CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. VISITORS
   A. Scheduling of Visitor Comments on Agenda Items
   B. General Visitor Comments

V. APPROVAL OF CONSENT AGENDA ITEMS

VI. UNFINISHED BUSINESS
   A. St. Peter Community Childcare Center Lease

VII. NEW BUSINESS
   A. 2017 Equipment Certificate Purchases
   B. 2017 Standard Detail Plate Updates
   C. Request for City Assistance: St. Patrick’s Day Parade
   D. Traverse des Sioux Library Cooperative Agreement
   E. 2017 Municipal Fee Schedule
   F. Unbudgeted Purchase: Firefighter Turnout Gear

VIII. REPORTS
   A. MAYOR
      1. Women’s History Month Proclamation
      2. Others
   B. CITY ADMINISTRATOR
      1. Staff Cultural Literacy Training
      2. Fire Hall Design Update
      3. 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 February 13, 2017 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 February 9, 2017 through February 22, 2017 are attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF LEASE WITH ST. PETER COMMUNITY CHILDCARE CENTER FOR ROOMS #117 AND #119 AT COMMUNITY CENTER

As per Council direction staff has negotiated a lease with St. Peter Community Childcare Center for Rooms #117 and #119 at the Community Center beginning October 1, 2017. Please see the attached staff report and RESOLUTION.

VII. NEW BUSINESS

A. ADOPTION OF RESOLUTIONS AUTHORIZING PURCHASES FUNDED BY 2017 EQUIPMENT CERTIFICATE
Funding was provided in the 2017 Equipment Certificate budget for purchase of a replacement Parks truck for and a replacement Cold Planer Mill. Both of these purchases are available through the State bid price and staff recommends approval. The truck and planer being replaced will be declared surplus property at a later Council meeting and offered for public sale. Please see the attached staff report and RESOLUTIONS.

B. ADOPTION OF A RESOLUTION APPROVING UPDATED CONSTRUCTION STANDARD DETAILS

Staff recommends a new construction standard detail be adopted and updates be made to other details based on changes in construction methods and State and Federal regulations. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR ST. PATRICK'S DAY PARADE

Staff recommends approval be provided for a request by the St. Peter Ambassadors for City assistance with the St. Patrick's Day parade on March 17, 2017. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF TRAVERSE DES SIOUX LIBRARY COOPERATIVE AGREEMENT

Staff recommends authorization be provided for execution of a renewal contract with the Traverse des Sioux Library Cooperative for services including online cataloging, data integration, computer access services, book preparations, interlibrary loans courier services and access to other library systems. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING 2017 MUNICIPAL FEE SCHEDULE

Following the annual review of the City's fee schedule, staff recommends some minor changes that will more adequately cover the City's costs for the provision of services. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF FIRE DEPARTMENT TURNOUT GEAR

Fire Chief Ulman has requested authorization for the purchase of turnout gear for three firefighters. This was an unplanned purchase in 2017; however the supplier is willing to honor the same price as the last time
turnout gear was purchased. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

1. REPORT ON “WOMEN’S HISTORY MONTH” PROCLAMATION

Mayor Zieman will proclaim March, 2017 as “Women’s History Month” in the community.

2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON STAFF CULTURAL LITERACY TRAINING

A report will be provided at this time on the cultural literacy training provided to City employees in cooperation with Nicollet County and the City of North Mankato.

2. REPORT ON FIRE HALL DESIGN ACTIVITIES

An update will be provided at this time on work with Five Bugles Design regarding a new fire hall.

3. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke
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 February 13, 2017.

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

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

Approval of Minutes – A motion was made by Pfeifer, seconded by Grams, to approve the minutes of the January 23, 2017 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 23, 2017 regular City Council meeting is contained in the City Administrator’s book entitled Council Proceedings 19.

Councilmember Carlin arrived at 7:02 p.m.

Public Hearing: Rezoning Request – Hallett Pond Addition – Mayor Zieman opened the public hearing on a petition to rezone Outlot A (4.6 acres) of the Hallett Pond Addition at 7:02 p.m. City Administrator Prafke reviewed the process to be followed for a public hearing. Community Development Director Wille presented background information on the request by Northern Con-Agg LLP to rezone a portion of the Hallett Pond Addition from Highway Service Commercial to Multi-Family Residential. Wille noted the Planning Commission had considered the proposed rezoning and were unable to provide a recommendation to the City Council on the issue. Wille also pointed out that regulations would require the City Council to consider whether the proposed rezoning was consistent with the 2016 Comprehensive Plan and if the Comprehensive Plan was “silent” on the matter, as he believed it to be, the Council should consider the request in relation to the suitability of the property for the intended use if the zoning change was approved. Wille reported the property was adequately served by utility services; however development would necessitate construction of a new stormwater basin and evaluation of vehicular access for the property

Ed Egan, 2824 Mayfield Road, Eagan, Minnesota, addressed the Council as the owner of the property in question. Egan stated he had owned the property for thirty (30) years and it has been on the market the entire time with no interest shown under the current zoning designation. Egan indicated he had cleaned the property up and hoped that the development of Shopko would spur interest in his property, but there had been none. Egan also noted the existing residential properties on the north side of Hallett's Pond. Christen Manthe of Coldwell Banker, the realtor for the sale, indicated her belief that the lack of visibility and the low vehicle counts in the area were hampering the ability to attract an interested buyer for the property. Manthe reported there was currently a buyer interested in the property for development of a multi-family complex.

City Administrator Prafke reported on receipt of letters opposing the rezoning from the St. Peter Ambassadors and the Development Corporation.
Paul Tanis, representing the Development Corporation, spoke in opposition to the proposed rezoning citing all the topics that had been outlined in the submitted letter including:

- The property being the last large section of commercially zoned property available in the community.
- North Third Street being improved based on future commercial development in the area.
- A belief that additional time is needed to develop the area now that the recession is over.
- The development of residential property in the area being contrary to the comprehensive plan which plans for residential development to the north and west of the community.
- Residential development was planned for the area near the new high school; and
- There is existing room for multi-family development in other subdivisions including Traverse Green Subdivision and Apple Tree.

Councilmember Kvamme arrived at 7:15 p.m.

Councilmember Parras asked Tanis if he believed the rights of the property owner should take precedence over the wants of the greater community. Tanis indicated that in this instance the community should take precedence.

Stacy Yokiel, 912 North Fourth Street, stated her opposition to the proposed rezoning. Yokiel questioned why residential would be extended into space reserved for commercial development when there were concerns among the City Council when her residential subdivision was developed adjacent to the same commercial property in the 1990’s.

Chad DeBlieck, representing the St. Peter Ambassadors, referenced the letter they had submitted in opposition to the rezoning request. DeBlieck indicated residential development should be focused on the north and west sides of St. Peter and indicated a multi-housing development would not fit in the area. DeBlieck also suggested that the property was the last remaining commercially zoned property that would allow for development of 3-5 businesses as a “destination” and that rezoning would detract from commercial growth in the community.

Councilmember Parras noted that rezoning requests for businesses have been done in the past and asked Mr. DeBlieck if he felt the private property owners rights should be considered above the community’s wishes. DeBlieck indicated in the negative.

Kip Lager, owner of property at 958 and 966 Old Minnesota Avenue, addressed the Council in opposition to the proposed rezoning. Lager expressed his belief that the rezoning was being considered with “no consideration for the project” and the ramifications changing to residential zoning would have on his commercial property. Lager indicated his belief that a residential zone doesn’t fit the area and said consideration of the request was “ludicrous” and he was “highly opposed” to the change and “appalled” that the Council was considering it.

Chamber of Commerce Director Ed Lee address the Council to indicate that while he had spoken to many people opposed to the rezoning, the Chamber Board had decided to not have an opinion on the rezoning.

There being no further speakers the hearing was declared closed at 7:31 p.m.

**Consent Agenda** – Mayor Zieman asked for removal of the purchase of streetlight heads from the consent agenda as the purchase was not yet ready to be made and recommended the appointment to the Hospital Commission for MaryAnn Harty for the term 2016-2020. In motion by Parras, seconded by Carlin, Resolution No. 2017-17 entitled, “Resolution Approving Consent Agenda”, was introduced with the changes. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2017-17 is contained in the City Administrator’s book entitled Council Resolutions 21.
Welco West Development Agreement – Community Development Director Wille recommended approval of a request from Mike and Julie Drummer to modify the development agreement for Welco West 2 Subdivision. Wille stated changes in the building code now require installation of sprinkler systems in townhomes which has made construction and sale of townhomes cost prohibitive for the developer. Wille reported Drummer’s were asking for modification to change the development agreement to allow for construction of six single family, slab on grade, single story homes in place of the townhomes. City Administrator Prakke pointed out that should the Council approve the changes to the development agreement, they would be obligated to approve the preliminary and final plats for Welco West 3 Subdivision. In motion by Kvamme, seconded by Parras, Resolution No. 2017-18 entitled “Resolution Authorizing Execution Of Amended Development Agreement By And Between The City Of Saint Peter And Mike And Julie Drummer” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-18 is contained in the City Administrator’s book entitled Council Resolutions 21.

Welco West Replatting – Community Development Director Wille had previously indicated during the development agreement discussion that the Planning and Zoning Commission was recommending approval of both the preliminary and final plats for Welco West #3 Subdivision. In motion by Pfeifer, seconded by Carlin, Resolution No. 2017-19 entitled “Resolution Approving Preliminary Plat Of Welco West No. 3 Subdivision” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-19 is contained in the City Administrator’s book entitled Council Resolutions 21.

In motion by Grams, seconded by Parras, Resolution No. 2017-20 entitled “Resolution Approving Final Plat Of Welco West No. 3 Subdivision” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-20 is contained in the City Administrator’s book entitled Council Resolutions 21.

Revolving Loan Modification: REST LLC – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a request by the principals of REST LLC for extension of the balloon payment date for their revolving loan to February 1, 2019 contingent upon an increase in the loan interest rate to 3.75% effective March 1, 2017. Wille noted REST LLC was current on all payments of the loan but were unable to secure refinancing from their primary lender that would allow for payment of the February 1, 2017 balloon payment. In motion by Kvamme, seconded by Carlin, Resolution No. 2017-21 entitled “Resolution Modifying Terms Of REST LLC Revolving Loan To Extend Balloon Payment Date” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-21 is contained in the City Administrator’s book entitled Council Resolutions 21.

Rezoning Request: Hallett Pond Addition – Following the public hearing, Community Development Director Wille presented a proposed ordinance providing for rezoning of Outlot A of Hallett Pond Addition. Wille reminded Councilmembers that their decision must be supported by findings of fact. Councilmembers discussed the very unusual lack of recommendation from the Planning and Zoning Commission regarding the rezoning. A motion was made by Kvamme to table action on the rezoning request until the City Council could have further discussion at a workshop session. Community Development Director Wille pointed out that under State law, a rezoning request that is not acted upon within sixty (60) days of submission is automatically approved and the 60 day deadline for this application was February 13th. Wille also pointed out that the City could provide a written explanation to the applicant that the deadline was being extended along with a reason for doing so and what the new timeline would be; however Councilmembers questioned whether the 60 days expired at the close of City business (5:00 p.m.) or at midnight. City Attorney Brandt indicated he was unsure which time applied.

Councilmember Pfeifer suggested that it was unfair to all the people who were in attendance, including the applicant, to delay action on the request. Pfeifer called for the question.
Mayor Zieman asked if there was a second to Kvamme's motion to table action. There being no second, the motion failed.

A motion was made by Grams, seconded by Pfeifer, to approve an ordinance providing for rezoning of Outlot A Hallett Pond Addition from C-4 Highway Service Commercial to R-3 Multi-Family Residential. Upon roll call, Councilmembers Grams, Pfeifer, Kvamme, Carlin and Mayor Zieman voting nay, Councilmember Parras voting aye, the ordinance was defeated.

2017 Equipment Certificate Purchases – Public Works Director Moulton requested authorization to purchase a new Hustler Super Z 72” side discharge mower with flex forks and mulch attachments from Bobcat of Mankato in the total amount of $11,564.22. Moulton noted funding for the purchase would be from the 2017 Equipment Certificate ($6,500) and from the Stormwater Fund. Moulton also reported the existing Ferris mower would be declared surplus at a future meeting. In motion by Pfeifer, seconded by Carlin, Resolution No. 2017-22 entitled “Resolution Authorizing 2017 Equipment Certificate Purchase Of 2017 Hustler Super Z 72” Side Discharge Mower With Attachments “ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-22 is contained in the City Administrator’s book entitled Council Resolutions 21.

Moulton also requested authorization for the purchase of a 2018 Freightliner diesel truck chassis from I-State Truck Center in the amount of $113,917.73 and attachments from Towmaster Truck in the amount of $111,042 (both under the State bid program) with funding from the 2017 Equipment Certificate. Moulton indicated everything would have a one year warranty including the attachments. Councilmember Grams questioned the 810 hours of annual use on the truck and whether that was a normal amount. Moulton indicated that 400-450 hours a year would be considered average, but the City’s trucks are used for hauling rock and brush and all kinds of additional activities in addition to plowing which results in more hours of use. Moulton also noted that the existing Unit #38 1995 Ford L800 dump truck would be declared surplus at a later date. In motion by Parras, seconded by Carlin, Resolution No. 2017-23 entitled “Resolution Authorizing 2017 Equipment Certificate Purchase: 2018 Freightliner Tandem With Attachments“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-23 is contained in the City Administrator’s book entitled Council Resolutions 21.

Moulton requested authorization for purchase of a Polaris Ranger electric utility vehicle from Vetter Sales and Service in the amount of $111,165.06 under the State bid program with funding from the 2017 Equipment Certificate. Moulton indicated the City has had great success with the use of electric utility vehicles and technology improvements have resulted in the vehicles being able to be used for 10 hours or forty miles on one charge. In motion by Carlin, seconded by Parras, Resolution No. 2017-24 entitled “Resolution Authorizing Purchase Of A 2017 Polaris Ranger Electric Vehicle“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-24 is contained in the City Administrator’s book entitled Council Resolutions 21.

Job Description Modifications (Library) – Recreation and Leisure Services Department Director Timmerman requested modifications to the position descriptions for Lead Librarian and Assistant Lead Librarian. Timmerman noted that it was the second step in the restructuring of the Recreation and Leisure Services Department following the resignations of the Program Services Supervisor and the Senior Coordinator in 2016. Timmerman pointed out that the titles of both positions would be changed (Library Supervisor and Assistant Library Supervisor) as part of the updated descriptions. City Administrator Prafke noted that Council discussion at the workshop on the proposed changes included a request to include language in the position descriptions indicating accommodations would be made for disabled individuals. Prafke pointed out that after discussion with the League of Minnesota Cities, he felt the job descriptions were not the place for such language and pointed out that similar language is already included on the
City's job application forms. Prafke also noted that individuals who need accommodations were most likely also aware of the regulations the City was required to following under State and Federal laws.

Councilmember Grams, who had made the request at the workshop, indicated that after thinking about it some more, he realized he should not have made the request.

In motion by Carlin, seconded by Kvamme, Resolution No. 2017-25 entitled “Resolution Authorizing Modifications To Certain Library Job Descriptions” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-25 is contained in the City Administrator's book entitled Council Resolutions 21.

**City of Nicollet Building Inspection Contract** – Director of Building Busse addressed the Council to request execution of a renewal contract with the City of Nicollet for City of Saint Peter inspectors to provide building code enforcement in Nicollet. Busse indicated the permits in Nicollet were higher than normal last year, but his office was still able to provide the service to Nicollet without a negative impact on Saint Peter residents. Busse also pointed out that it was a good opportunity to meet contractors who don't normally work in Saint Peter and for them to learn the requirements followed by both cities. City Administrator Prafke also noted that the funding provided by Nicollet helps cover some of Saint Peter's building department costs. In motion by Grams, seconded by Carlin, Resolution No. 2017-26 entitled “Resolution Approving Execution Of 2017 Contract To Provide Building Inspection Services To The City Of Nicollet” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-26 is contained in the City Administrator's book entitled Council Resolutions 21.

**Hospital Architect Selection** – Hospital CEO Rohrich presented the Hospital Commission's recommendation to engage the architectural firm of Johnson, Johnson, Crabtree Architects (JJCA) of Nashville, Tennessee to provide design work for a possible hospital expansion project. Rohrich indicated the contract with the company would be the standard architectural contract which had already been reviewed by the Hospital's legal counsel to ensure it met USDA standards for the contract. Councilmember Grams questioned how the architects will be paid if the actual project hasn't been approved yet. Rohrich indicated the fee was a percentage of the actual project cost and it was expected that the Hospital Commission would take action to recommend the project to the City Council in the very near future. Councilmember Kvamme asked if that recommendation would also include information on the Hospital's ability to finance a project. Rohrich indicated in the affirmative. In motion by Parras, seconded by Carlin, Resolution No. 2017-27 entitled “Resolution Approving Execution Of Contract With Johnson, Johnson, Crabtree Architects (JJCA) For Architectural Services For 2017 River's Edge Hospital And Clinic Expansion Project” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-27 is contained in the City Administrator's book entitled Council Resolutions 21.

**Reports**

**SMMPA Meeting** – Public Works Director Moulton provided information on the SMMPA meeting which was held in Saint Peter in February and indicated the discussion included the annual financial review and rollout of a solar package in Rochester, Albert Lea, Saint Peter and Preston. Moulton indicated Mayor Zieman had provided a welcome for the group.

**Traverse Green Subdivision Marketing Efforts** – City Administrator Prafke reported City staff would participate in the Mankato Home and Builder show at the Verizon Wireless Center March 17-19 to promote Traverse Green Subdivision. Prafke asked Councilmembers interested in working in the City's booth to notify his office.
Goal Session Report – City Administrator Prafke directed attention to the written report on discussion topics at the January 30, 2017 City Council goal session which was included in the City Council packet.

Transit Toll-Free Number – City Administrator Prafke reminded the public of the new toll-free number to use for scheduling a transit ride.

Mayor Zieman reminded everyone that non-emergency City offices would be closed on February 20th for President’s Day. Prafke noted the City Council workshop would be held on Tuesday.

There being no further business, a motion was made by Pfeifer, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:33 p.m.

ATTEST:

Charles Zieman
Mayor

_____________________________

_____________________________

Todd Prafke
City Administrator
TO: Todd Prafke  
City Administrator

FROM: Jane Timmerman  
Recreation & Leisure Services Director

RE: Community center purchase

DATE: 02/10/17

ACTION/RECOMMENDATION
Approve the purchase of a rider scrubber from Hillyard in the amount of $14,676 plus shipping and handling for a total of $14,728. Declare the old rider scrubber as surplus property.

BACKGROUND
The rider scrubber that we currently use was purchased in 2002 when the building opened. In 2016, we replaced the control board with a used one when it was determined that cost to purchase a new board would not be cost effective. Staff planned for replacement in the 2017 Community Center budget.

Quotes have been received and are listed below. We recommend acceptance of the bid from Hillyard to replace the rider scrubber. The ADV601623 Advenger from Hillyard includes a mixing option which dilutes the chemicals in the correct ratios for immediate use. This feature will save us on chemical costs and we anticipate it be much more efficient than other machines.

I recommend that the old rider scrubber be declared surplus property to be disposed of through acceptable means approved by the City.

<table>
<thead>
<tr>
<th>Company</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillyard</td>
<td>$14,728</td>
</tr>
<tr>
<td>Arnold Machinery</td>
<td>$14,829</td>
</tr>
<tr>
<td>Nilfisk-Advance, Inc</td>
<td>$18,293</td>
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</tbody>
</table>

This replacement was planned for in the 2017 Saint Peter Community Center budget.

JT/
TO: Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works  
Tim Mayo  
Maintenance Superintendent

RE: Mechanic's Shop Relocation – Air Exchange Ventilation System

ACTION/RECOMMENDATION

Authorize Schwickert's of Mankato, Minnesota to furnish and install an air exchange ventilation system for the new Mechanic's shop in the amount of $8,746.

BACKGROUND

City staff has been working on relocating the Mechanic's shop to Building B at Public Works. Improvements included plumbing, electrical work, and an air exchange unit to handle equipment exhaust. Staff has put together a list of specifications needed for this upgrade and three contractors were contacted that were capable of supplying the needed equipment for an air exchange unit.

<table>
<thead>
<tr>
<th>CONTRACTORS</th>
<th>QUOTE</th>
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<tbody>
<tr>
<td>Schwickert's</td>
<td>$8,746</td>
</tr>
<tr>
<td>Javen's</td>
<td>$9,157</td>
</tr>
<tr>
<td>MRI</td>
<td>$22,150</td>
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</table>

We recommend accepting the quote from Schwickert's in the amount of $8,746 to be funded using our standard Public Works split of costs as planned in 2017.

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

PM/TM/amg
Memorandum

TO: Todd Praflke  
City Administrator

FROM: Pete Moulton  
Public Works Director
Jeff Knutson  
Water Resources Superintendent

DATE: 02/16/17

RE: Ultra Violet Disinfection - Replacement Wiper Kits

ACTION/RECOMMENDATION

Authorize Great Northern Environmental of Oakdale, Minnesota to supply 144 wipers and bearings for a total price of $8,696.80.

BACKGROUND

The City's wastewater is disinfected by using ultraviolet (UV) light from a Trojan - Model 4000 Plus UV disinfection system. The Model 4000 Plus contains two banks of 36 bulbs for a total of 72 bulbs. These bulbs vary in intensity to complete the bacteria kill. The request is for 144 wipers and bearings each bulb takes two of each. One on the top side and one on the bottom side of the wiper.

The wipers are what keep the sleeves clean during a wipe cycle on the Trojan 4000 plus. The wipe cycle is initiated every hour to keep scum build up off the bulb sleeves. Without new wipers we will not be able to meet our 200ppm fecal numbers and will be in violation of our NPDES permit.

Staff proposes to replace 144 wiper seal/bearing. Great Northern Environmental (formally Engineering America Inc.) supplied the original Model 4000 Plus and provides sales and service to the upper Midwest area. Installation of the sleeves, lamps, wipers/seals and will be completed by City staff.

Great Northern Environmental also has proprietary rights to supply original equipment which is used to calculate proper disinfection dosage and ensures the proper performance of the lamps. Trojan guarantees lifetime disinfection with their products when used "whole" as a unit. Formal written proposals were not prepared as the system and material are proprietary and our need to maintain the dosage guarantee.

Purchase Summary:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>144 wipers</td>
<td></td>
<td>$6,436.80</td>
</tr>
<tr>
<td>144 bearings</td>
<td></td>
<td>$2,160.00</td>
</tr>
<tr>
<td>Freight</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td><strong>$8,696.80</strong></td>
</tr>
</tbody>
</table>

Funds are allocated in the 2017 Wastewater Budget for this purchase.
Please feel free to contact me should you have any questions or concerns about this agenda item.

PM/JK
Memorandum

TO: Todd Prafke
   City Administrator

FROM: Pete Moulton
   Director of Public Works

DATE: February 13, 2017

RE: 1/0 15kV Primary Electrical Wire for Inventory

ACTION

Approve the purchase of 1/0 15kv primary electric wire from Border States Electric of Mankato, Minnesota in the amount of $29,535.

BACKGROUND

Formal written proposals were received for purchase and delivery of 16,500' of 1/0 15 kV power cable (wire) for use by the Electric Utility. This is primary underground wire which will be used to replenish inventory used during the 2017 calendar year for expansion of the City's electrical distribution system this summer as the need arises. The written proposals were evaluated on a per foot basis because the wire will come on spools in variable lengths from 2,500' to 2,750'.

The following proposals were received:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Price/Foot</th>
<th>Length/Feet</th>
<th>Total Cost with Delivery</th>
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</thead>
<tbody>
<tr>
<td>Border States</td>
<td>$1.79</td>
<td>16,500</td>
<td>$29,535</td>
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<tr>
<td>CME</td>
<td>$1.84</td>
<td>16,500</td>
<td>$30,360</td>
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<tr>
<td>Graybar</td>
<td>$2.22</td>
<td>16,500</td>
<td>$36,630</td>
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</tbody>
</table>

I recommend accepting the proposal from Border States Electric of Mankato, Minnesota.

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

PM/amg
TO: Todd Prafke  
City Administrator  

FROM: Cindy Moulton  
Administrative Secretary  

RE: Temporary Gambling License  

DATE: 02/23/17  

ACTION/RECOMMENDATION  

Approve an application from the Church of Saint Peter for a temporary gambling license.  

BACKGROUND  

In October, 2016, the City Council approved a Temporary Gambling License for the Church of Saint Peter to hold a raffle on March 25, 2017 at Johnson Hall, 400 Union. Since that time the Church of St. Peter has submitted a request to add bingo to that license application.  

The State Gambling Control Board informed the Church of St. Peter that they needed to submit a letter signed by a City Official allowing them to add bingo to the license. City Administrator Todd Prafke has signed the letter contingent upon City Council approval.  

Please place this request on the February 27, 2017 City Council Agenda.  

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

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

Tim Mayo
Maintenance Superintendent

DATE: February 27, 2017

RE: Groundskeepers – Parks Section

ACTION/RECOMMENDATION

Approve the appointment of Brian Hagberg and Mark Van Zee to fill the two vacant Groundskeeper positions in the Parks Section with a starting wage of $16.95 per hour.

BACKGROUND

Applications for the Groundskeeper positions in the Parks Section of the Department of Public Works were received on January 19, 2016. Seven (7) candidates were interviewed for the positions. Following the interview process, we recommend the appointment of Brian Hagberg and Mark Van Zee.

Brian has related experience in tree maintenance and plant care and previously worked for the City of Mankato and Carr’s Tree Service.

Mark has experience working in a Public Works environment in a variety of positions, plus has a solid work background with CenterPoint Energy.

Both candidates are well suited for the positions and available to start for in March 2017.

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

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<tr>
<td>604</td>
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==================== FUND TOTALS =====================

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<th>AMOUNT</th>
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GRAND TOTAL: 856,025.09

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GRAND TOTAL: 16,295.12
**COUNCIL BILL LIST TOTAL**  
**FOR 12/30/16 & 02/27/17**

**FUND TOTALS**

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**GRAND TOTAL:** $ 872,320.21
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 –

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:

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<tr>
<th>VENDOR</th>
<th>ITEM</th>
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<th>FUNDING</th>
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<tr>
<td>Hillyard</td>
<td>Rider scrubber</td>
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<td>Schwickert's</td>
<td>Air exchange ventilation system</td>
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<td>Great Northern Environmental</td>
<td>Wiper kits</td>
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<td>Border States Electric</td>
<td>Primary wire</td>
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2. The following employee appointments are hereby approved at the wages indicated:

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<th>NAME</th>
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<tr>
<td>Brian Hagberg</td>
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<tr>
<td>Mark VanZee</td>
<td>Groundskeeper</td>
<td>$16.95/hour</td>
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3. The following license applications are hereby approved subject to compliance with the City Code and payment of the licensing fee:

TEMPORARY GAMBLING LICENSE
Church of Saint Peter 400 West Union Street 3/24/2017


Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27th day of February, 2017.

______________________________
Charles Zieman
Mayor

ATTEST:

______________________________
Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
Members of the City Council  

FROM: Todd Prafke  
City Administrator  

RE: SPC3 Lease of Community Center Space  

DATE: 2/22/2017  

ACTION/RECOMMENDATION  

Provide authorization for execution of a lease with St. Peter Community Childcare Center (SPC3) for additional space at the Community Center.  

BACKGROUND  

As Councilmembers are aware, the expected departure of the ECFE programs at the Community Center later this year resulted in the City accepting Requests for Proposals for lease of the soon to be vacated space. Three businesses submitted proposals (SPC3, Kids’ Corner and MVAC). Following proposals by each of the three businesses and with extensive discussion among the City Council, staff was directed to provide for lease of Rooms 117 and 119 to SPC3 and Room 115 to Kid’s Corner.  

Staff has developed a lease for SPC3 which was reviewed by the organization’s officials. The lease has been negotiated and a copy of that document is attached for Council review. The lease term is for the period October 1, 2017 through December 31, 2019.  

FISCAL IMPACT:  

SPC3 will pay $2,466.16 per month for the first year of the lease and $2,515.48 per month for the remainder of the lease.  

ALTERNATIVES/VARIATIONS:  
Do Not Act: No further action will be taken without additional direction from the City Council.  
Negative Vote: SPC3 would be informed of the City Council’s decision.  
Modification of the Resolution: This is always an option of the City Council; however if the terms of the agreement are modified, staff would need to re-open the negotiations with SPC3 for the lease terms.  

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

TP/bal
SUBLEASE BY AND BETWEEN THE CITY OF SAINT PETER AND ST. PETER COMMUNITY CHILDCARE CENTER

This Sublease is made and entered into this ______ day of ___________, 2017, by and between the City of Saint Peter, a Minnesota municipal corporation (CITY), and St. Peter Community Childcare Center, a Minnesota non-profit corporation (TENANT).

WHEREAS, the CITY is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the CITY has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor; and

WHEREAS, the CITY has space within the Community Center to lease to various non-profit organizations; and

WHEREAS, TENANT is engaged in the business of Community Education for all ages and is a Minnesota non-profit corporation; and

WHEREAS, TENANT wishes to lease space from the CITY under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

   A. Rented premises include Rooms #117 and 119 in the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

   B. Common areas include rest rooms, hallways, kitchen facilities and laundry room.

      I. The TENANT must provide kitchen utensils.

   C. TENANT shall have the right of ingress and egress through the halls and corridors of the building.

   D. TENANT acquires no other right in any other part of the building than the parts herein specified.

   E. TENANT shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

   F. TENANT shall have the right to scheduled use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. TENANT shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. TENANT shall neither permit on the premises any act, sale, or storage that may be prohibited under standard
forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

A. Waste on the premises;

B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;

C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or

D. Noises or vibrations that may disturb other tenants.

E. Installation of signage within the facility without the express written approval of the City.

**TENANT** shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. **Responsibility of CITY**.

A. General maintenance of the building.

B. General maintenance of the grounds for all seasons.

C. General maintenance of rest rooms and hallways.

D. Provide utility services of heat, electricity, garbage, water and sewer.

E. Provide general supervision of the building.

F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.

G. Provide phone lines to the building.

H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

I. Provide opportunity for the placement of TENANT'S business name on wayfinding signs maintained by the City.

J. The City will evaluate the opportunity for the installation of lockers in the west hallway of the 1st floor, across from Suite 125. The purchase and installation would be at SP3C's expense. The allowing of placement will be based on general use space needs, safety, use of hallway and structural ability to affix lockers to the wall.

4. **Responsibility of TENANT**.

A. General maintenance of area leased by TENANT.
B. TENANT agrees that CITY has no liability for property lost, stolen or damaged on the common or leased premises.

C. General supervision and responsibility for securing the rented space.

D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by CITY upon written notice -- unless otherwise arranged with the Building Supervisor.

E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

A. Term. This lease shall run for a period commencing on October 1, 2017 until December 31, 2019.

B. Rental.

i. For a period of time from October 1, 2017 to September 30, 2018 TENANT shall pay a lease payment, in advance, on the first day of each and every month, the sum of $2,466.16.

ii. For a period of time from October 1, 2018 to December 31, 2019 TENANT shall pay a lease payment, in advance, on the first day of each and every month, the sum of $2,515.48.

C. Payments. Payments shall be made to the CITY at 227 South Front Street, Saint Peter, Minnesota.

D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of $5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, TENANT agrees to pay all costs of collection, including reasonable attorney fees.

E. Reserve. TENANT shall keep on account with the CITY a reserve in an amount equal to one month rent. The sum of $2,466.16 which shall be paid prior to August 1st of 2016 will remain on account with the City. The funds may be drawn upon by the City in the event the lease payments are late and will be used to pay the lease payment and any late fees. The funds must then be replenished by TENANT within thirty (30) days.

6. Default.

A. Events of Default. If TENANT does not pay the full amount on the date it is due or violates any agreement contained in this lease, TENANT will be in default.

B. Right to Cancel. Upon evidence of default, CITY shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of TENANT under this lease.
C. Notice of Default. If TENANT is in default, CITY may give TENANT 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and TENANT's failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of TENANT shall terminate.

CITY shall have the right to obtain reimbursement from TENANT of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if CITY re-enters and re-lets the premises for the benefit of TENANT.

On expiration of the time fixed in the notice and TENANT's failure to cure the default within the time allowed in the notice, CITY may enter immediately and remove the property and personnel of TENANT, and store the property in a public warehouse or at a place selected by CITY, at the expense of TENANT. CITY may resort to any legal proceedings to obtain the possession of the premises and disposal of TENANT's property.

CITY may elect, but shall not be obligated to make any payment required of TENANT or comply with any agreement, term or condition required to be performed by TENANT, for the purpose of correcting or remedying any such default at the expense of TENANT. Any expenditure for the correction by CITY shall not be deemed to waive or release TENANT's default or CITY's right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the CITY. TENANT is required to secure any building permits required by law. Should the CITY and TENANT be unable to agree on the exact execution of modifications, the lease may be cancelled by either party upon written notice prior to October 15, 2017 with no financial penalty.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of TENANT, or of TENANT's agents, employees, patrons, guests or any person admitted to the premises by TENANT, TENANT will pay to the CITY upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

TENANT hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to the premises or any portion of said building by the consent of Saint Peter Community Child Care or by or with the consent of any person acting for or on behalf of TENANT.

9. Insurance. It shall be the responsibility of TENANT to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the CITY's maximum liability limits as set by statute. TENANT shall at the request of the CITY provide proof of insurance coverage required by this section.

10. Indemnification. TENANT covenants and agrees to save CITY harmless and to indemnify CITY against any claims or liabilities for compensation which may arise or accrue by reason of the use of TENANT, TENANT's agents, employees, patrons, guests or any person admitted to the premises by TENANT.
11. **Casualty.** In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by CITY impossible, the CITY may terminate the lease, and TENANT shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. CITY waives any claims or damages or compensation from TENANT should this lease be so terminated.

TENANT may, with approval of CITY, lease equipment, as set forth on Exhibit A attached, in the premises, but TENANT assumes full responsibility in the event of a casualty and in accordance with the above.

12. **Option to Renew.** TENANT shall have the option to renew this lease before CITY offers the premises to any other party. Written notice of intention to renew must be furnished to the CITY 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal.

13. **Mail Distribution.** All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. **Election Regulation Compliance.** TENANT shall be required to comply with all State election regulations including removal of any and all campaign materials from the leased property and/or parking lot when the building is being used as a polling place and/or as directed by City officials.

15. **Termination Prior To End Of Lease Term.** In the event the TENANT completes or reasonably anticipates completion of construction of its own building or consolidation of operations to one location other than the Community Center, the TENANT may terminate this lease without penalty by giving CITY one hundred and twenty (120) days written notice.

TENANT understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. TENANT understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

16. **Waivers.** The failure of the CITY to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

17. **Notice.** All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

**CITY OF SAINT PETER**
Attn: City Administrator
227 South Front Street
Saint Peter, Minnesota  56082

**ST. PETER COMMUNITY CHILDCARE CENTER**
600 South Fifth Street, Suite 125
Saint Peter, MN  56082

18. **Surrender of Possession.** TENANT shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the CITY free of any encumbrance placed on it by TENANT, except movable
trade fixtures, all in good condition and repair. In the event TENANT does not remove its personal property at the termination or default of the Lease, the CITY may elect to consider the property abandoned and the property of the CITY without any further payment or offset.

19. **Assignment.** This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

20. **Total Agreement.** This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

21. **APPLICABLE LAW.** THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.

22. **TIME OF THE ESSENCE.** TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.

23. **Further Assurances.** Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

24. **Amendments, Supplements, etc.** This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

25. **Rights Cumulative.** All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

26. **Severability.** Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.

27. **Execution of Counter-Parts.** This Agreement may be executed by one or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.

28. **No Reliance.** CITY and TENANT represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the circumstances. Except as clearly indicated, CITY and TENANT have not relieved any promises or representations of the other.

29. **Interpretation.** This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because that party or its legal representatives drafted the provision.
30. **Titles and Headings.** Titles and headings to sections are inserted for convenience of reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Lease at Saint Peter, Minnesota, on the day and year first written above.

**CITY OF SAINT PETER**

By: __________________________
Charles Zieman
Mayor

By: __________________________
Todd Prafke
City Administrator

**TENANT - ST. PETER COMMUNITY CHILDCARE CENTER**

Nissa Fell
President

Bradley DeVos
Treasurer

**STATE OF MINNESOTA)**

**COUNTY OF NICOLLET)**

The foregoing instrument was acknowledged before me this ________ day of __________, 2017, by Charles Zieman and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

_________________________
Notary Public

**STATE OF MINNESOTA)**

**COUNTY OF NICOLLET)**

The foregoing instrument was acknowledged before me this 21st day of February, 2017, by Nissa Fell, President and Bradley DeVos, Treasurer of St. Peter Community Childcare Center.

_________________________
Notary Public

[Stamp: BARBARA A LUAKER
NOTARY PUBLIC - MINNESOTA
My Commission Expires 1/31/2020]
CONSENT

The Economic Development Authority of the City of Saint Peter does hereby consent to the attached sublease by and between the City of Saint Peter and St. Peter Community Childcare Center, dated ________________, 2017.

______________________________
Bob Southworth
Chair

______________________________
Todd Prafke
Executive Director

STATE OF MINNESOTA)
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this __________ day of __________, 2017, by Bob Southworth and Todd Prafke, the Chair and Executive Director of the Economic Development Authority of the City of Saint Peter, Minnesota.

______________________________
Notary Public
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

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

RESOLUTION AUTHORIZING EXECUTION OF LEASE FOR ROOMS #117 AND #119 AT THE COMMUNITY CENTER WITH ST. PETER COMMUNITY CHILDCARE CENTER

WHEREAS, the Community Center space leased to ECFE (School District #508) will become vacant later in 2017; and

WHEREAS, the City Council received proposals for the soon to be vacant space; and

WHEREAS, three proposals were received from Kids’ Corner, St. Peter Community Childcare Center (SPC3), and MVAC (Head Start); and

WHEREAS, following presentations by each entity and extensive City Council discussion staff was directed to prepare a lease with SPC3 for Rooms #117 and #119 at the Community Center; and

WHEREAS, SPC3 has accepted the terms of the proposed lease.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby directed to execute a lease for Rooms #117 and #119 at the Community Center with St. Peter Community Childcare Center for the period October 1, 2017 through December 31, 2019.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

__________________________________________
Charles Zieman
Mayor

ATTEST:

__________________________________________
Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke
City Administrator

DATE: February 13, 2017

FROM: Pete Moulton
Director of Public Works

Tim Mayo
Maintenance Superintendent

RE: Parks Truck – Equipment Certificate Purchase

ACTION/RECOMMENDATION

Authorize the purchase of a 2017 Ram 1500 Tradesman 4X4 Crew Cab from Lager’s Inc. of Saint Peter, Minnesota in the amount of $30,764.66 and purchase of a lift gate from Stonebrooke Equipment in the amount of $3,146 to be funded by the 2017 Equipment Certificate.

BACKGROUND

The 2017 Equipment Certificate included an allocation of $45,000 for replacement of Unit #6 which is a 1998 GMC with a power lift gate. The truck was purchased new, has 133,341 miles and is used by the Parks and seasonal staff for a variety of different things including hauling picnic tables for special events, hauling mowers around town, hauling painting equipment to fields to paint marking lines for a variety of sports, downtown garbage pickup, and different maintenance projects throughout the community.

Public Works staff has researched new trucks using the State bid program to identify truck suppliers who can furnish and deliver a Ram 1500 Tradesman 4x4 Crew Cab vehicle to replace Unit #6. Two vendors under the State bid program are able to furnish and deliver a truck that meets City specifications and three vendors are available through the State bid process to furnish and install an aluminum lift gate.

<table>
<thead>
<tr>
<th>Truck Dealer</th>
<th>Truck</th>
<th>Lift Gate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lager’s of St. Peter</td>
<td>$30,764.66 including tax</td>
<td>Stonebrooke Equipment $3,146.00</td>
</tr>
<tr>
<td>Midway Ford Commercial</td>
<td>$34,246.95 including tax</td>
<td>Crysteel Truck Equipment $3,219.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Towmaster, Inc. $3,392.00</td>
</tr>
</tbody>
</table>

The proposed new truck would include a 3-year, 3,000 mile bumper to bumper and a 5-year 60,000 mile warranty on the drive system, engine and transmission

The equipment certificate allocation also included funding for purchase of an aluminum lift gate which is also available through the State bid program. Staff recommends the purchase of an aluminum lift gate to allow for safely taking push mowers and other equipment in and out of the back of the truck. Stonebrooke Equipment of Burnsville, Minnesota is the authorized vendor through the State bid program with a cost of $3,146 which includes installation.
We recommend purchase of the truck from Lager's Inc. of Saint Peter, Minnesota. If approved, the truck would be delivered in about 75 days. We also recommend purchase and installation of the lift gate in the amount of $3,146 from Stonebrooke Equipment.

We plan to ask the Council to declare the 1998 GMC surplus after we receive the new equipment.

FISCAL IMPACT:

Funding for these purchases would be from the 2017 Equipment Certificate.

ALTERNATIVES/VARIATIONS:
Do not act: No purchase will be made.
Negative Vote: No purchase will be made without additional direction from the City Council.
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 about this agenda item.

PTM/amg
CITY OF SAINT PETER, MINNESOTA

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

RESOLUTION NO. 2017 -  

RESOLUTION AUTHORIZING PURCHASE OF A 2017 RAM 1500 TRADESMAN CREW CAB 4x4 AND LIFT GATE TO BE FUNDED BY THE 2017 EQUIPMENT CERTIFICATE

WHEREAS, in 1998 the City purchased a new GMC 4x4 pickup with lift gate to be used in the Parks section of Public Works; and

WHEREAS, the vehicle, which has served Public Works well, has over 133,331 miles and is in need of replacement; and

WHEREAS, using the State Bid program staff was able to find a replacement for the GMC pickup from qualified truck dealers; and

WHEREAS, Lager's Inc. of Saint Peter, Minnesota has the lowest price available through the State bid program in the amount of $30,764.66; and

WHEREAS, the lowest price through the State bid program for the lift gate is from Stonebrooke Equipment of Burnsville, Minnesota in the amount of $3,146.00.

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

1. Staff is directed to proceed with purchase of a 2017 Ram 1500 Tradesman 4X4, crew cab truck from Lager's Inc. of Saint Peter, Minnesota in the amount of $30,764.66.

2. Staff is directed to proceed with purchase of a lift gate from Stonebrooke Equipment of Burnsville, Minnesota in the amount of $3,146.00.

3. The purchases shall be funded from the 2017 equipment certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

______________________________  
Charles Zieman  
Mayor

ATTEST:

______________________________  
Todd Prafske  
City Administrator

43
Memorandum

TO:        Todd Prafke    DATE: February 17, 2017
          City Administrator

FROM:      Pete Moulton    Tim Mayo
          Director of Public Works    Maintenance Superintendent

RE:        Purchase 18" Caterpillar PC305B Cold Planer – Equipment Certificate

ACTION/RECOMMENDATION

Authorize the purchase of a new 18" Caterpillar PC305B Cold Planer from Ziegler Inc. of Mankato, Minnesota in the amount of $16,696.

BACKGROUND

The 2017 Equipment Certificate contained an allocation of $18,000 for replacement of a 2003 16" Case cold planer, which is used for milling around manholes, water valves, and the beginning or ends of our street overlay projects. This type of cold planer machine is very useful in our everyday street operations because of its flexibility in head rotation and being able to have adjustable depth of the mill. The planer is also available for use by the Wastewater and Water Utilities for raising of manholes and valves that are completed on an annual basis.

We recommend replacement of the 2003 cold planer with an 18" Caterpillar PC305B cold planer. Features on the new cold planer would include a tilt range of 8 degrees, a side shift from left to right of 10", and a cut depth of up to 7".

Staff received a quote from Ziegler Inc. of Mankato, Minnesota through the State bid program in the amount of $16,696. The Ziegler proposal also included an offer of $2,000 as trade-in for the existing equipment, but we feel that offering the 2003 unit for public sale through the Minnesota Department of Administration online auction will result in a higher return so trade-in is not being recommended.

FISCAL IMPACT:

Money is budgeted in the 2017 Equipment Certificate budget for this purchase.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will not to proceed with this purchase.
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 us should you have any questions or concerns about this agenda item.
PTM/TM/amg

44
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

RESOLUTION AUTHORIZING PURCHASE OF 2017 ZIEGLER CATERPILLAR PC305B 18" COLD PLANNER TO BE FUNDED BY THE 2017 EQUIPMENT CERTIFICATE

WHEREAS, in 2003 the City purchased a used 16" Case cold planer to be used in the Streets Section of Public Works; and

WHEREAS, the cold planer mill has served the City well, but is in need of replacement; and

WHEREAS, $18,000 was budgeted in the 2017 Equipment Certificate budget for replacement of this equipment; and

WHEREAS, the City wishes to be able to complete the milling on City projects without outsourcing; and

WHEREAS, staff recommends purchase of a replacement cold planer through the State Bid program from Ziegler Caterpillar of Mankato.

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

1. Staff is directed to proceed with the budgeted purchase of a Ziegler Caterpillar PC305B 18" cold planer of Mankato, Minnesota in the amount of $16,696.

2. The purchase shall be funded from the 2017 Equipment Certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

__________________________________________
Charles Zieman
Mayor

ATTEST:

__________________________________________
Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke  
   City Administrator

FROM: Pete Moulton  
       Jeff Knutson  
       Public Works Director  
       Water Resources Superintendent

DATE: 2/15/2017

RE: Construction Standard Detail Plate Updates for 2017

ACTION/RECOMMENDATION

Authorize the new Standard Detail Plate #3020 and language revisions to current Standard Detail plates #1001, #1003, #1004, #1005, #7001, #7002, #7003, #7004, #7007, #7017, #7017A, #7020A, #7020C, #7020R, #3020, #3022, #3023, #5001, #5002, #5003, and #5007.

BACKGROUND

The City has adopted construction standard details that are used for construction of public infrastructure. Periodically changes and upgrades are needed in our standard details to ensure compliance with State and Federal laws and regulations and to help improve the City’s system. Occasionally, a new standard is recommended and the proposed resolution includes adoption of new standard Plate #3020 for “flared end articulated concrete”. The proposed changes are shown below.

<table>
<thead>
<tr>
<th>Standard Detail Numbers</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001, 1003, 1004, 1005, 7001, 7002, 7003, 7004, 7007, 7017, 7017A, 7020A, 7020C 7020R</td>
<td>Revised note to include recycled material for aggregate base.</td>
</tr>
<tr>
<td>3020 – Flared End Articulated Concrete</td>
<td>New</td>
</tr>
<tr>
<td>3022 and 3023 – Turf Establishment</td>
<td>Revised sod and seed area requirements</td>
</tr>
<tr>
<td>5001, 5002, 5003, and 5007</td>
<td>Added requirement for top step placement for Sanitary Manholes to accommodate manhole vacuum testing</td>
</tr>
</tbody>
</table>

FISCAL IMPACT:

There is no immediate impact to these changes; however, in some instances changes in the standards could increase or decrease costs of a project.

ALTERNATIVES AND VARIATIONS

Do no act. Staff will wait for further direction.
Negative votes. No further action will be taken without additional Council direction and the existing standards will continue to be followed.

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 about this agenda item.

PM/JK/amg
3" TYPE WEARING COURSE (SPWEB230B) (2360)
4" AGGREGATE BASE, CL. 5 (100% CRUSHED LIMESTONE)
OR CL. 5 (B) OR CL. 5 (C) RECYCLED
SUBGRADE PREPARATION (2112) (INCIDENTAL)

1 DITCH IF REQUIRED FOR DRAINAGE
2 SLOPE TOWARDS INSIDE OF CURVE

BITUMINOUS TRAIL DETAIL
NOT TO SCALE
SAINT PETER STANDARD
PLATE 1001
**NOTES:**

1. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.

2. SIDEWALKS: REFERENCE SECTION 2521, AGGREGATE BASE: REFERENCE SECTION 2211

3. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)

4. PLACE 1/2" EXPANSION JOINT AT 100 FT. INTERVALS FOR SIDEWALK.

5. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.

6. SIDEWALK EDGES SHALL BE ROUNDED WITH 3/4" RADIUS TOOL.

---

**CONCRETE WALK**

**NOT TO SCALE**

SAINT PETER STANDARD

PLATE 1003

---

**CONCRETE WALK**

**TYPICAL SECTION**

| APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004 |
| REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 12, 2014 |

**SAINT PETER UTILITY STANDARD DETAIL**
CONCRETE DRAINAGE PAN

SAINT PETER STANDARD
PLATE 1004

1.5' BITUMINOUS SURFACE TYP.

1.5''

1.5'

BITUMINOUS SURFACE TYP.

3-#4 BARS (CONTINUOUS)
(INCIDENTAL TO CONC. PAVEMENT)

7'' CONCRETE PAVEMENT (2301)
4'' AGGREGATE BASE, CL. 5 (100% CRUSHED LIMESTONE)
OR CL. 5 (B) OR CL. 5 (C) RECYCLED
(INCIDENTAL TO CONC. PAVEMENT)

STANDARD DETAIL
PLATE NO:
1004

SAINT PETER UTILITY STANDARD DETAIL
NOTES:
1. ALL JOINTS SHALL BE SAW CUT TO A DEPTH OF 1\(\frac{3}{16}\)".
2. TRAIL CENTERLINE JOINT SHALL BE SAW CUT.
3. TRANSVERSE JOINTS SHALL BE SAW CUT AT 5 FT. INTERVALS.
4. TRAIL EDGES SHALL BE ROUNDED WITH 1/4" RADIUS TOOL.
5. 1/2" EXPANSION JOINT SHALL BE CONSTRUCTED AT MAXIMUM 100 FT. INTERVALS.

CONCRETE TRAIL
NOT TO SCALE
SAINT PETER STANDARD
PLATE NO: 1005

CONCRETE TRAIL
STANDARD DETAIL
PLATE NO: 1005

APPROVED: ADOPTED BY CITY COUNCIL ON MAY 14, 2012
REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 14, 2014
REMARKS:
SAINT PETER UTILITY STANDARD DETAIL
1. ARTICULATED BLOCK TO BE PLACED FROM DOWN STREAM END GOING UPSTREAM. FABRIC INSTALLED TO BE PULLED TAUT TOWARDS THE UPSTREAM END PRIOR TO PLACEMENT OF NEXT BLOCK SECTION.

2. GEOTEXTILE FILTER, TYPE IV (MNDOT 2511 / 3733 INCIDENTAL) SHALL COVER THE AREA OF THE ARTICULATED BLOCK AND EXTEND UNDER THE CULVERT APRON THREE FEET.

3. THE LAST 3.5' OF GEOTEXTILE FILTER ON THE DOWN STREAM END IS TO BE DUG INTO THE EXISTING GROUND.

CONSTRUCTION NOTE:

- TOP SOIL TO BE PLACED LEVEL WITH TOP OF BLOCK AND SEEDED WITH MNDOT SEED MIX NO. 250GR TOPSOIL SHALL BE PLACED IN MANNER TO MINIMIZE ANY SETTLEMENT OF BLOCKS OR SOIL
- BLOCKS TO BE INSTALLED ACCORDING TO MANUFACTURERS RECOMMENDATIONS

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<table>
<thead>
<tr>
<th>FLARED END - ARTICULATED CONCRETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT TO SCALE</td>
</tr>
<tr>
<td>SAINT PETER STANDARD</td>
</tr>
<tr>
<td>PLATE NO: 3020</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>FLARED END ARTICULATED CONCRETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD DETAIL PLATE NO: 3020</td>
</tr>
</tbody>
</table>

APPROVED: ADOPTED BY CITY COUNCIL ON

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL

52
TURF ESTABLISHMENT

STANDARD DETAIL

PLATE NO: 3022

APPROVED: ADOPTED BY CITY COUNCIL ON APRIL 10, 2006

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL

SOD SHALL BE PLACED 2' WIDE ALONG CURB LINE IF SIDEWALK IS NOT PRESENT

SOD SHALL BE PLACED 2' WIDE ALONG PROPERTY LINE.

SOD SHALL BE EXTENDED ALONG PROPERTY LINE AND PLACED 2' WIDE ALONG CURB LINE IF SIDEWALK IS NOT PRESENT

AREA MAY BE SODDED OR SEED WITH HYDROMULCH

UTILITY STANDARD DETAIL

= MIN. MANDATORY SODDED AREA, IF SIDEWALK IS PRESENT, SOD IS NOT REQUIRED ALONG EXTENDED PROPERTY LINE OR CURB LINE
TURF ESTABLISHMENT
CORNER LOT

STANDARD DETAIL
PLATE NO: 3023

APPROVED: ADOPTED BY CITY COUNCIL ON APRIL 10, 2006

REVISED:

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL
700-7 FRAME
712 GASKETED COVER
WITH CONCEALED PICKHOLES

1. RUBBER GASKET
2. FLEXIBLE WATERTIGHT SEAL TO BE APPROVED
   BY ENGINEER. FILL ANNULAR SPACE AROUND PIPE WITH
   NON-SHRINK GROUT
3. SHAPE, DEPTH AND SLOPE OF INVERT TO BE APPROVED
   BY ENGINEER
4. STEEL REINFORCED PLASTIC STEPS SHALL BE A
   POLYPROPYLENE PLASTIC REINFORCED WITH A
   NO. 2 DEFORMED STEEL ROD GRADE 60
5. MN/DOT TYPE “B” ECCENTRIC PRECAST CONCRETE CONE
   SECTION TYPICAL FOR ALL MANHOLES
6. PLACE INTERIOR CHIMNEY SEAL
   REFER TO PLANS FOR PIPE REQUIRED
   6" MIN. INTEGRAL PRECAST CONCRETE BASE
7. MAXIMUM ADJUSTMENT ALLOWED BETWEEN THE TOP CONE SECTION AND BOTTOM
   CASTING IS 12". A MAXIMUM OF 3 INDIVIDUAL ADJUSTING RINGS SHALL BE USED. TALLER
   6" OR 12" RINGS SHALL BE USED WHERE ADJUSTMENT REQUIRES MORE THAN 3 (2") RINGS.

SANITARY SEWER MANHOLE
NOT TO SCALE
SAINT PETER STANDARD
PLATE 5001

PLAN VIEW

FLOW}

CURVE INVERT IN
DOWNSTREAM DIRECTION

STEPS OVER OUTLET
IF REQUIRED

SANITARY SEWER MANHOLE
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004
REVISED: REVISION ADOPTED BY CITY COUNCIL ON FEBRUARY 26, 2007

SAINT PETER UTILITY STANDARD DETAIL

CITY OF
SAINT PETER
WSEH HtST1Y a N PGRSS MEET

55
SANITARY SEWER SERVICE
(RECONSTRUCTION)

NOT TO SCALE
SAINT PETER STANDARD
PLATE 5002

SANITARY SEWER SERVICE
(RECONSTRUCTION)

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REMARKS:

SAINT PETER Utility Standard Detail

FERNCO WITH 2x2 WOOD OR 8S REBAR
W/316 STAINLESS STEEL CLAMPS
(SEE STPE STANDARD PLATE 5002)

NOTE:
CONTRACTOR TO CONSTRUCT A CLEANOUT AT THE CONNECTION TO THE EXISTING SERVICE PIPE AT EACH HOUSE/BUILDING AS DIRECTED BY ENGINEER.
**SEE CLEANOUT DETAIL

NOTE:
A FERNCO SPLINT SHALL BE USED TO REINFORCE CONNECTION AS PER CITY STANDARD. SEE SAINT PETER STANDARD PLATE #002

SANITARY SEWER SERVICE
CONNECTION TO EXISTING SERVICE LINE AS REQUIRED

BEND AS REQUIRED

COMPACTED GRANULAR ENCASMENT MATERIAL

GRAVITY SANITARY SEWER

12" RISER ON UNDISTURBED TRENCH WALL

VARES

NOTE:
WYES, BENDS AND PIPE SIZES AS REQUIRED BY PLANS AND SPECS

SEWER SERVICE REQUIREMENTS
- GRADES -
MINIMUM - 1.0% (1/8" PER FT.)
OPTIMUM - 2.0% (1/4" PER FT.)
MAXIMUM - 12.5%

NOTE:
CONTRACTOR TO CONSTRUCT A CLEANOUT AT THE CONNECTION TO THE EXISTING SERVICE PIPE AT EACH HOUSE/BUILDING AS DIRECTED BY ENGINEER.

**SEE CLEANOUT DETAIL

SANITARY SEWER SERVICE
(RECONSTRUCTION)

NOT TO SCALE
SAINT PETER STANDARD
PLATE 5002

SANITARY SEWER SERVICE
(RECONSTRUCTION)

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REMARKS:

SAINT PETER Utility Standard Detail
Maximum adjustment allowed between the top cone section and bottom casting is 12". A maximum of 3 individual adjusting rings shall be used. Taller 6" or 12" rings shall be used where adjustment requires more than 3 (2") rings.

Flexible water tight seal to be approved by engineer fill annular space around pipe with non-shrink grout.

NOTE: If casting is set directly on top of concrete structure, bituminous mastic compound shall be placed between casting and structure.

Steel reinforced plastic steps shall be a polypropylene plastic reinforced with a No. 2 deformed steel rod grade 80.

Monolithic precast drop inlet base on 4" sand cushion.

D.I.P. long radius 90° bend. Diameter same as incoming sewer pipe. The 90° bend shall be integral to the precast section.

Manhole invert shall be sloped to provide smooth flow from inlet to outlet.


Connection to PVC must be approved by the engineer.

Install D.I.P. to undisturbed trench foundation (20' minimum).

NOTE: If casting is set directly on top of concrete structure, bituminous mastic compound shall be placed between casting and structure.

12" min. between top cone section and first step.

700-7 frame 7/12 gasketed cover with concealed pickholes.

Place interior chimney seal.

Sanitary Sewer Drop Manhole

Not to scale

Saint Peter Standard

Plate 5003

Sanitary Sewer Drop Manhole

Approved: Adopted by City Council on January 12, 2004

Revised: Revision adopted by City Council on August 8, 2011

Remarks:

Saint Peter Utility Standard Detail
1. RUBBER GASKET
2. FLEXIBLE WATERTIGHT SEAL TO BE APPROVED BY ENGINEER. FILL ANNULAR SPACE AROUND PIPE WITH NON-SHRINK GROUT.
3. SHAPE, DEPTH AND SLOPE OF INVERT TO BE APPROVED BY ENGINEER. GROUT TO BE MIX 3A34.
4. STEEL REINFORCED PLASTIC STEPS SHALL BE A POLYPROPYLENE PLASTIC REINFORCED WITH NO. 2 DEFORMED STEEL ROD GRADE 60.
5. MN/DOT TYPE "B" ECCENTRIC PRECAST CONCRETE CONE SECTION TYPICAL FOR ALL MANHOLES.
6. 48" DIAMETER PRECAST RISER SECTIONS AS REQUIRED.
7. PRECAST SLAB WITH ECCENTRIC 48" OPENING DESIGN HS20 PLUS EARTH LOAD.
8. 80" PRECAST BASE SECTION.
9. REFER TO PLANS FOR PIPE REQUIRED.
10. MAXIMUM ADJUSTMENT ALLOWED BETWEEN THE TOP CONE SECTION AND BOTTOM CASTING IS 12". A MAXIMUM OF 3 INDIVIDUAL ADJUSTING RINGS SHALL BE USED. TALLER 6" OR 12" RINGS SHALL BE USED WHERE ADJUSTMENT REQUIRES MORE THAN 3 (2") RINGS.

SANITARY SEWER MANHOLE
DESIGN SPECIAL
NOT TO SCALE
SAINT PETER STANDARD
PLATE 5007

SANITARY SEWER MANHOLE
DESIGN SPECIAL

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004
REVISED: REVISION ADOPTED BY CITY COUNCIL ON FEBRUARY 26, 2007

REMARKS:
SAINT PETER UTILITY STANDARD DETAIL
NOTE:

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

CONCRETE CURB & GUTTER DETAIL

DESIGN B618

NOT TO SCALE

SAINT PETER STANDARD
PLATE 7001

CONCRETE CURB & GUTTER
DESIGN B618

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 13, 2015

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL
NOTE:

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

CONCRETE CURB & GUTTER DETAIL

DESIGN B624

NOT TO SCALE

SAINT PETER STANDARD

PLATE 7002
NOTE:
1. CURB SHALL BE PLACED IN A TILTED POSITION AS SUCH TO PROVIDE A 3" DEPTH FROM THE TOP OF CURB TO THE FLOWLINE WHEN MEASURED ON A LEVEL PLANE.

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

MOUNTABLE CONCRETE CURB
(MODIFIED S418 "EDINA STYLE")
NOT TO SCALE
SAINT PETER STANDARD
PLATE 7003
CONCRETE VALLEY GUTTER

NOT TO SCALE
SAINT PETER STANDARD PLATE 7004

NOTES:

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

**4" PRECAST MODULAR UNITS**
*GRAY W/SCULPTURED ROCKFACE*

**EXPANSION JOINT MATERIAL**

**BOND CAP UNIT**
10 MODULAR UNIT

**MIN. 4" TOPSOIL**

**GRANULAR BACKFILL**
*INCIDENTAL*

**6' CONC WALK**

PRE-CAST CONCRETE RETAINING WALL SHALL BE CONSTRUCTED ON COMPACTED
6" AGGREGATE BASE,
Cl. 5 (2211) (100% CRUSHED LIMESTONE)
OR CL. 5 (B) OR CL. 5 (C) RECYCLED
*INCIDENTAL TO RETAINING WALL*

---

**PRE-CAST CONCRETE RETAINING WALL**

**NOT TO SCALE**

**SAINT PETER STANDARD**

**PLATE 7007**

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PRE-CAST CONCRETE RETAINING WALL

STANDARD DETAIL
PLATE NO:
7007

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APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED:

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL
PEDESTRIAN CURB RAMP WITH TRUNCATED DOME AREA

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REvised: REVISION ADOPTED BY CITY COUNCIL ON APRIL 13, 2015

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

SAINT PETER UTILITY STANDARD DETAIL

64
RESIDENTIAL / COMMERCIAL
CONCRETE WALK AND APRON
ADJACENT TO CURB

APPROVED: ADOPTED BY CITY COUNCIL ON APRIL 22, 2013
REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 14, 2014

REMARKS:

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

COMMERCIAL CONCRETE WALK AND APRON

NOT TO SCALE
SAINT PETER STANDARD
PLATE 7020C

COMMERCIAL CONCRETE WALK AND APRON

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004
REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 13, 2015
REMARKS:
SAINT PETER UTILITY STANDARD DETAIL
WITH SIDEWALK
ADJACENT TO CURB
*SEE DETAIL 7020A

SECTION B-B THROUGH APRON

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

SECTION C-C THROUGH APRON

NOTES:
11. IF A 6' (FT) WIDE WALK IS ADJACENT TO BACK OF CURB, THEN THE CURB TAPER SHALL BE 10' (FT) IN LENGTH. IF A WALK ADJACENT TO BACK OF CURB IS WIDER THAN 6' (FT) AND CONTAINS A MINIMUM OF 6' (FT) WALKING AREA AT 2% CROSS SLOPE, THE CURB TAPER SHALL BE 6' (FT) IN LENGTH. *SEE DETAIL 7020A

SECTION A-A THROUGH WALK

NOTES:
12. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.

RESIDENTIAL
CONCRETE WALK AND APRON

NOT TO SCALE
SAINT PETER STANDARD PLATE 7020R
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

RESOLUTION APPROVING CONSTRUCTION STANDARD DETAIL PLATES #1001, #1003, #1004, #1005, #7001, #7002, #7003, #7004, #7007, #7017, #7017A, #7020A, #7020C, #3020, #3022, #3023, #5001, #5002#, #5003, AND #5007 UPDATES

WHEREAS, the City has previously adopted construction standards for public improvements; and

WHEREAS, the standards are continuously reviewed to ensure compliance with accepted construction standards and federal and state regulations; and

WHEREAS, the Americans with Disabilities Act (ADA) requirements have been revised and staff recommends modifications to Plate #7017; and

WHEREAS, additional language is also recommended in Plate #3020; and

WHEREAS, revised language is recommended for Plates #1001, #1003, #1004, #1005, #7001, #7002, #7003, #7004, #7007, #7017, #7017A. #7020A, #7020C, #7020R, #3020, #3022, #3023, #5001, #5002, #5003, and #5007.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council approves the updates/modifications to the following City Construction Standard Detail Plates:

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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafe  
City Administrator

RE: Request For City Assistance

ACTION/RECOMMENDATION

Provide authorization for City assistance associated with the St. Patrick’s Day parade.

BACKGROUND

The Saint Peter Ambassadors have requested City assistance for the annual St. Patrick’s Day parade on Monday, March 17, 2017. The requested assistance includes:

- Traffic control along the parade route from approximately 5:00 p.m. until the parade has ended.
- Use of South Third Street from one block north of Broadway Avenue for parade line-up and then south to Mulberry Street for the parade itself.
- City staff putting up “No Parking” signs on South Third Street from Broadway Avenue to Mulberry Street prior to the parade.

As is our practice for community events such as this, staff has requested from the Ambassador’s, a certificate of insurance naming the City as an additional insured in the amount of $1,500,000 per occurrence. This is the amount of the City’s statutory tort liability.

FISCAL IMPACT:

The fiscal impact for approval of this request would be minimal. Police Reserves will be used to supplement licensed Officers providing traffic control.

ALTERNATIVES/VARIATIONS:

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

Denial: No further action will be taken without additional direction from the Council. The Ambassadors will be notified of the Council’s decision.

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
January 30, 2017

Todd Prafke
City Administrator
227 S. Front Street
St. Peter, MN 56082

Re: St. Patrick’s Day Parade

Dear Todd:

The St. Peter Ambassadors would again request the assistance of and permission of the City of St. Peter to hold the annual St. Patrick’s Day Parade on Friday, March 17, 2017, at 5:30 p.m. The lineup would be scheduled to start at 5:00 p.m. at the corner of Third and Broadway with the parade proceeding down Third Street to Mulberry Street at that time. If the City could possibly assist us again in providing “no parking” signs on Third Street from Third and Broadway to Mulberry for that afternoon, we would greatly appreciate it.

Should you need anything further, please feel free to contact me. I wish to thank your office and that of the Police Department and the City Council for their past cooperation in making this an appropriate family event.

ST. PETER AMBASSADORS PARADE COMMITTEE

Michael K. Riley, Sr.
John Mayer
Joe Kienlen
Dan Welp
Greg Borchert
Chad DeBlieck
Mike Volk
Arlo Lehtinen
Matt Brostrom
Mike Bresnahan
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR ST. PATRICK'S DAY PARADE

WHEREAS, a request has been submitted by the St. Peter Ambassadors, Inc., requesting City assistance for the St. Patrick's Day parade on March 17, 2017; and

WHEREAS, the St. Patrick's Day parade is an event that provides entertainment for community members and brings others the community; and

WHEREAS, the City has assisted the St. Patrick's Day parade organizers in past years; and

WHEREAS, the St. Patrick's Day parade continues to be a successful event in the community.

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

1. The City will provide assistance to the Saint Peter Ambassadors, Inc. for the St. Patrick’s Day parade contingent upon receipt of a certificate of insurance naming the City as an additional insured in the amount of not less than $1,500,000 per occurrence.

2. The authorized assistance shall include the following:

   • Police Officers and Police Reserves will assist with traffic control.
   • Traffic control will be provided from approximately 5:00 p.m., on March 17th until the parade has ended.
   • "NO PARKING" designations shall be provided for the following areas on March 17th:
     o Along the parade staging area along North Third Street from Broadway Avenue to West Madison Street.
     o Along the parade route from West Broadway Avenue to West Mulberry Street from 12:00 noon until the conclusion of the parade.
   • The Public Works Department will provide traffic direction cones and “No Parking” signs as needed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
   Members of the City Council  

FROM: Todd Prafke  
   City Administrator  

RE: TdS Library Contract  

DATE: 2/22/2017  

ACTION/RECOMMENDATION  

Approve the attached resolution authorizing the Mayor and City Administrator to enter into an agreement for library services through Traverse des Sioux Library System (TDS).  

BACKGROUND  

As Councilmembers may recall, the City is part of a regional system that provides library services for Libraries. Those services include online cataloging, data integration, some computer access services, book preparations, interlibrary loans, courier services and access to other library systems. Those services are described as Package 3 of the contract.  

Enclosed please find a copy of the contract for services in the 2017 year. The contract is substantially similar to contracts from previous recent years and as you may note, we are selecting the same level of services we have used in the past (Package 3).  

The services we purchase are in integral part of the services we in turn provide to our patrons.  

Last year there was a concern expressed by the Council on the turnaround time on cataloging. The turnaround time has been reduced significantly. The system has a new Director and our team is excited about the work moving forward. Your staff has great confidence in the TDS staff.  

FISCAL IMPACT:  

The cost for these services is $23,797.05. This is an expected increase of $693.12 over the 2016 amount of $23,103.93. This amount is planned for in your 2017 Library Budget.  

ALTERNATIVES AND VARIATIONS  

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

Negative Vote: TDS would be informed of the City Council's decision.  

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

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

TP/bal
Whereas Regional Libraries exist to serve the needs of the participating member libraries and all citizens of a region, and

Whereas public libraries can provide cost effective services for their citizens by sharing services that may be made more efficient through cooperative efforts, and

Whereas TdS uses the Regional Library Basic System Support funding from the State of Minnesota to support basic system services, and

Whereas TdS desires to provide opportunities for member libraries to contract for services unable to be fully funded by Regional Library Basic System Support, and

TdS offers this contract of service options for member libraries.

Article I: General

1. The Traverse des Sioux Library Cooperative (hereafter known as TdS) and the ____________________________, a TdS member library (hereafter known as the Member Library) enter into this agreement for the purpose of contracting for services.

2. This agreement is effective for the 2017 calendar year.

Article II: Definitions

For the purpose of this agreement:

1. Traverse des Sioux Library Cooperative, also referred to as TdS, is a federated regional library system designated by the Minnesota State Board of Education to strengthen, improve and promote public library services in southcentral Minnesota, organized under the provision of Minnesota Statute 134.

2. Member Library is a public library established under Minnesota Statute 134 that provides free access to all residents of a city or county without discrimination and receives at least
half its financial support from public funds. Member Library is a library in the region with or without branches. Headquarters libraries will sign for all branch libraries, but branch libraries will receive the same services.

3. Advisory Council of Member Library Directors is a group made up of member library directors, or assigned representatives, who meet monthly to share information, recommend regional policies and procedures, and determine best practices to better serve library users in the region. Recommendations from the Advisory Council are approved by a simple majority vote and referred to the TdS Board of Directors for discussion and appropriate action.

4. Delivery means transport of materials and information, to, from, and among member libraries in the regional delivery system, other MnLINK libraries, and OCLC libraries with statewide delivery.

5. Interlibrary Loan, also referred to as ILL, is a service that allows a library card holder of one library system to borrow materials, which are not owned or available within their own system, from another library system. This is made possible because of cooperative agreements that allow libraries to share materials for the benefit of library users.

6. Automation includes the regional shared integrated online catalog and enhancements, circulation, reporting, cataloging, serials control, acquisitions and fund accounting, shared bibliographic and patron databases, training, and technical support.

7. Vendor means company or individual to which TdS contracts for goods or services.

Article III: Services offered by TdS and elected by __________________________________ Library

It is mutually agreed that TdS shall provide packaged services as detailed in Appendix A for Package 1, Appendix B for Package 2 and Appendix C for Package 3, which are attached and incorporated herein in their entirety. Member Library agrees to compensate TdS for such services as detailed in the respective Appendices. Member library has elected the package indicated below.

Package 1 __ Delivery
Package 2 __ Delivery and Interlibrary Loan
Package 3 / Delivery and Interlibrary Loan and Automation

Article IV: Traverse des Sioux Library Cooperative Responsibilities

In performing all services under all of these packages, it is mutually agreed that TdS shall:

1. Work with the Advisory Council of Member Library Directors to make recommendations on policy, procedure, budget, and problem resolution. The TdS Board of Directors will provide final approval and authority on such policies, procedures, budgets, and problem resolutions that affect the region as a whole.
2. Pay all vendor invoices in a timely manner so as not to incur late payment charges. If a late payment charge occurs, TdS shall be responsible for that payment.

3. Bill and collect from each Member Library its fees as elected by the Member Library in Article III above and described in the appendices attached.

4. In the event the agreement between any vendor and TdS is canceled for any reason, outstanding liabilities shall be paid. Any remaining funds collected under this paragraph shall be returned to the Member Libraries on the same prorated basis upon which they were collected.

5. Work with vendors to make all possible efforts to minimize the number of times in which any service is unavailable for normal operations.

6. Remain a member in good standing with MINITEX.

7. Not be liable or responsible for losses caused by interruption of service due to causes beyond its control, including, but not limited to, acts of God, equipment failure, power outages, inclement weather, and/or sabotage to the system. TdS will work with vendor and Member Library to resolve any incidents related to the above. TdS will contract with the contracted products vendor(s) to provide a secure site with a regularly scheduled, complete backup of the database and all means necessary to recover the contracted products in the event of a disaster.

8. Maintain a philosophy of cooperation in decision-making and professional interactions.

Article V: Member Library Responsibilities

In order to receive said services, Member Library agrees that it shall:

1. Pay invoices for services within 60 days of receipt of a TdS invoice, unless otherwise mutually agreed in writing. Failure by the Member Library to pay invoice amount promptly shall be a breach of this agreement and cause for immediate termination of this agreement as provided in Article VI below.

2. Be responsible for preliminary troubleshooting, maintenance, and repair of all equipment, in order to expedite the process when calling TdS for assistance.

3. Send a representative to appropriate TdS meetings and/or training sessions.

4. Comply with standards and procedures agreed upon by the Advisory Council of Member Library Directors and approved by the TdS Board of Directors.

5. Comply with state and federal laws regarding the privacy of and access to library records.
6. Refrain from any activity which dilutes the value of the services provided by TdS to the Member Library or to others, shifts costs from users of services provided by TdS to non-users, or results in libraries obtaining services without payment.

7. Maintain a philosophy of cooperation in decision-making and professional interactions.

Article VI: Termination

1. This agreement shall be in effect during the full calendar year from January 1 to December 31, 2017, unless terminated as provided below.

2. Time of delivery of services is of the essence. The failure of TdS to deliver services in a commercially reasonable manner shall constitute a material breach of this contract, which shall entitle the Member Library to terminate the contract by delivery of 60-days written notice to TdS.

3. This agreement may be terminated by TdS with 60 days written notice for Member Library violations of any of the provisions in Article V.

4. In the event of a breach of this agreement by TdS, the Member Library shall inform TdS of the breach in writing. The Member Library may withhold payment for that service resulting in the breach until the breach is cured. TdS must cure the breach within 60 days. If the breach is not so cured, the Member Library may terminate this agreement.

5. In the event that Member Library or TdS would otherwise be unable to meet its financial obligations, said party may terminate this agreement during the course of the contract by providing the other party with 120 days written notice of its intent to terminate.

Article VII: Other

1. All provisions of this agreement shall be interpreted according to Minnesota Law.

2. This agreement may only be amended by mutual written agreement.

3. This agreement replaces and supersedes all previous agreements unless otherwise mutually agreed to with respect to services.

4. Should any part of this agreement become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, while the balance of this agreement shall remain in full force and effect.

5. TdS and Member Library have a responsibility to monitor compliance of both parties with TdS agreements, bylaws, policies and procedures. Any non-compliance with agreements, bylaws, policies, or procedures will be brought to the TdS and Member Library Boards to determine appropriate action.
Appendix A
(Sign Only the Appendix Which Provides the Services You Choose)

Package 1: Delivery

TdS shall provide Delivery Services and Member Library shall pay for said services as follows.

Payment for Delivery Services shall be equal to the percentage of responsibility for said services under the 2017 Fee Structure agreed to and paid by Member Libraries. The fee structure is attached hereto as Schedule 1 and incorporated by reference.

In addition to those services detailed in Article IV of the agreement, in performing Delivery Services, TdS shall:

1. Be the contracting authority with delivery services vendor.
2. Be responsible for management of regional delivery, scheduling, and problem solving.
3. Provide space and access to Delivery vendor for picking up and dropping off library materials.
4. Provide adequate storage tubs for transporting materials.
5. Remain a member in good standing of MINITEX.

In addition to those services detailed in Article V of the agreement, in performing their obligations under Delivery Services, Member Library shall:

1. Adhere to delivery policies and conditions of the delivery vendor contract.
2. Properly and securely package and label all outgoing materials.
3. Provide building access and an open, accessible area for pickup and delivery.

For Traverse des Sioux Library Cooperative:

__________________________  For Member Library:
Director

__________________________  __________________________
Board President

__________________________  __________________________
Date

79
Appendix B
(Sign Only the Appendix Which Provides the Services You Choose)

Package 2: Interlibrary Loan and Delivery

TdS shall provide Interlibrary Loan (ILL) and Delivery Services, and Member Library shall pay for said services follows.

Payment for ILL and Delivery Services shall be equal to the percentage of responsibility for said services under the 2017 Fee Structure agreed to and paid by TdS Member Libraries. The fee structure is attached hereto as Schedule 1 and incorporated by reference.

In addition to those services detailed in Article IV of the agreement, in performing ILL and Delivery Services, TdS shall:

1. Be the contracting authority with delivery services vendor.
2. Be responsible for management of regional delivery, scheduling, and problem solving.
3. Provide space and access to Delivery vendor for picking up and dropping of library materials.
4. Provide adequate storage tubs for transporting materials.
5. Provide access and proper sorting and packaging for state-wide delivery vendor.
6. Remain a member in good standing in MINITEX and MnLINK.
7. TdS will meet all of the MnLINK Gateway Server site requirements.
8. TdS agrees to handle interlibrary loan requests through VDX for the Member Library.
9. TdS will follow and keep current with all policies, procedures, and standards required by the American Library Association and MnLINK.
10. Assess an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.

In addition to those services detailed in Article V of the agreement, in performing their obligations under ILL and Delivery Services, Member Library shall:

1. Adhere to delivery policies and conditions of the delivery vendor contract.
2. Properly and securely package and label all outgoing materials.
3. Provide building access and an open, accessible area for pickup and delivery.
4. Agree to have cataloged and barcoded all current materials promptly.
5. Agree to lend circulating materials in accordance with TdS and MnLINK guidelines, and in accordance with the Minnesota Reciprocal Borrowing Compact.
6. Agree to pay an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.
Appendix C
(Sign Only the Appendix Which Provides the Services You Choose)

Package 3: Automation, Interlibrary Loan and Delivery

TdS shall provide Automation, Interlibrary Loan (ILL), and Delivery Services; and Member Library shall pay for said services as follows.

Payment for Automation, ILL, and Delivery Services shall be equal to the percentage of responsibility for said services under the 2017 Fee Structure agreed to and paid by TdS Member Libraries. The fee structure is attached hereto as Schedule1 and incorporated by reference.

In addition to those services detailed in Article IV of the agreement, in performing Automation, ILL, and Delivery Services, TdS shall:

1. Be the contracting authority with delivery services vendor.
2. Be responsible for management of regional delivery, scheduling and problem solving.
3. Provide space and access to delivery vendor for picking up and dropping off library materials.
4. Provide adequate storage tubs for transporting materials.
5. Provide access and proper sorting and packaging for state-wide delivery vendor.
6. Remain a good standing member of MINITEX and MnLINK.
7. TdS will meet all of the MnLINK Gateway Server site requirements.
8. TdS agrees to handle interlibrary loan requests through VDX for Member Library.
9. TdS will follow and keep current with all policies, procedures, and standards required by the American Library Association and MnLINK.
10. Assess an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.
11. Provide overall administration, management and problem solving for regional automation services.
12. Offer regional training opportunities.
13. Administration of regional telecommunications network and provision of internet services to Member Libraries, including cost abatement, and e-rate applications.
14. Provide hardware, software and network support.
15. Participate in the automated state-wide resource sharing network through the ILL Department.
16. Provide an ongoing, updated list of minimum requirements for public and patron PCs and peripheral equipment, such as barcode readers, receipt printers, etc., to Member Libraries.
17. Acquire appropriate products for automation system operation from vendors as requested by Member Library and deliver and install according to a mutually-agreed-upon schedule.
18. Work with Member Library to develop an efficient, effective, and equitable method for cataloging new materials and adding records to the automation system’s database.
19. Ensure that all bibliographic data entered into the automation system complies with national standards for machine-readable cataloging and form of entry.
20. Regularly investigate the feasibility of adding new subsystems and/or products or services to Member Libraries.

21. Contract with automation vendor to provide daily backup of data, with one copy of all data stored off-site each week.

22. Contract with automation vendor to make all possible efforts to minimize the amount of time during which the automation system is unavailable for normal operations.

23. Comply with state and federal laws regarding privacy and access to library records.

24. Offer cooperative purchasing of hardware and software for best pricing.

In addition to those services detailed in Article V of the agreement, in performing their obligations under Automation, ILL, and Delivery Services, Member Library shall:

1. Adhere to delivery policies and conditions of the delivery vendor contract.

2. Properly and securely package and label all outgoing materials.

3. Provide building access and an open, accessible area for pickup and delivery.

4. Agree to have cataloged and barcoded all current materials promptly.

5. Agree to lend circulating materials in accordance with TdS and MNLINK guidelines and in accordance with the Minnesota Reciprocal Borrowing Compact.

6. Agree to pay an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.

7. Maintain compliance with the requirements of the Children’s Internet Protection Act. Have on file with TdS an Internet Acceptable Use Policy, approved by Member Library Board.

8. Contribute to the shared bibliographic database by submitting materials for cataloging to TdS or by adding holdings to existing bibliographic records already in the database.

9. Comply with state and federal laws regarding privacy and access to library records.

10. Make prompt payments of all invoices for equipment and peripherals ordered through TdS.

11. Member Library agrees to pay vendor service charges and penalties if late payments occur.

12. Install only devices or peripheral equipment to system and/or network that have been approved by TdS, so as not to harm or degrade the automation system in any way.

13. Be responsible for preliminary local troubleshooting, maintenance, and repair of all local equipment, in order to expedite the process when calling TdS if automation system and/or network problems continue.

14. Be responsible for the maintenance of record holdings information, item, and patron records held in the shared automation system.

15. Agree to share machine-readable bibliographic records with other Member Libraries.

For Traverse des Sioux Library Cooperative:  

______________________________  
Director

______________________________  
Board President

______________________________  
Date

For Member Library:

______________________________  
Director

______________________________  
Board President

______________________________  
Date
## Schedule 1
### Traverse des Sioux Library Cooperative Fee Structure 2017

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Total Delivery Fees</th>
<th>Total Automation Fees</th>
<th>Total Cataloging Fees</th>
<th>Total ILL Base Fee*</th>
<th>Total Service Fees</th>
<th>Total Non-Participation Fee</th>
<th>Total 2017</th>
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<tr>
<td>Martin Luther College</td>
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<td></td>
<td></td>
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<td>$6,982.62</td>
<td>$6,982.62</td>
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**Total:**

|                                | $140,372.03         | $149,968.00          | $95,553.10           | $12,360.00          | $398,253.13          | $1,377.89       | $399,631.02    |

*Presumes participation in Automation. Non-participating members will be charged an additional fee.*
<table>
<thead>
<tr>
<th>Library</th>
<th>Delivery Fees</th>
<th>Automation Fees</th>
<th>Cataloging Fees</th>
<th>ILL Fee*</th>
<th>Non-Participation Fee</th>
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* Presumes participation in Automation System. Non-participating members will be charged an additional fee.

RB 19 Oct 2016
CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2017 -

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

RESOLUTION APPROVING EXECUTION OF LIBRARY SERVICES CONTRACT WITH TRAVERSE DES SIOUX LIBRARY SYSTEM

WHEREAS, the City has previously entered into a contract with the Traverse des Sioux Library System (TDS) for functions and services that are needed by the Saint Peter Library; and

WHEREAS, a contract for those services in 2017 has been proposed by TDS; and

WHEREAS, sufficient funding has been budgeted in the library budget to cover the costs of the contract.

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

1. The Mayor and City Administrator are hereby authorized to execute a contract with the Traverse des Sioux Library System for Package 3 library services in 2017.

2. Funding for the service in the anticipated amount of $23,797.05 shall be provided from the Library Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

____________________________
Charles Zieman
Mayor

ATTEST:

____________________________
Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
Members of the City Council  

FROM: Todd Prafke  
City Administrator  

RE: 2017 Fee Schedule  

ACTION/RECOMMENDATION  

Adopt an updated municipal fee schedule to be effective March 1, 2017.  

BACKGROUND  

As members know, the City maintains a fee schedule that lists many of the charges for services we provide. This Schedule is reviewed on a regular basis and is typically put in place at the end of one year effective in the New Year. Due to an error on my part I did not ask the Council to take action at the end of 2016.  

You have reviewed the proposed schedule as part of a workshop session and your comments from that discussion have been incorporated into the proposed fee scheduled. While any change may be significant to a particular user, none of the changes proposed whether approved or not will have a significant impact on your overall budgets. It has been the Council’s goal to make changes to keep fees more in line with cost to provide the service or in some instance to discourage asking the City to provide a service that is available in the private sector in our area while avoiding big changes over time.  

The Council members did discuss this at a workshop and the changes that were suggested, including numbering changes, language clarifications and other format modifications have been incorporated into the version that is included in your packet.  

I believe each of these changes has merit. However, should the Council wish to wait until later in this year to ensure the changes are effective the first of 2018 I would suggest that is not an unreasonable response. The most significant dollar changes are related to building construction related activities and that season has not yet gotten into swing so I do not foresee problems that may be associated with a change "mid-stream".  

FISCAL IMPACT:  

The fiscal impact to the City’s budgets would be minimal. Again, the goal of the established fees is not to "make money", but rather to cover the City’s costs in providing the services and, in some cases, to encourage the use of private businesses to provide the service.
ALTERNATIVES/VARIATIONS:
Do not act: Failure to act on the proposed resolution would result in the existing fee schedule being used.
Negative vote: No further action will be taken unless staff is given additional direction from the City Council.
Modification of the resolution: This is always an option of the City Council.

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

TP/bal
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

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

RESOLUTION APPROVING 2017 MUNICIPAL FEE SCHEDULE

WHEREAS, the City has adopted a schedule of municipal fees for permits, licenses, and services provided; and

WHEREAS, the fees are reviewed on an annual basis to ensure all City costs of providing the service, permit or license is covered; and

WHEREAS, fees are also reviewed to ensure compliance with State regulations regarding maximum and minimum charges; and

WHEREAS, staff recommends modifications to the municipal fee schedule to take effect March 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following municipal fee schedule shall take effect on March 1, 2017.

MUNICIPAL FEE SCHEDULE

BUSINESS LICENSES AND PERMITS

1. On-Sale Liquor License
   A. Initial License $2,500.00
   B. Investigation Fee 250.00
   C. Annual Renewal 1,400.00
   D. Temporary On-Sale Liquor per day (non-profit organizations only) 30.00
   E. Extension of On-Sale Liquor per day beyond licensed premises 30.00

2. Club Liquor License
   A. Investigation Fee (New applicants) 250.00
   B. For a club with under 200 members 300.00
   C. For a club with between 201 and 500 members 500.00
   D. For a club with between 501 and 1,000 members 650.00
   E. For a club with between 1,001 and 2,000 members 800.00
   F. For a club with between 2,001 and 4,000 members 1,000.00
   G. For a club with between 4,001 and 6,000 members 2,000.00
   H. For a club with over 6,000 members 3,000.00

3. Off-Sale Liquor License
   A. Investigation Fee 250.00
   B. Annual Renewal 150.00

4. Sunday On-Sale Liquor License Annual Renewal 200.00

5. Consumption and Display License
   A. Investigation Fee 250.00
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<tr>
<th>Service Description</th>
<th>Fee</th>
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<tbody>
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<td>City Annual Processing Fee</td>
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<td><strong>6. On-Sale Wine License</strong></td>
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<td>A. Investigation Fee</td>
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<td>B. Initial License</td>
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<td>C. Annual Renewal</td>
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<td><strong>7. On-Sale Beer License</strong></td>
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<tr>
<td>A. Investigation Fee</td>
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<td>B. Initial License</td>
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<td>C. Annual Renewal</td>
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<td><strong>8. Off-Sale Beer License</strong></td>
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<td>C. Annual Renewal</td>
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<td><strong>9. Short-term On-Sale Beer License</strong> (per day not to exceed $75.00 for requests involving periods of 3-90 consecutive days)</td>
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<td><strong>10. Duplicate business license</strong></td>
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<td><strong>11. Taxi Cab License</strong></td>
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</tr>
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<td>A. Investigation Fee</td>
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<tr>
<td>B. First Vehicle (annual)</td>
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<tr>
<td>C. Each additional vehicle (annual)</td>
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<td>D. Vehicle inspection fee (per vehicle/per year)</td>
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<td>B. Annual renewal</td>
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<td><strong>13. Peddler/Transient Merchant License</strong></td>
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<tr>
<td>A. Investigation Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>B. Annual License</td>
<td>375.00</td>
</tr>
<tr>
<td>C. Six Month License</td>
<td>200.00</td>
</tr>
<tr>
<td>D. Daily License</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>14. Pawnbroker and Precious Metal Dealer License</strong></td>
<td></td>
</tr>
<tr>
<td>A. Annual Fee</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>B. Investigation Fee</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>15. Solid Waste Hauler’s Permit</strong></td>
<td></td>
</tr>
<tr>
<td>A. Investigation Fee</td>
<td>250.00</td>
</tr>
<tr>
<td>B. Annual Renewal</td>
<td>120.00</td>
</tr>
<tr>
<td><strong>16. Amusement Device License (per device per year) (10 devices included in On-Sale Liquor fee)</strong></td>
<td>15.00</td>
</tr>
<tr>
<td><strong>17. Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee)</strong></td>
<td>25.00</td>
</tr>
<tr>
<td><strong>18. Short-term non-regulated Gambling/Bingo License</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Investigation fee for permanent gambling sites</td>
<td>100.00</td>
</tr>
</tbody>
</table>
19. Temporary Gambling License (per event) 25.00

20. Dance License
   A. Annual License (per year) 135.00
   B. Daily License (per day) 15.00

21. Fireworks Display Permit (per occasion) 50.00

22. Tobacco License
   A. Initial License 250.00
   B. Annual Renewal 100.00

23. Soft Drink License
   A. Initial License 30.00
   B. Annual Renewal 25.00
   C. Daily License (for 1-4 days) (per day/per vendor) 5.00
   D. Short term license (for periods 5-180 consecutive
days/per vendor) 15.00
   E. Temporary Event Soft Drink License (event
sponsor must obtain) 50.00

24. Show and Theater License (includes circus/carnivals)
   A. Background Investigation 40.00
   B. Annual License 35.00
   C. Short Term (1-3 days) 20.00

NON-BUSINESS LICENSES AND PERMITS

25. Sign Permit (copy of design and site plan required)
   A. 100 square feet or less 50.00
   B. Each additional 25 square feet or portion thereof after 100
   square feet 10.00

26. Adult Foster Care/Day Care Facility inspection (per inspection)
   A. Within City limits $45
   B. Outside City limits $55 plus mileage

27. Rental Housing Registration and Inspection Permit
   A. Rental Certificate application fee per unit (valid for 24
   months) 24.00
   B. Inspection fee per unit (maximum of 6 units per apartment
   complex) 20.00
   C. Re-inspection fee per unit (failure to pass inspection) 20.00
   D. Rental certificate application fee per unit after December
   31st 36.00

28. Demolition Permits
   A. Garage 20.00
   B. House 50.00
   C. Other structures 50.00

29. Building Permits including replacement of windows and exterior
doors and/or Plumbing and Mechanical Permits
   $1 to $500 $21.00
   $501 to $2,000 $21.00
(for the first $500 plus $2.36 for each additional $100 or fraction thereof to and including $2,000)

<table>
<thead>
<tr>
<th>Range</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,001 to $25,000</td>
<td>$56.40</td>
</tr>
<tr>
<td>(for the first $2,000 plus $10.50 for each additional $1,000 or fraction thereof to and including $25,000)</td>
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</tr>
<tr>
<td>$25,001 to $50,000</td>
<td>$297.90</td>
</tr>
<tr>
<td>(for the first $25,000 plus $8.40 for each additional $1,000 or fraction thereof, to and including $50,000)</td>
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<tr>
<td>$50,001 to $100,000</td>
<td>$507.90</td>
</tr>
<tr>
<td>(for the first $50,000 plus $6.30 for each additional $1,000 or fraction thereof, to and including $100,000)</td>
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</tr>
<tr>
<td>$100,001 to $500,000</td>
<td>$822.90</td>
</tr>
<tr>
<td>(for the first $100,000 plus $5.25 for each additional $1,000 or fraction thereof, to and including $500,000)</td>
<td></td>
</tr>
<tr>
<td>$500,001 to $1,000,000</td>
<td>$2,922.90</td>
</tr>
<tr>
<td>(for the first $500,000 plus $5.25 for each additional $1,000 or fraction thereof, to and including $1,000,000)</td>
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</tr>
<tr>
<td>$1,000,001 and up</td>
<td>$5,547.90</td>
</tr>
<tr>
<td>(for the first $1,000,000 plus $5.25 for each additional $1,000 or fraction thereof)</td>
<td></td>
</tr>
</tbody>
</table>

30. Permit for replacement of garage doors $45 plus $5 state surcharge

31. Plan Review:
   A. Commercial properties 65% of building permit fee
   B. Residential properties 35% of building permit fee
   C. Similar plans meeting 1300.0160, subp. 6 25% of building permit fee

32. Permit for replacement of furnace, central air conditioner, or water heater $45.00 plus $1 state surcharge

33. Inspection fees outside of normal business hours (2 hour minimum) $45.00/hour

34. Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing) $45.00/hour

35. Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee) $1 up to 100% of building permit fee at discretion of Building Official

36. Surcharge fees As provided in State Statutes

37. Building moving permit

92
A. Primary Structures

B. Accessory Structures

38. Mobile home installation fee
   Plan Review
   State Surcharge

39. Residential Roofing Permit
   A. Plan Review and Inspection
   B. State Surcharge

40. Residential Siding Permit
   A. Plan Review and inspection
   B. State Surcharge

41. Conditional Use Permit

42. Petition to subdivide plats

43. Variance application filing fee

44. Easement vacation requests

45. Interim parking use permit

46. South 7th Street Residential Parking Permit

47. Capital Drive Residential Parking Permit

48. Rezoning request filing fee
   Publication fee

49. Street/Alley Vacation Request Filing Fee

50. Annexation Request Filing Fee
   A. Filing Fee
   B. Municipal Board Fee

51. Waiver of Subdivision Fee

52. Golf Carts/ATV/Personal Mobility devices permit for use of City Streets – per year

53. Municipal Parking Lot Permit Fee (per permit/per calendar year)

54. Private Use of City Parking Lots, Streets and Sidewalks
   A. Private use of public sidewalks (permit valid for a period of five years)
   B. Private use of public parking lots or streets

55. Request for renaming streets or for private drive designations (per name)

$100.00 and Public Works crew expense
$50.00 and Public Works crew expense

135.00
47.25
1.00
90.00
1.00
300.00
80.00
110.00
15.00
15.00
300.00
1.00
90.00
1.00
90.00
1.00
300.00
125.00
250.00
300.00
280.00
110.00
15.00
15.00
300.00
230.00
$5.00/acre ($100 minimum/$600 maximum)

200.00
50.00
25.00
25.00
$100.00
<table>
<thead>
<tr>
<th>CHARGES FOR SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Government</strong></td>
</tr>
<tr>
<td>56. Copies</td>
</tr>
</tbody>
</table>
| A. One side (per copy) | 0.25  
| B. Two sides (per copy) | 0.35  
| C. Color Copies per single side page | $1.00  
| 57. Faxing (no international calls allowed) |  
| A. Per page sent | 1.00  
| B. Per page received | 1.00  
| 58. Clerical Staff Time (per hour with a 1 hour minimum) | 35.00  
| 59. Notary Public Services |  
| A. Notary Public services (per signature by Notary) | 1.00  
| B. Certified copies of resolutions/ordinances (per document) | 5.00  
| 60. City map sales (per map) |  
| A. 2' x 3' black and white | 10.00  
| B. Colored zoning map | 20.00  
| C. Address map | 50.00  
| 61. City Code |  
| A. City Code Book Sales | 150.00  
| B. Updates to City Code (per Chapter) | $75.00  
| C. Zoning Ordinance | 15.00  
| D. Requests for City Code change |  
| 1. Codification Charges | 400.00  
| 2. Publication Charges | 200.00  
| 62. Audited Financial Report (per copy) | 20.00  
| 63. Other City publications without specific charge (per publication) | Determined by City Administrator  
| 64. Comprehensive Plan (per copy) | 30.00  
| 65. Assessment search and certification | 35.00  
| 66. Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans) | 2,500.00  
| 67. Service charge for returned checks (per check) | 30.00  
| 68. Utility Bill Advertisements (whether printed by City or provided by advertiser) |  
| A. Full page ad | 700.00  
| B. One-half page ad | 350.00  
| 69. Advertising Panels at Community Center (per year/panel) | $400.00  
| 70. Utility Flyer Community Custom Event Notice | 25.00  
| 71. Utility Flyer Community Event Notice via form (less than 25 | 5.00  

| 56. Copies | 0.25  
| 57. Faxing | 1.00  
| 58. Clerical Staff | 35.00  
| 59. Notary Public Services | 1.00  
| 60. City map sales | 10.00  
| 61. City Code | 150.00  
| 63. Other City publications | Determined by City Administrator  
| 64. Comprehensive Plan | 30.00  
| 65. Assessment search | 35.00  
| 66. Requests for municipal financing | 2,500.00  
| 67. Service charge for returned checks | 30.00  
| 68. Utility Bill Advertisements | 700.00  
| 69. Advertising Panels at Community Center | $400.00  
| 70. Utility Flyer Community Custom Event Notice | 25.00  
| 71. Utility Flyer Community Event Notice via form | 5.00  

94
72. Voting booth rental (per booth) 25.00
73. Replacement dog/cat license tags 1.00

<table>
<thead>
<tr>
<th>Dog licenses (on or before April 30 biannually)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Spayed/neutered</td>
<td>5.00</td>
</tr>
<tr>
<td>B. Unspayed/Unneutered</td>
<td>25.00</td>
</tr>
<tr>
<td>C. Penalty for failure to license by April 30th</td>
<td>5.00</td>
</tr>
</tbody>
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Pro-rated (1) year
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A. Spayed/neutered</td>
<td>2.50</td>
</tr>
<tr>
<td>B. Unspayed/Unneutered</td>
<td>12.50</td>
</tr>
</tbody>
</table>

75. Cat licenses (on or before April 30 biannually)
<p>| | |</p>
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<tbody>
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<td>A. Spayed/neutered</td>
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<td>C. Penalty for failure to license by April 30th</td>
<td>5.00</td>
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Pro-rated (1) year
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<tbody>
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<td>A. Spayed/neutered</td>
<td>2.50</td>
</tr>
<tr>
<td>B. Unspayed/Unneutered</td>
<td>12.50</td>
</tr>
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</table>

76. Dog Pound
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Impounding Fee (per dog)</td>
<td>30.00</td>
</tr>
<tr>
<td>B. Daily maintenance fee (per day)</td>
<td>7.70</td>
</tr>
</tbody>
</table>

77. Cat Pound
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Impounding Fee (per cat)</td>
<td>30.00</td>
</tr>
<tr>
<td>B. Daily maintenance fee (per day)</td>
<td>7.70</td>
</tr>
</tbody>
</table>

78. Keeping of Chickens (Expires on the 1st day of each year)
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Annual Permit fee</td>
<td>$5 per property</td>
</tr>
<tr>
<td>B. Initial Inspection Fee</td>
<td>$45 per property</td>
</tr>
</tbody>
</table>

79. Animal Adoption Fee 120.00
(Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)

80. General Parking Violations
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Minimum fine for General Parking violations</td>
<td>12.00</td>
</tr>
<tr>
<td>B. If paid after 7 days but prior to 21 days</td>
<td>25.00</td>
</tr>
<tr>
<td>C. After 21 days and prior to summons</td>
<td>50.00</td>
</tr>
</tbody>
</table>

81. Snow Emergency Parking Violations (Effective July 1, 2011)
<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>A. Minimum fine for Snow Emergency Violations</td>
<td>25.00</td>
</tr>
<tr>
<td>B. If paid after 7 days but prior to 21 days</td>
<td>50.00</td>
</tr>
<tr>
<td>C. After 21 days and prior to summons</td>
<td>150.00</td>
</tr>
</tbody>
</table>

82. Penalties for violations of alcohol and alcohol related statutes and ordinances
<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>A. First offense within 12 month licensing period</td>
<td>$50.00</td>
</tr>
<tr>
<td>B. Second offense within 12 month licensing period</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
C. Third offense within 12 month licensing period
D. Fourth offense within 12 month licensing period

83. Penalties for violations of tobacco and tobacco related products statutes and ordinances.
   A. Purchase or attempt to purchase tobacco related products
   B. Illegal possession or use of a tobacco related product - 1st offense
   C. Illegal possession or use of a tobacco related product - 2nd offense
   D. Aiding/assisting another to illegally purchase a tobacco related product
   E. Furnishing tobacco related products to person under age of 18 years
   F. Sale of tobacco related products to person under age of 18 years
   G. All other violations

84. Conveyance of parcels in violation of City Code (per lot or parcel)

85. Storage of impounded items
   A. Cars, vans and trucks (per day)
   B. Other motorized vehicles (per day)
   C. Non-motorized equipment (per day)
   D. Bicycle storage (per day)
      (Exceptions: bikes with Police Department or MN inspection/registration sticker)

86. Highway 169 banner (for each two week period or portion thereof)

87. Minnesota Square Park Banners (for each two week period or portion thereof)
   A. Charge per standard

88. Non-resident finger printing

89. Police Reports
   A. Accident and theft reports (per report)
   B. Civil action cases (per case)
   C. Civil action pictures (per case)
   D. Drivers record check fee
   E. Vehicle registration check fee
   F. Criminal history check

90. False Alarms (after 3 false alarms within a calendar year - fee to be waived if alarm illegally set off)*
   A. 4th burglar or fire alarm
   B. 5th burglar or fire alarm
   C. Each burglar or fire alarm thereafter

91. Use of Hurst Tool by Fire Department (per incident)
92. Fire call fee
$500.00 + $100 per hour after the first hour up to a maximum of $1,000

93. Fire CO2 Detector Call Fee
$175.00

94. Police Labor
A. Licensed Peace Officer (per hour) 50.00
B. K-9 Officer with canine (per hour) 70.00
C. Communications Technicians (per hour) 25.00
D. Police Reserve Officer (per hour) 15.00
E. Community Service Officer (per hour) 30.00
F. Building Moving Escort Fee
minimum $50 per Officer/hour

95. Weed removal on private property
A. City crew Refer to #128 and #131
B. City subcontractor minimum charge of $75 $75 per hour
C. City subcontractor for each hour in excess of first two $30

96. Sidewalk snow removal City crew (per hour) (minimum charge one hour) 75.00

97. Tree removal on private property Refer to #128 and #131

98. Work Zone Equipment Fees
Per sign/per day
A. 36" x 36" sign (on strut) 3.00
B. 36" x 36" sign only 1.50
C. 36" x 36" arrow 1.50
D. Road closed sign 2.00
E. Cone 2.00
F. Reflective Cone 1.00
G. Safety Fence (50 foot roll plus posts) 3.00
H. Type "A" Flasher 2.50
I. Type "I" Barricade with flasher 2.00
J. Type "II" Barricade (6 feet) 1.50
K. Type "III" Barricade 3.50
L. Electric Arrow board (2 shift) and trailer 75.00

99. Campsites
A. Mill Pond site with electrical hookup (per day) 25.00
B. Mill Pond/Riverside Park primitive site (per day) 15.00

UTILITIES

100. Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions. 4.00

101. Water service line thawing (per line) 325.00

102. Water Main Tapping Fee:
1" Water Main Tap 340.00
1½" Water Main Tap 540.00
2" Water Main Tap 640.00
103. Sanitary Sewer main Tapping Fee:
   4" Sanitary Sewer Tap
   6" Sanitary Sewer Tap

104. Water Main Access Fee:
   1" Line
   1½" Line
   2" Line
   4" Line
   6" Line
   8" Line
   10" Line
   12" Line

105. Sanitary Sewer Main Access Fee:
   4" Line
   6" Line
   8" Line
   10" Line
   12" Line

106. Storm Sewer Access Fee:
   2-4" Line
   6-10" Line
   12-24" Line

107. Freeze Water Service Line ¾" or 1" Lines

108. Utility inspections for private development projects 5% of total project cost

109. Certified Test Results
   A. Ammonia 18.00
   B. Carbonaceous Biochemical Oxygen Demand (CBOD) 30.00
   C. Colilert – 24 16.00
   D. Colilert (re-check within 7 days) 12.00
   E. Fecal Coliform Plate 28.00
   F. Fluoride 16.00
   G. Nitrate/Colilert Combination 25.00
   H. Nitrates 15.00
   I. Ortho Phosphorus 16.00
   J. pH 9.00
   K. Total Phosphorus 19.00
   L. Total Suspended Solids 15.00
   M. Rush Orders Double original cost

110. Uncertified Test Results:
   A. Biological Oxygen Demand 30.00
   B. Dissolved Oxygen 12.00
   C. Chloride 13.00
   D. Iron 15.00
   E. Manganese 15.00
   F. Sulfate 14.00
   G. Total Dissolved Solids 12.00
   H. Total Hardness 18.00
I. Turbidity
J. Quantitray
K. Rush Orders

111. Wastewater Treatment Surcharges
   A. Volume Base (flow) – per 1,000 gallons delivered
      (regular cost plus $10/1,000)                    18.00
   B. Monthly dumping fee                           350.00
   C. Biological Oxygen Demand (BOD) – per pound   1.00
      removed
   D. Total Suspended Solids (TSS) – per pound     1.00
      removed
   E. Phosphorus (P) – per pound removed            17.00
   F. Ammonia (NH3) – per pound removed             2.00
   G. pH Violation – per violation                   100.00

112. Sewer Televising
   A. Eight to twelve inch diameter clay, cement, or
      polyvinyl chloride (PVC) pipe. For all total
      continuous lengths of pipe up to 600 lineal feet in
      length $0.55 per foot plus $80 per hour (minimum of
      one hour)
   B. Eight to twelve inch diameter clay, cement, or
      polyvinyl chloride (PVC) pipe. For all total
      continuous lengths of pipe exceeding 600 lineal feet in
      length $0.40 per foot plus $80 per hour (minimum of
      one hour)
   C. Fifteen inch diameter clay, cement, or polyvinyl
      chloride (PVC) pipe. For all total continuous lengths of pipe
      up to 600 lineal feet in length $0.70 per foot plus $80
      per hour (minimum of one hour)
   D. Fifteen inch diameter clay, cement, or polyvinyl
      chloride (PVC) pipe. For all total continuous lengths of pipe
      exceeding 600 lineal feet in length $0.55 per foot plus $80
      per hour (minimum of one hour)
   E. Contractor requesting televising of new sanitary sewer
      main or storm sewer lines $1.50/linear foot
   F. Private sanitary lateral televising             100.00
   G. Copy of Televising DVD                          25.00

113. Stormwater Utility right-of-way management fees
   A. Stormwater I – curb and gutter replacement, concrete
      apron work, curb cut for driveway                $100.00/block
   B. Stormwater II - Irrigation system, replacing or adding
      new sidewalk, installing landscape (blocks, bricks, rock,
      and woodchips).                                 $25.00/block

114. Erosion and Sediment Control Surety Requirements
   A. Sites up to and including three acres           $3,000
   B. Each additional acres or portion thereof        $1,000

115. Illicit Discharge – all fees are as stated OR 150% of actual
     cost incurred by the City, whichever is greater
   A. First offense                                    $250.00
   B. Second offense                                   $500.00
   C. All subsequent offense                           $1,000.00
   D. Failure to report (per day fine)                 $250.00
116. Cleaning Catch Basins on Private Property (per sump)
   A. Structures less than 1.4 cubic feet in size $90.00
   B. Structures greater than 1.4 cubic feet in size $135.00

117. Underground Utility Work Permit Fees
   A. Excavation – work performed in any area of the right-of-way $200.00
   B. Trenching or Direction Boring for underground utilities $200 plus $15.00/100 l.f.
   C. Utility Inspection per crossing (boring, trenching) $50.00
   D. Services Installation in Utility Easement/Alley Outside Street ROW $35.00
   E. Inspection – failure to provide notification within 48 hours of the job completion $50.00

118. Erosion and Sedimentation Control Fee:
   A. Sites up to and including three acres $3,000.00
   B. Each additional acre or portion thereof $1,000.00

119. Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours) $5.00/day

120. Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional but will expire at the end of the year) $50.00

121. Unauthorized Work Permit Fee is regular permit fee plus $100.00

122. Permit Penalty Fee for failure to provide notification to City within 48 hours of job completion $50.00

123. Irrigation Meter application and permit $25.00

124. Reconnection Charges Resulting From Failure To Pay (per water or electric meter)
   A. 7:00 a.m. - 3:30 p.m. 70.00
   B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored 300.00

125. Reconnection charges for reasons other than failure to pay (per water or electric meter)
   A. 7:00 a.m. - 3:30 p.m. 65.00
   B. During call-out hours (per call) 150.00

126. Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by $40.00 for each meter)
   A. 5/8" - ¾" meters $265.00
   B. 1" meters 415.00
   C. 1 ½" and larger meters Labor and materials expense

127. Seasonal meter installation (per meter) 65.00
128. Residential electric and water meter test (up to 1" meter by request)
   A. First request (no charge if meter is defective)  175.00
   B. Second request within 12 months (no charge if meter is defective)  350.00

129. Meter test for all other meters (no charge if meter is defective)

130. Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)
   A. Single Phase  $750.00
   B. Three Phase  $2,250.00

131. Fee in lieu of assessments
   A. Per building lot serviced per utility  3,200.00
   B. Per dwelling unit in excess of two per utility  600.00

**PUBLIC WORKS**

132. A. Street repair
   B. Asphalt Street Patch for new Driveway  $350.00

133. Salt or salt/sand mixture materials (per ton)  95.00

134. Winter asphalt mix materials (per ton)  115.00

135. Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person)
   A. Business hours  50.00
   B. Non-business hours  65.00

136. Hydro-mulching Fee: (includes truck with operator, hydro mulcher, extra operator) $180 per tank of product (2 tank minimum)
   $25 per hour plus materials

137. Truck parking electrical outlets
   A. Seasonal (November 1 - May 1)  300.00
   B. Short-term (3 days - 3 nights)  50.00

138. Equipment Charges Per Hour - With Operators

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Business Hours</th>
<th>Non-Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck</td>
<td>$125.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader</td>
<td>$135.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower.</td>
<td>$160.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors</td>
<td>$90.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>E. Six inch pumps with engine</td>
<td>$75.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>
F. 12" high capacity low head pump with engine $80.00 $100.00
G. 16" high capacity low head pump with engine 90.00 $105.00
H. Bucket truck, digger derrick, trencher $145.00 $165.00
I. Sewer jet rodding machine, Vactor with pickup $135.00 $145.00
(Each of these require two operators. There is an additional charge of $0.35 per lineal foot for sewer cleaning.)
J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher $85.00 $105.00
K. All other equipment such as chain saw, push mower, snow blower, and weed whips $75.00 $95.00
L. Skidsteer with milling machine $110.00 $120.00
M. Dump truck with leaf blower, (tandem truck with 2 operators) 160.00 190.00
N. Crash Trailer with Operator and arrow Board $160.00 $180.00
O. Air Compressor Soda Blaster with Operator $135.00 $155.00
P. Tack trailer with truck and operator (plus cost of asphalt emulsion) 160.00 180.00
Q. Stump grinder with truck and operator 145.00 165.00
R. Electric all-terrain vehicle with operator 85.00 105.00
S. Mosquito sprayer with truck and operator (cost of materials extra) 145.00 165.00
T. Site Lite SL4000 14' light tower with generator 60.00/day $80.00/day plus fuel plus fuel
U. Asphalt paver with three operators 235.00 280.00

139. Hydrant Meter Charge - provides meter for a period of 1-30 days plus charges for all water used.

140. Yard Waste Drop Off Site
A. Disposal of yard bag of leaves or grass No charge* $1.00 each
B. Per cubic yard of leaves or grass No charge* $5.00 each
C. Per cubic yard of brush No charge* $7.00 each
D. Per cubic yard of branches No charge* $7.50 each
E. Per Christmas tree (undecorated) No charge* $3.00 each
F. Per Christmas wreath (no wire) No charge* $0.50 each
*No charge other than environmental services fee on utility bills

SWIMMING POOL

141. Ticket Books
A. 10 tickets $20.00

142. Family Season Swim Pass $40.00

143. Individual Season Swim Pass $30.00

144. Day Care Pass (up to 10 daycare children on one pass – only for use during daycare hours of operation and daycare $75.00
supervisor must accompany children

145. Daily rates $3.00
146. Lap Swim, Swimnastics Senior Watercise $3.00
147. Lap Swim – 10 punch card $18.00
148. Family Swim* - Adults $3.00
*Children free when accompanied by an adult

149. Pool Party Rental
   A. 1-25 people # of guards - 2 $55 $72.00
   B. 26-50 people # of guards - 3 $65.00 $85.00
   C. 51-75 people # of guards - 4 $75.00 $98.00
   D. 76-100 people # of guards - 5 $85.00 $110.00

150. Special Events Determined by Director

PARK RELATED FEES

151. Picnic Shelter Reservation $40.00 $52.00
152. Refundable Park Cleanup Deposit
   A. 1-199 People $100.00 $100.00
   B. 200+ people $250.00 $250.00
153. Alcoholic Beverages Deposit $100.00 $100.00

154. Softball Fields Tournament Fee
   A. Locally sponsored reservation fee $40.00
   B. Refundable performance deposit $100.00
   C. Basic Maintenance fee per field $25.00 $25.00
   D. Additional dragging fee – after play starts per field $5.00
   E. Additional striping fee – after play starts per field $10.00
   F. Diamond Dry fee -per bag $15.00
   G. Light fee per hour and field $20.00
   H. Out-of-Town Sponsor per team $13.00
   I. Refundable Deposit $100.00

155. Tent Installation Non-Refundable Fee - cumulative
   A. 1st day $25.00 $32.50
   B. 2nd day additional $50.00 $65.00
   C. 3rd day additional $100.00 $130.00

SENIOR CITIZEN ACTIVITIES

156. Seniorcise (per day) $1.00 $1.50
157. Trips and tours Determined by Director
158. Continental Breakfast Determined by Director
159. Community Center gym walking No charge

TRANSIT

160. Cash Fares
   A. Dial-a-Ride $3.50 $4.50
| B. Route | 1.75 | Not available |
| C. Seniors Dial-a-ride (55+) | 2.00 | Not available |
| D. Seniors Route (55+) | 1.00 | |
| E. Preschoolers Dial-a-ride (Up to 6 years of age) | 1.00 | |
| F. Preschools Route (Up to 6 years of age) | $0.50 | Not available |

| 161. Ticket Books Dial-a-ride = 2 tickets; Route = 1 ticket | |
| A. 32 tickets | $40.00 | $48.00 |
| B. 20 tickets | $27.00 | $32.00 |
| C. 10 tickets | $14.00 | $17.00 |
| D. Senior Citizens 32 tickets book | $28.00 | $32.00 |
| E. Senior Citizens 20 tickets book | $18.00 | $20.00 |

| 162. Monthly Preschool Express Rates | |
| A. Five Days M-F | |
| 1-way | $40.00 | $55.00 |
| 2-way | $65.00 | $90.00 |
| B. Three Days (MWF) | |
| 1 way | 24.00 | 33.00 |
| 2 way | 39.00 | 54.00 |
| C. Two Days (T-R) | |
| 1 way | 16.00 | 22.00 |
| 2 way | 26.00 | 36.00 |

| 163. Night/weekend rate – bus with driver (Four hour minimum) | $37.50/hour |

| 164. Meeting Room 102 – Traverse des Sioux | $33.00 | $10.00 |
| 165. Conference Room 104 – Nicollet Room | $27.50 | $10.00 |
| 166. Locker room lockers | $12.00/6 months |
| 167. Storage Cage/Room 120 per month | $33.00 |
| 168. Meeting Room 215 | 85.00 | $15.00 |
| 169. Meeting Room 217 – St. Peter Room | $44.00 | $15.00 |
| 170. Senior Center/Room 219 | $110.00 | $15.00 |
| 171. Gymnasium Room 218A or 218B | $71.50 | $25.00 |
| (1/2 gym) | |
| 172. Gymnasium Room 218 (whole gym) | $143.00 | $25.00 |
| 173. Community Center Lobby Rental | $110.00 | $15.00 |
174. Reception Room 300A or 300B – Governors’ Room
   $60.50 $15.00
175. Reception Room 300 – Governors’ Room
   $82.50 $15.00
176. Multi-purpose Room
   $44.00 $10.00
177. Damage deposit
   $100.00
178. Alcohol permit fee (for use of alcohol in Community Center rooms)
   $20.00
179. Room set-up fee (for rearranging room in other than normal set-up)
   $25.00
180. LCD Projector fee with room rental
   $25/day + $100 security deposit
181. Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director)
   Free with $100 damage deposit
182. COPIES
   A. Copies – tenant one side
      $0.08
   B. Copies – tenant two sides
      $0.12
   C. Copies – public one side
      $0.25
   D. Copies – public two sides
      $0.35
   E. Copies color per one sided page
      $1.00
183. FAX SERVICES – International Faxes Shall Not Be Allowed
   A. Tenant fax – received or sent per page per attempt
      $ .75
   B. Public fax – received or sent per page per attempt
      $1.00
184. HARDCOVER BOOKS (per item)
   A. Adult Fiction
      $30.00
   B. Adult Non-Fiction
      $35.00
   C. Junior/Young Adult Fiction
      $25.00
   D. Junior/Young Adult Non-Fiction
      $30.00
   E. Picture Book Fiction
      $25.00
   F. Picture Book Non-Fiction
      $30.00
   G. Reader
      $25.00
185. PAPERBACK BOOKS (per item)
   A. Adult Fiction
      $20.00
   B. Adult Non-Fiction
      $20.00
   C. Junior Fiction
      $15.00
   D. Junior Non-Fiction
      $20.00
   E. Young Adult Fiction
      $20.00
   F. Young Adult Non-Fiction
      $20.00
186. MISCELLANEOUS PRINT MATERIALS (per item)
   A. Board Book
      $15.00
   B. Periodicals
      $10.00
187. **AUDIO-VISUAL MATERIALS (per item)**
   
   A. Books on CD $20.00
   B. Books on Tape $20.00
   C. Cassette Picture Book $25.00
   D. Compact Discs (CDs) $30.00
   E. DVD $40.00
   F. Videocassette $30.00

   ** All above costs include a $10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the $10.00 service fee.

**OTHER LIBRARY CHARGES/FEES**

188. Replacement library cards $5.00

189. Photocopies per page
   
   One-side $0.25
   Two-sided $0.35

190. Printing from Computer (b/w) per page $0.25

191. Printing from Computer (color) per side/per page $1.00

192. Library Meeting Room Deposit $30.00

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

________________________
Charles Zieman
Mayor

ATTEST:

________________________
Todd Prafke
City Administrator
Memorandum

TO:         Todd Prafke
            City Administrator
FROM:      Matt Ulman
            Fire Chief
RE:       Unbudgeted Purchase: Firefighter Turnout Gear

DATE: February 23, 2017

ACTION/RECOMMENDATION

Approve the unbudgeted purchase of three (3) sets of Turnout Gear.

BACKGROUND

Due to some earlier than planned retirements that will occur in 2017, the City Council approved the appointment of three additional Firefighters; each of which need turnout gear. The purchase of this gear was not budgeted; however the equipment is a requirement under State and City regulations.

The City has previously (November, 2015) purchased this gear from Emergency Response Solutions and I contacted them for a quote. They indicated they are willing to make the sale at the same price as the last time we purchased, but were only willing to guarantee that old price until February 28, 2017. There is benefit in having this type of equipment from the same vendor for warranty, interchangeability of pieces and repair perspectives.

FISCAL IMPACT:

Although this is an unbudgeted purchase, discussion with Finance Director O'Connell has indicated that we may be able to modify the budget to allow for the purchase in the amount of $5,802.87 plus shipping.

ALTERNATIVES/VARIATIONS:

Do not act: Failure to purchase this equipment will severely restrict the types of duties the new Firefighters can perform.
Negative vote: Should the Council not authorize the unbudgeted purchase, staff would wait for additional direction from the Council.
Modification of the Resolution: This is always an option of the City Council.

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

MU
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER)

RESOLUTION APPROVING UNBUDGETED PURCHASE OF FIREFIGHTER TURNOUT GEAR

WHEREAS, the City Council has approved a budget for the Volunteer Fire Department; and

WHEREAS, the Council previously authorized the appointment of new Firefighters due to the unplanned retirement of current members in 2017; and

WHEREAS, the new Firefighters are required to have personal protective equipment (turnout gear) before engaging in any fire prevention activities; and

WHEREAS, the turnout gear vendor has extended an offer to sell the equipment at 2015 prices if the purchase is made prior to February 28th.

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

1. The unbudgeted purchase of Firefighter turnout gear in the amount of $5,802.87 plus shipping from Emergency Response Solutions is hereby approved.

2. Funding for the purchase will be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2017.

______________________________
Charles Zieman
Mayor

ATTEST:

______________________________
Todd Prafke
City Administrator
PROCLAMATION

"WOMEN'S HISTORY MONTH 2017"

WHEREAS, during Women's History Month we celebrate the many accomplishments of the Women of Saint Peter; and

WHEREAS, the theme for the 2017 Women's History Month celebration is "Trail Blazers in Labor and Business"; and

WHEREAS, the April 4, 2017 Women Celebrating Women event will recognize a local woman who has been a Trail Blazer in Labor and Business.

NOW, THEREFORE, I, Charles Zieman, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim March, 2017 as

"WOMEN'S HISTORY MONTH 2017"

in the City and hereby do call upon the citizens of Saint Peter to participate in Women's History Month programs, ceremonies and activities including the Women Celebrating Women event with a theme of "Trail Blazers in Labor and Business" and to celebrate the accomplishments of all women. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 27th day of February, 2017

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator