three phase, 277/480, from Wesco Distribution in the amount of \$14,556.38.

Background

A 750 kVA transformer at Gustavus Adolphus College began experiencing problems and was determined to be ready to fail. The transformer was replaced using a transformer the electric utility had in inventory. The transformer was replaced with a minimal impact and short outage for Gustavus Adolphus College. This reaffirms the reason the City has one of each size of transformer and inventory available for replacements - to minimize the impact on the electric utility customers should transformers fail. It is proposed to purchase a new transformer to be placed in inventory. Delivery time for new transformers is currently 7 to 9 weeks. Three quotes were received:

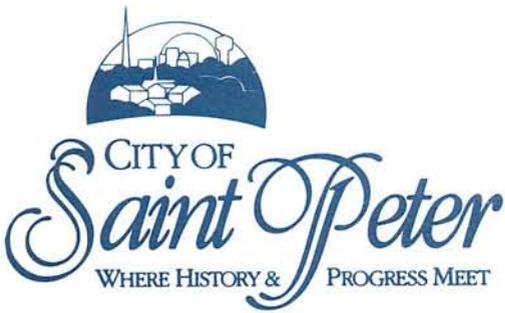
<u>Company.</u>	<u>Quote.</u>	<u>Total With Sales Tax</u>
Border states	\$13,052.00	\$13,949.33
Graybar	\$22,000.00	\$23,512.50
WESCO	\$13,620.00	\$14,556.38

A comparison was made for two of the new transformers quoted, for the life cycle cost of the transformer. The lifecycle cost includes the initial cost, the cost of electrical losses in the transformer over a 30 year life, and salvage value. The ABB transformer quoted by Wesco is the best value having a present worth life cycle cost of \$123,920.00, compared to the Border States transformer with a present worth cost of \$132,853.00. A new transformer is proposed to be purchased from Wesco. The old transformer will be sold for scrap value.

Fiscal impact:

The purchase of a new transformer will be funded from the electric utility fund.

LGG:bl



Memorandum

To: Todd Prafke
City Administrator

Date: August 19, 2013

From: Lewis G. Giesking
Director of Public Works

Re: Purchase of 20 black, 30 foot, Stainless Steel Streetlight Poles

Action/Recommendation

It is recommended to purchase twenty (20) streetlight poles and twenty (20) screw – in bases from Wesco Distribution in the amount of \$49,465.81.

Background

New commercial development is occurring in the north Saint Peter area of North Third Street and Old Minnesota Avenue from Union Street to St. Julien Street. Streetlights in this area are currently a mixture of rusting steel poles and wood poles with high-pressure sodium light fixtures. It is proposed to install new black stainless steel, 30-foot tall poles, with LED cobra head fixtures to match the commercial districts on Highway 169. For inventory and replacement purposes, the poles will be identical to those on Highway 169. Third Street north of Union Street and Old Minnesota Avenue from Union Street to St. Julien Street will have the black poles installed. Three quotes for a combination (for delivery purposes) of twenty poles and for twenty screw – in bases were received:

20 black stainless steel, 30 foot tall, streetlight poles:

<u>Company</u>	<u>Unit Price</u>	<u>Total</u>
Wesco Distribution	\$1943.40	\$38,868.00
JT Services	\$2035.00	\$40,700.00
Border States	\$2185.00	\$43,700.00

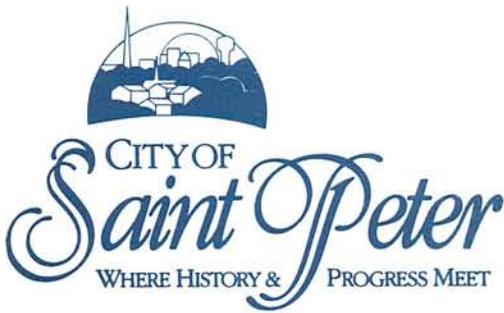
20 screw-in bases 8" x 61":

Wesco Distribution	\$370.79	\$7,415.74
JT Services.	\$359.00	\$7,180.00
Border States	No Quote	

Wesco Distribution had the low quote for the combination of both items in the amount of \$46,283.80. The total cost with sales tax will be \$49,465.81. Delivery upon confirmation of the purchase will be 6 to 8 weeks.

Fiscal Impact:

The purchase of the poles and the bases will be funded from the electric utility fund.



Memorandum

To: Todd Prafke
City Administrator

Date: August 20, 2013

From: Lewis G. Giesking
Director of Public Works

Re: Purchase of LED Cobra Streetlight Heads for Old Minnesota Avenue

Action/Recommendation

It is recommended twenty (20) COBRA LED streetlight heads be purchased from Wesco distribution in the amount of \$13,202.27.

Background

The City is currently reconstructing Third Street to accommodate new commercial development. The actual access for the new business will be Old Minnesota Avenue. The existing streetlights on old Minnesota Avenue are a mixture of wood pole with metal arm and steel pole with "cobra head" lights. North Third Street and Old Minnesota Avenue from Union Street to St. Julien Street are in a commercial district. The replacement streetlight poles and heads are planned to match the commercial areas on Highway 169. Only the black poles with LED cobra head fixtures will be installed. No mid-height globe light fixtures will be included on poles in this area. The proposed LED cobra head lights will have larger coverage than the original high-pressure sodium overhead fixtures. Only 20 streetlights will be required to light this area, in-lieu-of, the 40 that would be required if high-pressure sodium fixtures were used. The cost of the proposed LED cobra head lights also is only 40% of the cost paid in 2010. Three quotes were requested and only two were received for twenty LED Cobra head fixtures:

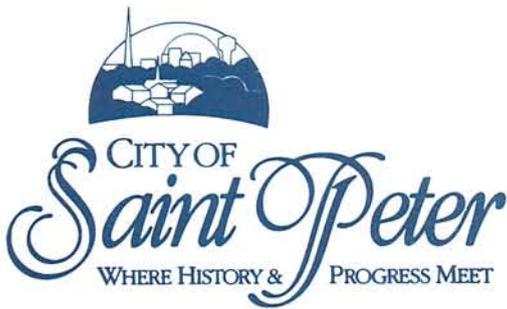
<u>Company</u>	<u>Unit Price</u>	<u>Total</u>	<u>Total w/Sales Tax</u>
Wesco Distribution	\$617.65	\$12,353.00.	\$13,202.00
Border States	No Quote		
JT Services	\$625.00	\$12,500.00	\$13,359.38

Wesco was the low quote on Phillips fixtures and delivery is anticipated 6 to 8 weeks after confirmation of an order.

Fiscal Impact:

The purchase of these streetlight heads will be funded through the electric utility fund.

LGG:bl



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/22/2013

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary License Applications

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

BACKGROUND

The City has received three applications for temporary licenses.

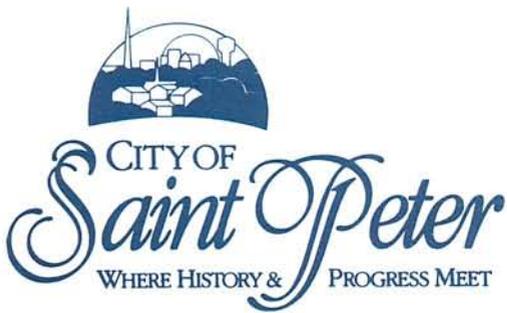
The St. Peter Ambassadors will be holding their Annual Oktoberfest September 26 – 28, 2013 in Parking Lot #5 at the southwest corner of the Grace Street/Highway 169 intersection. They have submitted applications for temporary On Sale Beer and On Sale Wine in order to sell these beverages during the event.

The St. Peter Chamber of Commerce has submitted a LG220 Application for Exempt Permit in order to hold a raffle on December 7, 2013. The drawing will take place on the corner of South Third Street and Nassau during the Fish House parade.

Please place consideration of these license applications on the August 26, 2013 City Council consent agenda.

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/21/2013

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Property

ACTION/RECOMMENDATION

Declare the following property as surplus property.

BACKGROUND

With the transition to trunked 800 MHz radio systems the following two antiquated outdoor warning sirens are no longer operational: 2- Federal 2T22 outdoor warning sirens. The areas where these sirens were located have always been covered by new sirens but have not been removed until recently. One siren had been located at the 1700 block of N. 5th Street, while the other had been located at the corner of Sunrise Dr. & Washington Ave.

When our new sirens were installed several years ago these old sirens were left in place although maintenance on them was terminated.

With the removal of the sirens we request that they be declared surplus property, and sold.

The following forfeited vehicles will also be sold at auction:

1999 Pontiac Grand Prix	Vin#	1G2WJ52M9XF307828
1997 Ford F150		1FTDX18WXUNB94011
1994 Dodge Colt		JB3EA36C2RU060939

The following city vehicle will also be sold at auction:

2003 Ford Crown Victoria	Vin#	2FAFP71W03X125979
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FISCAL IMPACT:

None

ALTERNATIVES/VARIATIONS:

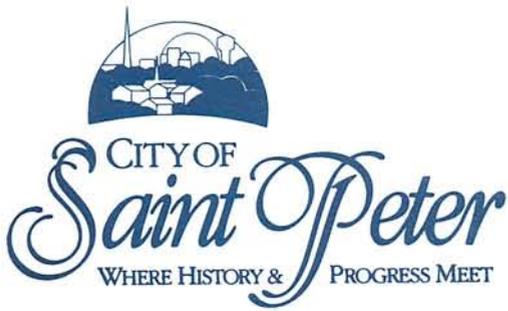
Do Not Act: No further action will be taken without additional direction.

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

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

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

MP/



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/23/2013

FROM: Todd Prafke
City Administrator

RE: Election Judge Appointments

ACTION/RECOMMENDATION

Provide for appointment of Election Judges for the November 5, 2013 general election.

BACKGROUND

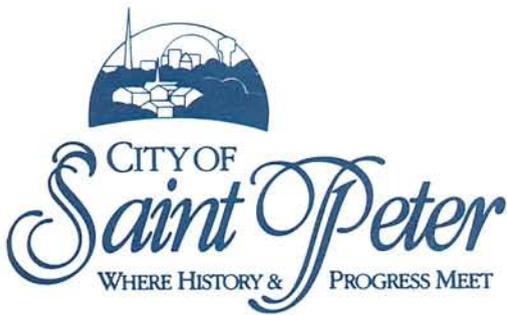
A general election is scheduled for November 5, 2013 to elect City Councilmembers and members of the School Board. The following list of individuals is recommended for appointment as Election Judges. Some of these individuals are employees of the Nicollet County Auditor's Office and the City of North Mankato. 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	Denny Booren	Warren Michels
Bridgette Kennedy	Leona Miller	Mike Torkelson
Christine Johnson	Shirley Krider	Paul Aasen
Nancy Gehrke	Mary Ann Harty	Nita Aasen
Lynette Peterson	Margie Nelsen	Maureen Scholl
Beverly Sommers	Deanne Schabert	Tom Thorkelson
Gene Krohnberg	Mary Ann Hanson Ger	Geraldine Hildebrandt
Patricia Duenwald	Janet Boese	Barb Luker
Patrick Duenwald	Diane Braun	Lelia Leonhardt
John Hall	Diane Harms	Raymond Jacobson
Rita Scheff	Greg Seitzer	Joan Eppmeyer
David Grimmius	Tom Leonhardt	Paula Van Zee
Sarah Murphy	Ashley Prax	Susan Prax
Donna Green	Joan Eppmeyer	Amanda Draeger
Robert Genelin	Carol Solberg	Renaë Rolle

Election judge wages have been included in the 2013 election budget.

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

TP/bal



Memorandum

To: Todd Prafke
City Administrator

Date: August 9, 2013

From: Jane Timmerman, Director
Recreation & Leisure Services

Re: Appointment of Youth Center Co-Coordinators

ACTION/RECOMMENDATION

Appoint Jennifer Leslie, BethAnn Emley and Taylor Zallek as temporary part-time Youth Center Coordinators in the Recreation and Leisure Services Department at the wage rate of \$10 per hour pending a successful background check.

BACKGROUND

The youth center has been successfully located at North Intermediate School as of January 2011 with Martha Morrow as temporary youth center coordinator. She will not be returning for the 2013-14 school year.

Three North Intermediate staff members have indicated a strong interest in working with the youth center for the coming year. All have been recommended by North Intermediate Principal Karen Coblenz as working well with youth, school staff and parents. Each candidate has a passion for working with youth and is available to work after school hours. I recommend Jennifer Leslie, BethAnn Emley and Taylor Zallek be officially appointed as temporary part-time Youth Center Coordinators at the wage rate of \$10 per hour pending successful background checks.

With a major space crunch at North Intermediate, the youth center will face challenges this year. The Center has been relocated from a single classroom to the stage of the gym. Because there is limited space on the stage, we will need to schedule other rooms/spaces after school. Whatever space we schedule will need supervision and although we have a large cadre of volunteers and GAC work study students, we will need the continuity of consistent staff in every area. Between the three co-coordinators, schedules will be adjusted to make this happen.

Planning for operation of this new arrangement will take place in August and September. Once Gustavus students return to campus staff will meet with them and coordinate schedules. The opening of the youth center is planned for Monday, September 30.

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

JT

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A TO Z RENTAL CENTER	summer celebr dunk tank	GENERAL FUND	RECREATION/LEISURE SER	101.53
			TOTAL:	101.53
ABEL'S ELECTRIC MOTOR SHOP	25hp motor & repaired fan	WASTE WATER FUND	COLLECTOR/LIFT STAT	938.83
			TOTAL:	938.83
AFFILIATED CREDIT SERVICES	july 2013 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	95.25
			TOTAL:	95.25
ALPHA WIRELESS COMMUNICATIONS CO	5/1-5/31/13 ltr maintenanc	GENERAL FUND	MUNICIPAL BUILDING	58.53
	8/1-9/1 ltr raidio mainten	GENERAL FUND	MUNICIPAL BUILDING	58.53
	5/1-5/31/13 ltr maintenanc	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	8/1-9/1 ltr raidio mainten	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	5/1-5/31/13 ltr maintenanc	WATER	ADMIN AND GENERAL	56.08
	8/1-9/1 ltr raidio mainten	WATER	ADMIN AND GENERAL	56.08
	5/1-5/31/13 ltr maintenanc	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	8/1-9/1 ltr raidio mainten	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	5/1-5/31/13 ltr maintenanc	ELECTRIC FUND	ADMIN AND GENERAL	50.73
	8/1-9/1 ltr raidio mainten	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	596.00
AMERICAN PUBLIC WORKS ASSOCIATION	11/113-10/31/14 dues lew	GENERAL FUND	STREETS	52.81
	11/113-10/31/14 dues lew	GENERAL FUND	PARKS	42.25
	11/113-10/31/14 dues lew	WATER	ADMIN AND GENERAL	21.13
	11/113-10/31/14 dues lew	WASTE WATER FUND	ADMIN AND GENERAL	21.13
	11/113-10/31/14 dues lew	ENVIRON SERVICES F	ADMIN AND GENERAL	21.12
	11/113-10/31/14 dues lew	ELECTRIC FUND	ADMIN AND GENERAL	52.81
			TOTAL:	211.25
ARROW ACE HARDWARE INC	ext cord for ups outlet	GENERAL FUND	FINANCE	29.79
	ext cord plug for ups outl	GENERAL FUND	FINANCE	6.94
	12v charger	GENERAL FUND	POLICE	12.81
	padlok,conctrs,brsh,numbrs	GENERAL FUND	FIRE	109.21
	'no parking'signs parade&s	GENERAL FUND	STREETS	76.57
	keystem	GENERAL FUND	RECREATION/LEISURE SER	6.94
	clnrs,batteries,waste bskt	GENERAL FUND	SWIMMING POOL	330.24
	pool cleaner	GENERAL FUND	SWIMMING POOL	12.80
	oil,paint,blade,bolts,filt	GENERAL FUND	PARKS	125.31
	bulbs for movie theater	GENERAL FUND	ECONOMIC DEVMT	8.54
	brace,terro,vac bag,	COMMUNITY CENTER	COMMUNITY CENTER	25.61
	chamois	WATER	PURIFICATION AND TREAT	13.88
	insect killer, washer,poly	WATER	PURIFICATION AND TREAT	62.17
	bug spray	WATER	CUSTOMER ACCOUNTS	3.47
	rakes	WASTE WATER FUND	COLLECTOR/LIFT STAT	49.14
	air comp repr,nipples,tank	WASTE WATER FUND	SOURCE/TREATMENT	74.93
	roundup,weed dump-n-go	WASTE WATER FUND	SOURCE/TREATMENT	54.88
	bug spray	WASTE WATER FUND	CUSTOMER ACCOUNTS	3.47
	bug spray,blower,ut knife	ENVIRON SERVICES F	REFUSE DISPOSAL	500.02
	bug spray	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	3.46
	spray can handle	ELECTRIC FUND	POWER DISTRIBUTION	5.33
	bug spray	ELECTRIC FUND	CUSTOMER ACCOUNTS	3.47
	brush,mallet,thermometer	STORMWATER FUND	TREATMENT	20.27
	pvc plug&adapter	STORMWATER FUND	TREATMENT	12.27
	sticky back velcro strips	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	5.33
	hfr paint,blade jig	RESTRICTED CONTRIB	RECREATION/LEISURE SER	63.48
			TOTAL:	1,620.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOBCAT OF MANKATO	#408 tires	GENERAL FUND	STREETS	587.81
			TOTAL:	587.81
BOLTON & MENK INC	sidwlc/curb fin pay est/ch	GENERAL FUND	STREETS	342.50
	dept head mtg	GENERAL FUND	STREETS	85.31
	2015 msa financing	GENERAL FUND	STREETS	1,181.25
	dept head mtg	GENERAL FUND	PARKS	68.25
	6/8-7/19 169 options jct 1	PERM IMPROVMENT RE	STREETS	1,110.00
	6/8-7/19old mn/st julien	PERM IMPROVMENT RE	STREETS	1,487.50
	5/1-7/19 wash ave link	PERM IMPROVMENT RE	STREETS	40,985.50
	6/8-7/19 n 3rd imp	WATER	CAPITAL-WATER DISTRIBU	4,102.33
	dept head mtg	WATER	ADMIN AND GENERAL	34.13
	6/8-7/19 n 3rd imp	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	4,102.33
	dept head mtg	WASTE WATER FUND	ADMIN AND GENERAL	34.13
	6/8-7/19 compost site	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	262.50
	dept head mtg	ENVIRON SERVICES F	ADMIN AND GENERAL	34.12
	dept head mtg	ELECTRIC FUND	ADMIN AND GENERAL	85.31
	6/8-7/19 n 3rd imp	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	4,102.34
	brown st basin6/8-7/19	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	642.50
	ramsey/4th st storm s6/8-7	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	380.00
	bell drainage assessmnt	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,210.00
			TOTAL:	60,250.00
BOYER TRUCKS	#27 fuel sender	WASTE WATER FUND	COLLECTOR/LIFT STAT	119.99
			TOTAL:	119.99
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,490.00
	criminal	GENERAL FUND	LEGAL SERVICES	7,453.00
	hunter hardwood	REVOLVING LOAN FUN	ECONOMIC DEVMT	56.00
	washington ave link	PERM IMPROVMENT RE	STREETS	1,244.95
	green valley	WATER	ADMIN AND GENERAL	322.00
	unimin lease	ENVIRON SERVICES F	ADMIN AND GENERAL	70.00
			TOTAL:	10,635.95
C & S SUPPLY CO INC	josh k clothing	GENERAL FUND	STREETS	47.98
	adj nozzle	GENERAL FUND	STREETS	17.08
	dan k clothing	ENVIRON SERVICES F	ADMIN AND GENERAL	49.98
	winch	STORMWATER FUND	TREATMENT	30.98
			TOTAL:	146.02
CARQUEST AUTO PARTS STORES	p/s fluid,drain cart,plier	GENERAL FUND	STREETS	68.04
	filters	GENERAL FUND	STREETS	69.15
	voltage reg,adhesive,buff	GENERAL FUND	STREETS	107.93
	connect link	GENERAL FUND	PARKS	4.34
	p/s fluid,drain cart,plier	GENERAL FUND	PARKS	68.04
	floor dry	COMMUNITY CENTER	COMMUNITY CENTER	9.61
	hyd repair	WATER	DISTRIBUTION AND STORA	104.72
	p/s fluid,drain cart,plier	WATER	DISTRIBUTION AND STORA	34.02
	p/s pump,brakes f93	WATER	ADMIN AND GENERAL	57.74
	auto drain	WASTE WATER FUND	SOURCE/TREATMENT	192.32
	p/s fluid,drain cart,plier	WASTE WATER FUND	SOURCE/TREATMENT	34.02
	p/s pump,brakes f93	WASTE WATER FUND	ADMIN AND GENERAL	57.74
	p/s fluid,drain cart,plier	ENVIRON SERVICES F	REFUSE DISPOSAL	34.02
	p/s pump,brakes f93	ENVIRON SERVICES F	ADMIN AND GENERAL	28.87
	p/s fluid,drain cart,plier	ELECTRIC FUND	POWER DISTRIBUTION	68.04
	filter	ELECTRIC FUND	POWER DISTRIBUTION	14.21

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	p/s pump,brakes f93	ELECTRIC FUND	ADMIN AND GENERAL	144.36
	p/s fluid,drain cart,plier	STORMWATER FUND	TREATMENT	34.00
	#11 blower switches	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	33.51
			TOTAL:	1,164.68
CENTERPOINT ENERGY MINNEGASCO	gas july '13	GENERAL FUND	FIRE	63.94
	gas july '13	GENERAL FUND	STREETS	48.40
	gas july '13	GENERAL FUND	SWIMMING POOL	774.44
	gas july '13	GENERAL FUND	PARKS	38.72
	gas july '13	LIBRARY FUND	LIBRARY	260.54
	gas july '13	COMMUNITY CENTER	COMMUNITY CENTER	602.89
	gas july '13	WATER	PURIFICATION AND TREAT	82.45
	gas july '13	WATER	PURIFICATION AND TREAT	22.65
	gas july '13	WATER	ADMIN AND GENERAL	19.36
	gas july '13	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas july '13	WASTE WATER FUND	SOURCE/TREATMENT	56.77
	gas july '13	WASTE WATER FUND	ADMIN AND GENERAL	19.36
	gas july '13	ENVIRON SERVICES F	ADMIN AND GENERAL	19.37
	gas july '13	ELECTRIC FUND	ADMIN AND GENERAL	48.40
			TOTAL:	2,070.11
CINTAS CORPORATION #754	july uniforms	ELECTRIC FUND	ADMIN AND GENERAL	537.87
			TOTAL:	537.87
CINTAS FIRST AID & SAFETY	eye wash,bandaids,lens cln	GENERAL FUND	STREETS	20.19
	1st aid supplies	GENERAL FUND	RECREATION/LEISURE SER	144.12
	eye wash,bandaids,lens cln	GENERAL FUND	PARKS	16.15
	eye wash,bandaids,lens cln	WATER	ADMIN AND GENERAL	8.08
	eye wash,bandaids,lens cln	WASTE WATER FUND	ADMIN AND GENERAL	8.08
	eye wash,bandaids,lens cln	ENVIRON SERVICES F	ADMIN AND GENERAL	8.07
	eye wash,bandaids,lens cln	ELECTRIC FUND	ADMIN AND GENERAL	20.19
			TOTAL:	224.88
COLE PAPERS INC	towels,tissue,bags,cleaner	GENERAL FUND	CITY ADMINISTRATION	66.91
	towels,tissue,bags,cleaner	GENERAL FUND	CITY CLERK	66.91
	towels,tissue,bags,cleaner	GENERAL FUND	FINANCE	44.61
	towels,tissue,bags,cleaner	GENERAL FUND	POLICE	35.69
	towels,tissue,bags,cleaner	GENERAL FUND	BUILDING INSPECTOR	17.84
	towels,tissue,bags,cleaner	GENERAL FUND	PUBLIC WORKS ADMIN	8.92
	boxed&roll towels,glass cl	GENERAL FUND	STREETS	53.66
	insect repellent	GENERAL FUND	STREETS	20.45
	garbage bags	GENERAL FUND	SWIMMING POOL	146.14
	boxed&roll towels,glass cl	GENERAL FUND	PARKS	53.66
	insect repellent	GENERAL FUND	PARKS	20.45
	towels,tissue,bags,cleaner	GENERAL FUND	ECONOMIC DEVMT	4.46
	boxed&roll towels,glass cl	WATER	DISTRIBUTION AND STORA	26.83
	insect repellent	WATER	DISTRIBUTION AND STORA	10.23
	towels,tissue,bags,cleaner	WATER	ADMIN AND GENERAL	40.15
	boxed&roll towels,glass cl	WASTE WATER FUND	SOURCE/TREATMENT	26.83
	insect repellent	WASTE WATER FUND	SOURCE/TREATMENT	10.23
	towels,tissue,bags,cleaner	WASTE WATER FUND	ADMIN AND GENERAL	40.12
	boxed&roll towels,glass cl	ENVIRON SERVICES F	REFUSE DISPOSAL	26.83
	insect repellent	ENVIRON SERVICES F	REFUSE DISPOSAL	10.23
	mats gen plant	ELECTRIC FUND	POWER PRODUCTION	520.00
	boxed&roll towels,glass cl	ELECTRIC FUND	POWER DISTRIBUTION	53.66
	insect repellent	ELECTRIC FUND	POWER DISTRIBUTION	20.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	towels,tissue,bags,cleaner	ELECTRIC FUND	ADMIN AND GENERAL	120.44
	boxed&roll towels,glass cl	STORMWATER FUND	TREATMENT	26.85
	insect repellent	STORMWATER FUND	TREATMENT	10.21
			TOTAL:	1,482.76
COMPUTER TECHNOLOGY SOLUTIONS, INC.	ram upgrades for windows c	GENERAL FUND	FINANCE	96.18
	ram upgrades for windows c	GENERAL FUND	BUILDING INSPECTOR	96.19
	ram upgrades for windows c	GENERAL FUND	ECONOMIC DEVMT	96.19
	spare hard drive 4windows	WATER	ADMIN AND GENERAL	99.75
			TOTAL:	388.31
COPIER BUSINESS SOLUTIONS	contract overage 7/10-8/9/	GENERAL FUND	RECREATION/LEISURE SER	122.26
	contract overage 7/10-8/9/	COMMUNITY CENTER	COMMUNITY CENTER	122.26
			TOTAL:	244.52
DAKOTA SUPPLY GROUP	3/4" meter w/radio	WATER	NON-DEPARTMENTAL	881.72
	2" meter w/radio	WATER	NON-DEPARTMENTAL	625.22
	34/" meter w/radio	WATER	NON-DEPARTMENTAL	899.62
	pulser remote w/backplates	WATER	DISTRIBUTION AND STORA	171.00
			TOTAL:	2,577.56
DAYS INN	9/9-9/11/13pw op class	GENERAL FUND	FIRE	69.07
	9/9-9/11/13pw op class	GENERAL FUND	STREETS	69.07
			TOTAL:	138.14
EARL F ANDERSEN INC	9"plates,green bracket	GENERAL FUND	STREETS	420.45
			TOTAL:	420.45
ECONO FOODS	joint council/sch brd mtg	GENERAL FUND	MAYOR & COUNCIL	26.95
	sr dance supp	GENERAL FUND	SENIOR COORDINATOR	39.06
	lil rascals	GENERAL FUND	RECREATION/LEISURE SER	10.81
	microstars snacks	GENERAL FUND	RECREATION/LEISURE SER	8.00
	fishing contest ice	GENERAL FUND	RECREATION/LEISURE SER	3.99
	spec camp,lil rascals,	GENERAL FUND	RECREATION/LEISURE SER	95.89
	create a camp,lil rascals	GENERAL FUND	RECREATION/LEISURE SER	170.82
	watermelon feed,duk race,v	GENERAL FUND	RECREATION/LEISURE SER	80.91
	ice	GENERAL FUND	RECREATION/LEISURE SER	8.27
	concessions	GENERAL FUND	SWIMMING POOL	71.49
	summer reading	LIBRARY FUND	LIBRARY	19.72
	summer reading prog sup	LIBRARY FUND	LIBRARY	7.95
	snacks	LIBRARY FUND	LIBRARY	20.75
	tide,downy	WATER	PURIFICATION AND TREAT	26.67
			TOTAL:	591.28
ERICKSON OIL PRODUCTS INC	july fuel	GENERAL FUND	POLICE	91.15
	july fuel	WATER	SOURCE OF SUPPLY	16.84
	july fuel	WATER	PURIFICATION AND TREAT	25.25
	july fuel	WATER	DISTRIBUTION AND STORA	126.26
	july fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	60.97
	july fuel	STORMWATER FUND	TREATMENT	197.39
			TOTAL:	517.86
FARMERS ELEVATOR CO OF TRAVERSE	traverse spraying	STORMWATER FUND	TREATMENT	448.50
			TOTAL:	448.50
FASTENAL COMPANY	lock pins,snap pins,connec	GENERAL FUND	STREETS	12.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	self drill screws,cut whee	GENERAL FUND	SKATING RINKS	26.57
	lock pins,snap pins,connec	GENERAL FUND	PARKS	12.31
	lock pins,snap pins,connec	WATER	DISTRIBUTION AND STORA	6.16
	lock pins,snap pins,connec	WASTE WATER FUND	SOURCE/TREATMENT	6.16
	lock pins,snap pins,connec	ENVIRON SERVICES F	REFUSE DISPOSAL	6.16
	lock pins,snap pins,connec	ELECTRIC FUND	POWER DISTRIBUTION	12.31
	lock pins,snap pins,connec	STORMWATER FUND	TREATMENT	6.16
			TOTAL:	88.14
FERGUSON ENTERPRISES, INC.	reg cart	GENERAL FUND	PARKS	86.27
			TOTAL:	86.27
FINANCE AND COMMERCE	bids n wash link	PERM IMPROVMENT RE	STREETS	69.50
			TOTAL:	69.50
FIRE PROTECTION SERVICES, INC.	722sunrise plan review	GENERAL FUND	BUILDING INSPECTOR	166.34
			TOTAL:	166.34
FLEETPRIDE	beam susp leaf spring prts	WASTE WATER FUND	COLLECTOR/LIFT STAT	3,248.02
			TOTAL:	3,248.02
G & K RENTAL	bounce house rental smr ce	GENERAL FUND	RECREATION/LEISURE SER	195.00
			TOTAL:	195.00
GENESIS	july diesel	GENERAL FUND	FIRE	473.82
	july diesel	GENERAL FUND	STREETS	3,200.69
	july diesel	GENERAL FUND	PARKS	1,800.70
	july diesel	WATER	SOURCE OF SUPPLY	237.12
	july diesel	WATER	DISTRIBUTION AND STORA	345.80
	july diesel	WATER	DISTRIBUTION AND STORA	775.84
	july diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,228.42
	july diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	84.53
	july diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,072.38
	july diesel	ELECTRIC FUND	POWER DISTRIBUTION	997.89
	july diesel	ELECTRIC FUND	POWER DISTRIBUTION	143.47
	july diesel	ELECTRIC FUND	POWER DISTRIBUTION	575.71
	july diesel	STORMWATER FUND	TREATMENT	532.31
	july diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	497.58
			TOTAL:	11,966.26
GEOCOMM, INC.	software suppt 10/1/13-9/3	GENERAL FUND	FIRE	320.00
			TOTAL:	320.00
WILLIAM GERHART	meals firearms instructr s	GENERAL FUND	POLICE	51.21
			TOTAL:	51.21
GLIEDEN ENTERPRISES, LLC	sealcoat streets per quote	GENERAL FUND	STREETS	39,995.00
			TOTAL:	39,995.00
GOLDER ASSOCIATES INC.	air testing	ELECTRIC FUND	POWER PRODUCTION	417.30
			TOTAL:	417.30
GRAYMONT WESTERN LIME INC.	quicklime	WASTE WATER FUND	BIOSOLIDS	4,176.97
			TOTAL:	4,176.97
GUSTAVUS ADOLPHUS COLLEGE P.O.	july postage	GENERAL FUND	CITY ADMINISTRATION	20.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	july postage	GENERAL FUND	CITY CLERK	11.62
	july postage	GENERAL FUND	ELECTIONS	26.01
	july postage	GENERAL FUND	FINANCE	129.67
	july postage	GENERAL FUND	FIRE	50.00
	july postage	GENERAL FUND	FIRE	7.14
	july postage	GENERAL FUND	BUILDING INSPECTOR	9.26
	july postage	GENERAL FUND	PUBLIC WORKS ADMIN	28.51
	july postage	GENERAL FUND	RECREATION/LEISURE SER	63.25
	july postage	GENERAL FUND	SWIMMING POOL	2.24
	july postage	GENERAL FUND	PARKS	4.08
	july postage	GENERAL FUND	ECONOMIC DEVMT	21.55
	july postage	LIBRARY FUND	LIBRARY	8.67
	july postage	PUBLIC ACCESS	PUBLIC ACCESS	0.51
	july postage	COMMUNITY CENTER	COMMUNITY CENTER	12.75
	july postage	WATER	CUSTOMER ACCOUNTS	133.22
	july postage	WASTE WATER FUND	ADMIN AND GENERAL	1.62
	july postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	133.23
	july postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	133.23
	july postage	ELECTRIC FUND	ADMIN AND GENERAL	11.70
	july postage	ELECTRIC FUND	ADMIN AND GENERAL	23.46
	july postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	133.23
	july postage	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	9.69
			TOTAL:	975.14
HAWKINS, INC.	caustic soda,sodium metab	WATER	PURIFICATION AND TREAT	3,105.00
	caustic soda&sodium metab	WATER	PURIFICATION AND TREAT	4,697.50
	sulfuric acid poly/polymie	WASTE WATER FUND	BIOSOLIDS	52.65
	sulfuric acid poly/polymie	WASTE WATER FUND	BIOSOLIDS	5,290.31
	sulfuric acid poly/polymie	WASTE WATER FUND	SOURCE/TREATMENT	122.84
	sulfuric acid poly/polymie	WASTE WATER FUND	SOURCE/TREATMENT	820.00
			TOTAL:	14,088.30
HICKORY TECH	phone svc 8/8-9/7/13	GENERAL FUND	CITY ADMINISTRATION	78.17
	phone svc 8/8-9/7/13	GENERAL FUND	CITY CLERK	15.46
	phone svc 8/8-9/7/13	GENERAL FUND	FINANCE	121.68
	phone svc 8/8-9/7/13	GENERAL FUND	MUNICIPAL BUILDING	7.23
	phone svc 8/8-9/7/13	GENERAL FUND	POLICE	364.50
	phone svc 8/8-9/7/13	GENERAL FUND	FIRE	151.63
	phone svc 8/8-9/7/13	GENERAL FUND	BUILDING INSPECTOR	45.37
	phone svc 8/8-9/7/13	GENERAL FUND	PUBLIC WORKS ADMIN	85.36
	phone svc 8/8-9/7/13	GENERAL FUND	STREETS	52.58
	phone svc 8/8-9/7/13	GENERAL FUND	SENIOR COORDINATOR	6.16
	phone svc 8/8-9/7/13	GENERAL FUND	RECREATION/LEISURE SER	129.57
	phone svc 8/8-9/7/13	GENERAL FUND	SWIMMING POOL	31.37
	phone svc 8/8-9/7/13	GENERAL FUND	PARKS	93.68
	phone svc 8/8-9/7/13	GENERAL FUND	ECONOMIC DEVMT	29.91
	phone svc 8/8-9/7/13	LIBRARY FUND	LIBRARY	92.07
	phone svc 8/8-9/7/13	PUBLIC ACCESS	PUBLIC ACCESS	15.44
	phone svc 8/8-9/7/13	COMMUNITY CENTER	COMMUNITY CENTER	48.06
	phone svc 8/8-9/7/13	WATER	ADMIN AND GENERAL	241.67
	phone svc 8/8-9/7/13	WASTE WATER FUND	ADMIN AND GENERAL	195.27
	phone svc 8/8-9/7/13	ENVIRON SERVICES F	ADMIN AND GENERAL	33.41
	phone svc 8/8-9/7/13	ELECTRIC FUND	ADMIN AND GENERAL	150.90
	phone svc 8/8-9/7/13	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	50.38
			TOTAL:	2,039.87

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INGRAM BOOK COMPANY	adult fic & non fic	LIBRARY FUND	LIBRARY	112.17
	adult non fic	LIBRARY FUND	LIBRARY	401.64
	children's & adult materia	LIBRARY FUND	LIBRARY	<u>327.99</u>
			TOTAL:	841.80
INVENTORY TRADING COMPANY	clothing allowance	GENERAL FUND	POLICE	<u>460.00</u>
			TOTAL:	460.00
WILLIAM JENSEN	shoes	GENERAL FUND	POLICE	<u>79.99</u>
			TOTAL:	79.99
JT SERVICES	#482 5' flags marker w/bra	ELECTRIC FUND	NON-DEPARTMENTAL	<u>387.42</u>
			TOTAL:	387.42
KATO GLASS INC	'12 doge charger windsheil	GENERAL FUND	POLICE	<u>515.99</u>
			TOTAL:	515.99
KWIK TRIP INC	july fuel	GENERAL FUND	POLICE	2,363.21
	july fuel	GENERAL FUND	BUILDING INSPECTOR	47.03
	july fuel	GENERAL FUND	PARKS	322.73
	july fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>2,837.29</u>
			TOTAL:	5,570.26
MARY LAGER	pool party refund	GENERAL FUND	NON-DEPARTMENTAL	37.50
	pool party refund	GENERAL FUND	NON-DEPARTMENTAL	<u>2.58</u>
			TOTAL:	40.08
LAGER'S INC	retaining clip for jeep #5	GENERAL FUND	POLICE	<u>4.65</u>
			TOTAL:	4.65
LAKE CRYSTAL FIRE DEPT	safe escape house rental	GENERAL FUND	FIRE	<u>125.00</u>
			TOTAL:	125.00
LEXIS NEXIS	july '13 subscription	GENERAL FUND	POLICE	<u>100.00</u>
			TOTAL:	100.00
LJP ENTERPRISES INC	july waste svc	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	july waste svc	WATER	PURIFICATION AND TREAT	99.42
	july waste svc	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	july waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>1,081.97</u>
			TOTAL:	1,754.16
MACQUEEN EQUIPMENT INC	vinyl tube	WASTE WATER FUND	SOURCE/TREATMENT	39.77
	suctin hose	WASTE WATER FUND	SOURCE/TREATMENT	<u>88.76</u>
			TOTAL:	128.53
MANKATO-SPS COMPANIES, INC.	pvc 80 nipple & bushings	WATER	PURIFICATION AND TREAT	<u>2.37</u>
			TOTAL:	2.37
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	26.98
	cylinder rental	GENERAL FUND	PARKS	21.58
	cylinder rental	WATER	ADMIN AND GENERAL	10.79
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	10.79
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	10.80
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	<u>26.98</u>
			TOTAL:	107.92

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MENARDS	split cedar rails,posts	GENERAL FUND	PARKS	601.14	
	split cedar rail,post	GENERAL FUND	PARKS	62.94	
	pvc10'elbows,cplgs,adapttrs	WATER	PURIFICATION AND TREAT	64.42	
			TOTAL:	728.50	
METRO FIRE	hydrant tool bag	GENERAL FUND	FIRE	43.70	
			TOTAL:	43.70	
DEREK MEYER	summit pk chks 7/7-8/15/13	PERM IMPROVMENT RE	STREETS	316.00	
			TOTAL:	316.00	
MISC VENDOR	CHICAGO TITLE INS. CO	park row crossing closing	GENERAL FUND	ECONOMIC DEVMT	599.00
	KIBBLE EQUIPMENT	jd hitch	STORMWATER FUND	TREATMENT	641.25
	LETTS, JEN	pool party refund	GENERAL FUND	NON-DEPARTMENTAL	50.00
	LETTS, JEN	pool party refund	GENERAL FUND	NON-DEPARTMENTAL	3.44
	MANTAS SWIM CLUB	swim club operation	GENERAL FUND	RECREATION/LEISURE SER	568.00
	SCANLON, JULIE	pool party refund	GENERAL FUND	NON-DEPARTMENTAL	75.00
	SCANLON, JULIE	pool party refund	GENERAL FUND	NON-DEPARTMENTAL	5.16
	ST PETER AMBASSADORS	20% final2013payment blues	RESTRICTED CONTRIB	CITY ADMINISTRATION	500.00
	WERNEKE, MIKE	refund unused transportati	HEARTLAND TRANSIT	NON-DEPARTMENTAL	126.00
			TOTAL:	2,567.85	
MN DEPT OF HUMAN SERVICES	mowing elm st	GENERAL FUND	NON-DEPARTMENTAL	50.00	
			TOTAL:	50.00	
MN MUNICIPAL UTILITIES ASSOCIATION	overhead schl pat m 9/17-2	ELECTRIC FUND	ADMIN AND GENERAL	440.00	
			TOTAL:	440.00	
MN PIPE & EQUIPMENT	3/4" lo ball valve	WATER	NON-DEPARTMENTAL	887.23	
	2" mtr flange set	WATER	NON-DEPARTMENTAL	267.24	
	5#bottles chlorine	WATER	PURIFICATION AND TREAT	114.72	
			TOTAL:	1,269.19	
MN WASTE PROCESSING	july disposal & 4th celebr	ENVIRON SERVICES F	REFUSE DISPOSAL	16,342.47	
			TOTAL:	16,342.47	
MOTION INDUSTRIES, INC.	cast iron flange block	GENERAL FUND	STREETS	72.97	
			TOTAL:	72.97	
PETE MOULTON	mileage 7/29/13	WATER	ADMIN AND GENERAL	5.65	
	ww foreman mtg meal	WASTE WATER FUND	ADMIN AND GENERAL	27.00	
	mileage 7/29/13	STORMWATER FUND	ADMINISTRATION AND GEN	75.71	
			TOTAL:	108.36	
MTI DISTRIBUTING CO	hyd tube & spacer	GENERAL FUND	PARKS	110.69	
	returned hyd tube	GENERAL FUND	PARKS	90.91	
			TOTAL:	19.78	
MVTL LABORATORIES INC	heartland testing	WASTE WATER FUND	SOURCE/TREATMENT	100.00	
	heartland testing	WASTE WATER FUND	SOURCE/TREATMENT	50.00	
			TOTAL:	150.00	
NAPA AUTO PARTS OF ST PETER	#4048 filter	GENERAL FUND	NON-DEPARTMENTAL	23.34	
	#312 brake rotors,disc pad	GENERAL FUND	POLICE	115.97	
	flag	GENERAL FUND	FIRE	21.36	
	wires,spark plg,elect sup	GENERAL FUND	FIRE	93.88	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#23,33,810 filter kits, fa	GENERAL FUND	STREETS	151.72
	#554 battery	GENERAL FUND	PARKS	173.31
	air filter	ENVIRON SERVICES F	REFUSE DISPOSAL	7.79
	#813 filter kit	ELECTRIC FUND	POWER DISTRIBUTION	44.90
			TOTAL:	632.27
NELSON PRINTING COMPANY	property tags	GENERAL FUND	POLICE	190.77
	inspection forms, bldg & r	GENERAL FUND	BUILDING INSPECTOR	392.34
	transparencies	GENERAL FUND	RECREATION/LEISURE SER	41.36
	zipper pockets,binders	GENERAL FUND	SWIMMING POOL	60.00
	ship camera for repair	PUBLIC ACCESS	PUBLIC ACCESS	23.06
	envelopes--window	WATER	CUSTOMER ACCOUNTS	131.11
	envelopes--window	WASTE WATER FUND	CUSTOMER ACCOUNTS	131.11
	envelopes--window	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	131.11
	envelopes--window	ELECTRIC FUND	CUSTOMER ACCOUNTS	131.11
	bus cards wayne a	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	53.38
	cardstock sheets	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	6.95
	ticket books	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	387.96
			TOTAL:	1,680.26
NICOLLET COUNTY TREASURER	1724 n 5th 2nd 1/2 taxes	PERM IMPROVMENT RE	STREETS	912.00
	sales tax & reg meter car	WATER	CAPITAL-GENERAL PLANT	176.42
	sales tax & reg meter car	WATER	CAPITAL-GENERAL PLANT	181.61
	sales tax & reg meter car	WASTE WATER FUND	CAPITAL-GENERAL PLANT	176.42
	sales tax & reg meter car	WASTE WATER FUND	CAPITAL-GENERAL PLANT	181.62
	sales tax & reg meter car	ELECTRIC FUND	CAPITAL-GENERAL PLANT	176.41
	sales tax & reg meter car	ELECTRIC FUND	CAPITAL-GENERAL PLANT	181.62
			TOTAL:	1,986.10
NORTH CENTRAL INTERNATIONAL	filter	GENERAL FUND	NON-DEPARTMENTAL	39.17
	filters	GENERAL FUND	NON-DEPARTMENTAL	47.31
	filter	GENERAL FUND	NON-DEPARTMENTAL	33.33-
			TOTAL:	53.15
NORTHERN SAFETY CO., INC	small ear plugs	GENERAL FUND	STREETS	35.81
	small ear plugs	GENERAL FUND	PARKS	28.64
	small ear plugs	WATER	ADMIN AND GENERAL	14.32
	small ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	14.32
	small ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	14.32
	small ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	35.81
			TOTAL:	143.22
NORTHLAND TRUST SERVICES, INC.	agent fee 2013b	2013B TIF #1-18 N	STREETS	750.00
			TOTAL:	750.00
NORTHLAND VALLEY TRANSFER	hauling sealcoat chip ston	GENERAL FUND	STREETS	5,809.86
			TOTAL:	5,809.86
OFFICEMAX	usb drives,binders	GENERAL FUND	CITY ADMINISTRATION	6.40
	usb drives,binders	GENERAL FUND	CITY CLERK	6.40
	usb drives,binders	GENERAL FUND	FINANCE	4.27
	usb drives,binders	GENERAL FUND	POLICE	3.42
	usb drives,binders	GENERAL FUND	BUILDING INSPECTOR	1.71
	usb drives,binders	GENERAL FUND	PUBLIC WORKS ADMIN	0.85
	usb drives,binders	GENERAL FUND	ECONOMIC DEVMT	0.43
	usb drives,binders	WATER	ADMIN AND GENERAL	3.84

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	usb drives,binders	WASTE WATER FUND	ADMIN AND GENERAL	3.84
	usb drives,binders	ELECTRIC FUND	ADMIN AND GENERAL	11.53
			TOTAL:	42.69
OPERATING ENGINEERS LOCAL 49	pw equip operator class	GENERAL FUND	FIRE	1,350.00
	pw equip operator class	GENERAL FUND	STREETS	1,350.00
			TOTAL:	2,700.00
PEPSI-COLA OF MANKATO INC	concessions	GENERAL FUND	SWIMMING POOL	56.10
	vending	COMMUNITY CENTER	COMMUNITY CENTER	335.15
			TOTAL:	391.25
PETER'S SODDING SERVICE	sod installed-tree stumps	ENVIRON SERVICES F	REFUSE DISPOSAL	195.00
			TOTAL:	195.00
MATTHEW PETERS	iacp conf registration	GENERAL FUND	POLICE	275.00
			TOTAL:	275.00
TODD PRAFKE	cell phone reimbursement	GENERAL FUND	CITY ADMINISTRATION	100.00
			TOTAL:	100.00
PROFESSIONAL WATER TECHNOLOGIES	ro liquid membrane cleaner	WATER	PURIFICATION AND TREAT	485.00
			TOTAL:	485.00
QUICK MART ST PETER	july fuel	GENERAL FUND	POLICE	782.97
	july fuel	GENERAL FUND	FIRE	89.44
			TOTAL:	872.41
REARVIEW SYSTEMS LLC	hd camera cable	GENERAL FUND	STREETS	51.00
			TOTAL:	51.00
RELIANCE ELECTRIC OF SOUTHERN MN	dehumidifier parts & labor	WATER	PURIFICATION AND TREAT	105.99
			TOTAL:	105.99
RIVER'S EDGE HOSPITAL & CLINIC	1st half pera aid 2013	GENERAL FUND	NON-DEPARTMENTAL	14,375.00
	drug screen	GENERAL FUND	PUBLIC WORKS ADMIN	29.00
	drug screen	GENERAL FUND	STREETS	29.00
	drug & alcohol screens	GENERAL FUND	PARKS	93.00
	drug screen	WATER	ADMIN AND GENERAL	38.66
	drug screen	WASTE WATER FUND	ADMIN AND GENERAL	9.67
	drug & alcohol screens	ELECTRIC FUND	ADMIN AND GENERAL	64.00
	drug & alcohol screens	STORMWATER FUND	ADMINISTRATION AND GEN	73.67
	drug screen	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	29.00
			TOTAL:	14,741.00
KEITH RUFFING	squad car work meals	GENERAL FUND	POLICE	30.67
			TOTAL:	30.67
SAM'S CLUB	supplies	GENERAL FUND	SENIOR COORDINATOR	22.93
	plates	GENERAL FUND	SENIOR COORDINATOR	11.08
	creamer packets	GENERAL FUND	SENIOR COORDINATOR	16.78
	supplies	GENERAL FUND	RECREATION/LEISURE SER	22.93
	popcorn oil	GENERAL FUND	RECREATION/LEISURE SER	9.98
	creamer packets	GENERAL FUND	RECREATION/LEISURE SER	16.79
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	22.93
	vending	COMMUNITY CENTER	COMMUNITY CENTER	51.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	creamer packets	COMMUNITY CENTER	COMMUNITY CENTER	16.79
			TOTAL:	192.19
SCANDIA CONSULTING	repainting fire hydrants	WATER	DISTRIBUTION AND STORA	4,800.00
			TOTAL:	4,800.00
SERVICEMASTER OF LESUEUR/NICOLLET COUN	professional cleaning	COMMUNITY CENTER	COMMUNITY CENTER	101.53
			TOTAL:	101.53
SISTER CITIES INTERNATIONAL	member dues 7 '13-6 '14	GENERAL FUND	MAYOR & COUNCIL	360.00
			TOTAL:	360.00
SOUTHERN MN CONSTRUCTION CO INC	wash ave link trailer demo	PERM IMPROVMENT RE	STREETS	450.00
			TOTAL:	450.00
SOUTHERN MN MUNICIPAL POWER AGENCY	69kv line 90% retainer dig	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	197,035.09
	69kv line- final dig ameri	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	21,892.78
	epz control panels	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	56,166.00
	july purchased power	ELECTRIC FUND	POWER SUPPLY	718,772.14
			TOTAL:	993,866.01
SOUTHWEST MN CHAPTER OF ICC	9/18 class fee for dean	GENERAL FUND	BUILDING INSPECTOR	50.00
	9/18 class fee dave	GENERAL FUND	BUILDING INSPECTOR	50.00
			TOTAL:	100.00
ST PETER HERALD	zoning ord notice	GENERAL FUND	CITY CLERK	199.10
	notice of filing city offi	GENERAL FUND	ELECTIONS	170.80
	hwy 169 hearing	GENERAL FUND	STREETS	92.98
	55&better ad	GENERAL FUND	SENIOR COORDINATOR	79.20
	housekeeper ad	COMMUNITY CENTER	COMMUNITY CENTER	83.50
	request for bids	PERM IMPROVMENT RE	STREETS	51.53
			TOTAL:	677.11
ST PETER LUMBER CO	pine for gault st walking	GENERAL FUND	STREETS	24.90
	vip prog supp	GENERAL FUND	RECREATION/LEISURE SER	23.66
	fun run supp	GENERAL FUND	RECREATION/LEISURE SER	23.67
	pool carts	GENERAL FUND	SWIMMING POOL	106.80
	trimmer line,sakrete	WATER	PURIFICATION AND TREAT	42.07
	shovels	ELECTRIC FUND	POWER DISTRIBUTION	17.72
	halloween fun run supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	170.08
	fun run supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	54.35
			TOTAL:	463.25
STAPLES ADVANTAGE	paper	GENERAL FUND	CITY ADMINISTRATION	62.18
	mesh sorter	GENERAL FUND	CITY ADMINISTRATION	19.22
	paper,tape,clips,sorter,cr	GENERAL FUND	CITY ADMINISTRATION	114.30
	paper	GENERAL FUND	CITY CLERK	62.18
	paper,tape,clips,sorter,cr	GENERAL FUND	CITY CLERK	114.30
	file wallet	GENERAL FUND	ELECTIONS	37.94
	election supplies	GENERAL FUND	ELECTIONS	57.11
	electric stapler for a/p	GENERAL FUND	FINANCE	102.05
	paper	GENERAL FUND	FINANCE	41.45
	paper,tape,clips,sorter,cr	GENERAL FUND	FINANCE	76.20
	paper	GENERAL FUND	POLICE	33.16
	paper,tape,clips,sorter,cr	GENERAL FUND	POLICE	60.96
	paper	GENERAL FUND	BUILDING INSPECTOR	16.58

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	paper,tape,clips,sorter,cr	GENERAL FUND	BUILDING INSPECTOR	30.48
	paper	GENERAL FUND	PUBLIC WORKS ADMIN	8.29
	labels,file tabs	GENERAL FUND	PUBLIC WORKS ADMIN	35.67
	paper,tape,clips,sorter,cr	GENERAL FUND	PUBLIC WORKS ADMIN	15.24
	correct tape,post its,pens	GENERAL FUND	STREETS	13.65
	post it flags,folders	GENERAL FUND	STREETS	5.69
	paper,pens,tape,staples	GENERAL FUND	RECREATION/LEISURE SER	185.52
	correct tape,post its,pens	GENERAL FUND	PARKS	10.92
	post it flags,folders	GENERAL FUND	PARKS	4.55
	paper	GENERAL FUND	ECONOMIC DEVMT	4.15
	paper,tape,clips,sorter,cr	GENERAL FUND	ECONOMIC DEVMT	7.62
	paper	WATER	ADMIN AND GENERAL	37.31
	correct tape,post its,pens	WATER	ADMIN AND GENERAL	5.46
	post it flags,folders	WATER	ADMIN AND GENERAL	2.27
	paper,tape,clips,sorter,cr	WATER	ADMIN AND GENERAL	68.58
	calculator	WATER	CUSTOMER ACCOUNTS	34.52
	paper	WASTE WATER FUND	ADMIN AND GENERAL	37.31
	correct tape,post its,pens	WASTE WATER FUND	ADMIN AND GENERAL	5.46
	post it flags,folders	WASTE WATER FUND	ADMIN AND GENERAL	2.27
	paper,tape,clips,sorter,cr	WASTE WATER FUND	ADMIN AND GENERAL	68.57
	calculator	WASTE WATER FUND	CUSTOMER ACCOUNTS	34.52
	correct tape,post its,pens	ENVIRON SERVICES F	ADMIN AND GENERAL	5.46
	post it flags,folders	ENVIRON SERVICES F	ADMIN AND GENERAL	2.27
	calculator	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	34.51
	paper	ELECTRIC FUND	ADMIN AND GENERAL	111.92
	correct tape,post its,pens	ELECTRIC FUND	ADMIN AND GENERAL	13.65
	post it flags,folders	ELECTRIC FUND	ADMIN AND GENERAL	5.69
	paper,tape,clips,sorter,cr	ELECTRIC FUND	ADMIN AND GENERAL	205.74
	calculator	ELECTRIC FUND	CUSTOMER ACCOUNTS	34.52
			TOTAL:	1,829.44
TIMOTHY STRAND	2013 cgmc summer conf exp	GENERAL FUND	MAYOR & COUNCIL	682.29
			TOTAL:	682.29
STUART C. IRBY CO.	repair/return switch gear	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	6,344.10
			TOTAL:	6,344.10
SUMMIT PARK MHC LLC	sept lot rents	PERM IMPROVMENT RE	STREETS	4,950.00
			TOTAL:	4,950.00
SURPLUS SERVICES	2008-2 meter car	WATER	CAPITAL-GENERAL PLANT	2,506.67
	2008-1 meter car	WATER	CAPITAL-GENERAL PLANT	2,586.66
	2008-2 meter car	WASTE WATER FUND	CAPITAL-GENERAL PLANT	2,506.67
	2008-1 meter car	WASTE WATER FUND	CAPITAL-GENERAL PLANT	2,586.67
	2008-2 meter car	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,506.66
	2008-1 meter car	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,586.67
			TOTAL:	15,280.00
SWANK MOTION PICTURES INC	movie in the park	GENERAL FUND	RECREATION/LEISURE SER	343.07
			TOTAL:	343.07
TELIN TRANSPORTATION GROUP	#12 lift switch	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	156.98
			TOTAL:	156.98
TIGERDIRECT.COM	city order error pay ship	GENERAL FUND	FINANCE	10.22
			TOTAL:	10.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JANE TIMMERMAN-PETTY CASH	create a camp supplies	GENERAL FUND	RECREATION/LEISURE SER	20.28
	bank deposit bags	GENERAL FUND	SWIMMING POOL	21.48
			TOTAL:	41.76
USA BLUE BOOK	"danger confined space" si	WATER	ADMIN AND GENERAL	42.75
			TOTAL:	42.75
VERIZON WIRELESS	phone svc 7/2-8/1/13	GENERAL FUND	POLICE	349.00
			TOTAL:	349.00
VON ESSEN TOWING	#23 tire svc	GENERAL FUND	STREETS	36.00
	#19a tire svc	GENERAL FUND	PARKS	26.00
	#4 tire svc	WASTE WATER FUND	COLLECTOR/LIFT STAT	72.00
			TOTAL:	134.00
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	july change in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	july refuse pickup,disposa	ENVIRON SERVICES F	REFUSE DISPOSAL	18,666.30
			TOTAL:	18,671.30
WESCO DISTRIBUTION INC	nordic secondary peds	ELECTRIC FUND	NON-DEPARTMENTAL	465.98
	nordic secondary peds	ELECTRIC FUND	NON-DEPARTMENTAL	931.95
	nordic pedestel	ELECTRIC FUND	NON-DEPARTMENTAL	465.98
	1ph trans basements	ELECTRIC FUND	NON-DEPARTMENTAL	776.21
	1 ph trans basements	ELECTRIC FUND	NON-DEPARTMENTAL	1,094.40
	3 ph trans basement	ELECTRIC FUND	NON-DEPARTMENTAL	2,832.19
	inverted marking paint	ELECTRIC FUND	POWER DISTRIBUTION	29.82
	end caps	ELECTRIC FUND	POWER DISTRIBUTION	379.41
			TOTAL:	6,975.94
WHISKEY RIVER	council goal session meal6	GENERAL FUND	MAYOR & COUNCIL	112.76
			TOTAL:	112.76
WRITE ON	clothing allowance tom c	WASTE WATER FUND	ADMIN AND GENERAL	503.73
			TOTAL:	503.73
TAYLOR ZALLEK	vip appreciation	RESTRICTED CONTRIB	RECREATION/LEISURE SER	25.00
			TOTAL:	25.00
ZIEGLER INC	repair portable generator-	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	19,878.55
	repair portable generator-	WASTE WATER FUND	SOURCE/TREATMENT	1,000.00
			TOTAL:	20,878.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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===== FUND TOTALS =====

101	GENERAL FUND	100,023.14		
201	PROPERTY INSURANCE	19,878.55		
211	LIBRARY FUND	1,251.50		
213	PUBLIC ACCESS	39.01		
217	COMMUNITY CENTER	1,877.52		
230	REVOLVING LOAN FUND	56.00		
401	PERM IMPROVMENT REVOLVING	51,576.98		
432	2013B TIF #1-18 N THIRD	750.00		
601	WATER	30,207.22		
602	WASTE WATER FUND	29,158.36		
603	ENVIRON SERVICES FUND	38,810.77		
604	ELECTRIC FUND	1,018,525.62		
606	STORMWATER FUND	8,444.41		
610	HEARTLAND TRANSIT	4,194.05		
820	RESTRICTED CONTRIBUTIONS	812.91		

 GRAND TOTAL: 1,305,606.04

TOTAL PAGES: 14

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Dakota Supply Group	Radio read water meters	\$8,817.19	Water
Wesco	750 KVA Transformer	\$14,556.38	Electric
Wesco	Streetlight poles	\$49,465.81	Electric
Wesco	Streetlight heads	\$13,202.27	Electric

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

Temporary On Sale Beer

St. Peter Ambassadors Parking Lot #5 9/26/13 – 9/28/13

Temporary Wine License

St. Peter Ambassadors Parking Lot #5 9/26/13 – 9/28/13

LG220 Application for Exempt Permit

St. Peter Chamber of Commerce Third/Nassau Intersection 12/7/13

3. The following found or seized items are hereby declared as surplus property and staff is directed to dispose of the items as indicated below:

<u>ITEM</u>	<u>VIN #</u>
1999 Pontiac Grand Prix	1G2WJ52M9XF307828
1997 Ford F150	1FTDX18WXUNB94011
1994 Dodge Colt	JB3EA36C2RU060939
2003 Ford Crown Victoria	FAFP71W03X125979
2- Federal 2T22 outdoor warning sirens	

4. The following individuals are hereby appointed to serve as election judges for the November 5, 2013 general election:

Barbara Luker	Nancy Gehrke	Gene Krohnberg
Bridgette Kennedy	Lynette Peterson	Patricia Duenwald
Christine Johnson	Beverly Sommers	Patrick Duenwald

John Hall
Rita Scheff
David Grimmus
Sarah Murphy
Donna Green
Robert Genelin
Denny Booren
Leona Miller
Shirley Krider
Mary Ann Harty
Margie Nelsen
Deanne Schabert

Mary Ann Hanson
Janet Boese
Diane Braun
Diane Harms Ger
Greg Seitzer
Tom Leonhardt
Ashley Prax
Joan Eppmeyer
Carol Solberg
Warren Michels
Mike Torkelson
Paul Aasen

Nita Aasen
Maureen Scholl
Tom Thorkelson
Geraldine Hildebrandt
Barb Luker
Lelia Leonhardt
Raymond Jacobson
Paula Van Zee
Susan Prax
Amanda Draeger
Renae Rolle

5. The following temporary employee appointments, for the period September 1, 2013 through May 31, 2014 are approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Jennifer Leslie	Temporary PT Youth Center Coordinator	\$10/hour
BethAnn Emley	Temporary PT Youth Center Coordinator	\$10/hour
Taylor Zallek	Temporary PT Youth Center Coordinator	\$10/hour

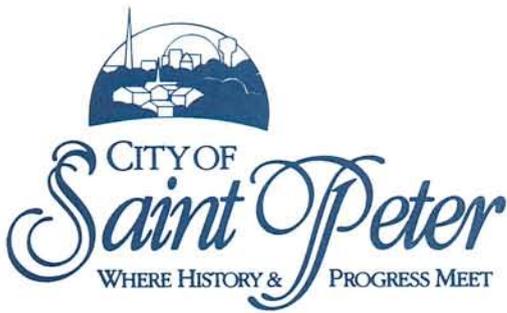
6. The schedule of disbursements for August 8, 2013 through August 21, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of August, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 08/22/13

FROM: Todd Prafke Jackie Kimmet
City Administrator River's Edge Human Resources Director

RE: CEO Employment Agreement

ACTION/RECOMMENDATION

Approve the attached resolution providing concurrence with the employment agreement between River's Edge Hospital and Clinic (REHC) and George Rohrich.

BACKGROUND

The City Code states that "*The Commission shall have power to hire, discipline and terminate the chief administrative officer of the hospital and clinic with concurrence of the City Council.*"

As the Council is aware Colleen Spike, current CEO, gave her resignation notice in 2012 and her last day working will be October 31, 2013. In April/May the Hospital Commission developed and approved an extensive process for the recruitment of a new Hospital CEO. The Commission and Council interviewed five candidates during the last week in June. At the July Commission meeting the Commission gave staff (HR Director and City Administrator) direction on the negotiation of an Employment Agreement with George Rohrich.

At a special Hospital Commission meeting on August 21, 2013 the Commission took action to approve the negotiated agreement with Mr. Rohrich. (A short bio of Mr. Rohrich is attached.)

The key provisions of the agreement are:

- Annual salary of \$155,000
- Term of slightly over 26 months
- Paid health insurance and a benefit package similar to all REHC employees including Paid Time Off (PTO) provisions totaling 44 days (sick, vacation and holidays)
- 3 months "without cause" termination notice provision.
- Start date of October 14, 2013

As the members are aware the Council can either concur with or reject the recommendation by the Commission, but specific provisions of the agreement fall within the purview of the Commission.

If you have any questions, both of us will be in attendance at the Council meeting on Monday night along with Hospital Commission Chairperson Gil Carlson.

A copy of the agreement is also attached for your review.

FISCAL IMPACT:

All costs associated with this position are paid by Hospital Funds. The contact does fall within the parameters set by the Commission before the start of the search process.

ALTERNATIVE AND VARIATIONS:

Do not act. Staff will wait for specific direction from the Council as to how you may wish to proceed, however any substantial delay may impact the candidate's availability.

Negative vote. Staff will wait for direction, however with the retirement of your Current CEO being imminent, some action needs to be taken. That action could range from a restart of the search process, to directing the Commission to establish a new organizational system.

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

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

TP/JK/bal

George Rohrich has worked in hospital administration since 1977. He has spent most of his career in rural hospitals.

Most recently, Rohrich spent over six years as the CEO of The Memorial Hospital at Craig in Craig, Colorado. During his tenure in Craig, Rohrich oversaw the construction of a \$42.6 million, 77,000 square-foot hospital. Rohrich also recruited several fulltime specialists to the community including three obstetricians, two general surgeons, and two pediatricians.

In 2010 and 2011, while under Rohrich's leadership, The Memorial Hospital also saw its largest growth in net patient revenue.

Prior to Craig, he served as CEO at Washakie Medical Center in Worland and four years as the administrator of the Pembina County Memorial Hospital in Cavalier, N.D.

For 15 years, he worked in medical administration for the U.S. Air Force in hospitals across the United States; while in the military, one of his stints was at a hospital in Turkey.

Under Rohrich's leadership, his priorities are always to give attention to customer service, staff development and recruiting and improving utilization numbers. "There are always opportunities for improvement," Rohrich said. "It's like any store in town, you're always interested in improving your market share."

Rohrich met his wife Valerie in the Air Force, and they married in 1982. The couple has two grown children.

Rohrich has a bachelor's of science degree in management and human services from Park University in Missouri and associate's degrees in health care administration and pharmacy technology from the U.S. Air Force Community College.

CEO EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made and entered into, to be effective as of October, 2013 (the "Effective Date"), by and between River's Edge Hospital & Clinic ("River's Edge") and George Rohrich, an individual and Minnesota resident (the "Employee").

WHEREAS, River's Edge desires to employ the Employee in the position of President and CEO of River's Edge pursuant to the terms and conditions set forth in this Agreement; and

NOW, THEREFORE, in consideration of the foregoing, the mutual terms and conditions contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Employee and River's Edge hereby mutually agree as follows:

1. Employment. Beginning on the Effective Date, River's Edge shall employ Employee on a full-time basis on the terms and conditions provided in this Agreement, and Employee hereby accepts such employment on the terms and conditions provided in this Agreement. Employee agrees to discharge faithfully, diligently and to the best of Employee's abilities, the responsibilities of such employment, including but not limited to the responsibilities of President and CEO of River's Edge.

2. Term. Employee's employment hereunder shall commence as of October, 2013 ("Start Date"), and shall continue until December, 2015 unless earlier terminated pursuant to the terms of this Agreement. If Employee's employment terminates at the end of this term as a result of the River's Edge's exercise of its right not to renew the Agreement pursuant to this Paragraph, Employee shall not be entitled to severance benefits provided in this Agreement.

3. Duties. During Employee's employment with the River's Edge, Employee shall:

(a) General. Except during vacation periods, illness or as otherwise provided in this Agreement, Employee shall devote his full working time and attention, with the utmost of his skill, to the business and affairs of River's Edge and perform the duties assigned to him by River's Edge to the best of his ability.

(b) Position. Act as the President and CEO of River's Edge and/or assume such other or additional offices, duties and responsibilities as may be designated by the Commission of River's Edge, consistent with such office, all in accordance with the terms of this Agreement, and the Articles of Incorporation and By-Laws of River's Edge. Employee shall report directly to the Commission of River's Edge. Employee agrees to comply with such instructions, regulations and rules as River's Edge may from time to time adopt.

(c) Restriction. The Employee shall not engage in any other business activity without the written consent of the Commission of River's Edge, whether or not such business or activity is for gain, profit or other pecuniary advantage, other than personal investments.

4. Compensation and Benefits. As compensation for and in consideration of Employee's performance of services and observance of the provisions of this Agreement, River's Edge shall provide Employee the following:

(a) Base Salary. River's Edge shall pay Employee an initial, annualized base salary of \$155,000. This annualized base salary shall be earned by Employee on a pro rata basis as Employee performs services for the River's Edge, and Employee's earned salary shall be paid in accordance with River's Edge's normal payroll practices. All compensation payments to the Employee shall be subject to withholding and other deductions required by law or which River's Edge in good faith believes it is obligated to deduct. Employee's base salary may change at the discretion of the River's Edge Commission, acting through its Compensation Committee or such other committee or individual as may be designated by the Commission from time to time. It is expected that River's Edge will review base salary at least annually after the end of this term.

(b) Benefits. Employee shall be provided with the following benefits:

- 44 days paid time off per year to be used for sick, vacation, holiday and other leave accrued at .16918 per pay period. Employee shall have access to 10 of those days at start of agreement;
- matching contributions to River's Edge's retirement benefits plan, which shall be vested, if such contributions and vesting are in accordance with the terms and conditions of such plan as applicable to all River's Edge employees, when such plan is established, and
- right to participate in all health insurance, disability, life insurance and other welfare benefit plans and programs outlined in the then-current River's Edge Employee Handbook in accordance with the terms and conditions of those plans.

Employee understands and agrees that River's Edge has no obligation to continue any particular benefit plan or program and may cancel or change its benefit plans or programs at any time.

(c) Business Expenses. In addition to the foregoing, Employee shall be eligible for reimbursement from River's Edge for business expenses reasonably incurred by him in connection with the performance of Employee's duties under this Agreement, upon the presentation by Employee of receipts and itemized accounts of such expenditures in accordance with the rules and regulations of the Internal Revenue Service. Any such reimbursement shall be in accordance with any applicable policies of River's Edge as such policies may change from time to time.

(d) Automobile Allowance. The River's Edge agrees to pay Employee a monthly automobile allowance of Three Hundred Dollars (\$300.00).

(e) Moving Allowance. Employee will receive a one-time reimbursement of actual documented moving expenses up to a maximum of Ten Thousand Dollars (\$10,000) to move within three months of this Agreement. Or will receive Eight Thousand Dollars (\$8,000) to move within four to five months of this Agreement or Five Thousand Dollars (\$5,000) to move within six months of this Agreement. Emergency response time is 15 minutes from The River's Edge Hospital and Clinic. If residency not met within six months of Agreement, Employee shall be terminated without cause and shall not be entitled to severance benefits provided in this Agreement.

5. Termination of this Agreement.

(a) Termination Without Cause. Employee's employment with River's Edge is at will, meaning that either party may terminate Employee's employment at any time, with or without cause or reason, and with or without prior notice. Provided, however, that in the event that River's Edge terminates Employee's employment without Cause (as "Cause" is defined in paragraph (b) below), and Employee signs a written agreement prepared by River's Edge which releases River's Edge of any and all legal claims Employee may have, and which reaffirms Employee's commitment to abide by his continuing obligations to River's Edge, then River's Edge will pay Employee severance benefits in an amount equal to three (3) months of Employee's then-current base salary; provided, however, that any such severance payment will be made in compliance with the deferred compensation rules under Section 409A of the Internal Revenue Code of 1986, as amended, and regulations issued thereunder.

(b) Termination with Cause. River's Edge may terminate Employee's employment under this Agreement at any time for "Cause" effective immediately upon notice of such termination to Employee. For purposes of this Agreement, "Cause" shall mean any of the following: (i) Employee's conviction, plea of guilty, no contest or nolo contendere for any felony; (ii) Employee's commission of fraud, theft, embezzlement, misappropriation, or breach of fiduciary duty; (iii) gross mismanagement or gross neglect of Employee's duties, and Employee's failure to cure such breach within fifteen (15) days after notice from River's Edge; or (iv) any breach by Employee of any of a material term of this Agreement, and Employee's failure to cure such breach within fifteen (15) days after written notice has been given to Employee by River's Edge. If Employee is given the opportunity to cure any particular breach, default or condition under the preceding provisions of this section and Employee does cure the same within the required cure period, but later commits or suffers to exist a substantially similar breach, default or condition, no further notice or cure period shall apply to such substantially similar breach, notice or condition.

(c) Termination Upon Death of Employee. This Agreement shall automatically terminate upon the death of Employee.

(d) Termination Upon Disability of Employee. Employee's employment shall terminate upon Employee becoming disabled such that Employee is unable to perform the essential functions of his position with River's Edge with or without reasonable accommodation, as reasonably determined by the River's Edge.

(e) Termination Obligations. Unless otherwise provided in this Agreement, upon the termination of Employee's employment under this Section 5, Employee shall only be entitled to payment by River's Edge for all compensation earned under this Agreement up to the date of termination of employment.

6. Confidential Information.

(a) Definition. For purposes of this Agreement, "Confidential Information" means any information not generally known to the public about the existing or reasonably foreseeable business of River's Edge which has been expressly or implicitly protected by River's Edge, or which from all circumstances Employee knows or has reason to know that River's Edge intends or expects the secrecy of such information to be maintained. Confidential Information includes, but is not limited to, processes, programs and services of River's Edge, including information relating to accounting, personnel, donors, and River's Edge' future business plans.

(b) Protection of Confidential Information. The Employee agrees not to disclose to others or to use personally or otherwise during his employment with River's Edge or thereafter any Confidential Information or trade secrets of River's Edge obtained as a result of his employment with River's Edge.

The Employee further agrees that upon termination of employment with River's Edge for any reason, he will not take with him, without the prior written authorization of the Hospital Commission, any documents or tangible or intangible material or property made, compiled by or given to River's Edge, including, but not limited to, any marketing plans, donor lists, or financial information.

The Employee's obligation under this Section 7 to not disclose Confidential Information shall not apply to information, which, at the time of disclosure, may be obtained from sources outside of River's Edge, its agents, lawyers and accountants, so long as those sources did not receive the information directly or indirectly as a result of the Employee's actions.

7. Survival and Disclosure of Obligations. Employee agrees that his obligations under Section 6 of this Agreement shall survive his termination of employment with River's Edge, regardless of the reason for termination.

8. Equitable Relief. Employee acknowledges and agrees that, in the event of Employee's breach of this Agreement or any of Employee's covenants or obligations hereunder, River's Edge' damages at law would be difficult or impossible to ascertain but would be substantial and irreparable and, accordingly, Employee consents to the granting by any Court of competent jurisdiction of equitable relief, mandatory or prohibitory, by way of restraining order, injunction or otherwise, to enforce the specific performance of this Agreement, and to prevent the breach of Employee's covenants and obligations under this Agreement. The remedies herein provided shall be in addition to any and all other remedies available at law.

9. Successors and Assigns. This Agreement is personal in nature to Employee and may not be assigned by Employee, but shall be binding upon and enforceable against the Employee and Employee's heirs, legal representatives and beneficiaries. The rights and obligations of River's Edge under this Agreement may be transferred to the River's Edge's successors and assigns.

10. Amendments or Modification. This Agreement may not be amended or modified except in writing signed by both Employee and River's Edge.

11. Waiver. No failure on the part of a party to this Agreement to exercise and no delay in exercising any right under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise of any right under this Agreement preclude any other or further exercise thereof or the exercise of any other right.

12. Captions, Headings, Titles. All captions, headings or titles in the paragraphs and sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement or operate as a limitation of the scope of the particular paragraph or sections to which they apply.

13. Counterparts. This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same Agreement and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other parties.

14. Governing Law; Venue. This Agreement shall be deemed to be made, entered into and shall be construed according to the laws of the State of Minnesota and any dispute hereunder shall be venued in the state of Minnesota, whether or not such venue is or subsequently becomes inconvenient, and the parties consent to the jurisdiction of the courts of the state of Minnesota, County of Ramsey, and the U.S. District Court, District of Minnesota.

15. Severable Provisions. Each provision of this Agreement is intended to be severable. If any provision of this Agreement is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties to this Agreement have duly executed this Agreement as of the day and year first above written.

By: _____
River's Edge Hospital and Clinic Date

By: _____
George Rohrich Date

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION PROVIDING CONCURRENCE WITH HOSPITAL COMMISSION
RECOMMENDATION ON HIRE AND EMPLOYMENT AGREEMENT FOR NEW HOSPITAL
CEO**

WHEREAS, the current Chief Executive Officer (CEO) of River's Edge Hospital and Clinic will retire from the position October 31, 2013; and

WHEREAS, the City and Hospital undertook a recruitment process for a replacement CEO; and

WHEREAS, the process has been completed and the Hospital Commission is recommending the appointment of George Rohrich to the position; and

WHEREAS, the City Code stipulates that "*The Commission shall have power to hire, discipline and terminate the chief administrative officer of the hospital and clinic with concurrence of the City Council.*"; and

WHEREAS, the Hospital Commission requests City Council concurrence with their recommendation.

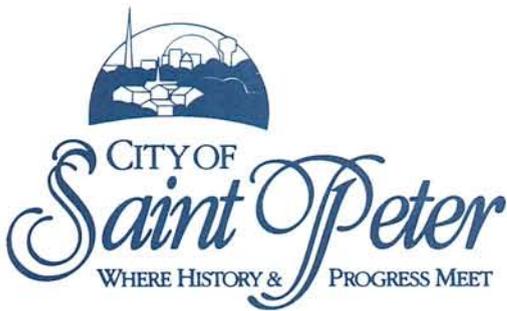
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council does hereby concur with the Hospital Commission recommendation for the appointment of George Rohrich to the position of River's Edge Hospital and Clinic Chief Executive Officer.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of August, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/22/13

FROM: Russ Wille
Community Development Director

RE: Hunter Hardwood – Restructure Debt

ACTION/RECOMMENDATION

Approve modification to the terms and repayment schedule for two revolving loans previously made to Greg and Neysa Schettler (formerly d.b.a. Hunter Hardwood).

BACKGROUND

In 2003, Greg and Neysa Schettler received a \$40,000 revolving loan from the City to partially finance the construction of a new building at 220 Dodd Avenue. In 2009, a second loan, in the amount of \$29,748 was provided to partially finance building improvements and the addition of storage/show space.

In the fall of 2011, Hunter Hardwood was closed.

In 2012, the City Council accepted a \$3,000 payment from First National Bank to relinquish its' second mortgage.

As the holder of the first lien position on the fixtures, furnishings and equipment (FF&E), First National Bank caused a public auction of the Hunter Hardwood assets. The proceeds from the auction were not sufficient to repay the bank debt. As such, the City's second lien position on the FF&E has been fully devalued.

The only remaining collateral is the personal guarantee of the note(s) executed by Mr. and Mrs. Schettler.

Due to the closing of the business, relocation to North Dakota and recent job loss, the borrowers are unable to maintain regular monthly payments on the two notes. As such, the borrower is significantly delinquent in repayment. At this time, Mr. Schettler has indicated that personal bankruptcy remains an option, if not expected course of action given their financial difficulties and debt.

Should the matter ultimately be determined by the U.S. Bankruptcy Court, it is highly likely that the City loans would be discharged without any level of compensation or repayment to the City.

Staff has worked with the Schettler's to arrange a minimum repayment schedule. It is hoped that such an arrangement would ultimately allow for repayment of the debt while forgoing bankruptcy proceedings.

The EDA has recommended that the two notes be combined into a single note. The \$26,168.61 balance of the 2003 loan and the \$25,670.16 balance of the 2009 loan would be combined into a single note of \$51,838.77. The EDA further recommends that the new note be provided at a zero (0%) rate of interest.

Recognizing the Schettler's financial condition as evidenced by a March 2013, personal financial statement, the EDA recommends that repayment of the new note be established at a minimum of \$50 per month.

Finally, the EDA recommends that the matter be reconsidered on October 1, 2015 for possible adjustment of the repayment scheduled or settlement. As such, the Schettler's will need to agree to extend the time for filing of a Summons and Complaint to October 1, 2015.

FISCAL IMPACT

The note would be restructured as outlined in this memo. It is hoped that the arrangement would ultimately result in full repayment of the \$51,838.77 debt. However, should the borrowers ultimately file for bankruptcy protection, the City would expect to receive no further compensation.

ALTERNATIVES/VARIATIONS:

Do not act: The matter will remain unresolved.

Negative Votes: The Community Development Director and City Attorney would continue to pursue the debt via the personal guarantee.

Modification of the Resolution: Any modification would need to be acceptable to the borrower.

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

RW/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION MODIFYING TERMS AND REPAYMENT SCHEDULE FOR TWO REVOLVING
LOANS PREVIOUSLY MADE TO GREG AND NEYSA SCHESSLER (FORMERLY D.B.A.
HUNTER HARDWOOD)**

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

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

WHEREAS, in 2004, Greg and Neysa Schettler, d.b.a. Hunter Hardwood, were awarded a
\$40,000 loan to partially finance the construction of a commercial structure located at 220 Dodd
Avenue; and

WHEREAS, the outstanding principal balance of the loan is \$26,168.61; and

WHEREAS, in 2009 a second revolving loan of \$29,748 was provided to the Schettler's to
partially finance building improvements; and

WHEREAS, the balance of the 2009 note is \$25,670.16; and

WHEREAS, First National Bank has auctioned off the fixtures, furnishings and equipment of
Hunter Hardwood; and

WHEREAS, the City Council has previously accepted a \$3,000 payment from First National
Bank to relinquish its subordinate mortgage on the Hunter Hardwood real estate; and

WHEREAS, subsequent to the closure of Hunter Hardwood, the Schettler's have been unable to
maintain payments at the level established in the corresponding promissory notes; and

WHEREAS, in an attempt to avoid personal bankruptcy proceedings or the filing of a Summons
and Complaint with the Court, the Schettler's have requested the terms, conditions and
repayment schedule of the revolving loans be amended and an alternative repayment plan be
established; and

WHEREAS, the EDA recommends approval of the request.

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

1. The two (2) Schettler notes shall be combined into a single note in the amount of
\$51,838.77.

2. The new note shall be provided interest free (0%).
3. The new note shall be repaid at a rate of \$50/month.
4. The repayment plan shall be reviewed after 24 months and extended or altered accordingly.
5. The Schletter's have agreed to extend the time for filing of the Summons and Complaint to October 1, 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of August, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: August 20, 2013

FROM: Paula O'Connell
Director of Finance

RE: 2014 Transit Grant Application

ACTION/RECOMMENDATION

Approve submission of grant applications for 2014 transit operation funds and vehicle capital funds to the Minnesota Department of Transportation, Office of Transit. Approve adoption of Title VI plans, procedures, and forms as required by MN/DOT as part of the grant application.

BACKGROUND

The 2014 goal for the Transit system is to continue growing the route service, while improving the efficiency of both the route and dial a ride services. Improved efficiency includes cost saving while providing better service to the residents of Saint Peter and Kasota. Funding from the Department of Transportation in the amount of eighty percent of the total projected operating costs will allow us to continue to provide this valuable service to the residents of the community.

(80%)	\$275,464.00	State and Federal Share
(20%)	\$68,866.00	Local (Saint Peter) Share
	<u>\$344,330.00</u>	Total Operating Cost

This projected total operating cost is \$20,345.00 over the 2013 projected cost. MN/DOT approved a grant of \$240,000.00 in 2013. It is our belief that we have additional costs going forward and that the state is willing to add funding for the City in 2014.

The Capital Funds grant is used for the replacement of buses. Our buses range in mileage from 130,000 to 235,000 miles. The long range plan for replacement of buses included a new bus in 2014 and 2015. Due to the age of our buses and the mileage on them, our MN/DOT Project Manager is determining whether state funds exist to replace one bus in 2013 and the other in 2014. The state and federal share of the capital cost is also 80%. MN/DOT bases the grants on projected costs of the buses which for 2014 is \$70,000.00.

(80%)	\$56,000	State and Federal Share
(20%)	\$14,000	Local (Saint Peter) Share
	<u>\$70,000</u>	Projected Total Replacement Cost

In the projected operating budget for 2014, revenues will be available to pay the local share of the capital grant.

As part of the application process MN/DOT requires that updated Title VI plans, procedures and forms be included with the application. Also required is a resolution for the City Council to approve the Title VI

plans, procedures and forms. Copies of the complaint procedure and forms, Public Participation Plan and a Decision maker document are attached. These documents confirm and provide for written documentation of what our system has/will do when circumstances arise.

MN/DOT continues to stress its intention to cut the number of grant contracts for 2015. In order to achieve this reduction the department is implementing a program of "consolidation, coordination and cooperation" and by their own admission the emphasis is on consolidation. There is a workshop in St. Cloud on September 19, 2013 to train on the restructuring program. MN/DOT is asking that "decision makers" attend the training along with service managers. If anyone is available to attend, please contact us before September 6, 2013 so we can apply for scholarship funding and accommodations.

FISCAL IMPACT:

Should this application not be approved for submission, we would face a substantial shortage of funds. Projected revenue is anticipated to be sufficient to meet required match if the funding from the state increases to support the higher operating cost.

ALTERNATIVES/VARIATIONS:

Do not Act: Staff will wait for your direction, however the transit grant application must be submitted no later than August 30, 2013.

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

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

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

Title VI Notification

Saint Peter Transit

Saint Peter Transit operates its programs without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with the City of St. Peter.

For more information on civil rights program, obligations, and complaint procedures, please contact:

- Transit Coordinator Wayne Albers at 507.934.0668.
- E-mail: waynea@saintpetermn.gov
- visit our administrative offices at:
227 S. Front Street
Saint Peter, MN 56082
- Persons with limited English proficiency may contact Wayne Albers.

A Title VI complaint may also be made by contacting the Title VI Specialist at the Minnesota Department of Transportation, Office of Civil Rights:

Title VI Specialist, Office of Civil Rights
Minnesota Department of Transportation
395 John Ireland Blvd., Mail Stop 170
St. Paul, Minnesota 55155-1899
Phone: 651-366-3073 Fax: 651-366-3129

SAINT PETER TRANSIT

TITLE VI COMPLAINT PROCEDURE

Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Saint Peter Transit (hereinafter referred to as “the Authority”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. Saint Peter Transit investigates complaints received no more than 30 days after the alleged incident. The Authority will process complaints that are complete.

Once the complaint is received, the Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Authority has 180 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 20 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with:

Federal Transit Administration
FTA Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590.

SAINT PETER TRANSIT TITLE VI COMPLAINT FORM

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			

Section IV			
Have you previously filed a Title VI complaint with this agency?		Yes	No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court _____

State Court _____

State Agency _____

Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone number: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date

Please submit this form in person at the address below, or mail this form to:
City of Saint Peter
Transit Coordinator
227 S. Front Street
Saint Peter, MN 56082

2013 Title VI Report

This Title VI report is for the time period through August 16, 2013

- A. There are no active lawsuits or complaints naming the City of Saint Peter alleging discrimination on the basis of race, color or national origin with respect to service or other transit benefits.

- B. There are no pending applications for financial assistance, provided by other Federal agencies for the City of Saint Peter.

- C. There have been no civil rights compliance review activities conducted in the last three years for Saint Peter Transit.

PUBLIC PARTICIPATION PLAN

SAINT PETER TRANSIT SYSTEM

The goals of the Saint Peter Transit System's Public Participation Plan is as follows:

- 1) To ensure early, continuous and broad public notification and participation in actions and decisions by the Saint Peter City Council regarding public transit.
- 2) To get meaningful public input to inform the decision process.

This Plan establishes procedures to accomplish these goals. If a proposed decision is clearly a normal course-of-business activity that does not significantly affect the public or alter public policy, it may not be necessary to apply these procedures. But, if there is a question as to whether these procedures should be followed, Saint Peter Transit should follow them to ensure appropriate public notification and participation.

However, failure to exactly comply with these procedures shall not, in and of itself, render any decision invalid.

Saint Peter Transit System's Outcome for its Public Participation:

- 1) To get public input on Saint Peter Transit's activities and decisions
- 2) To share information with a broad cross-section of the public via newspaper and the City of Saint Peter web site.

This Transit Public Participation Plan will be reviewed periodically for its effectiveness.

Principles to Help Guide the Saint Peter Transit's Public Participation Activities:

- 1) Professionals do not have a monopoly on good solutions.
- 2) Even if a policy decision is sensible and beneficial, it must be arrived at properly to be acceptable.
- 3) Interacting with an official representative of an organization or group isn't necessarily a substitute for interacting directly with that organization or group.
- 4) Effective public notification and participation takes time and effort, and can be expensive, yet is essential to sound decision-making.

Public Notification and Participation Procedures:

A variety of public notification procedures will be used to encourage involvement of the citizens, jurisdictions, communities and other interest groups in the planning process and the decisions of the Saint Peter City Council. Meetings and publications will occur when deemed necessary and provide ample notice on key decision making opportunities.

Regularly Scheduled Meetings:

The Saint Peter City Council holds meetings on the second and second Monday of each month. Council meetings take place in the Governor's Room of the Saint Peter Community Center at 600 S. Washington Ave. The public has an opportunity to attend, comment and speak at the meetings.

Saint Peter Transit's Publications:

All information pending transit issues will be on the official bulletin board of the City of Saint Peter and on the Saint Peter city web site.

Key Decisions and Actions:

At key decision points, the Saint Peter Transit System will provide citizens, affected public agencies, representatives of public transportation employees, private providers of transportation, representatives of users of public transportation, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

Efforts to fulfill this requirement will include opportunities for interested parties to be involved in the early stages of plan, program and policy development. These efforts may include publications, workshops, open houses or participation in other public forum or methods to provide opportunities for the public to learn about and participate in plan, program and policy development.

These efforts will include publication of appropriate documents, public notice of availability of such documents, and/or other methods to make them available for public review. They also will include notice as to where to send written comments, and who at the transit system will receive written comments and can provide additional information. Public comment received will be summarized and presented to the Saint Peter City Council. As part of these efforts, the city council will proactively seek out and consider the needs of people traditionally under served by transportation systems.

Additional Outreach Efforts:

The transit system will also conduct additional outreach efforts as appropriate to provide public opportunities for comment, suggestions, ideas and concerns. This may include workshops, open houses, forums and other events. The transit system will also encourage public comment through newspaper articles, web site postings and presentations to civic groups and other efforts as appropriate.

Decision Maker Chart

The City of Saint Peter is governed by an elected City Council and Mayor. Saint Peter Transit is a city operated service. There are no non-elected decision makers.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

**RESOLUTION AUTHORIZING SUBMISSION OF TRANSIT SYSTEM OPERATION AND
CAPITAL GRANT APPLICATIONS FOR 2014 AND APPROVAL OF TITLE VI TRANSIT
PLAN**

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

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

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

WHEREAS, grant applications for the year 2014 have been developed which outline the proposed budget for the transit system; and

WHEREAS, the State grant must include approval of Title VI plans, procedures, and forms; and

WHEREAS, the City Council finds the transit system to be a valuable benefit to the residents of the community.

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

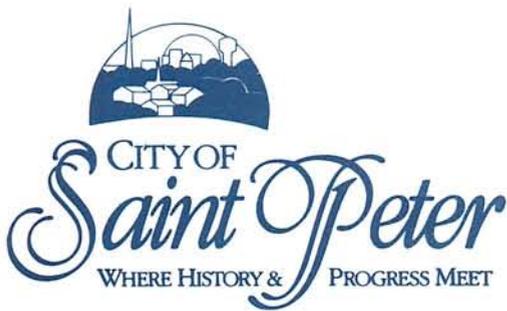
1. Staff is hereby authorized to submit a grant application to the Minnesota Department of Transportation, Office of Transit for operation of the transit system in 2014.
2. Staff is hereby authorized to submit a grant application to the Minnesota Department of Transportation, Office of Transit for the capital purchase of a transit bus in 2014.
3. The City of Saint Peter agrees to provide a local share of twenty percent (20%) of the total operating and Capital cost of the transit system.
4. The City of Saint Peter approves the Title VI plan, procedures, and forms for the transit system.
5. The City Administrator is hereby authorized to execute such documents as may be necessary for the City to secure a transit grant for operation of the system and a capital purchase grant for the purchase of a bus in 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of August, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/21/13

FROM: Paula O'Connell
Director of Finance/Treasurer

RE: Unbudgeted Vehicle Purchase

ACTION/RECOMMENDATION

Approve the unbudgeted purchase of two 2008 Chevrolet Impala LS from the State of Minnesota Department of Administration surplus services.

BACKGROUND

Staff at City Hall utilize used vehicles for various purposes. Two of the City Hall cars are designated for the Building Department, three cars for meter reading, and one car is used by maintenance/transit. When these cars are not being used by these departments, City staff may use these vehicles for travel to training, meetings, or other City needs.

All but one of the existing cars was transferred from the Police Department when new police vehicles were acquired. The vehicles come to our use with very high mileage and/or other issues which make them inappropriate for Police use. Five of the six cars utilized by staff are Ford Crown Victoria model years 2000, 2003(2), 2004, and 2005. (The sixth vehicle utilized by the Building Department is a 1999 Chevy Blazer, which they desire to keep.) The Crown Victoria vehicles are in extremely poor condition and not reliable enough to drive in all conditions. Some repairs are not completed due to cost of the repair versus the value of the vehicle.

With that thought in mind, staff had looked into vehicles available for purchase from the State online auction and the City's Mechanic inspected some of the vehicles and found two Chevy Impala's that he felt would be good purchases. Although money was not budgeted for these purchases, you provided authorization to bid on the vehicles as possible replacements for two of the worst existing vehicles.

We were the successful bidder on two 2008 Chevy Impala's. One had 75,000 miles with a bid price of \$7,760 and the other had 82,000 miles and was purchased for \$7,520. The vehicles were previously owned by the State of Minnesota Fleet Services and both vehicles come with detailed maintenance records.

The City's Mechanic will determine which of existing vehicles will be replaced with the new vehicles and those Crown Victoria's will be offered for public sale through the same online auction the new vehicles were purchased from.

FISCAL IMPACT:

Although this is an unbudgeted purchase, funding is available in the Electric, Water, and Wastewater reserve funds. The funding will be from these reserves as the new vehicles will be used for utility meter reading. In addition to the purchase price, the City will also have costs associated with title transfer and sales tax.

ALTERNATIVES/VARIATIONS:

Do not act: The purchases will be resold.

Negative Votes: The purchases will be resold.

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.

PO

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF
TWO - 2008 FOUR- DOOR CHEVROLET IMPALA LS**

WHEREAS, the vehicles assigned to City Hall for use for meter reading have been failing for some time and are no longer being fully repaired; and

WHEREAS, it is important to have vehicles available for City use which are reliable and safe to drive both in town and on longer distances; and

WHEREAS, the State of Minnesota Department of Administration online auction site had a number of vehicles for sale from the State Fleet Services; and

WHEREAS, the City's Mechanic inspected the for sale vehicles and determined they would be good replacements for some of the worst City Hall vehicles; and

WHEREAS, the City Administrator authorized staff to bid on the on-line auction vehicles; and

WHEREAS, funding is available for these unbudgeted purchases from utility reserve funds.

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

1. Council approval is provided for the unbudgeted purchase of the following vehicles in the amounts shown from the State of Minnesota Department of Administration Surplus Services online auction in:

2008 Chevrolet Impala LS	82,000 miles	vin #4010	\$7,520.00
2008 Chevrolet Impala LS	75,000 miles	vin #7987	\$7,760.00

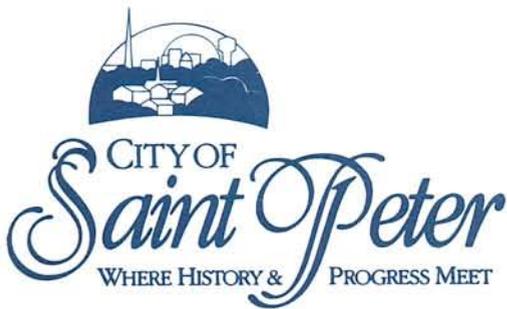
2. Funding for the unbudgeted purchases shall be from Water, Wastewater and Electric fund reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26TH day of August, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/22/13

FROM: Russ Wille
Community Development Director

RE: Handicapped Accessibility Micro Loan Program

ACTION/RECOMMENDATION

Establish a Handicapped Accessibility Micro Loan Program to enhance the accessibility of businesses within the Central Business District.

BACKGROUND

Most, if not all, of the downtown Saint Peter buildings were constructed prior to adoption of standards which ensure accessibility for those with mobility impairments. As such, most do not meet the requirements of the Americans with Disabilities Act. The designs of most buildings prohibit access for those in wheelchairs or others unable to maneuver up and down stairs.

It is anticipated that up to 10% of the population experiences some level of mobility impairment. Statistics suggest that the number of persons with mobility impairments is expected to rise as baby boomers continue to age.

Please know that this is a part of a larger program in partnership with the Saint Peter Chamber. The program is designed to promote additional accessibility in downtown businesses. Improved accessibility may mean physical improvements but it might also mean signage, education and other enhancements that could make many of our businesses, if not ADA compliant, at least more handicap friendly. We intend to use an intern to help promote the larger program with the added assistance of the Chamber's President Ed Lee.

While many buildings cannot reasonably be altered to enhance accessibility, a select few may be improved with minor alterations. For instance, the El Agave (formerly Ooodles) entrance was altered by removing the single step and replacing it with a ramped sidewalk. The restaurant is now accessible for those in wheelchairs. A similar alteration and result was realized when changes were made to the Arrow Ace Hardware entrance.

To encourage other building/business owners to contemplate similar accessibility improvements, it is suggested that a program be created to finance the costs of the improvements via the revolving loan funds. To that end, the Economic Development Authority has recommended that the City Council establish a Handicapped Accessibility Micro Loan Program.

It is proposed that the loan program be initially limited to those buildings within the (CBD) Central Business District. If the building is also within the established Heritage Preservation District, the appropriate Commission would need to approve the design and materials of the alteration.

All construction or alteration projects would need to meet the building code as determined by the appointed Building Official. All projects would need to obtain a building permit from the City of Saint Peter.

It is recommended that loans be made in amounts of up to \$4,000 per building. The final amount of the loan would be determined by written quotes submitted by licensed contractors. It is further recommended that the loans be provided interest free.

Like the Construction Mitigation Micro Loan Program (CMMLP) established after the 2009 Highway 169 improvements, it is recommended that the notes be secured by a promissory note and personal guarantee.

Repayment of the note would be established at a rate of \$100 per month. If the borrower were to access the full loan amount, repayment would be accomplished within 40 months.

Finally, it is recommended that the loan approvals be provided administratively. In a manner similar to the 2009 CMMLP, if a business meets the qualifications of the loan, approval will be granted and the loan delivered and administered. It is not anticipated that the EDA or City Council will approve each individual loan.

FISCAL IMPACT:

If approved, building owners within the Central Business District will be eligible for loans of up to \$4,000 to be used to enhance the accessibility of the downtown buildings. While many businesses would be eligible, I would anticipate that utilization would be somewhat low. I would suggest that heavy utilization would result in about 6 – 8 loans.

ALTERNATIVES/VARIATIONS:

Do not act: The staff will await further instruction.

Negative Votes: The program will not be pursued further.

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.



HANDICAPPED ACCESSIBILITY MICRO-LOAN PROGRAM

Purpose: To improve and enhance the accessibility of Saint Peter businesses for those with disabilities or the elderly.

Eligible Properties:

- ◆ Located within the Central Business District (CBD).

Loan Package:

- ◆ Maximum loan of \$4,000
- ◆ 0% Interest
- ◆ Loans repaid at \$100 / month.

Eligible Uses for Funds:

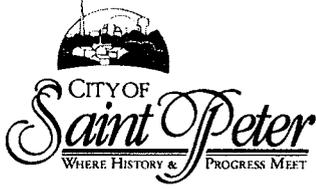
- ◆ Renovations / Remodeling
- ◆ ADA Signage

Loan Review:

- ◆ Heritage Preservation Commission approves building alterations (when required).
- ◆ Building Official approves building alterations as per code.
- ◆ Construction quotes & bids.

Security / Collateralization:

- ◆ Promissory Note.
- ◆ Personal Guarantee(s).



HANDICAPPED ACCESSIBILITY MICRO-LOAN PROGRAM

APPLICATION

Applicant _____

Address: _____

Phone #: _____

Email: _____

Property Owner: _____

Property Address: _____

Project Description:

Additional Submittals:

- ◆ Project Budget
- ◆ Construction / Renovation Plans & Specifications
- ◆ Quotes / Bids
- ◆ Heritage Preservation Commission (HPC) Approval (When applicable)

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION ESTABLISHING HANDICAPPED ACCESSIBILITY MICRO-LOAN
PROGRAM”**

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

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

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

WHEREAS, given the design and construction methods utilized at the time of construction, most
of the buildings within the Central Business District impose accessibility problems for those with
mobility impairments; and

WHEREAS, the number of persons with mobility impairments is increasing as the citizenry
increases in age; and

WHEREAS, a number of downtown building owners would undertake minor alterations which
would enhance the accessibility of the structures if low cost funding sources were available to
them; and

WHEREAS, the EDA recommends approval of a micro-loan program to funding these changes;
and

WHEREAS, the City Council has also determined that it is both necessary and appropriate to
develop a micro-loan program to assist existing Central Business District property owners to
undertake alterations improve accessibility for those with mobility impairments.

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

1. A Handicapped Accessibility Micro-Loan Program is hereby established and the Director
of Community Development is directed to immediately notify eligible business of the
availability of financial assistance.
2. Existing businesses within the Central Business District would be eligible to apply for the
micro loan assistance.
3. The loans shall be limited to a maximum loan amount of \$4,000 with an interest rate of
0%.

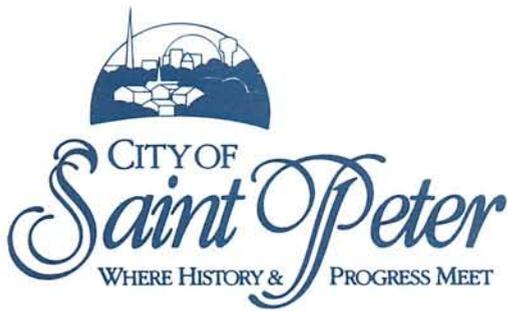
4. Repayment of the loans shall be established at a rate of \$100 per month until the note is satisfied.
5. The loan funds shall be utilized to pay for signage, alterations or additions which enhance accessibility.
6. The loans shall be secured by both a promissory note and personal guarantee without additional collateralization or security
7. Processing and approval of loan applications shall be done administratively by the Community Development Director under the loan guidelines established by the EDA with no further approval being required by the City Council or EDA.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of August, 2013.

ATTEST:

Timothy Strand
Mayor

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/21/13

FROM: Todd Prafke
City Administrator

RE: New Business License Applications

ACTION/RECOMMENDATION

Provide approval for new business licenses.

BACKGROUND

The City has received applications for three new temporary licenses.

The Rock Bend Folk Festival is being held at Minnesota Square Park September 7-8, 2013. Two food vendors (Tommy Vee'z Gourmet Foods & Taj Mahal Indian Cuisine) have applied for Temporary Soft Drink Licenses for the event.

Filip Poptawski has submitted an application for a Six Month Peddler Permit in order to sell educational materials/books door-to-door. The Police Department conducted a background investigation on Mr. Poptawski and found nothing that would prohibit the issuance of the license. The license was issued on August 13, 2013 by Police Chief Peters contingent upon City Council approval.

Staff recommends approval of the license applications.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

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

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

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION APPROVING NEW BUSINESS LICENSE APPLICATIONS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following new license applications be approved subject to compliance with all requirements of the City Code and payment of the licensing fees:

Soft Drink

Tommy Vee'z Gourmet Foods	MN Square	9/7/13 – 9/8/13
Taj Mahal Indian Cuisine	MN Square	9/7/13 – 9/8/13

Peddler Permit- 6 month

Filip Poptawski	8/13/13 – 2/12/14
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of August, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator