

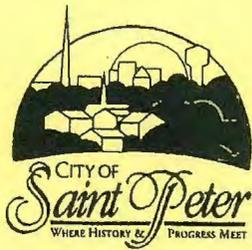
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, August 8, 2016
Community Center Governors' Room - 7:00 p.m.

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

None scheduled
- VII. NEW BUSINESS**
 - A. Transit Cooperative Resolution With Le Sueur
 - B. Transit Service Agreement With Gustavus
 - C. MMUA Safety Agreement Renewal
 - D. Request for City Assistance: Rock Bend Folk Festival
 - E. Historic Loan Program Modifications
 - F. Purchase of Transit Bus
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. Park Naming Process
 - 2. "Night to Unite" Event
 - 3. Seal Coating Update
 - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the July 25, 2016 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for July 21, 2016 through August 3, 2016, is attached. Please see the attached staff reports and RESOLUTION.

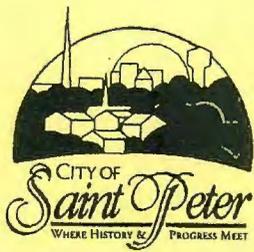
VI. **UNFINISHED BUSINESS**

None scheduled

VII. **NEW BUSINESS**

A. **ADOPTION OF RESOLUTIONS RELATED TO A JOINT TRANSIT SYSTEM WITH THE CITY OF LE SUEUR**

In order to secure grant funds for operation of the City's transit system in 2017, staff recommends adoption of two resolutions. The first indicates the City's intent to form a joint system with the City of Le Sueur and the second appoints three Councilmembers (two members and the third serving as an alternate) as representatives to a steering committee to



develop a joint system. Please see the attached staff report and RESOLUTIONS.

B. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF RENEWAL TRANSIT SERVICES AGREEMENT WITH GUSTAVUS ADOLPHUS COLLEGE

Staff recommends approval be provided for execution of a renewal contract with Gustavus Adolphus College for student transit services through the "Gus Bus". Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF RENEWAL SAFETY SERVICES CONTRACT WITH MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA)

The City has contracted with MMUA for a number of years to provide safety training and record keeping services for the City's Public Works and certain Recreation and Leisure Services Department staff. The current contract will expire in early fall and staff recommends approval be provided for execution of a renewal contract. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR ROCK BEND FOLK FESTIVAL

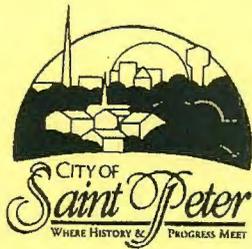
Staff recommends approval of a request for City assistance from the organizers of the Rock Bend Folk Festival to be held in Minnesota Square Park on September 10-11, 2016. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO HISTORIC LOAN PROGRAM

The Economic Development Authority has recommended changes to the Historic Loan program. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF TRANSIT BUS

Staff recommends purchase of a transit bus through the State's bid process from North Central Bus and Equipment. Funding for the purchase will be 80% from the State capital grant and 20% from Transit revenues. Please see the attached staff report and RESOLUTION.



IX. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON PARKS NAMING PROCESS

A report will be provided at this time on the process to be used to determine the names of two new City parks.

2. REPORT ON "NIGHT TO UNITE" EVENT

A report will be provided at this time on the August 2nd "Night To Unite" event which was organized by the Police Department and the Recreation and Leisure Services Department and sponsored this year by River's Edge Hospital and Clinic.

3. REPORT ON SEAL COATING PROJECT

An update will be provided at this time on the annual seal coating project which began on August 3rd.

4. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

JULY 25, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on July 25, 2016.

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

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

Public Hearing: Rezoning Request – 1703 North Third Street – Mayor Zieman opened the public hearing on a request to rezone the property at 1703 North Third Street at 7:01 p.m. City Administrator Prafke reviewed the process adopted by the City Council for conducting a public hearing. Community Development Director Wille provided background information on the petition submitted by Lager Land Company (Jesse Lager) to rezone a portion of his property located at 1703 North Third Street to C-4 Highway Service Commercial. Wille noted that although the entire property was considered one tax parcel, one lot was zoned as I-2 and the petition was to rezone that one lot to match the rest of the property which would allow the property owner to construct a storage building on the property. Wille stated the Planning and Zoning Commission recommended approval of the rezoning request. There being no further speakers, the hearing was declared closed at 7:05 p.m.

Public Hearing: Revolving Loan Program Modifications – Mayor Zieman opened the public hearing on the proposed modifications to the City's business subsidy (revolving loan) program at 7:05 p.m. City Administrator Prafke reminded the audience of the process for conducting a public hearing. Community Development Director Wille reviewed the Economic Development Authority's recommended changes to the Revolving Loan Fund Program guidelines and provided specific information on the proposed changes to Sections 3.2, 3.5, 4.2, 4.3, 4.3a, 4.3b, 4.4, 4.5 and 9.2. There being no further speakers, the hearing was declared closed at 7:10 p.m.

Approval of Minutes – A motion was made by Kvamme, seconded by Parras, to approve the minutes of the July 11, 2016 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 11, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Carlin, seconded by Parras, Resolution No. 2016-108 entitled, "Resolution Approving Consent Agenda", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-108 is contained in the City Administrator's book entitled Council Resolutions 21.

Chicken Regulations – City Administrator Prafke reviewed the proposed regulations for keeping of chickens at residential properties which had been modified after the last Council

meeting and workshop discussion. Prafke noted the proposed ordinance would allow for up to six female chickens; a permitting/inspection process; regulations regarding the construction and maintenance of the coop and run; regulations regarding the placement of the coop and run on the property and shielding the structure from neighboring properties; sanitation regulations; and an effective date of January 1, 2017. Councilmember Brand requested Section 8-246 be removed as he felt it was unnecessary. City Administrator Prafke indicated the City Attorney felt it was appropriate to keep that section in the ordinance.

Alicia Newell, 826 North Ninth Street, addressed the Council to request approval of the proposed ordinance. Newell indicated her belief that it was the Council's role to have an open government and make decisions on what's best for most people and be progressive without overbearing regulations. Mayor Zieman asked Newell if she would support a requirement that neighbor approval must be obtained before a permit is issued. Newell responded that she did not feel the personal freedom of a neighbor should be put in front of her personal freedom.

Eliza Lynard, 1010 South Front Street, spoke in support of allowing chickens, and stated it was important to know where food comes from and that chickens eat bugs and ticks and protect humans from Lyme disease. Lynard indicated her chickens would be fed food waste scraps. Lynard also stated her belief that allowing chickens will attract younger families to Saint Peter. Mayor Zieman asked Lynard the same question about obtaining neighbor permission. Lynard stated it was unfair to require neighbor permission to keep chickens when her neighbors don't ask her permission to spray pesticides on their lawn.

Kelly Karsted, 1011 Willow Drive, spoke in support of allowing chickens and stated her belief that it was good to educate children where food comes from. Karsted also noted the environmental impact of the farm to table concept and encouraged the Council to consider allowing chicken waste to be composted and used as fertilizer onsite. In response to the Mayor's question about neighbor permission, Karsted objected to that provisions being included because she felt neighbor permission is not required for anything else including having dogs and cats.

Kathlyn Alm, 1010 South Fourth Street, spoke in support of the chicken ordinance and stated Saint Peter is an industrial community with no access to fresh food for those below poverty level. Alm also stated chickens eat ticks which, for those with no health insurance, are food security. Alm also supported natural composting and stated she did not believe in requiring neighbor consent. In response to a question by the Mayor as to the cost of keeping chickens, Alm encouraged the City to offer classes in how to raise chickens as is done in Saint Paul.

Councilmember Kvamme proposed further changes to the proposed ordinance including language that the coop/run must be shielded from view of "neighboring properties"; reordering of the permit requirements; and replacement language for the Section on sanitation. In motion by Carlin, seconded by Parras, Ordinance No. 28, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 8, 'Animals', Article IV "Farm, Wild, And Exotic Animals' And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions" was introduced with the proposed modifications. Upon roll call, Councilmembers Kvamme, Carlin, Parras and Brand voting aye, Councilmembers Pfeifer and Grams and Mayor Zieman voting nay, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 28, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

City Administrator Prafke recommended approval of a resolution that would modify the City's fee schedule effective January 1, 2017 to include a \$5 permit fee for keeping of chickens and a \$45

initial inspection fee. In motion by Kvamme, seconded by Brand, Resolution No. 2016-109 entitled "Resolution Modifying Municipal Fee Schedule" was introduced. Upon roll call, Councilmembers Grams, Kvamme, Brand, Parras, Carlin and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-109 is contained in the City Administrator's book entitled Council Resolutions 21.

Ameresco Energy Savings Feasibility Analysis Agreement – City Administrator Prafke recommended approval for execution of an agreement with Ameresco for development of an energy savings feasibility analysis for City facilities and street lights with the goal of reducing overall energy costs for the City. Prafke noted the proposed language changes had been passed out to the Council for Paragraph 9 of the agreement and suggested an additional minor change to Item 1b(iii). Prafke noted there would be three steps to the process beginning with assessment of the City's facilities and an analysis of cost, to develop project(s) for energy savings that could pay debt service costs for any project. Prafke also noted that Ameresco was able to provide financing for any project(s), but the City would still be allowed to seek financing through other means. Prafke also pointed out that should the agreement be executed there would be a lot of work and activity involved in analyzing the City's facilities and that street lights might be out for longer periods of time.

Prafke outlined the risk to the City in entering an agreement which would be a fee of \$30,000 should the City not move forward if the Ameresco analysis shows energy savings in an amount that would pay for the recommended project.

Ameresco Account Executive Kent Wolf and Regional Director John Neville addressed the Council to answer questions related to their project and the proposed agreement. Neville also responded to a question from Councilmember Grams related to "blue light" which the human body sees as sunlight.

In motion by Grams, seconded by Brand, Resolution No. 2016-110 entitled "Resolution Approving Execution Of Agreement With Ameresco For Completion Of An Energy Savings Feasibility Analysis For City Facilities And Streetlights" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-110 is contained in the City Administrator's book entitled Council Resolutions 21.

Rezoning Request: 1703 North Third Street – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of a request by Lager Land Company to rezone the portion of 1703 North Third Street that is currently zoned as I-2 to C-4. In motion by Pfeifer, seconded by Parras, Ordinance No. 29, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 24, 'Land Use Regulations And Zoning' And Section 24-6 'Official Map' to Rezone Certain Property as C-4 Highway Service Commercial, And Adopting By Reference Saint Peter City Code Chapter 1, Section 1-6, Which, Among Other Things, Contain Penalty Provisions" was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 29, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Revolving Loan Fund Modifications – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation to modify the City's Revolving Loan Fund Program guidelines. Wille pointed out that the Historic Loan Program was not being modified at this time and would be considered at a future meeting. Councilmember Kvamme, who is one of the Council representatives on the EDA, indicated that all EDA members provided input on the proposed changes to the loan program. In motion by Carlin, seconded by Parras,

Resolution No. 2016-111 entitled "Resolution Amending The EDA Revolving Loan Fund Guidelines" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-111 is contained in the City Administrator's book entitled Council Resolutions 21.

REDA Agreement – Community Development Director Wille recommended approval be provided for execution of an updated Joint Economic Development Services Agreement with Greater Mankato Growth for the Regional Economic Development Alliance (REDA) at a cost of \$26,015.70 for 2016. In motion by Brand, seconded by Grams, Resolution No. 2016-112 entitled "Resolution Authorizing Execution Of Joint Economic Development Service Agreement By And Between The City Of Saint Peter And Greater Mankato Growth (Regional Economic Development Alliance)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-112 is contained in the City Administrator's book entitled Council Resolutions 21.

Soccer Association Donation – Public Works Director Moulton recommended acceptance of a donation of \$30,000 from the St. Peter Soccer Club which would be paid \$22,500 in 2016 and \$7,500 in 2017. Moulton also recommended approval be provided to construct a "soccer rink" with artificial turf and boards to the west of the swimming pool in Veterans Memorial Park. Moulton indicated any construction costs above the \$30,000 donation would be funded by the City. In motion by Pfeifer, seconded by Carlin, Resolution No. 2016-113 entitled "Resolution Accepting Donation From Saint Peter Soccer Club And Authorizing Construction Of A 'Soccer Rink' In Veterans Memorial Park" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-113 is contained in the City Administrator's book entitled Council Resolutions 21.

Naming Of City Parks – Public Works Director Moulton presented the Parks and Recreation Advisory Board recommendation to name the new park at Traverse Green Subdivision as "Traverse Park" and the new park adjacent to the new high school as "Saints Sports Complex". Mayor Ziemann made a motion to change the name of the Traverse Green Subdivision Park to be "Pyan Park". Councilmember Kvamme suggested the park naming request be tabled to provide an opportunity for more discussion at a workshop. Councilmember Brand indicated he supported the recommendation of the Parks Board and questioned why the Council would have the Board make a recommendation if the Council was not going to accept it. There was no second to the Mayor's motion to change the Traverse Green Subdivision park name and the motion died for lack of a second.

A motion was made by Kvamme, seconded by Pfeifer to table action on the park names until more discussion could be held at a workshop session. With all in favor, the motion carried.

BENCO Electric Territory Agreement – Public Works Director Moulton requested authorization for execution of an agreement with BENCO Electric Cooperative for an exchange of electric service territory at the site of the new high school and at Traverse Green Subdivision. Moulton indicated the negotiated settlement for the high school site was for the City to pay BENCO approximately \$87,500 over ten years based on actual electric usage at the site during that period. Moulton also noted that there would be no cash exchange related to the Traverse Green Subdivision site as the City was the developer of the property. In motion by Pfeifer, seconded by Grams, Resolution No. 2016-114 entitled "Resolution Authorizing Execution Of Agreement With Benco Electric To Purchase Service Area In Western Saint Peter And Authorizing Submittal To Minnesota Public Utilities Commission" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of

Resolution No. 2016-114 is contained in the City Administrator's book entitled Council Resolutions 21.

Hospital Anesthesia System Purchase – River's Edge Hospital and Clinic CEO George Rohrich addressed the Council to present the request of the Hospital Commission for purchase of a Mindray A7 anesthesia system from Universal Hospital Services at a cost of \$51,000. Rohrich indicated that the A7 system was not lowest cost system which had been recommended by the Staff, but stated the Hospital Commission had recommended purchase of the slightly higher priced A7 system. In motion by Carlin, seconded by Parras, Resolution No. 2016-115 entitled "Resolution Authorizing Purchase Of Anesthesia System By River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-115 is contained in the City Administrator's book entitled Council Resolutions 21.

Traverse des Sioux Library Cooperative Contract Renewal – City Administrator Prafke recommended approval be provided for renewal of a cooperative contract with Traverse des Sioux (TdS) Library System for provision of services to the City in the annual amount of \$23,103.93. Prafke reported the services provided by TdS include online cataloging, data integration, some computer access services, book preparations, interlibrary loans, courier services and access to other library systems. Prafke also noted that should the City provide those services, the cost would be much higher than the cost to contract with TdS for the provision of services. In motion by Kvamme, seconded by Parras, Resolution No. 2016-116 entitled "Resolution Approving Execution Of Library Services Contract With Traverse des Sioux Library System", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-116 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

Coalition of Greater Minnesota Cities Summer Conference – Councilmember Brand reported the summer conference for the Coalition of Greater Minnesota Cities included discussion with legislators regarding the tax bill, increases in local government aid and the possibility of a special session.

Joint City Council/Hospital Commission Committee Meeting – City Administrator Prafke noted the City Council had met in a joint Committee of the Whole meeting with the Hospital Commission regarding the Hospital's financial position.

Night To Unite Event – City Administrator Prafke reminded the public of the upcoming annual Night To Unite event that will be held at Veterans Memorial park on August 2nd.

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 8:58 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: July 25, 2016

FROM: Pete Moulton
Director of Public Works

RE: Additional Concrete Sidewalk Corrections – Streets Maintenance Budget

ACTION/RECOMMENDATION

Authorize payment to Nielson Concrete of Kasota, Minnesota for additional concrete sidewalk corrections in the amount of \$16,657.

BACKGROUND

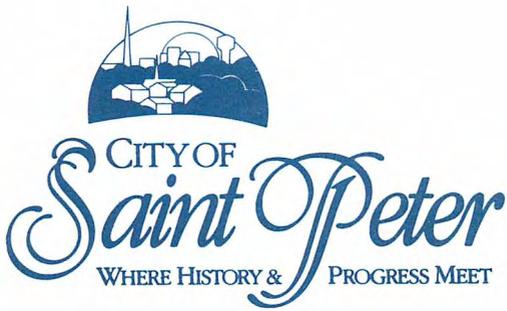
The 2016 street maintenance budget included \$22,750 for sidewalk improvements throughout the city. One of the scheduled locations was a sidewalk located in Governor's Heights between Upper Johnson Circle and Austin Drive. This sidewalk was too narrow and didn't meet City Standard of six feet wide. This sidewalk is used by children going to and from North Elementary.

There was a second sidewalk section between Austin Drive and Lower Johnson Circle that was scheduled for replacement in 2017, but the contractor did not receive that information ahead of time. So when the sidewalk was scheduled to be installed the contractor worked off of the markings and completed both sidewalks in 2016.

The payment for this additional sidewalk will come from the streets maintenance program budget.

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

PM/TM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/03/16

FROM: Dean Busse
Building Official

RE: Blazer 90 to be Declaring Surplus

ACTION/RECOMMENDATION

Declare the Building Department's Vehicle #90 (Chevy Blazer) as surplus property.

BACKGROUND

The Chevy Blazer used by the Building Department has deteriorated to the point where it is no longer usable by the City. The City's Mechanic has inspected the vehicle and determined that extensive repairs which are needed would cost more than the vehicle is worth.

A major concern is the extensive amount of rust on the undercarriage. Some fasteners are rusted to half the nominal size and could fail at any time, especially during other repairs when things are being disturbed.

I recommend the vehicle be declared as surplus property and authorization be provided to dispose of the vehicle as outlined in the City Code. Any proceeds from sale of this vehicle will be returned to the General Fund.

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

DB/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	ntu	RESTRICTED CONTRIB	POLICE	331.00
			TOTAL:	331.00
A PLUS SECURITY, INC.	security system software u	COMMUNITY CENTER	COMMUNITY CENTER	96.00
	repiar security system	COMMUNITY CENTER	COMMUNITY CENTER	463.45
			TOTAL:	559.45
ACTIVE NETWORK, LLC	new debit pin pad	GENERAL FUND	RECREATION/LEISURE SER	146.25
	new debit pin pad	COMMUNITY CENTER	COMMUNITY CENTER	146.25
			TOTAL:	292.50
AG SPRAY EQUIPMENT	sprayer parts	GENERAL FUND	PARKS	101.73
			TOTAL:	101.73
ALEX AIR APPARATUS, INC	low slant tool mount for h	GENERAL FUND	FIRE	580.06
			TOTAL:	580.06
ALL AMERICA PRESSURE WASHER MFG., INC.	coupler set	GENERAL FUND	STREETS	7.20
	coupler set	GENERAL FUND	PARKS	7.20
	coupler set	WATER	DISTRIBUTION AND STORA	3.60
	coupler set	WASTE WATER FUND	SOURCE/TREATMENT	3.60
	coupler set	ENVIRON SERVICES F	REFUSE DISPOSAL	3.60
	coupler set	ELECTRIC FUND	POWER DISTRIBUTION	7.20
	coupler set	STORMWATER FUND	TREATMENT	3.60
			TOTAL:	36.00
ALPHA WIRELESS COMMUNICATIONS CO	maintenance on ltr radio e	GENERAL FUND	MUNICIPAL BUILDING	59.51
	portable radio battery #13	GENERAL FUND	FIRE	80.56
	maintenance on ltr radio e	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	maintenance on ltr radio e	WATER	ADMIN AND GENERAL	57.02
	maintenance on ltr radio e	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	maintenance on ltr radio e	ELECTRIC FUND	ADMIN AND GENERAL	51.59
			TOTAL:	383.56
AMAZON	summer rec supplies	GENERAL FUND	RECREATION/LEISURE SER	28.15
	youth baseball helmets	GENERAL FUND	RECREATION/LEISURE SER	237.40
	cpr training kits	GENERAL FUND	SWIMMING POOL	48.95
	replace guard chair umbrel	GENERAL FUND	SWIMMING POOL	205.90
	non-fiction materials	LIBRARY FUND	LIBRARY	270.56
	holiday book bins	LIBRARY FUND	LIBRARY	53.97
	paws & ntu	RESTRICTED CONTRIB	POLICE	67.80
	paws & ntu	RESTRICTED CONTRIB	COMMUNITY SERVICE	54.36
			TOTAL:	967.09
AMERICAN RED CROSS	lifeguard training	GENERAL FUND	SWIMMING POOL	108.00
			TOTAL:	108.00
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	293.80
			TOTAL:	293.80
B & L UTILITY MAINTENANCE, LLC	hydrant painting	WATER	DISTRIBUTION AND STORA	9,500.00
			TOTAL:	9,500.00
BALLMAN ROOFING & COATINGS, LLC	bldg H roof coating	GENERAL FUND	STREETS	2,330.75
	bldg H roof coating	GENERAL FUND	PARKS	1,864.60
	bldg H roof coating	WATER	ADMIN AND GENERAL	932.30

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	bldg H roof coating	WASTE WATER FUND	ADMIN AND GENERAL	932.30
	bldg H roof coating	ENVIRON SERVICES F	ADMIN AND GENERAL	932.30
	bldg H roof coating	ELECTRIC FUND	ADMIN AND GENERAL	<u>2,330.75</u>
			TOTAL:	9,323.00
BGMN, INC	oil & fuel additives	GENERAL FUND	STREETS	51.48
	oil & fuel additives	GENERAL FUND	PARKS	51.48
	oil & fuel additives	WATER	DISTRIBUTION AND STORA	25.74
	oil & fuel additives	WASTE WATER FUND	SOURCE/TREATMENT	25.74
	oil & fuel additives	ENVIRON SERVICES F	REFUSE DISPOSAL	25.74
	oil & fuel additives	ELECTRIC FUND	POWER DISTRIBUTION	51.48
	oil & fuel additives	STORMWATER FUND	TREATMENT	<u>25.74</u>
			TOTAL:	257.40
BLUE EARTH COUNTY	mdt	GENERAL FUND	POLICE	<u>450.00</u>
			TOTAL:	450.00
BNR IRRIGATION SERVICES, INC.	vet's field irrigation rep	GENERAL FUND	PARKS	253.00
	wntp irrigation head repai	WASTE WATER FUND	SOURCE/TREATMENT	<u>347.26</u>
			TOTAL:	600.26
BORDER STATES ELECTRIC SUPPLY	hose dryer, cords #512	GENERAL FUND	FIRE	30.52
	100a breaker	WASTE WATER FUND	SOURCE/TREATMENT	1,164.82
	brass locks	ELECTRIC FUND	POWER DISTRIBUTION	<u>818.72</u>
			TOTAL:	2,014.06
BROCK WHITE CO LLC	50# mortar bags	WASTE WATER FUND	COLLECTOR/LIFT STAT	366.60
	manhole mortar	WASTE WATER FUND	COLLECTOR/LIFT STAT	366.60
	50# mortar bags	STORMWATER FUND	TREATMENT	366.60
	manhole mortar	STORMWATER FUND	TREATMENT	<u>366.60</u>
			TOTAL:	1,466.40
CDW GOVERNMENT, INC.	laptop charger bldg dept	GENERAL FUND	BUILDING INSPECTOR	<u>69.11</u>
			TOTAL:	69.11
CENTRAL FIRE PROTECTION INC	fire extg. recharge	GENERAL FUND	POLICE	<u>66.00</u>
			TOTAL:	66.00
CHEMISOLV CORP	phosphorous removal	WASTE WATER FUND	BIOSOLIDS	4,086.94
	belt filter chemical	WASTE WATER FUND	BIOSOLIDS	<u>3,542.00</u>
			TOTAL:	7,628.94
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	386.01
	tissue	GENERAL FUND	STREETS	15.97
	tissue	GENERAL FUND	STREETS	14.57-
	tp	GENERAL FUND	STREETS	16.98-
	towels & wipes	GENERAL FUND	SWIMMING POOL	281.24
	tissue	GENERAL FUND	PARKS	15.97
	tissue	GENERAL FUND	PARKS	14.57-
	tp	GENERAL FUND	PARKS	16.98-
	tissue	WATER	DISTRIBUTION AND STORA	7.99
	tissue	WATER	DISTRIBUTION AND STORA	7.29-
	tp	WATER	DISTRIBUTION AND STORA	8.49-
	tissue	WASTE WATER FUND	SOURCE/TREATMENT	7.99
	tissue	WASTE WATER FUND	SOURCE/TREATMENT	7.29-
	tp	WASTE WATER FUND	SOURCE/TREATMENT	8.49-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	tissue	ENVIRON SERVICES F	REFUSE DISPOSAL	7.99
	tissue	ENVIRON SERVICES F	REFUSE DISPOSAL	7.29-
	tp	ENVIRON SERVICES F	REFUSE DISPOSAL	8.49-
	tissue	ELECTRIC FUND	POWER DISTRIBUTION	15.97
	tissue	ELECTRIC FUND	POWER DISTRIBUTION	14.57-
	tp	ELECTRIC FUND	POWER DISTRIBUTION	16.98-
	tissue	STORMWATER FUND	TREATMENT	7.98
	tissue	STORMWATER FUND	TREATMENT	7.28-
	tp	STORMWATER FUND	TREATMENT	8.50-
			TOTAL:	589.34
COMFORT SYSTEMS, INC.	greenhill a/c	WATER	DISTRIBUTION AND STORA	306.70
			TOTAL:	306.70
CREATIVE AD SOLUTIONS	forestry retirement recogn	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00
			TOTAL:	15.00
CREDIT RIVER TOOLS	bit & ratchet set	GENERAL FUND	STREETS	31.05
	bit & ratchet set	GENERAL FUND	PARKS	31.05
	bit & ratchet set	WATER	DISTRIBUTION AND STORA	15.53
	bit & ratchet set	WASTE WATER FUND	SOURCE/TREATMENT	15.53
	bit & ratchet set	ENVIRON SERVICES F	REFUSE DISPOSAL	15.53
	bit & ratchet set	ELECTRIC FUND	POWER DISTRIBUTION	31.05
	bit & ratchet set	STORMWATER FUND	TREATMENT	15.51
			TOTAL:	155.25
CROP PRODUCTION SERVICES	round-up	STORMWATER FUND	TREATMENT	80.68
			TOTAL:	80.68
CRYSTAL LAWN, INC	jeff park irrigation	GENERAL FUND	PARKS	206.80
			TOTAL:	206.80
CRYSTAL VALLEY	wwtp generator lm diesel	WASTE WATER FUND	SOURCE/TREATMENT	5,217.00
			TOTAL:	5,217.00
CULLIGAN	drinking water for staff	GENERAL FUND	SWIMMING POOL	161.63
			TOTAL:	161.63
DAVID DROWN ASSOCIATES, INC.	bond	HOUSING DISTRICT #	ECONOMIC DEVMT	16,250.00
	tif creation	HOUSING DISTRICT #	ECONOMIC DEVMT	6,500.00
			TOTAL:	22,750.00
DEMCO, INC.	processing supplies	LIBRARY FUND	LIBRARY	145.03
			TOTAL:	145.03
DGR ENGINEERING	dist gen. rate develop	ELECTRIC FUND	POWER DISTRIBUTION	1,107.00
	gac heat plant transformer	ELECTRIC FUND	POWER DISTRIBUTION	88.00
			TOTAL:	1,195.00
DH ATHLETICS LLC	acs center straps	GENERAL FUND	PARKS	38.00
			TOTAL:	38.00
ELECTION SYSTEMS & SOFTWARE, INC	firmware lic. and hardware	GENERAL FUND	CITY CLERK	726.64
			TOTAL:	726.64
EMERGENT NETWORKS	yukon server patch	ELECTRIC FUND	CUSTOMER ACCOUNTS	371.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	371.25
FASTENAL COMPANY	cable ties	GENERAL FUND	STREETS	1.22
	floresent bulbs	GENERAL FUND	STREETS	10.30
	safety glasses & eye wash	GENERAL FUND	STREETS	34.25
	cable ties	GENERAL FUND	PARKS	1.22
	floresent bulbs	GENERAL FUND	PARKS	10.30
	safety glasses & eye wash	GENERAL FUND	PARKS	27.40
	washers	GENERAL FUND	PARKS	14.00
	cable ties	WATER	DISTRIBUTION AND STORA	0.61
	floresent bulbs	WATER	DISTRIBUTION AND STORA	5.15
	safety glasses & eye wash	WATER	ADMIN AND GENERAL	13.70
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	0.61
	floresent bulbs	WASTE WATER FUND	SOURCE/TREATMENT	5.15
	safety glasses & eye wash	WASTE WATER FUND	ADMIN AND GENERAL	13.70
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	0.61
	floresent bulbs	ENVIRON SERVICES F	REFUSE DISPOSAL	5.15
	safety glasses & eye wash	ENVIRON SERVICES F	ADMIN AND GENERAL	13.68
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	1.22
	floresent bulbs	ELECTRIC FUND	POWER DISTRIBUTION	10.30
	safety glasses & eye wash	ELECTRIC FUND	ADMIN AND GENERAL	34.25
	cable ties	STORMWATER FUND	TREATMENT	0.63
	floresent bulbs	STORMWATER FUND	TREATMENT	5.17
			TOTAL:	208.62
FLEETPRIDE	flags	GENERAL FUND	STREETS	89.12
			TOTAL:	89.12
FOUR SEASONS OVERHEAD DOOR, LLC	park shed garage door repa	GENERAL FUND	PARKS	418.75
			TOTAL:	418.75
FROZEN YOGURT CREATIONS	pool concessions	GENERAL FUND	SWIMMING POOL	91.00
	pool concessions	GENERAL FUND	SWIMMING POOL	42.00
			TOTAL:	133.00
GALLS INC	uniforms	GENERAL FUND	POLICE	595.88
			TOTAL:	595.88
GENESIS	july fuel	GENERAL FUND	FIRE	267.74
	july fuel	GENERAL FUND	STREETS	647.49
	july fuel	GENERAL FUND	PARKS	799.58
	july fuel	WATER	SOURCE OF SUPPLY	340.17
	july fuel	WATER	SOURCE OF SUPPLY	28.11
	july fuel	WATER	PURIFICATION AND TREAT	42.17
	july fuel	WATER	DISTRIBUTION AND STORA	210.86
	july fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	448.00
	july fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	101.48
	july fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	297.92
	july fuel	ELECTRIC FUND	POWER DISTRIBUTION	1,823.02
	july fuel	ELECTRIC FUND	POWER DISTRIBUTION	190.33
	july fuel	STORMWATER FUND	TREATMENT	163.01
			TOTAL:	5,359.88
GOPHER SPORT	flag foot flags	GENERAL FUND	RECREATION/LEISURE SER	245.70
			TOTAL:	245.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GRAYBAR ELECTRIC COMPANY INC	#461 20' pvc conduit	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,193.00</u>
			TOTAL:	1,193.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	summer reading program cal	LIBRARY FUND	LIBRARY	<u>184.00</u>
			TOTAL:	184.00
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>591.32</u>
			TOTAL:	591.32
HANCOCK CONCRETE PRODUCTS, INC.	manhole covers	WASTE WATER FUND	COLLECTOR/LIFT STAT	170.00
	manhole covers	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>170.00</u>
			TOTAL:	340.00
HAWKINS, INC.	pool chlorine &b stabilize	GENERAL FUND	SWIMMING POOL	1,134.25
	bleach & caustic soda	WATER	PURIFICATION AND TREAT	225.62
	bleach & caustic soda	WATER	PURIFICATION AND TREAT	<u>1,445.25</u>
			TOTAL:	2,805.12
HORIZON COMMERCIAL POOL SUPPLY	pool moss	GENERAL FUND	SWIMMING POOL	<u>549.43</u>
			TOTAL:	549.43
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	573.71
	new library materials	LIBRARY FUND	LIBRARY	<u>477.99</u>
			TOTAL:	1,051.70
KATO GLASS INC	windshield repair 4-16	GENERAL FUND	POLICE	<u>50.00</u>
			TOTAL:	50.00
KEELEY FARM DRAINAGE	mn square mulch	GENERAL FUND	PARKS	315.00
	library	LIBRARY FUND	LIBRARY	318.50
	spcc	COMMUNITY CENTER	COMMUNITY CENTER	406.00
	hydrant river rock	WATER	DISTRIBUTION AND STORA	<u>184.80</u>
			TOTAL:	1,224.30
KENNEDY & GRAVEN	shafer contracting v city	STORMWATER FUND	TREATMENT	<u>55.00</u>
			TOTAL:	55.00
KIEFER SWIM PRODUCT	lifeguard supplies	GENERAL FUND	SWIMMING POOL	386.30
	lifeguard supplies	GENERAL FUND	SWIMMING POOL	<u>9.95</u>
			TOTAL:	396.25
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	<u>228.45</u>
			TOTAL:	228.45
LAGER'S INC	#111 cushion	GENERAL FUND	POLICE	<u>12.96</u>
			TOTAL:	12.96
LEXIS NEXIS	july subscription fee	GENERAL FUND	POLICE	<u>100.00</u>
			TOTAL:	100.00
MARCO, INC.	copier contract	GENERAL FUND	CITY ADMINISTRATION	21.96
	copier contract	GENERAL FUND	CITY CLERK	21.96
	copier contract	GENERAL FUND	FINANCE	14.64
	copier contract	GENERAL FUND	POLICE	11.71
	copier contract	GENERAL FUND	BUILDING INSPECTOR	5.86
	copier contract	GENERAL FUND	PUBLIC WORKS ADMIN	<u>2.93</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	copier contract	GENERAL FUND	ECONOMIC DEVMT	1.46	
	copier contract	WATER	ADMIN AND GENERAL	13.18	
	copier contract	WASTE WATER FUND	ADMIN AND GENERAL	13.19	
	copier contract	ELECTRIC FUND	ADMIN AND GENERAL	39.53	
			TOTAL:	146.42	
MENARDS	garage door opener	GENERAL FUND	PUBLIC WORKS ADMIN	684.35	
	pool plug, lock, cover	GENERAL FUND	SWIMMING POOL	32.81	
			TOTAL:	717.16	
METERING & TECHNOLOGY SOLUTIONS	#828 ami res. meters	WATER	NON-DEPARTMENTAL	939.12	
	meter heads	WATER	DISTRIBUTION AND STORA	272.49	
			TOTAL:	1,211.61	
MEYER SIGNWORKS	no parking signs	GENERAL FUND	STREETS	200.00	
	pool emergency exit sign	GENERAL FUND	SWIMMING POOL	20.00	
			TOTAL:	220.00	
MID-AMERICA BUSINESS SYSTEMS	lektriever repair	GENERAL FUND	POLICE	311.72	
			TOTAL:	311.72	
MISC VENDOR	BRENKE, AUDRA	cancelled class	GENERAL FUND	NON-DEPARTMENTAL	60.00
	KIECKER LAW OFFICE	wellness wills & estates e	RESTRICTED CONTRIB	NON-DEPARTMENTAL	200.00
	MICHELS, VICKIE	cancelled shelter	GENERAL FUND	NON-DEPARTMENTAL	42.75
	MN MECHANICAL SOLUTION	anvil plates installation	WASTE WATER FUND	CAPITAL-GENERAL PLANT	5,800.00
	SCHAEFER CRANE SERVICE	crane for transformer	PARK LAND DEDICATI	PARKS	435.00
	WANOUS, LUVERNE	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	185.00
			TOTAL:	6,722.75	
MN AMERICAN WATER WORKS ASSOC.	waterworks seminar	WATER	ADMIN AND GENERAL	30.00	
	waterworks seminar	WASTE WATER FUND	ADMIN AND GENERAL	90.00	
	waterworks seminar	STORMWATER FUND	ADMINISTRATION AND GEN	30.00	
			TOTAL:	150.00	
MN BUREAU OF CRIMINAL APPREHENSION	registration fees	GENERAL FUND	POLICE	115.00	
			TOTAL:	115.00	
MN GOVERNMENT FINANCE OFFICERS ASSOC	annual conference	GENERAL FUND	FINANCE	225.00	
			TOTAL:	225.00	
MN PIPE & EQUIPMENT	#247 hyd markers	WATER	NON-DEPARTMENTAL	437.60	
	#266, 803, 268, 869 valve	WATER	NON-DEPARTMENTAL	342.92	
	#674, 238, 665, 221 invent	WATER	NON-DEPARTMENTAL	2,099.28	
	#251 hydrant	WATER	NON-DEPARTMENTAL	2,664.03	
	#266, 803 valve vox tops	WATER	NON-DEPARTMENTAL	632.54	
	pr gkt, bolt & nut cor-blu	WATER	DISTRIBUTION AND STORA	81.48	
			TOTAL:	6,257.85	
PETE MOULTON	mileage 07/04/16-07/15/16	GENERAL FUND	PUBLIC WORKS ADMIN	8.10	
	mileage 07/04/16-07/15/16	GENERAL FUND	PARKS	35.64	
	mileage 07/04/16-07/15/16	WASTE WATER FUND	ADMIN AND GENERAL	6.48	
	mileage 07/04/16-07/15/16	ELECTRIC FUND	ADMIN AND GENERAL	147.42	
	mileage 07/04/16-07/15/16	STORMWATER FUND	ADMINISTRATION AND GEN	16.74	
			TOTAL:	214.38	
MVTL LABORATORIES INC	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	149.20	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wwtf salty dis testing	WASTE WATER FUND	SOURCE/TREATMENT	126.80
	hwe salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	126.80
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
			TOTAL:	443.80
NATIONAL FIRE SAFETY COUNCIL	book donation	GENERAL FUND	FIRE	500.00
			TOTAL:	500.00
JAMES NEARY	reflective shirts	GENERAL FUND	FIRE	49.98
			TOTAL:	49.98
NICOLLET COUNTY TREASURER	gravel removal tax 2nd qt	GENERAL FUND	STREETS	344.18
	gravel removal tax 2nd qt	WATER	ADMIN AND GENERAL	5.06
	gravel removal tax 2nd qt	WASTE WATER FUND	ADMIN AND GENERAL	5.06
	gravel removal tax 2nd qt	ENVIRON SERVICES F	ADMIN AND GENERAL	2.53
	gravel removal tax 2nd qt	ELECTRIC FUND	ADMIN AND GENERAL	12.65
			TOTAL:	369.48
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	354.86
			TOTAL:	354.86
NUTTER CLOTHING CO	extra baseball shirt	GENERAL FUND	RECREATION/LEISURE SER	25.00
			TOTAL:	25.00
OFFICE DEPOT	switch to split one networ	GENERAL FUND	CITY ADMINISTRATION	29.99
	switch to split one networ	LIBRARY FUND	LIBRARY	29.99
			TOTAL:	59.98
OVERHEAD DOOR COMPANY OF MANKATO INC	repairs on south side door	GENERAL FUND	MUNICIPAL BUILDING	642.02
			TOTAL:	642.02
PEPSI-COLA OF MANKATO INC	pool concessions	GENERAL FUND	SWIMMING POOL	150.00
			TOTAL:	150.00
PET EXPO DIST.	routine aquarium maint.	LIBRARY FUND	LIBRARY	74.49
			TOTAL:	74.49
QUICK MART ST PETER	june fuel	GENERAL FUND	FIRE	61.00
			TOTAL:	61.00
RDO EQUIPMENT CO.	#607 hose fitting, bulk ho	GENERAL FUND	STREETS	193.95
			TOTAL:	193.95
RECREATION SUPPLY COMPANY	pool dive rings & basketba	GENERAL FUND	SWIMMING POOL	68.63
			TOTAL:	68.63
REGIONS CORPORATE TRUST SERVICES	2008c mob	MEDICAL CAMPUS	INTEREST EXPENSE	64,150.50
			TOTAL:	64,150.50
RIVER'S EDGE HOSPITAL & CLINIC	2016 pera aid 1st half	GENERAL FUND	NON-DEPARTMENTAL	14,375.00
	specimen testing	GENERAL FUND	PARKS	87.00
	specimen testing	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	specimen testing	STORMWATER FUND	ADMINISTRATION AND GEN	87.00
			TOTAL:	14,578.00
RYAN PLUMBING & HEATING	pool repairs	GENERAL FUND	SWIMMING POOL	361.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>361.13</u>
SAM'S CLUB	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	47.34
	swimming lessons rewards	GENERAL FUND	SWIMMING POOL	21.84
	pool concessions	GENERAL FUND	SWIMMING POOL	113.62
	comm. center supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>19.96</u>
			TOTAL:	<u>202.76</u>
SHOPKO STORES OPERATING CO., LLC	lil rascals supplies	GENERAL FUND	RECREATION/LEISURE SER	<u>17.80</u>
			TOTAL:	<u>17.80</u>
SOUTH CENTRAL COLLEGE	auto extrication class	GENERAL FUND	FIRE	<u>650.00</u>
			TOTAL:	<u>650.00</u>
SOUTH CENTRAL REGIONAL FIRE DEPT. ASSN	association dues	GENERAL FUND	FIRE	<u>100.00</u>
			TOTAL:	<u>100.00</u>
SOUTHERN MN CONSTRUCTION CO INC	asphalt tac oil	GENERAL FUND	STREETS	1,617.35
	valves & manhole asphalt	WATER	DISTRIBUTION AND STORA	1,012.47
	valves & manhole asphalt	WASTE WATER FUND	COLLECTOR/LIFT STAT	632.15
	asphalt, manholes, & valve	WASTE WATER FUND	COLLECTOR/LIFT STAT	185.23
	valves & manhole asphalt	STORMWATER FUND	COLLECTIONS/LIFT STATI	632.15
	asphalt, manholes, & valve	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>185.24</u>
			TOTAL:	<u>4,264.59</u>
SOUTHWEST MINNESOTA HOUSING PARTNERSHI	maplewood housing improvem	HOUSING REVOLVING	ECONOMIC DEVMT	170,804.00
	trav green housing pre-dvl	HOUSING DISTRICT #	ECONOMIC DEVMT	<u>20,000.00</u>
			TOTAL:	<u>190,804.00</u>
SPRINT SOLUTIONS, INC.	2 cell phone mthly svc	GENERAL FUND	FIRE	18.26
	connect card data plan	WATER	ADMIN AND GENERAL	39.99
	sprint wrote off final bil	WASTE WATER FUND	ADMIN AND GENERAL	<u>0.03-</u>
			TOTAL:	<u>58.22</u>
ST PETER GLASS	#614 lexan	GENERAL FUND	PARKS	<u>102.69</u>
			TOTAL:	<u>102.69</u>
STAPLES ADVANTAGE	labels and paper	GENERAL FUND	CITY ADMINISTRATION	88.61
	labels and paper	GENERAL FUND	CITY CLERK	88.61
	labels and paper	GENERAL FUND	FINANCE	59.07
	labels and paper	GENERAL FUND	POLICE	47.26
	labels and paper	GENERAL FUND	BUILDING INSPECTOR	23.63
	labels and paper	GENERAL FUND	PUBLIC WORKS ADMIN	11.81
	labels and paper	GENERAL FUND	ECONOMIC DEVMT	5.91
	labels and paper	WATER	ADMIN AND GENERAL	53.16
	labels and paper	WASTE WATER FUND	ADMIN AND GENERAL	53.15
	labels and paper	ELECTRIC FUND	ADMIN AND GENERAL	<u>159.49</u>
			TOTAL:	<u>590.70</u>
STREICHER'S	uniform	GENERAL FUND	POLICE	184.66
	uniform supplies	GENERAL FUND	POLICE	110.94
	uniforms	GENERAL FUND	POLICE	78.00
	uniform supplies	GENERAL FUND	POLICE	<u>90.97</u>
			TOTAL:	<u>464.57</u>
SUBWAY	wellness wills & estate ev	RESTRICTED CONTRIB	NON-DEPARTMENTAL	89.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	89.78
SUNRISE PACKAGING	processing supplies	LIBRARY FUND	LIBRARY	709.17
			TOTAL:	709.17
TACTICAL SOLUTIONS	trt helmets	GENERAL FUND	POLICE	550.00
			TOTAL:	550.00
TIGERDIRECT.COM	computer monitor replaceme	GENERAL FUND	CITY ADMINISTRATION	142.67
	laptop hard drive	GENERAL FUND	CITY ADMINISTRATION	73.73
	dispatch computer replacem	GENERAL FUND	POLICE	570.68
			TOTAL:	787.08
TRUE FACADE PICTURES	contract for sppa services	PUBLIC ACCESS	PUBLIC ACCESS	262.50
	contract for sppa services	PUBLIC ACCESS	PUBLIC ACCESS	218.75
			TOTAL:	481.25
UNITED RENTALS AERIAL EQUIPMENT	mortar	STORMWATER FUND	TREATMENT	330.75
			TOTAL:	330.75
VERIZON WIRELESS	bldg super phone svc	COMMUNITY CENTER	COMMUNITY CENTER	15.25
	on call phones	WATER	ADMIN AND GENERAL	15.25
	on call phones	WASTE WATER FUND	ADMIN AND GENERAL	15.25
	on call phones	ELECTRIC FUND	ADMIN AND GENERAL	15.24
			TOTAL:	60.99
VISA	mcfoa advanced academy reg	GENERAL FUND	CITY ADMINISTRATION	195.00
	lmc conf hotel parking, me	GENERAL FUND	CITY ADMINISTRATION	362.21
	create a camp field trips	GENERAL FUND	RECREATION/LEISURE SER	349.32
	craft supplies for little	GENERAL FUND	RECREATION/LEISURE SER	5.16
	summer supplies	GENERAL FUND	RECREATION/LEISURE SER	233.08
	pool chairs	GENERAL FUND	SWIMMING POOL	332.04
	pesticide recert. workshop	GENERAL FUND	PARKS	140.00
	meals -so. mn human resour	GENERAL FUND	ECONOMIC DEVMT	45.96
	books	LIBRARY FUND	LIBRARY	23.34
	medals	LIBRARY FUND	LIBRARY	135.45
	supplies to make playdough	LIBRARY FUND	LIBRARY	18.08
	facebook ads for traverse	HOUSING DISTRICT #	ECONOMIC DEVMT	60.00
	chain saw boots	ENVIRON SERVICES F	REFUSE DISPOSAL	325.00
	owatonna public works lunc	ELECTRIC FUND	ADMIN AND GENERAL	28.96
	const. installer	STORMWATER FUND	ADMINISTRATION AND GEN	130.00
	cleaner for bus floors	TRANSIT	TRANSIT/TRANSPORTATION	12.83
	meals at spring workshop	TRANSIT	TRANSIT/TRANSPORTATION	41.54
	facebook ads for transit	TRANSIT	TRANSIT/TRANSPORTATION	29.37
	ntu expenses	RESTRICTED CONTRIB	POLICE	267.64
			TOTAL:	2,734.98
VON ESSEN TOWING	tire repair	GENERAL FUND	POLICE	108.00
	towing	GENERAL FUND	POLICE	180.00
	tire repair	GENERAL FUND	PARKS	32.00
	tow #412 to pw	WATER	CUSTOMER ACCOUNTS	20.00
	tow #412 to pw	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.00
	tow #412 to pw	ELECTRIC FUND	CUSTOMER ACCOUNTS	20.00
	tire mounting & disposal #	TRANSIT	TRANSIT/TRANSPORTATION	72.00
			TOTAL:	452.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VWR INTERNATIONAL	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	280.48
			TOTAL:	280.48
W.W. BLACKTOPPING, INC.	sand mix asphalt	GENERAL FUND	STREETS	1,019.20
	sand mix asphalt	GENERAL FUND	STREETS	291.20
	pneumatic roller rental	GENERAL FUND	STREETS	1,350.00
			TOTAL:	2,660.40
WATEROUS COMPANY	discharge valve #512	GENERAL FUND	FIRE	125.00
			TOTAL:	125.00
THE WATSON CO	return	GENERAL FUND	SWIMMING POOL	0.60-
	concessions for pool	GENERAL FUND	SWIMMING POOL	572.64
	pool concessions	GENERAL FUND	SWIMMING POOL	597.40
			TOTAL:	1,169.44
WESCO DISTRIBUTION INC	#505 basement	ELECTRIC FUND	NON-DEPARTMENTAL	586.50
	#830 trad. led post top	ELECTRIC FUND	NON-DEPARTMENTAL	11,666.75
	#405 12 kv surge elbow arr	ELECTRIC FUND	NON-DEPARTMENTAL	1,272.60
			TOTAL:	13,525.85
WESTMAN FREIGHTLINER, INC.	#45 radiator & cart kit	GENERAL FUND	STREETS	850.90
	#45 resistor assy	GENERAL FUND	STREETS	22.58
	#614 weatherstripping	GENERAL FUND	PARKS	71.46
			TOTAL:	944.94
TOM WINSELL	iphone	GENERAL FUND	POLICE	329.99
			TOTAL:	329.99
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	34.54
			TOTAL:	34.54

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

101	GENERAL FUND	45,726.01
211	LIBRARY FUND	3,308.08
213	PUBLIC ACCESS	481.25
217	COMMUNITY CENTER	1,146.91
261	HOUSING REVOLVING LOANS	170,804.00
404	PARK LAND DEDICATION	435.00
460	HOUSING DISTRICT #20	42,810.00
601	WATER	21,988.11
602	WASTE WATER FUND	25,371.05
603	ENVIRON SERVICES FUND	1,629.27
604	ELECTRIC FUND	22,042.72
606	STORMWATER FUND	2,656.62
610	TRANSIT	155.74
627	MEDICAL CAMPUS	64,150.50
820	RESTRICTED CONTRIBUTIONS	1,010.58
GRAND TOTAL:		403,715.84

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Nielson Concrete	Sidewalk corrections	\$16,657.00	General

2. The following vehicle, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the vehicle as outlined in the City Code:

1999 Chevrolet Blazer

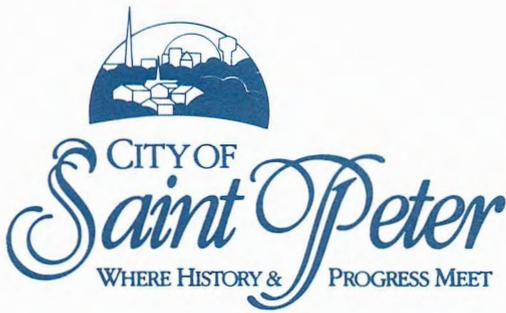
3. The schedule of disbursements for July 21, 2016 through August 3, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of August, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 08/05/16

FROM: Todd Prafke Paula O'Connell
City Administrator Finance Director

RE: Transit Cooperative Resolution With Le Sueur

ACTION/RECOMMENDATION

Approve a resolution indicating the City of Saint Peter's intent to work with the City of Le Sueur to form a joint transit system in January 2017 and designate elected officials to serve on the steering committee.

BACKGROUND

In January of 2014 the cities of Saint Peter and Le Sueur began discussions to provide joint transit service with the goal that the new service would also include rural service into Nicollet, Le Sueur and Blue Earth counties. As you are already aware, the Counties have decided to provide for the rural aspect of this service themselves.

Since then, we have continued to work with Le Sueur to discuss providing service to our respective residents while complying with the Minnesota Department of Transportation (MnDOT) goals. MnDOT's goal is to reduce the number of grants awarded by consolidating existing services.

As discussed at the last Council workshop, a number of topics need to be covered as a part of an ongoing process. A partial list of the issues identified for further work are:

- To jointly update the work and scope of services
 - Joint management team work
 - Employees and policies
 - Real estate
 - Other partners
 - Priorities for development for services
 - Other issues
 - Corridor Route
 - Naming input and survey
 - Organizational structure
 - Understanding of a couple of capital improvement and service enhancements
- Provide general information on the development of a Joint Powers agreement
 - Membership and organizational structure
 - General structure of agreement and what that means to you

- To assign or recruit two Councilmembers plus one alternate to serve on a steering committee as there will be two or three meetings before the end of October to put things together. Additionally, we would expect that these are folks who would likely be appointed to serve on the joint powers board should you approve it.
- Establish the basis for a future resolution about our cooperative working relationship with the City of Le Sueur that will allow us to apply outside of the normal funding cycle time lines for MnDOT funding

This possible consolidation also has the benefit of providing the new services and efficiencies in management realized from the ability to specialize into specific areas. This also increases our compliance capacity during a time when State and Federal rules and program requirements are increasing rapidly.

The full fiscal impact of the joint operations is not known at this time, but it appears that the cost will likely rise (as will regulatory compliance). The additional cost is expected to be covered by fare box revenues as services increase. As the discussions progress, it is expected that the fiscal impact will become more apparent.

Two actions are recommended for Monday evening's meeting:

1. Authorize cooperative efforts with the City of Le Sueur to form a cooperative transit system. This would be done through adoption of the attached resolution that outlines the two city's intention to work together for a joint system beginning in January, 2017. This resolution would be provided to the State of Minnesota Department of Transportation as a place holder for operational and capital funding for the joint entity.
2. Appoint Councilmembers to the initial steering committee. Two Councilmembers would be appointed as representatives of the City of Saint Peter on this committee with a third named as alternate. Councilmembers Grams and Carlin have indicated their desire to be appointed and Councilmember Parras has indicated a desire to be named alternate.

FISCAL IMPACT:

There is no direct fiscal impact to adoption of the proposed resolutions; however, failure to indicate to the State of Minnesota our intent to work with the City of Le Sueur to form a joint system could jeopardize our transit funding for next year.

ALTERNATIVES/VARIATIONS:

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

Denial: Should the Council deny adoption of the proposed resolutions, staff would request action be taken to authorize submission of a grant application for City operational and capital needs only in 2017 to ensure funding is available for operation of the City only system next year.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION STATING THE CITY OF SAINT PETER'S INTENT TO WORK WITH THE CITY
OF LE SUEUR ON FORMATION OF A COOPERATIVE TRANSIT SYSTEM**

WHEREAS, the City has provided transit services to residents of Saint Peter since 1989; and

WHEREAS, the State of Minnesota wants to expand service access to more areas of the state while creating more efficient management of the existing systems and providing a higher level of compliance with existing and proposed Federal and State transit regulations; and

WHEREAS, the growing complexity of public transit requirements, and the direction from the state legislature, all contribute to the need for greater compliance; and

WHEREAS, the City has entered into discussions with the City of Le Sueur regarding the creation of a joint transit system that would ensure continued and enhanced transportation services to the residents of both communities; and

WHEREAS, the details of the joint system have yet to be fully determined; and

WHEREAS, to ensure continued access to State of Minnesota grant funding for the operational and capital needs of the Saint Peter and Le Sueur transit system it is necessary to formally state the City's intent to work with the City of Le Sueur on a joint system to be operational in January 2017.

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

1. The City of Saint Peter intends to work cooperatively with the City of Le Sueur on a joint transit system to serve residents of both communities beginning in January 2017.
2. Staff is directed to submit notice of the City of Saint Peter's intent to work with the City of Le Sueur through the formation of a Joint Powers Agreement to the State of Minnesota Department of Transit.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of August, 2016.

Chuck Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPOINTING COUNCILMEMBERS TO JOINT TRANSIT SYSTEM
STEERING COMMITTEE**

WHEREAS, the City Council has taken action to direct staff to work cooperatively with City of Le Sueur officials on formation of a joint transit system beginning in January 2017; and

WHEREAS, a Joint Powers Agreement will likely be the governing document for the creation of the joint system; and

WHEREAS, each entity will appoint two elected officials and one alternate elected official to serve on a steering committee to develop the Joint Powers Agreement; and

WHEREAS, several City Councilmembers have expressed interest in serving on the steering committee.

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

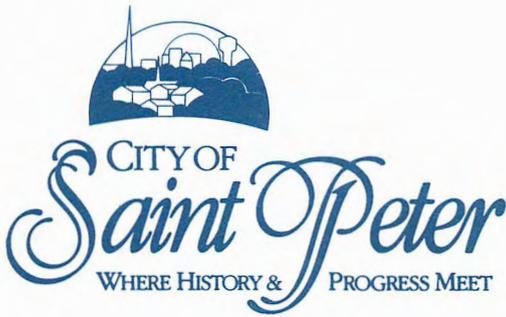
1. Councilmembers Grams and Carlin are hereby appointed to serve as the elected officials representing the City of Saint Peter on the joint transit system steering committee.
2. Councilmember Parras shall serve as the alternate elected official and will participate in the event of the absence of either Councilmember Grams or Councilmember Carlin.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of August, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/04/16

FROM: Paula O'Connell
Finance Director

Wayne Albers
Transit Coordinator

RE: Gustavus Transit Services Agreement

ACTION/RECOMMENDATION

Approve execution of a renewal contract to provide transit service to Gustavus Adolphus students on selected dates through the 2016-2017 and 2017-2018 school years.

BACKGROUND

Saint Peter Transit has provided for certain transportation for Gustavus Adolphus College (GAC) students since 2006. Transportation is provided between campus and downtown with various stops through a demand basis commonly referred to as the "Gus Bus". The previous contract expired on June 1, 2016.

The proposed contract provides for two buses from 9:00 PM to 2:00 AM on both Friday and Saturday evenings for 27 weekends during the academic year; a bus on thirty-two Wednesday nights from 10:00 PM to 2:00 AM; and adds a third bus on Friday and Saturday nights from 10:00 PM to 2:00 AM between December and March.

It may be important to note that we view this service as more than just "transportation". It also has a positive impact on safety both for students and others while assisting in reducing the nuisance calls to the Police Department. It is a great example of a service that meets the needs of all partners within the community.

We recommend authorization be provided for execution of a renewal contract with Gustavus Adolphus College for these services.

FISCAL IMPACT:

Under the terms of the proposed contract, Gustavus Adolphus College agrees to pay the City of Saint Peter \$37.50 per hour per bus for the service. Transit receives approximately \$30,000 in revenue for providing this service. This funding helps support our 20% local contribution required by the State operating and capital grants.

ALTERNATIVES AND VARIATIONS:

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

Negative vote: The service will not be provided and 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 us should you have any concerns or questions on this agenda item.

POWA

**TRANSIT SERVICES AGREEMENT BY AND BETWEEN
GUSTAVUS ADOLPHUS COLLEGE
AND CITY OF SAINT PETER**

THIS AGREEMENT is hereby made and entered into this 26th day of **July, 2016** by and between the City of Saint Peter, a Minnesota municipal corporation, hereinafter referred to as "CITY," and Gustavus Adolphus College, a Minnesota non-profit corporation, hereinafter referred to as "COLLEGE."

WHEREAS, the City operates a public transportation system; and

WHEREAS, the CITY operates a dial-a-ride transit system wherein customers call the CITY and request transportation; and

WHEREAS, COLLEGE wishes to retain the CITY's services for transportation of its students on designated Wednesday, Friday and Saturday evenings during the academic year, in the form of a dial-a-ride system providing for designated locations for pick-up and drop-off of students.

NOW, THEREFORE, in consideration of the mutual promises contained herein the parties agree as follows:

- 1) Parties Eligible for Service: Only current COLLEGE students possessing valid college student ID will be allowed to utilize this service.
- 2) Hours of Operation: The service shall operate between the hours of 10:00 pm on Wednesday evenings to 2:00 am on Thursdays; and 9:00 pm Friday and Saturday evenings to 2:00 am on Saturday and Sunday mornings, respectively.
 - a) Dates Specific by year:
 - i) Academic year contract effective September 6, 2016 through May 17, 2017
(1) Excluded dates: October 21-22, 2016; November 23, 25, 26, 2016; December 16-31, 2016; January 27, 28, 2017; February 1, 3, 4, 2017; March 24 – April 1, 2017.
 - ii) Academic year contract effective September 5, 2017 through May 23, 2018
(1) Excluded dates: October 20-21, 2017; November 22, 24, 25, 2017; December 15-31, 2017; January 3, 5, 6, 2018; February 2, 3, 7, 9, 10, 2018; March 30 – April 7, 2018.
- 3) Term: This agreement shall be effective from September 6, 2016 through May 23, 2018, during College's academic year with the date exceptions listed above. It may be amended by either party with 30 days' notice.
- 4) Rate: COLLEGE shall reimburse the CITY \$37.50 per hour per bus.
- 5) Service:
 - a) Designated Pick-up and Drop-off Points:
 - i) South Fifth Street and West College Avenue
 - ii) South Fourth Street and West Jefferson Avenue
 - iii) South Third Street and West Park Row (Nicollet County Bank)
 - iv) South Seven Street and West College Avenue
 - v) North Intermediate School
 - vi) South Fifth Street and West Broadway Avenue
 - vii) All campus locations (residence halls and spot known as "Three Flags")
 - b) Dial-a-Ride: Eligible COLLEGE students shall call the CITY at (507)934-6070, and request a ride only from designated pickup point for transport to, only a designated drop-off point. (Unless the driver agrees, done so at his/her own discretion, to deviate from the route for a student's needs).

6) CITY's Responsibilities:

- a) The CITY shall provide a transit bus and driver who shall deliver prompt and courteous service in a comfortable, heated, multiple passenger vehicle which shall be maintained in a clean and safe condition at all times.
- b) Each bus driver employed by CITY shall hold and maintain in effect during the term of his employment as a driver a valid license issued by the State of Minnesota and for the class necessary to transport persons for hire. Drivers shall wear appropriate, clean attire at all times while operating buses.

7) Insurance: Public liability insurance for the protection of passengers shall be carried at all times by the CITY. The coverage on each bus shall not be less than required by law for personal injury or death of any one person, and for not less than required by law for personal injury or death of two or more persons in any one occurrence, and for not less than required by law for damage to property resulting from any one occurrence. CITY shall provide COLLEGE with a current copy of the insurance coverage required above.

8) Right to Terminate Agreement: Each party reserves the right to terminate this Agreement upon thirty (30) days written notice to the other party.

9) Right to Refuse Service: The CITY reserves the right to refuse service to any riders who may, at the driver's sole discretion, be a danger to other riders, the driver, or the equipment.

10) Notices: Any notices required under this Agreement shall be made to the following:

- | | |
|---|--|
| a) City of Saint Peter
Attn: Todd Prafke
227 South Front Street
Saint Peter, Minnesota 56082 | b) Gustavus Adolphus College
Attn: Dean of Students Office
800 West College Avenue
Saint Peter, Minnesota 56082 |
|---|--|

This Agreement is hereby made and entered into the date first written above.

CITY OF SAINT PETER

GUSTAVUS ADOLPHUS COLLEGE

Chuck Zieman
Mayor

Thomas Rooney
Vice President For Finance and Treasurer

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING EXECUTION OF TRANSIT SERVICES AGREEMENT WITH
GUSTAVUS ADOLPHUS COLLEGE**

WHEREAS, Gustavus Adolphus College wishes to provide evening transportation for students;
and

WHEREAS, Gustavus Adolphus College has requested that Saint Peter Transit provide service to the students on Wednesday nights from 10:00 PM to 2:00 AM, Friday and Saturday nights from 9:00 PM to 2:00 AM with two buses and from December through March on Friday and Saturday nights with a third bus from 10:00 to 2:00 AM; and

WHEREAS, the City Council wishes to assist Gustavus Adolphus College in providing transportation to the student population; and

WHEREAS, the service provides for a positive impact on the students and the larger community.

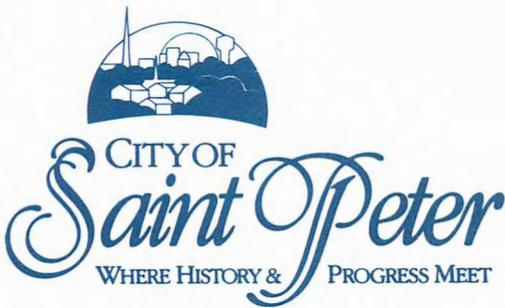
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City Administrator is authorized to execute a renewal contract to provide transportation services to Gustavus Adolphus College for the term September 6, 2016 through May 23, 2018.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of August, 2016.

Chuck Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/11/2016

FROM: Pete Moulton
Director of Public Works

RE: MMUA Safety Contract Renewal

ACTION/RECOMMENDATION

Authorize the renewal of the safety contract with Minnesota Municipal Utilities Association (MMUA) in the amount of \$28,433.32.

BACKGROUND

The contract with MMUA for safety services has been in effect for eighteen years and has been very effective in providing for updating of safety manuals, monthly safety training, and safety inspections for 42 full-time employees and all part-time and seasonal employees. The Safety Coordinator has provided the City access to more varied training materials and ensured the City stays up-to-date with safety requirements. The Safety Coordinator's work with an in-house employee safety committee has also been very effective in improving employee response to safety requirements and addressing safety incidents. The Safety Coordinator is an important part of the safety program, providing an "outside" observer of City practices, developing a trusted relationship with the crew where issues can be raised without concern of retribution, and inspecting City facilities and equipment to ensure safety compliance. MMUA also provides the specialized annual training for the Electric Linemen as a part of this agreement.

The Public Works workload is heavy and the services of an outside Safety Coordinator continue to be valuable in ensuring the City meets our responsibility for OSHA and State safety requirements. The MMUA Safety Coordinator's relationship with OSHA is also extremely valuable to the City should an accident occur that is investigated by OSHA.

The proposed contract renewal would be effective October 1, 2016 to September 30, 2017. This program is cost effective for the City and staff finds a direct correlation to the training provided and a reduction in work place injuries. The City's workers compensation experience modification remains under the average which means we pay lower workers compensation premiums than cities with similar operations. It also means employees are at work versus being at home with injuries.

We have not, in recent years, made a systematic review of other service providers as we are unaware of any that would provide the comprehensive program across all disciplines (water, wastewater, electric, maintenance, etc...), meaning that we would have to assemble a couple of

programs together. That would mean some additional costs and at this point, I am unsure whether we could do it in a way that is as comprehensive as the service provided by MMUA.

I recommend authorization be provided for execution of a renewal contract with MMUA to provide safety services to the City.

FISCAL IMPACT:

Funding for the safety program is split between the General Fund, Community Center, and the utility funds based on the number of full-time employees covered from each fund.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will notify MMUA the contract will not be renewed and services will expire on September 30, 2016.

Negative Vote: Staff will explore other options based on City Council direction.

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

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

PM/amg

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT
Safety Management Program

Contract Date: July 14, 2016

Contract Number: 49-2016

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and the City of Saint Peter (Saint Peter), dated July 7, 2015, contract number 49-2015, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2016 until September 30, 2017 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Saint Peter shall pay MMUA an annual fee of twenty-five thousand four hundred thirty-three dollars and 32 cents (\$25,433.32) for the 2016-17 annual period. Such compensation shall be due and payable according to the selected payment terms below.

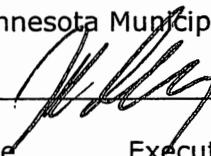
Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$25,433.32)
- Quarterly Payments (\$6,358.33 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Saint Peter
By _____
Title _____
Date _____
Purchase Order # _____

Minnesota Municipal Utilities Association
By  _____
Title Executive Director
Date July 14, 2016

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AUTHORIZING EXECUTION OF RENEWAL SAFETY CONTRACT WITH
MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA)**

WHEREAS, in 1998 the City entered into an agreement with the Minnesota Municipal Utilities Association (MMUA) to administer and develop a safety program; and

WHEREAS, the program provides OSHA and State-mandated safety training for the City and helps ensure City safety policies are current; and

WHEREAS, the monthly safety training meetings are most effective with the MMUA Safety Coordinator leading the meetings and providing insight into the experiences of other cities which has led to a high level of employee awareness concerning safety issues; and

WHEREAS, the MMUA Safety Coordinator provides invaluable resources for the City concerning OSHA's changing requirements and OSHA's inspections and investigations; and

WHEREAS, the MMUA Safety Coordinator has regular contact with OSHA, other cities and other MMUA Safety Coordinators, which has provided the City the experience and expertise with other cities and utilities in developing the safety committee, procedures, and practices that are effective and economical.

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

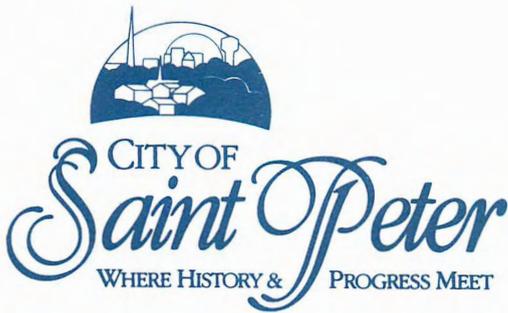
1. The City Council hereby authorizes the Mayor and City Administrator to enter into a renewal safety contract with the Minnesota Municipal Utilities Association (MMUA) to provide administrative services for the City of Saint Peter safety program for the period October 1, 2016 through September 30, 2017 for a fee of \$28,433.32.
2. Funding for the services will be provided through the General Funds and Utility Funds and the fee will be paid in quarterly increments.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of July 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/3/2016

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Rock Bend Folk Festival

ACTION/RECOMMENDATION

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

BACKGROUND

Organizers of the Rock Bend Folk Festival have requested City assistance for their annual event to be held in Minnesota Square Park on September 10th and 11th. The request is similar to that made in previous years and includes:

- Use of Minnesota Square Park on September 6-12, 2016 for the festival, setup of festival equipment, stage, etc... and take down.
- Use of City electricity during the event.
- Use of picnic tables.
- Installation of a tent in the park contingent upon following Gopher State One Call regulations.
- Use of the park restroom facilities, including supplies and use of a restroom key.
- Use of a gate key
- Requesting on-site security from Police Reserves on September 10th and 11th. Costs associated with providing Police security shall be paid by the Rock Bend Folk Festival organization. The costs shall be determined by the Chief of Police.
- Authorization for signage to be installed along West Elm Street that would provide for three additional handicapped parking spaces.
- Access to the Public Works site where Rock Bend items are stored in the Chamber building.
- Asking the City to act as fiscal agent for the Festival's grant application.

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

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

FISCAL IMPACT:

The expected cost for the requested assistance will be \$6,500 including staff time, materials, and ongoing fiscal assistance.

ALTERNATIVES/VARIATIONS:

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

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

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

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

TP/bal

June 29, 2016

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



Hi Todd:

Well, we are planning away, and Rock Bend Folk Festival (RBFF) # 26 is approaching.

This year's Festival will be Sept. 10th and 11th, 2016.

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

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

The park is reserved for the Festival. We'll need to access Minnesota Square Park on Tuesday evening 9/6, after 4 PM, for initial drop-off of equipment and supplies. We'll be in the park doing stage set-up, tents, etc. on 9/7, 9/8, and helping vendors on 9/9. Take down will occur Monday 9/12 starting after 3:30 PM.

Support and Requests include:

- Permission to use the support pillars along Minnesota Ave in front of the park. RBFF will do the attaching of the 3 banners to the pillars. We anticipate doing that about 8/29/16 or so. We will complete the application and pay the fee prior.
- The City has reserved Minnesota Square Park for Rock Bend Folk Festival use for the purpose of setting up and conducting the Rock Bend Folk Festival. The City of St. Peter donates the park and electricity for set-up and on the weekend of Sept. 10th and 11th, and has a service electrician available for assistance should there be electrical problems. We would appreciate phone contact numbers for the electrician and any City liaison (has been Tim Mayo), to facilitate service and minimize problems. RBFF lists the City of St. Peter as a festival co-sponsor in programs, grants, and literature.
- It would be helpful if City staff could check the various outlets in the park and verify they are all working before Wed. 9/7, so there is time for repairs if any are not working. There were no electrical problems last year. To remain proactive, we will be asking vendors to consider reducing their electrical needs slightly, and we are encouraging them to bring their own generators. We have not always been able to get electricity back on in a timely manner, and want them to realize they may be without power at times if they do not do these steps.
- The City also allows use of the park picnic tables. It was helpful last year the way the City Park's Staff scattered picnic tables in a semi-circle about 100 feet out from the pavilion on the Highway 169 side, and 10 picnic tables along College Ave by the smaller stage. We also use 4 picnic tables in the Pavilion, and about 5 along the Elm St side in the lower level of the Pavilion.

- The City donates the use of the bathrooms, and leaves a plunger and toilet paper supplies available in the supply room. The City allows the Festival to use the key to the park and to the supply room for the Festival. A Festival Board member (Trudi Olmanson) picks up the key on Tuesday 9/6/16 from the City. The City fills the soap dispensers in the bathrooms before the weekend for the Festival.
- Rock Bend will do set-up and tear down in the week prior to, and the day after, the Festival weekend. We will begin set-up on Tuesday 9/6 and will continue on Wednesday and Thursday and Friday until done. We plan to complete dismantling our stages and tents on Monday night 9/12.
- RBFF will request overnight security on 9/10 into 9/11 from the St. Peter Police Reserves as always. We've been paying the reserves for this as billed or requested.
- RBFF will arrange for garbage capacity and disposal with LPJ.
- Per our discussions the last two years, Vendors are expected to obtain a license from the City, and this is noted on their vendor agreement with the Festival.
- Dogs are not allowed in the park per City Ordinance. This is announced, is in all of our schedules and literature, and we inform any dog owners we find of the City Ordinance and ask them to leave the park. Per our discussions with the Chief of police, we will not call the police to report dogs.
- Vehicle access to the park will be limited and controlled as per the plan.
- Access to the Public Works site – we need to get into the Chamber's building for our equipment on Tuesday 9/6. Being completely done and out of that site by 5 PM has been difficult. Same with returning supplies to the building on 9/12 late evening. Again, if we could have a contact person in the City with access to that site to help us, it would not tie up the police or your staff person in the Public Works Office. Tim Mayo was that person last year and that worked fine.
- Last year the Police Department set up 3 additional handicapped spaces along Elm Street near the sidewalk by Highway 169. These spaces were used, and more were requested, so we would like to request four or five spaces on 9/10 and 9/11/16.
- If City Council approval is granted, RBFF will apply for a Show permit and a pop license for the use of Minnesota Square Park.
- The festival will arrange for insurance as per the request of the City.

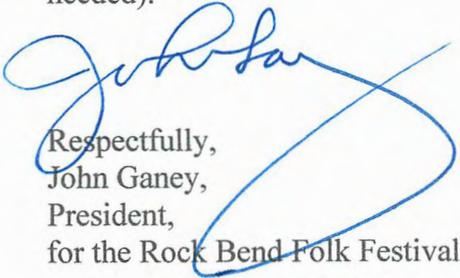
Todd has requested RBFF cell phone numbers of Committee members who will be reachable during the week before and after the festival, and who will be at the Festival, if City Personnel need to reach one of us. The cell phone numbers we can provide are: John Ganey at 507 – 327 – 6188, Ron Arsenault at 507 – 420 – 3755, or Steve Guse at 507 – 317 - 9257.

- Ramp: there will be a need for a ramp or a lift this year for our performer Gaelin. Does the City have interest in helping with planning, building, or paying for this ramp/lift?

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

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

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



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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR ROCK BEND FOLK FESTIVAL

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

WHEREAS, the organizers have requested City assistance; and

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

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

1. The request submitted by Rock Bend Folk Festival organizers for City assistance for the 2015 festival is hereby approved and shall include:
 - Use of Minnesota Square Park on September 6-12, 2016 for the festival, setup of festival equipment, stage, etc... and takedown of equipment.
 - Use of City electricity during the Use of picnic tables.
 - Installation of a tent in the park contingent upon following Gopher State One Call regulations.
 - Use of the park restroom facilities, including supplies and use of a restroom key and use of a gate key with the authorized key holder being Trudi Olmanson.
 - Provision of on-site security by Police Reserves on September 10th and 11th. Costs associated with providing Police security shall be paid by the Rock Bend Folk Festival organization. The costs shall be determined by the Chief of Police.
 - Use of signage to be installed along West Elm Street that would provide for three additional handicapped parking spaces on September 10th and 11th.
 - Access to the Public Works site where Rock Bend items are stored in the Chamber building with the contingency stated below.
 - The City acting as fiscal agent for the Festival's grant application.

2. Said assistance shall be provided contingent upon the following:
 - All publicity concerning the event shall include notice of animals not being allowed in the park. Rock Bend organizers shall also inform anyone with an animal in the park of the need to remove the animal as stipulated in City regulations.
 - Rock Bend Folk Festival shall notify all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than August 24th.
 - Rock Bend Folk Festival officials will be responsible to ensure that vendors have no more than one vehicle in the park and other event related vehicles in the park shall be limited as directed by City staff. The public shall not be allowed to park within the park.

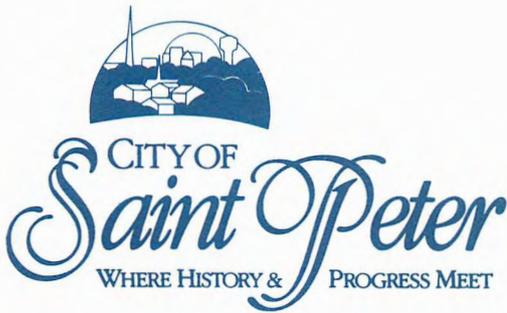
- Access to the Public Works site shall be limited to normal business hours only and must be arranged through the City's Maintenance Superintendent. Should Rock Bend officials need access to the site during non-business hours, Rock Bend will be required to pay all call-out charges for City staff.
- Rock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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of August, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/04/16

FROM: Russ Wille
Community Development Director

RE: CBD Renovation/Accessibility Enhancement Loan Program Guidelines

ACTION/RECOMMENDATION

Adopt a resolution establishing updated guidelines for the Central Business District Renovation/Accessibility Enhancement Loan Program (previously referenced as the Historic Preservation Loan Program) as recommended by the Economic Development Authority.

BACKGROUND

In October, 2015, the EDA undertook a review of the revolving loan funds administered by the City. Following their review, the EDA has recommended that the City Council provide for certain amendments and alterations to the Historic Preservation Loan Program.

The first EDA recommendation would be to allow building owners to access the loan program to partially finance building alterations which enhance compliance with the Americans with Disabilities Act. At this time, access to the fund has been limited to those exterior alterations considered to be historic preservation.

And, with that change, the EDA has also recommended that the loan program be renamed as the Central Business District Renovation/Accessibility Enhancement Loan Program.

The EDA further recommends that the maximum loan amount under this program be raised to \$25,000 or 90% of the identified project costs which is an increase as the existing policy limits loans to \$10,000 or 50% of the project costs.

The EDA also suggested that a process be included to allow partial loan forgiveness to encourage utilization of the loan program. The proposed loan forgiveness would be up to 50% of the principle for loans under \$10,000. For loans in excess of \$10,000, the loan would be forgiven once the unpaid balance of the note is reduced to \$5,000. To qualify for partial loan forgiveness, the applicant must demonstrate an acceptable repayment history defined as the note not being declared to be in default.

Upon review of the proposed policy alterations at workshop, the City Council asked that the EDA clarify their intended loan forgiveness protocol. At the May, 2016 EDA meeting, the EDA agreed that loans under this program could be accessed to improve any building within the

Central Business District. However, the loan forgiveness provision would be reserved for only those properties within the Heritage Preservation Overlay district.

The EDA hopes that the amended guidelines would encourage greater utilization of the fund resulting in an improvement to the physical condition of downtown historic assets.

At the City Council workshop on this issue members discussed other changes to the policies. Those still may be considered through an amendment at the Council meeting; however it is the policy that staff carry forward the recommendation of the EDA.

FISCAL IMPACT:

Loans made under this program would be initiated, administered and closed as per the terms and conditions of the loan guidelines.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await further direction.

Negative Votes: The existing policy would remain in effect.

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.

RJW

**CENTRAL BUSINESS DISTRICT
RENOVATION/ACCESSIBILITY ENHANCEMENT LOAN PROGRAM GUIDELINES**

1. PURPOSE:

The purpose of this loan program is to promote reinvestment in the properties within the Central Business District. Specifically, this program is designed to fund exterior historical enhancements or handicapped accessibility improvements to the commercial structures within the historic downtown.

2. ELIGIBILITY:

2.1 To promote the historical enhancement of the district and to protect the viability of the Central Business District properties, these loans may be used for exterior building maintenance, window/door replacement, roofing repairs, awning installation, signage, repair of masonry or the painting of the structure when deemed appropriate.

2.2 To promote the improved handicapped accessibility of structures, these loans may be used for any interior or exterior renovation of the building / structure deemed necessary to attain improved compliance with the Americans with Disabilities Act.

2.3 An applicant seeking funding under this program to repair, renovate or rehabilitate a building within the Central Business District shall not be eligible to access more than one loan per building at any given time.

3. REVIEW/CONSTRUCTION STANDARDS:

3.1 When required by ordinance, the Heritage Preservation Commission shall review and approve the exterior renovation, repair or alteration of any property located within the Heritage Preservation Overlay District, as well as new construction within the Central Business District.

3.2 All construction, renovations and repairs shall be completed in conformance with the codes, standards and practices required by municipal ordinance, state statute, federal rule or law.

4. LOAN AMOUNT:

4.1 Loans provided under this program are limited to a maximum of \$25,000 per property.

4.2 EDA financing shall not exceed 90% of the project costs determined by bids or quotes received from contractors and project vendors.

4.3 The applicant shall demonstrate the ability to contribute at least 10% of the identified project costs in the form of cash or equity.

5. INTEREST RATE:

Loans made under this program shall be provided at a 0% rate of interest.

6. LOAN SECURITY:

- 6.1 Loans provided to building owners under this program shall be secured via subordinate mortgage and personal guarantee from the building owners.
- 6.2 Loans provided to repair, rehabilitate or renovate real estate shall be insured for its full replacement cost of the building and the EDA shall be designated as a loss payee of the insurance policy.
- 6.3 Loans provided to building Tenants financing leasehold improvements shall be secured via personal guarantee, and shall be reviewed for adequate collateralization.

7. REPAYMENT SCHEDULE:

- 7.1 The repayment of loans made under this program shall be provided over the following period of time.

<u>Loan Amount</u>	<u>Amortization</u>
\$0 - \$2,000	1 year
\$2,001 - \$5,000	5 years
\$5,001 - \$10,000	7 years
\$10,001 - \$25,000	10 years

- 7.2 Loans shall be repaid via electronic, automatic withdrawal from a savings or checking account designated by the borrower.
- 7.3 Loans must be repaid upon the sale of the secured collateral. Requests for loan assumption shall be reviewed by the EDA which shall make a non-binding recommendation to the City Council.

8. LOAN FORGIVENESS:

- 8.1 Those loans provided to renovate properties within the Heritage Preservation Overlay District, with an acceptable repayment history may qualify for partial loan forgiveness. For the purposes of this loan program, an acceptable repayment history shall require a determination that the loan has not been declared to be in default at any time as per the terms of the applicable promissory note.
- 8.2 Such forgiveness shall not exceed \$5,000 per project undertaken under this program.
- 8.3 Qualifying loans of \$10,000 or less. At such time that the outstanding principal of a loan made under this program is reduced below 50% of the original loan amount, the balance of the principle may be forgiven and the note considered repaid in full.

- 8.4 Qualifying loans of more than \$10,000. At such time that the outstanding principal of a loan made under this program is reduced to \$5,000 or less, the balance of the principle may be forgiven and the note considered repaid in full.
9. FEES:
- 9.1 No loan origination fee shall be charged to loans made under this program.
- 9.2 The applicant shall assume responsibility for the payment of any fees related to the recording of project security and/or collateral.
10. DUE DILIGENCE:
- 10.1 Loan applications shall be accompanied by the following:
- A. Personal Financial Statement(s) from the applicant(s).
 - B. Two years business financial history.
 - i. Balance Sheet
 - ii. Income Statements
 - iii. Profit/Loss Statement
 - C. Bids/Quotes
- 10.2 The Chairperson of the Economic Development Authority may appoint a subcommittee of the EDA to undertake a review of the personal and business financial submittals of the applicant. The subcommittee shall provide a report to the full EDA regarding the creditworthiness of the applicant(s).
- 10.3 Projects which propose to utilize local contractors, suppliers, vendors and professional service providers will be favored when applications are considered by the EDA.
- 10.4 Following their review and consideration, the EDA shall make a non-binding recommendation to the City Council as to whether the loan shall be approved or denied. The final decision of loan approval or denial is to be made by the City Council.
11. RELEASE OF FUNDS:
- 11.1 Closing of the loan and the release of loan funds to the borrower shall occur after the successful completion of the renovation or alteration.
- 11.2 Prior to release of funds, the Community Development Director shall determine that the renovation or alteration was accomplished as per the requirements of the Heritage Preservation Commission approval.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION AMENDING THE HISTORIC PRESERVATION REVOLVING LOAN FUND
GUIDELINES AND RENAMING THE LOAN FUND AS THE CENTRAL BUSINESS DISTRICT
RENOVATION/ACCESSIBILITY ENHANCEMENT LOAN PROGRAM GUIDELINES**

WHEREAS, the City of Saint Peter established the Historic Preservation Revolving Loan Fund Program; and

WHEREAS, the Economic Development Authority (EDA) was granted the 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 establish the criteria of the Historic Preservation Revolving Loan Fund Program; and

WHEREAS, the EDA has met to consider amendments to the Historic Preservation Revolving Loan Fund policies which will make the loan programs more desirable and easier to administer while providing the necessary flexibility to effectively utilize the revolving loan funds; and

WHEREAS, the City Council has reviewed the changes as recommended by the EDA.

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

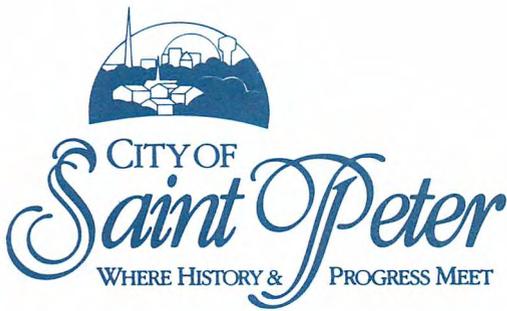
1. The previously adopted Historic Preservation Revolving Loan Fund Guidelines are hereby repealed.
2. The guidelines of the "Central Business District Renovation/Accessibility Enhancement Loan Program" are hereby established as recommended by the Economic Development Authority.
3. A copy of the adopted loan program guidelines is available for public review in the Community Development Department.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of August, 2016.

ATTEST:

Charles Zieman
Mayor

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/03/16

FROM: Paula O'Connell
Finance Director

RE: Purchase of new transit bus

ACTION/RECOMMENDATION

Approve the purchase of one new 2017 Elkhart Coach ECII transit bus from North Central Bus & Equipment at a cost of \$73,959.00.

BACKGROUND

The City currently has a fleet of five buses. One of our two 2015 model buses is used as the Dial-a-Ride bus on a daily basis. Our other 2015 is used for Pre-school, events, and Gus Bus. The 2016 Bus that was put into service in February of this year is used primarily as the Route bus. The 2008 Bus is used as a backup, but has mechanical issues that limit its' use in that role. Our oldest bus is a 1998 that was purchased from Mankato Transit in November 2013. We currently use this bus only for Gus Bus.

Current mileage on these buses is as follows:

2016 Ford E450 Elkhart Coach EC II	16,000 (approximately 3,000 miles per month)
2015 Ford E450 Eldorado Aerotech	70,000 (approximately 4,000 miles per month)
2015 Ford E450 Eldorado Aerotech	44,000 (approximately 2,000 miles per month)
2008 Ford E450 Eldorado Aerotech	215,000 (approximately 750 miles per month)
1998 Ford E450 Champion	77,000 (approximately 500 miles per month)

Two of our five buses are above the estimated service life of 5 years or 150,000 miles which has been set by the Minnesota Department of Transportation (MnDOT) Office of Transit for this class of bus. As such, the repair costs will likely continue to increase in order to keep these buses in good mechanical operating condition.

MN/DOT Office of Transit has contracts with four vendors to supply buses. The pricing of the base bus and options is published as part of the contract with MN/DOT. Staff has studied the pricing from two vendors offering Ford E450 chassis with the gasoline engine option. Both of the vendors represent different coach manufacturers that build on the Ford chassis and have supplied buses to the City in the recent past. They are both located in or near the Twin Cities.

After careful consideration, staff is recommending Council authorization for the purchase of an Elkhart Coach bus from North Central Bus & Equipment at a cost of \$73,959.00.

This bus will be equipped nearly identically to the Elkhart Coach that was put into service in February 2016. The primary difference is an increase of three seats on the bus. The proposed options include the same seating material and flooring that was used on the 2016 bus and has served our passengers well. Also included are the wide entry door, ceiling grab rails, larger capacity wheelchair lift, roof mounted air conditioning condenser, and a heated lower entry step to melt ice off the step in the winter. As required by MnDOT, this bus would include a 5 camera system that is identical to our 2016 Bus. Driver use options include a power seat and mirrors, coved flooring to facilitate easier cleaning and improved wheel chair securement.

The new bus that was purchased with the 2016 Capital Grant, was ordered without any factory or dealer installed graphics. Locally designed and applied graphics provides for more flexibility in design at a similar cost. The cost of the factory or dealer installed graphics is included in the purchase and the dealer is allowed to use the graphics shop we choose to design and install the vinyl design on the bus at delivery. This allows us to defer the final decision on graphics design until early 2017 after final decisions on transit consolidation are completed.

Since 2014 we have ordered our buses with an illuminated LED destination sign to the front of the buses to differentiate the Dial-a-Ride bus from the Route bus. This has worked well and this bus would also be equipped with a front LED destination sign.

The following chart shows the breakdown of costs associated with the purchase:

Base price	\$57,484.00
Camera Package	\$4,209.00
Destination Sign	\$2,520.00
Passenger Safety Options	\$3,023.00
Passenger Comfort	\$3,607.00
Increased Capacity Lift	\$536.00
Driver use options	<u>\$2,580.00</u>
Total	\$73,959.00

These are the same options that we have purchased with our last two buses and have been very well received by our users.

Delivery of this bus will be approximately 6 months from placement of the order.

FISCAL IMPACT:

The State has awarded a Capital Purchase Grant and will pay 80% of the purchase price up to a maximum of \$74,000.

State Funding	\$59,167.00
Saint Peter Transit Share	<u>\$14,792.00</u>
Purchase Price	\$73,959.00

The City's 20% share of the bus will be funded by transit revenues. The Transit fund has reserves on hand to fund the City share of the bus. This purchase was planned for and approved by Council as a part of the 2016 budget.

If new a bus is purchased the City's Mechanic will inspect the current fleet for a determination as to which bus should be declared surplus property. That declaration would be made upon delivery of the new bus.

ALTERNATIVES AND VARIATIONS:

Do not act. No further action will be taken without additional direction from the City Council. Should the Council choose not to purchase a bus utilizing the grant funds, the funds would be returned to the State at the end of the grant period.

Negative vote. With no new bus being purchased, transit will continue to pay the 20% share of repairs to our existing buses up to the contracted operating budget and 100% of the costs incurred above the contract.

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.

PO

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING PURCHASE OF A NEW TRANSIT BUS

WHEREAS, the State of Minnesota has awarded a contract for the purchase of transit buses to North Central Bus & Equipment; and

WHEREAS, two of the City's five buses are beyond the Office of Transit estimated service life; and

WHEREAS, the 2016 Capital Purchase Contract No. 1026052 allows the City of Saint Peter to purchase a new bus; and

WHEREAS, 80% of the cost will be funded by Minnesota Department of Transportation, Office of Transit; and

WHEREAS, 20% of the new bus will be funded by the Transit Fund.

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

1. Staff is hereby directed to proceed with the purchase of a 2017 Ford E450 Elkhart Coach ECII transit bus through the State bid process from North Central Bus & Equipment in the amount of \$73,959.
2. Funding for the purchase shall be eighty percent (80%) from the State of Minnesota and 20% from the City through transit fares.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of August, 2016.

Chuck Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator