

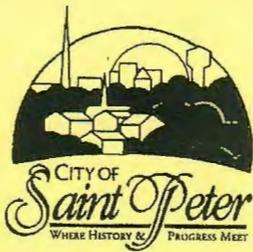
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

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

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

None scheduled
- VII. **NEW BUSINESS**
  - A. Revolving Loan Fund Request: River Rock Bakery & Kitchen, LLC
  - B. 2016 Street Maintenance Plan
  - C. City of Nicollet Building Inspector Contract Renewal
  - D. Donation Policy Modifications
  - E. City Assistance Request: "Luck of the Irish" Fun Run
  - F. City Council Out-of-State Travel Request
- VIII. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. Community Information Distribution
    - 2. 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 January 25, 2016 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

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

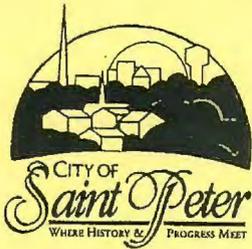
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN FUND APPLICATION FOR RIVER ROCK BAKERY & KITCHEN LLC**

The EDA has recommended approval of a \$40,000 revolving loan to Christine Rasmussen (dba River Rock Bakery & Kitchen LLC). Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF A RESOLUTION APPROVING 2016 STREET MAINTENANCE PLAN**

Staff recommends approval of the 2016 street maintenance plan. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF RENEWAL CONTRACT TO PROVIDE BUILDING INSPECTION SERVICES TO CITY OF NICOLLET**

The City's contract to provide building inspection services to the City of Nicollet expired on December 31, 2015. Nicollet has requested execution of a renewal contract for calendar year 2016. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION MODIFYING CITY DONATION ACCEPTANCE POLICY**

The City's donation policy was created to work with the City's purchasing policy. The donation policy does not reflect recent changes to the purchasing policy limits and staff recommends modification be made to establish a \$7,500 value threshold on donations before Council action is required for acceptance. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR "LUCK OF THE IRISH" FUN RUN**

Staff recommends approval of a request from the organizers of the "Luck of the Irish" event for City assistance for a fun run on March 19th. Please see the attached staff report and RESOLUTION.

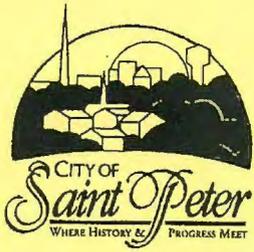
**F. ADOPTION OF A RESOLUTION APPROVING CITY COUNCIL OUT-OF-STATE TRAVEL REQUEST**

Councilmember Parras will participate in the American Public Power Association legislative rally in Washington DC in March. As required by the City Council out of state travel policy, and State law, Council approval is required. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

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



**B. CITY ADMINISTRATOR**

**1. REPORT ON COMMUNITY INFORMATION DISTRIBUTION**

A report will be provided at this time on staff efforts to keep the residents of Saint Peter updated on City news and information.

**2. OTHERS**

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

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
JANUARY 25, 2016**

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

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

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

**Approval of Minutes** – A motion was made by Parras, seconded by Carlin, to approve the minutes of the January 11, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 11, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Visitors** – Mayor Zieman welcomed visiting students from Saint Peter's Sister City of Petatlan, Mexico. Fabiola Gutierrez Guilar, Juan Jose de Luico Serrano, Mariela Galeana Arbarca and Petatlan Program Coordinator Chaz Brown addressed the Council to provide information on themselves, their host families and their visit to Saint Peter. Zieman presented each student with a City of Saint Peter mug and a pin from the Chamber of Commerce.

**Consent Agenda** – In motion by Pfeifer, seconded by Brand, Resolution No. 2016-12 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-12 is contained in the City Administrator's book entitled Council Resolutions 20.

**Tax Increment Financing Districts No. 1-9 and 1-11 Decertifications** – Finance Director O'Connell requested Council action to decertify Tax Increment Financing Districts No. 1-9 and 1-11 which were created in 1998 and 2002 respectively. O'Connell noted that all needed increments had been distributed and decertifying the districts would return \$7,000,000 in valuations to the property tax base. In motion by Kvamme, seconded by Brand, Resolution No. 2016-13 entitled "Resolution Approving The Decertification of Tax Increment Financing District No. 1-9 Of The City Of Saint Peter", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-13 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Pfeifer, seconded by Parras, Resolution No. 2016-14 entitled "Resolution Approving The Decertification of Tax Increment Financing District No. 1-11 Of The City Of Saint Peter", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-14 is contained in the City Administrator's book entitled Council Resolutions 20.

**Minnesota Waste Processing Contract Approval** – City Administrator Prafke recommended execution of an updated contract with Minnesota Waste Processing Company LLC. Prafke summarized the waste stream process as beginning with waste being collected from City customers; hauled to the Minnesota Waste Processing facility in Mankato where it is processed and sorted; some materials being transferred to a facility which is now owned by Ramsey and

Washington Counties in Newport where it is turned into energy; and the remaining materials landfilled at the Ponderosa Landfill near Mankato. Prafke noted that the contract included an increase of \$5.35 per ton following the change in ownership of the Newport facility. Prafke also stated that execution of the contract “preserves our ability to deposit materials there and ensures a very fair price into the future”. In motion by Grams, seconded by Carlin, Resolution No. 2016-15 entitled “Resolution Approving Execution Of Contract With Minnesota Waste Processing Company, LLC”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-15 is contained in the City Administrator’s book entitled Council Resolutions 20.

**Local Government Aid Support** – City Administrator Prafke presented a resolution which the Coalition of Greater Minnesota Cities had asked member cities to approve. Prafke indicated the resolution expressed support for an increase in local government aid during the 2016 legislative session and noted that local government aid levels were still at the same level as that authorized during the 2002-2003 legislative session. In motion by Pfeifer, seconded by Grams, Resolution No. 2016-16 entitled “Resolution Supporting A 2016 Legislative Session Action To Increase Local Government Aid”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-16 is contained in the City Administrator’s book entitled Council Resolutions 20.

**Council Out-Of-State Travel Request** – City Administrator Prafke presented a resolution authorizing Mayor Zieman to travel to Petatlan, Mexico in March as part of the Sister City program and for the City to finance up to \$500 in expenses for the trip. In motion by Carlin, seconded by Brand, Resolution No. 2016-17 entitled “Resolution Authorizing Elected Official Travel”, was introduced with a correction to the language in the resolution to clarify that any expenditure over \$500 would be Mayor Zieman’s responsibility. Upon roll call, Councilmembers Grams, Pfeifer, Kvamme, Carlin, Brand, and Parras voting aye, Mayor Zieman abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-17 is contained in the City Administrator’s book entitled Council Resolutions 20.

**New Housing Subdivision Preliminary Engineering** – Public Works Director Moulton requested approval for Bolton and Menk, Inc. to provide preliminary engineering work (up to the bidding process) for development of public infrastructure in the proposed housing subdivision along Traverse Road at a cost of \$144,000. Moulton noted that the engineering costs were approximately 7.2% of the anticipated project cost and the timeline for development would include a bid award on March 11th. City Administrator Prafke reported that the second Council workshop in February would include discussion on substantial decisions that would need to be made by the Council to keep the project going before site development work was done. Prafke also noted that should the Council not award a bid, the engineering work would still be used in the future if development occurred at a later time. Prafke also cautioned that although the Council had not given approval for the subdivision development, it was still necessary to expend resources to have enough information to make a final decision. In motion by Pfeifer, seconded by Parras, Resolution No. 2016-18 entitled “Resolution Authorizing Preliminary Engineering For Proposed Housing Subdivision”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-18 is contained in the City Administrator’s book entitled Council Resolutions 20.

**City Administrator Contract Extension** – City Attorney Brandt recommended approval of a contract extension and salary increase for City Administrator Prafke. Brandt reviewed the results of the City Administrator’s evaluation and recommended a contract extension through December 31, 2018 and a 2.5% wage increase to \$120,950. Brandt noted that although he felt Prafke was deserving of a higher wage increase, Mr. Prafke would only accept the same percentage increase provided to other employees. In motion by Parras, seconded by Carlin, Resolution No. 2016-19 entitled “Resolution Modifying City Administrator’s Employment Contract”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed

and adopted. A complete copy of Resolution No. 2016-19 is contained in the City Administrator's book entitled Council Resolutions 20.

**Business License Applications** – City Administrator Prafke recommended approval of business license applications for the new owner of Smoker's Choice (Hamed Ata Ibrahim) at 1226 South Minnesota Avenue. Prafke noted nothing had been found in the background check that would prohibit issuance of the tobacco and soft drink licenses. In motion by Carlin, seconded by Grams, Resolution No. 2016-20 entitled "Resolution Approving Business License Applications", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-20 is contained in the City Administrator's book entitled Council Resolutions 21.

**Municipal Fee Schedule Modification** – Public Works Director Moulton requested approval for the municipal fee schedule to be modified to include a new fee for utility inspections on private developments at five percent (5%) of the total project cost. Moulton noted that the fee is currently being charged for projects where the City acts as general contractor for private developments. City Administrator Prafke noted inclusion of the fee would be a "clear articulation of past practice". In motion by Parras, seconded by Carlin, Resolution No. 2016-21 entitled "Resolution Approving 2016 Municipal Fee Schedule Revision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-21 is contained in the City Administrator's book entitled Council Resolutions 21.

**AMI Meter Purchase** – Public Works Director Moulton requested authorization for purchase of software and services related to the first phase of a project to install automated metering infrastructure at a price of \$39,695 from Eaton Cooper. Moulton reported the project would change the way electric, water, and wastewater meter readings are received to a radio frequency (RF) system that would allow meter readings to be sent remotely, for meters to be turned on and off remotely, and provide additional detailed technical information on customer usage. Moulton also reported that Eaton Cooper had purchased Canon which is the equipment/program that is currently in use which is why the purchase would be from Eaton and not bid out. Moulton stated the project would be phased in over a period of 2-10 years and there was minimal risk to the City to start the project.

Councilmember Parras expressed concerns that the \$15,000 for "project management services" seemed too much and asked what it included. City Administrator Prafke indicated staff would develop a breakdown and provide it to the Council when available. Councilmember Kvamme asked why the project was moving forward now. Prafke responded that technology has really evolved in the RF process and having metering going over electric lines was not as dependable. Prafke also noted that the new system would give the City the ability to provide additional customer service, remote start/stop ability, facilitate billing changes based on utilization, and additional data collection. Staff also noted it was a "self-healing system".

Mayor Zieman asked what the return on investment would be. Prafke stated the system won't save the City money, but would allow staff to better manage the system and be more responsive to customers.

In motion by Kvamme, seconded by Parras, Resolution No. 2016-22 entitled "Resolution Authorizing Purchase Of Automated Metering Infrastructure (AMI) Software", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-22 is contained in the City Administrator's book entitled Council Resolutions 21.

**2016 Refuse Fund Budget** – Finance Director O'Connell presented the 2016 Environmental Services (Refuse) fund budget in the amount of \$905,529. O'Connell noted that the budget included a capital purchase in the amount of \$38,000 for a leaf vacuum, but no rate increases

were recommended at this time even with the per ton increase in the Minnesota Waste Processing contract. O'Connell also stated that staff would work to encourage customer recycling in an effort to reduce the amount of refuse being collected from each customer by two pounds per week which would eliminate the need for a rate increase. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-23 entitled "Resolution Adopting 2016 Environmental Services Enterprise Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-23 is contained in the City Administrator's book entitled Council Resolutions 21.

**2016 Stormwater Fund Budget** – Finance Director O'Connell presented the 2016 Stormwater Fund budget in the amount of \$1,591,110. O'Connell indicated the stormwater budget included \$60,000 for construction of an intersection, \$300,000 for stormwater expenses in the proposed subdivision and \$324,000 for stormwater improvements at the site of the new City park and the new high school. In motion by Parras, seconded by Grams, Resolution No. 2016-24 entitled "Resolution Adopting 2016 Stormwater Enterprise Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-24 is contained in the City Administrator's book entitled Council Resolutions 21.

**Pay Equity Report Submission** – Finance Director O'Connell requested authorization to submit the City's pay equity report to the Department of Employee Relations as required by State law. O'Connell noted the report showed the City was in compliance based on wages in place December 31, 2015 and copies of the report would be posted on the legal notices board at City Hall and provided to each bargaining unit. In motion by Kvamme, seconded by Parras, Resolution No. 2016-25 entitled "Resolution Approving Submission Of Pay Equity Report", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-25 is contained in the City Administrator's book entitled Council Resolutions 21.

**Closed Session: Union Negotiations** – City Administrator Prafke requested a closed session as allowed under State law for discussion of union negotiations with Law Enforcement Labor Services Locals 241 (Police Officers) and 242 (Communications Technicians). In motion by Parras, seconded by Grams, Resolution No. 2016-26 entitled "Resolution Adopting Pay Equity Report", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-26 is contained in the City Administrator's book entitled Council Resolutions 21.

The Council adjourned to closed session for discussion of the Police Officers union contract negotiations at 8:43 p.m. The discussion ended at 8:47 p.m.

The Council began discussion of the Communications Technician union contract negotiations at 8:49 p.m. The Council discussion ended at 8:50 p.m.

The Council returned to open session at 8:52 p.m.

**2016-2017 Police Officer Contract** – City Administrator Prafke recommended approval of the 2016-2017 Police Officer union (Law Enforcement Labor Services Local No. 241) contract which provided a three percent (3%) wage increase in each year of the contract and provided for technical changes (dates and typographical errors) in the contract. In motion by Parras, seconded by Kvamme, Resolution No. 2016-27 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 241 (Police Officers) For Calendar Years 2016-2017", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-27 is contained in the City Administrator's book entitled Council Resolutions 21.

**2016-2017 Communications Technician Contract** – City Administrator Prafke recommended approval of the 2016-2017 Communications Technician union (Law Enforcement Labor

Services Local No. 242) contract which provided a three percent (3%) wage increase in each year of the contract and provided for technical changes (dates and typographical errors) in the contract. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-28 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 242 (Communication Technicians) For Calendar Years 2016-2017", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-28 is contained in the City Administrator's book entitled Council Resolutions 21.

## **Reports**

**Mayor's Report** – Mayor Zieman reported on his recent activities which included a Region Nine meeting and a Greater Mankato Growth REDA meeting. Zieman also reminded the public of the January 30th youth ice fishing contest at Hallett's Pond sponsored by the Saint Peter Volunteer Fire Department and the upcoming Special Olympics Polar Bear Plunge.

**February 1st Meeting Schedule** – City Administrator Prafke reported the February 1st Council workshop would be an abbreviated session due to the City Council participating in the annual meeting/dinner of the Fire Relief Association that same night.

**Service Animal Licensing** – In response to a previous question from Councilmembers, City Administrator Prafke reported the owners of service animals are required to abide by the City's pet licensing regulations.

**Daycare Assistance**– City Administrator Prafke directed Council attention to the packet memo providing a report on the City's program to provide financial incentives for individuals to open home based day care facilities. Prafke noted nine individuals had taken advantage of the program which ended December 31, 2015 which resulted in an additional 66 daycare slots in the community.

There being no further business, a motion was made by Carlin, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:01 p.m.

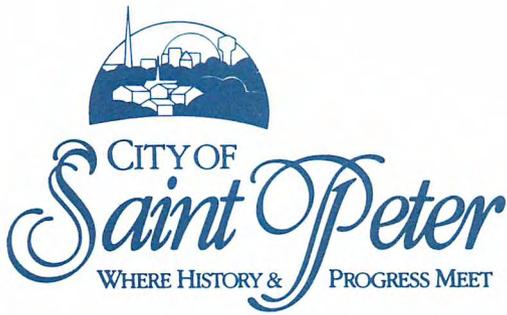
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 1/27/2016

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

**RE:** 2016 Street Salt Seasonal Purchase

### **ACTION/RECOMMENDATION**

Authorize Compass Minerals Inc. for bulk winter salt not to exceed \$11,740.

### **BACKGROUND**

Last year the City used the State contract to purchase road salt with MnDOT and would like to do the same this year. MnDOT will purchase the salt from one of the four contract vendors listed below:

Compass Minerals Inc.  
Cargill, Inc.  
Johnson Feed, Inc.  
Morton Salt

This year the low bid for salt in our area through MnDOT was Compass Minerals Inc. at \$78.40 per ton compared to \$76.85 per ton in 2015. The quantities that staff purchase varies due to the winter conditions throughout the year.

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

PM/amg



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

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

**DATE:** 1/8/16

**FROM:** Fire Chief Quade

**RE:** Request to purchase Personal Protective Equipment  
without formal bid process.

### **ACTION/RECOMMENDATION**

Approval to purchase Personal Protective Equipment for four new members

### **BACKGROUND**

The process of replacing personal protective turn out gear for the Saint Peter Volunteer Fire Department started approximately 1.5 years ago by obtaining quotes to get a relative dollar figure to file for and Assistance to Fire Fighter Grant through homeland security.

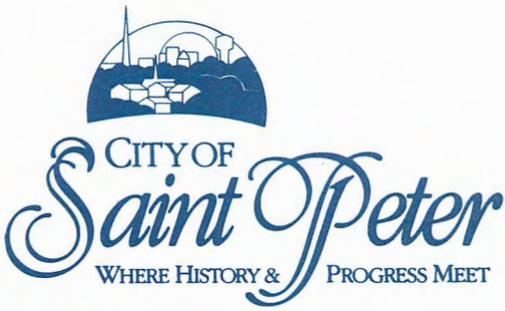
The personal protective equipment has been purchased last month and they are honoring the prices for purchasing additional equipment for our four newest members.

Please note the following purchase orders are for budgeted equipment to be purchased for the four new members on the department which were not included in grant but will be ordered under same quotes and specifications. Thank you for your time in this matter.

Respectfully:

*Ronald D. Quade*

Ronald D. Quade  
Fire Chief  
Saint Peter Fire Department  
227 Mulberry  
Saint Peter, MN 56082



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 2/3/2016

**FROM:** Cindy Moulton *Cindy*  
Administrative Secretary

**RE:** Temporary On Sale Beer License

### **ACTION/RECOMMENDATION**

Provide approval of license.

### **BACKGROUND**

The City has received a Temporary On-Sale Beer license application from the Knights of Columbus for City Council approval.

The Knights of Columbus has submitted a Temporary On-Sale Beer application in order to sell 3.2 beer at their annual fish boil. The fish boil will take place at the Church of St. Peter on April 1, 2016.

Please place this item on the February 8, 2016 City Council consent agenda.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

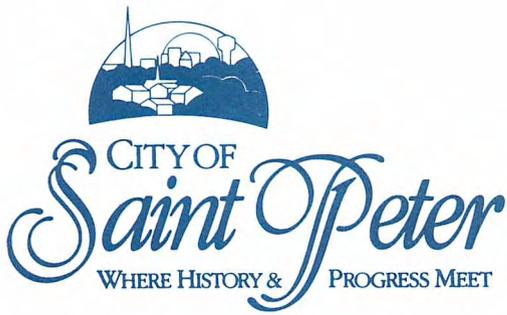
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 2/4/2016

**FROM:** Jane Timmerman  
Recreation and Leisure Services Director

**RE:** Building Supervisor Appointments

### **ACTION/RECOMMENDATION**

Approve the appointment of two new part-time Building Supervisors at the Community Center.

### **BACKGROUND**

The recruitment process for the position of part-time Building Supervisors has been completed. I recommend the appointment of the following individuals pending successful completion of a background investigation:

Aaron Hagen	\$10.00 per hour
Robert Ploog	\$10.00 per hour

Please include these appointments on the consent agenda for the February 8th regular Council meeting.

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

JT/



**TO:** Todd Prafke  
City Administrator

**DATE:** 2/4/2016

**FROM** Paula O'Connell  
Finance Director

A handwritten signature in blue ink, appearing to read "PO", is written over the name Paula O'Connell.

**RE:** Meter Reader Hire

#### **ACTION/RECOMMENDATION**

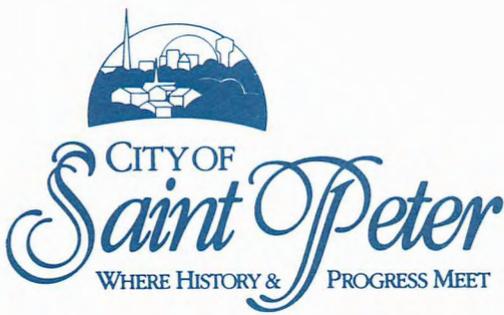
Approve the hire of Christopher Simonette and Christopher Major as part-time meter readers at a wage of \$13.41 per hour or \$10.83 per hour with health insurance.

#### **BACKGROUND**

After the resignation of a meter reader in December and another one in the near future, the job description was reviewed and advertisements were placed in January. Interviews and reference checks were conducted.

Contingent upon passing a pre employment physical and background check, I am recommending the hire of Christopher Simonette and Christopher Major at a wage of \$13.41 per hour or \$10.83 per hour with health insurance. Following successful completion of the 520 hours or one year probation (whichever is shorter), they would be eligible to receive \$13.65 per hour or \$11.02 per hour with health insurance, plus any adjustment offered for the 2017 year. An adjustment of this type is needed to ensure that their compensated stays in line with their co-workers.

If you have any further questions or need any additional information please contact me.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**FROM:** Pete Moulton  
Public Works Director

**RE:** Surplus Property Declarations

**DATE:** February 1, 2016

### ACTION/RECOMMENDATION

Declare 12 pieces of equipment and several items of water inventory from the Public Works Department as surplus property as per City Code.

### BACKGROUND

The following equipment is no longer used within the Public Works Department. Most items have been removed from active service and are of little value. It is proposed to declare the following as surplus property and to dispose of the units through the State bid website.

Unit #22 will be replaced in early 2016 as per the budget. The disposal will coincide with delivery of the new vehicle.

Unit #22	2000 Ram 2500 4-wheel drive truck with utility box
Serial Number	VIN 3B7KF26ZX1M281313
Attachments - description	Fibre body utility box
Area of responsibility	Water Utility – Public Works
Mileage	87,674 miles

Unit # NA	Five Drawer Map Cabinets (2)
Serial Number	NA
Attachments - description	there are two cabinets
Area of responsibility	Water Utility – Public Works
Other information	Drawer dimensions - 24 ½" long X 37" wide

Unit # NA	Metrotech 850 underground utility line locator
Serial Number	3987
Area of responsibility	Water Utility – Public Works
Other information	20 + years old

Unit # NA	Hach One pH meter
Serial Number	930300020063
Attachments - description	Needs repair
Area of responsibility	Water Utility – Public Works
Other information	20 + years old

Unit # NA	Radio Shack 5.8 GHz Cordless Phones
Serial Number	JU903256184, JU903274775, JU903046747, JU903046730
Attachments - description	Four (4) - Phones – Analog Type
Area of responsibility	Water Utility – Public Works
Other information	Caller ID display, voicemail Indicator, 9-number speed dial
Unit # NA	AT&T 993 Corded Phones
Serial Number	EU006270926, EU006270872, EU006270865
Attachments - description	Three (3) – phones - Analog
Area of responsibility	Water Utility – Public Works
Other information	2 line operation, caller ID/call waiting, 100 name & number phone book directory, 3 party conferencing, 18-number speed dial, 99 name & number caller ID history
Unit # 17	1986 John Deere 1450 Tractor
Serial Number	VIN # CH1450A001099 Rear Blade SN: W00065X005125
Hours	3521
Attachments - description	Front bucket, rear blade, two sets of tires (regular & turf)
Area of responsibility	Stormwater – Public Works
Unit # 95	Snapper mower 48 inch cut 18 HP
Serial Number	11396215
Model	LT180H48GBV2
Serial Number	Briggs Motor - YBSXS.5702VR
Model	350777
Type	1143-E1
Code	01042011
Area of responsibility	Stormwater – Public Works
Other information	Does not operate – poor condition (As-Is)
Unit # NA	22 ft pontoon
Serial number	NA
Attachments	1986 Mariner 25hp outboard electric start, cable steer with throttle, 200 gallon tank for chemical application and spray bar
Area of responsibility	Wastewater – Public works
Unit # NA	2005 Coats Manual Tire Changer
Serial Number	200-1735
Value	\$75.00
Area of responsibility	Mechanic – Public Works
Unit # NA	2000 OTC Wheel Dolly
Serial Number	NA
Value	\$200.00
Area of responsibility	Streets – Public Works
Unit # NA	1988 Lift Moore Crane
Serial Number	NA
Value	\$500.00
Area of responsibility	Streets – Public Works

In addition, staff recommends surplus property declarations for several items of inventory.

During the annual water inventory process, staff evaluated the entire water distribution inventory. Staff has identified inventory that has exceeded 30 years of life and would be a liability to incorporate into the water distribution system. Staff recommends that we declare this inventory as surplus to be sold a scrap iron.

<b>Item</b>	<b>Quantity</b>	<b>Total Cost</b>	<b>ID Number</b>
.75" Tube Nuts	29 each	\$49.59	105
1" Tube Nuts	22 each	\$57.42	122
1.25" Curb Box Plug	29 each	\$108.75	162
4" PVC C900 (ft)	60 feet	\$102.80	254
Remote Wire	5,525 feet	\$889.25	323
5/8"x3/4" Badger Meter Plate	9 each	\$135.00	339
1.25" Mtr. Washer	5 each	\$.96	341
#4 Copper Horn for True 3/4" Meter	2 each	\$255.04	352

Funds generated from the State auction website would be returned to the appropriate budgets.

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

PM/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ABEL'S ELECTRIC MOTOR SHOP	ball bearing repair	WATER	PURIFICATION AND TREAT	115.80
			TOTAL:	115.80
AG SPRAY EQUIPMENT	swirel tee, strainer	STORMWATER FUND	TREATMENT	53.44
			TOTAL:	53.44
AUDIO EDITIONS	new adult audio books	LIBRARY FUND	LIBRARY	522.94
			TOTAL:	522.94
BEST WESTERN	hotel room for jason dahl	WASTE WATER FUND	ADMIN AND GENERAL	111.25
			TOTAL:	111.25
BLUE EARTH COUNTY	dtf approp	GENERAL FUND	POLICE	16,947.88
			TOTAL:	16,947.88
BRANDT LAW OFFICE	civil/ lagers	GENERAL FUND	LEGAL SERVICES	5,306.50
	criminal	GENERAL FUND	LEGAL SERVICES	8,013.50
	round-a-bout	PERM IMPROVMENT RE	STREETS	31.00
	school	PARK LAND DEDICATI	PARKS	77.50
	housing	HOUSING DISTRICT #	ECONOMIC DEVMT	852.50
	dahgren	STORMWATER FUND	CAPITAL-TREATMENT SYST	325.00
			TOTAL:	14,606.00
BRYAN ROCK PRODUCTS INC	agg lime	GENERAL FUND	PARKS	944.95
			TOTAL:	944.95
C & S SUPPLY CO INC	schneider boots	GENERAL FUND	PUBLIC WORKS ADMIN	86.36
	#45 jack stand	GENERAL FUND	STREETS	57.18
	oil cap	GENERAL FUND	PARKS	4.96
	zabel c.a.	WASTE WATER FUND	ADMIN AND GENERAL	119.99
	f. powers ca & boots	WASTE WATER FUND	ADMIN AND GENERAL	194.44
			TOTAL:	462.93
CANNON TECHNOLOGIES INC	2016 yukon software suppor	ELECTRIC FUND	POWER DISTRIBUTION	7,200.00
			TOTAL:	7,200.00
CARTEGRAPH SYSTEMS, INC.	cartegraph	GENERAL FUND	POLICE	780.50
	cartegraph	GENERAL FUND	FIRE	334.50
	cartegraph	GENERAL FUND	STREETS	1,672.50
	cartegraph	GENERAL FUND	PARKS	557.50
	cartegraph	WATER	DISTRIBUTION AND STORA	2,230.00
	cartegraph	WASTE WATER FUND	ADMIN AND GENERAL	1,895.50
	cartegraph	ENVIRON SERVICES F	ADMIN AND GENERAL	446.00
	cartegraph	ELECTRIC FUND	ADMIN AND GENERAL	2,341.50
	cartegraph	STORMWATER FUND	ADMINISTRATION AND GEN	446.00
	cartegraph	TRANSIT	TRANSIT/TRANSPORTATION	446.00
			TOTAL:	11,150.00
CHEMISOLV CORP	ferric chloride	WASTE WATER FUND	BIOSOLIDS	4,187.92
			TOTAL:	4,187.92
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	SKATING RINKS	61.85
	first aid supplies	LIBRARY FUND	LIBRARY	5.54
			TOTAL:	67.39
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	12.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	supplies	GENERAL FUND	STREETS	64.62
	supplies	GENERAL FUND	PARKS	64.62
	supplies	LIBRARY FUND	LIBRARY	47.48
	2016 supplies	LIBRARY FUND	LIBRARY	317.21
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	189.90
	2016 supplies	COMMUNITY CENTER	COMMUNITY CENTER	1,268.83
	supplies	WATER	DISTRIBUTION AND STORA	32.31
	supplies	WASTE WATER FUND	SOURCE/TREATMENT	32.31
	supplies	ENVIRON SERVICES F	REFUSE DISPOSAL	32.31
	supplies	ELECTRIC FUND	POWER DISTRIBUTION	64.62
	supplies	STORMWATER FUND	TREATMENT	32.31
			TOTAL:	2,159.49
EARL F ANDERSEN INC	signs truck	GENERAL FUND	STREETS	187.56
	signs truck	GENERAL FUND	STREETS	99.30
	signs truck	GENERAL FUND	PARKS	187.56
	signs truck	GENERAL FUND	PARKS	99.30
	signs truck	WATER	DISTRIBUTION AND STORA	93.78
	signs truck	WATER	DISTRIBUTION AND STORA	49.65
	signs truck	WASTE WATER FUND	SOURCE/TREATMENT	93.78
	signs truck	WASTE WATER FUND	SOURCE/TREATMENT	49.65
	road closed roll-ups	ENVIRON SERVICES F	REFUSE DISPOSAL	285.10
	signs truck	ENVIRON SERVICES F	REFUSE DISPOSAL	93.78
	signs truck	ENVIRON SERVICES F	REFUSE DISPOSAL	49.65
	signs truck	ELECTRIC FUND	POWER DISTRIBUTION	187.56
	signs truck	ELECTRIC FUND	POWER DISTRIBUTION	99.30
	signs truck	STORMWATER FUND	TREATMENT	93.79
	signs truck	STORMWATER FUND	TREATMENT	49.65
			TOTAL:	1,719.41
EXCEED PACKAGING, INC	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	200.00
			TOTAL:	200.00
FASTENAL COMPANY	eye wash tags	GENERAL FUND	STREETS	3.70
	battiers	GENERAL FUND	STREETS	2.47
	shop belt	GENERAL FUND	STREETS	21.32
	eye wash tags	GENERAL FUND	PARKS	2.96
	battiers	GENERAL FUND	PARKS	2.47
	shop belt	GENERAL FUND	PARKS	21.32
	nuts & bolts	COMMUNITY CENTER	COMMUNITY CENTER	2.76
	battiers	WATER	DISTRIBUTION AND STORA	1.24
	shop belt	WATER	DISTRIBUTION AND STORA	10.66
	eye wash tags	WATER	ADMIN AND GENERAL	1.48
	battiers	WASTE WATER FUND	SOURCE/TREATMENT	1.24
	shop belt	WASTE WATER FUND	SOURCE/TREATMENT	10.66
	eye wash tags	WASTE WATER FUND	ADMIN AND GENERAL	1.48
	battiers	ENVIRON SERVICES F	REFUSE DISPOSAL	1.24
	shop belt	ENVIRON SERVICES F	REFUSE DISPOSAL	10.66
	eye wash tags	ENVIRON SERVICES F	ADMIN AND GENERAL	1.49
	battiers	ELECTRIC FUND	POWER DISTRIBUTION	2.47
	shop belt	ELECTRIC FUND	POWER DISTRIBUTION	21.32
	eye wash tags	ELECTRIC FUND	ADMIN AND GENERAL	3.70
	battiers	STORMWATER FUND	TREATMENT	1.23
	shop belt	STORMWATER FUND	TREATMENT	10.65
			TOTAL:	136.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GENESIS	jan fuel	GENERAL FUND	FIRE	11.30
	jan fuel	GENERAL FUND	STREETS	616.14
	jan fuel	GENERAL FUND	PARKS	167.63
	jan fuel	WATER	SOURCE OF SUPPLY	19.40
	jan fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	27.49
	jan fuel	ELECTRIC FUND	POWER DISTRIBUTION	39.59
	jan fuel	STORMWATER FUND	TREATMENT	37.26
			TOTAL:	918.81
GIBSON LABORATORIES, INC.	chemicals	WASTE WATER FUND	SOURCE/TREATMENT	256.50
			TOTAL:	256.50
GILLUND ENTERPRISES INC	diesel fuel antigel	GENERAL FUND	STREETS	34.76
	diesel fuel antigel	GENERAL FUND	PARKS	34.76
	diesel fuel antigel	WATER	DISTRIBUTION AND STORA	17.38
	diesel fuel antigel	WASTE WATER FUND	SOURCE/TREATMENT	17.38
	diesel fuel antigel	ENVIRON SERVICES F	REFUSE DISPOSAL	17.38
	diesel fuel antigel	ELECTRIC FUND	POWER DISTRIBUTION	34.76
	diesel fuel antigel	STORMWATER FUND	TREATMENT	17.36
			TOTAL:	173.78
GOPHER STATE ONE-CALL INC	facility fee	WATER	DISTRIBUTION AND STORA	33.32
	facility fee	WASTE WATER FUND	COLLECTOR/LIFT STAT	33.32
	facility fee	ELECTRIC FUND	POWER DISTRIBUTION	33.36
			TOTAL:	100.00
GUSTAVUS ADOLPHUS COLLEGE-DINING	tds library directors meet	LIBRARY FUND	LIBRARY	215.34
			TOTAL:	215.34
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,365.00
	bleach, caustic soda, pot.	WATER	PURIFICATION AND TREAT	2,903.47
			TOTAL:	4,268.47
HERITAGE MEADOWS	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	45.94
			TOTAL:	45.94
THE J.P. COOKE CO.	cat lic	GENERAL FUND	CITY CLERK	73.22
			TOTAL:	73.22
JAVENS MECHANICAL CONTRACTING CO.	amplifier & repair	WASTE WATER FUND	SOURCE/TREATMENT	651.00
			TOTAL:	651.00
THE JOURNAL	subscription	LIBRARY FUND	LIBRARY	215.80
			TOTAL:	215.80
LARKSTUR ENGINEERING & SUPPLY, INC.	#86 fittings	GENERAL FUND	STREETS	13.50
	#16 crimp & fitting	GENERAL FUND	STREETS	321.44
	#68 body & nose assembly	WASTE WATER FUND	SOURCE/TREATMENT	252.66
			TOTAL:	587.60
LEAGUE OF MINNESOTA CITIES	patrol subscrip online tra	GENERAL FUND	POLICE	1,275.00
			TOTAL:	1,275.00
LEAGUE OF MN CITIES INSURANCE TRUST	1qrt workers comp	GENERAL FUND	MAYOR & COUNCIL	32.06
	1qrt workers comp	GENERAL FUND	CITY ADMINISTRATION	200.18
	1qrt workers comp	GENERAL FUND	CITY CLERK	75.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	lqrt workers comp	GENERAL FUND	FINANCE	227.55	
	lqrt workers comp	GENERAL FUND	MUNICIPAL BUILDING	301.44	
	lqrt workers comp	GENERAL FUND	POLICE	7,853.90	
	lqrt workers comp	GENERAL FUND	FIRE	6,462.50	
	lqrt workers comp	GENERAL FUND	FIRE	4,808.99	
	lqrt workers comp	GENERAL FUND	BUILDING INSPECTOR	185.91	
	lqrt workers comp	GENERAL FUND	COMMUNITY SERVICE	79.56	
	lqrt workers comp	GENERAL FUND	PUBLIC WORKS ADMIN	238.89	
	lqrt workers comp	GENERAL FUND	STREETS	5,327.42	
	lqrt workers comp	GENERAL FUND	RECREATION/LEISURE SER	989.17	
	lqrt workers comp	GENERAL FUND	SWIMMING POOL	1,038.82	
	lqrt workers comp	GENERAL FUND	SKATING RINKS	22.29	
	lqrt workers comp	GENERAL FUND	PARKS	2,374.19	
	lqrt workers comp	GENERAL FUND	ECONOMIC DEVMT	115.73	
	lqrt workers comp	LIBRARY FUND	LIBRARY	393.32	
	lqrt workers comp	PUBLIC ACCESS	PUBLIC ACCESS	11.53	
	lqrt workers comp	COMMUNITY CENTER	COMMUNITY CENTER	878.31	
	lqrt workers comp	WATER	SOURCE OF SUPPLY	208.39	
	lqrt workers comp	WATER	PURIFICATION AND TREAT	1,230.79	
	lqrt workers comp	WATER	DISTRIBUTION AND STORA	1,420.41	
	lqrt workers comp	WATER	ADMIN AND GENERAL	161.86	
	lqrt workers comp	WATER	CUSTOMER ACCOUNTS	29.91	
	lqrt workers comp	WASTE WATER FUND	BIOSOLIDS	433.79	
	lqrt workers comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	921.53	
	lqrt workers comp	WASTE WATER FUND	SOURCE/TREATMENT	2,304.01	
	lqrt workers comp	WASTE WATER FUND	ADMIN AND GENERAL	169.10	
	lqrt workers comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	29.91	
	lqrt workers comp	ENVIRON SERVICES F	REFUSE DISPOSAL	1,147.51	
	lqrt workers comp	ENVIRON SERVICES F	ADMIN AND GENERAL	85.23	
	lqrt workers comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	14.08	
	lqrt workers comp	ELECTRIC FUND	POWER PRODUCTION	109.28	
	lqrt workers comp	ELECTRIC FUND	POWER DISTRIBUTION	2,641.03	
	lqrt workers comp	ELECTRIC FUND	ADMIN AND GENERAL	429.49	
	lqrt workers comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	116.12	
	lqrt workers comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,237.63	
	lqrt workers comp	STORMWATER FUND	TREATMENT	434.76	
	lqrt workers comp	STORMWATER FUND	ADMINISTRATION AND GEN	85.23	
	lqrt workers comp	STORMWATER FUND	CUSTOMER ACCOUNTS	14.08	
	lqrt workers comp	TRANSIT	TRANSIT/TRANSPORTATION	2,437.14	
			TOTAL:	47,278.50	
LEXIS NEXIS	subscription	GENERAL FUND	POLICE	100.00	
			TOTAL:	100.00	
METRO JANITORIAL SUPPLY INC.	bathroom supplies and ice	LIBRARY FUND	LIBRARY	50.75	
	bathroom supplies and ice	COMMUNITY CENTER	COMMUNITY CENTER	203.00	
			TOTAL:	253.75	
MEYER SIGNWORKS	sign for recycle bin at br	ENVIRON SERVICES F	REFUSE DISPOSAL	15.00	
			TOTAL:	15.00	
MISC VENDOR	ARM REGISTRATION OFFIC	petersen concrete class 4/	STORMWATER FUND	ADMINISTRATION AND GEN	575.00
	BISCO ENTERPRISE, INC.	filter welding shop	GENERAL FUND	STREETS	36.11
	BISCO ENTERPRISE, INC.	filter welding shop	GENERAL FUND	PARKS	36.11
	BISCO ENTERPRISE, INC.	filter welding shop	WATER	DISTRIBUTION AND STORA	18.05
	BISCO ENTERPRISE, INC.	filter welding shop	WASTE WATER FUND	SOURCE/TREATMENT	18.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BISCO ENTERPRISE, INC.	filter welding shop	ENVIRON SERVICES F	REFUSE DISPOSAL	18.05
BISCO ENTERPRISE, INC.	filter welding shop	ELECTRIC FUND	POWER DISTRIBUTION	36.11
BISCO ENTERPRISE, INC.	filter welding shop	STORMWATER FUND	TREATMENT	18.05
ENVIRONMENTAL SYSTEMS	esri maint. 4/01/16-03/31/	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	400.00
GTS EDUACTIONAL EVENTS	mcfoa conference registrat	GENERAL FUND	ELECTIONS	265.00
HEY DIDDLE DIDDLE DAYC	revolving loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	42,400.00
HYDRO KLEAN	gas monitor cal. dock	WATER	CAPITAL-GENERAL PLANT	1,477.05
HYDRO KLEAN	gas monitor cal. dock	WASTE WATER FUND	COLLECTOR/LIPT STAT	1,477.05
LIANG, HIAYUN	stripend for internship	GENERAL FUND	FINANCE	200.00
PETERSEN, BROCK	boots	STORMWATER FUND	ADMINISTRATION AND GEN	166.98
QUEST ENGINEERING INC.	disconnects	WATER	PURIFICATION AND TREAT	24.77
WARNING LITES	work zone seminar registra	GENERAL FUND	STREETS	104.85
			TOTAL:	47,271.23
MN COMPOSTING COUNCIL	2016 mn compost coun. memb	ENVIRON SERVICES F	ADMIN AND GENERAL	175.00
			TOTAL:	175.00
MN IRON & METAL COMPANY	cat walk	GENERAL FUND	STREETS	349.37
	#16 10' rod	GENERAL FUND	STREETS	91.80
	cat walk	GENERAL FUND	PARKS	349.37
	cat walk	WATER	DISTRIBUTION AND STORA	174.69
	cat walk	WASTE WATER FUND	SOURCE/TREATMENT	174.69
	cat walk	ENVIRON SERVICES F	REFUSE DISPOSAL	174.69
	cat walk	ELECTRIC FUND	POWER DISTRIBUTION	349.37
	cat walk	STORMWATER FUND	TREATMENT	174.67
			TOTAL:	1,838.65
MN MUNICIPAL UTILITIES ASSOCIATION	peterson, s. 1st line sup.	WASTE WATER FUND	ADMIN AND GENERAL	585.00
	2016 meter school hooper	ELECTRIC FUND	ADMIN AND GENERAL	440.00
			TOTAL:	1,025.00
MN PIPE & EQUIPMENT	pvc gasket pipe	GENERAL FUND	STREETS	510.58
			TOTAL:	510.58
MN WASTEWATER OPERATORS ASSOC.	mwoa membership	WASTE WATER FUND	ADMIN AND GENERAL	125.00
			TOTAL:	125.00
PETE MOULTON	lions dues	GENERAL FUND	PUBLIC WORKS ADMIN	80.00
	01/18/16 - 01/29/16 mileag	GENERAL FUND	PUBLIC WORKS ADMIN	26.46
	01/04/16-01/15/16 mileage	GENERAL FUND	PARKS	21.60
	01/04/16-01/15/16 mileage	WATER	ADMIN AND GENERAL	8.64
	01/18/16 - 01/29/16 mileag	WATER	ADMIN AND GENERAL	9.18
	01/04/16-01/15/16 mileage	ELECTRIC FUND	ADMIN AND GENERAL	215.46
	01/18/16 - 01/29/16 mileag	ELECTRIC FUND	ADMIN AND GENERAL	10.26
	01/04/16-01/15/16 mileage	STORMWATER FUND	ADMINISTRATION AND GEN	10.80
	01/18/16 - 01/29/16 mileag	STORMWATER FUND	ADMINISTRATION AND GEN	21.06
			TOTAL:	403.46
MVTL LABORATORIES INC	wwtf mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	347.80
	wwtf mercury study testing	WASTE WATER FUND	SOURCE/TREATMENT	362.80
			TOTAL:	710.60
NICOLLET COUNTY SOCIAL SERVICES	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	35,180.00
			TOTAL:	35,180.00
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	616.10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>616.10</u>
NUTTER CLOTHING CO	uniform	GENERAL FUND	POLICE	<u>67.25</u>
			TOTAL:	<u>67.25</u>
OFFICEMAX	ups e.s. dan k.	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>64.99</u>
			TOTAL:	<u>64.99</u>
OVERHEAD DOOR COMPANY OF MANKATO INC	service call adjust operat	GENERAL FUND	MUNICIPAL BUILDING	<u>79.00</u>
			TOTAL:	<u>79.00</u>
PERMITWORKS, LLC	annual software support	GENERAL FUND	BUILDING INSPECTOR	<u>1,495.00</u>
			TOTAL:	<u>1,495.00</u>
MATTHEW PETERS-PETTY CASH	training reimbursement	GENERAL FUND	POLICE	<u>61.42</u>
	plates tabs	GENERAL FUND	POLICE	<u>56.00</u>
			TOTAL:	<u>117.42</u>
RAMADA	room for two nights	ELECTRIC FUND	ADMIN AND GENERAL	<u>215.76</u>
			TOTAL:	<u>215.76</u>
RDO EQUIPMENT CO.	#607 cutting edges	GENERAL FUND	STREETS	<u>658.96</u>
			TOTAL:	<u>658.96</u>
RECREATION SUPPLY COMPANY	filters, pumps, valves	GENERAL FUND	SWIMMING POOL	<u>196.47</u>
			TOTAL:	<u>196.47</u>
RYAN ELECTRIC OF ST PETER	service on handicap doors	GENERAL FUND	MUNICIPAL BUILDING	<u>75.00</u>
	electric serv. warming hou	GENERAL FUND	PARKS	<u>75.00</u>
			TOTAL:	<u>150.00</u>
SAM'S CLUB	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	<u>22.29</u>
	membership renewal	GENERAL FUND	RECREATION/LEISURE SER	<u>45.00</u>
	warming house supplies	GENERAL FUND	SKATING RINKS	<u>69.08</u>
	spcc supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>9.98</u>
			TOTAL:	<u>146.35</u>
SHORTY'S TIRE ONE	#86 mount & balance	GENERAL FUND	STREETS	<u>121.50</u>
			TOTAL:	<u>121.50</u>
SOLOMON CORPORATION	ocr repair, transformer re	ELECTRIC FUND	POWER DISTRIBUTION	<u>2,591.09</u>
	ocr repair, transformer re	ELECTRIC FUND	POWER DISTRIBUTION	<u>720.00-</u>
			TOTAL:	<u>1,871.09</u>
SOUTHERN MN REC & PARK ASSOC	annual membership in smrpa	GENERAL FUND	RECREATION/LEISURE SER	<u>30.00</u>
			TOTAL:	<u>30.00</u>
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	<u>18.34</u>
	phone	COMMUNITY CENTER	COMMUNITY CENTER	<u>23.79</u>
	phone bill	WATER	ADMIN AND GENERAL	<u>39.99</u>
	phone	WATER	ADMIN AND GENERAL	<u>23.79</u>
	phone	WASTE WATER FUND	ADMIN AND GENERAL	<u>23.79</u>
	phone	ELECTRIC FUND	ADMIN AND GENERAL	<u>23.78</u>
			TOTAL:	<u>153.48</u>
SPS COMPANIES INC-USE #2567 MANKATO SP	toilet seats	COMMUNITY CENTER	COMMUNITY CENTER	<u>122.81</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	replacing toilet seats	COMMUNITY CENTER	COMMUNITY CENTER	<u>245.63</u>
			TOTAL:	368.44
ST PETER AREA CHAMBER OF COMMERCE	chamber bucks anniversary	GENERAL FUND	POLICE	225.00
	chamber bucks anniversary	GENERAL FUND	BUILDING INSPECTOR	75.00
	chamber bucks anniversary	GENERAL FUND	PUBLIC WORKS ADMIN	300.00
	chamber bucks anniversary	GENERAL FUND	ECONOMIC DEVMT	100.00
	chamber bucks anniversary	WATER	ADMIN AND GENERAL	<u>100.00</u>
			TOTAL:	800.00
ST PETER RENTAL CENTER	shear pins	WASTE WATER FUND	SOURCE/TREATMENT	<u>36.24</u>
			TOTAL:	36.24
STATE INDUSTRIAL PRODUCTS	bathroom supplies	LIBRARY FUND	LIBRARY	113.21
	bathroom supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>452.87</u>
			TOTAL:	566.08
STREICHER'S	uniform	GENERAL FUND	POLICE	427.91
	uniform	GENERAL FUND	POLICE	<u>179.99</u>
			TOTAL:	607.90
TIGERDIRECT.COM	ups	GENERAL FUND	CITY ADMINISTRATION	52.24
	ups	GENERAL FUND	POLICE	52.24
	ups	LIBRARY FUND	LIBRARY	52.23
	new computers for police d	2016 EQUIPMENT CER	POLICE	5,225.00
	ups	WATER	ADMIN AND GENERAL	52.24
	monitor replacement	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>124.99</u>
			TOTAL:	5,558.94
TOPPERS PLUS INC	#86 tool box	GENERAL FUND	STREETS	<u>410.00</u>
			TOTAL:	410.00
MATT ULMAN	driver's license	GENERAL FUND	STREETS	<u>45.25</u>
			TOTAL:	45.25
UNIVERSITY OF MINNESOTA	pavement preservation regi	GENERAL FUND	STREETS	<u>210.00</u>
			TOTAL:	210.00
USA BLUE BOOK	transducer	WATER	SOURCE OF SUPPLY	<u>927.95</u>
			TOTAL:	927.95
UTILITY CONSULTANTS, INC.	coliform testing jan 2016	WATER	PURIFICATION AND TREAT	<u>121.00</u>
			TOTAL:	121.00
VERIPIC, INC.	1 year maintenance agreeme	GENERAL FUND	POLICE	<u>1,050.00</u>
			TOTAL:	1,050.00
VISA	lic. renewal	GENERAL FUND	BUILDING INSPECTOR	80.00
	bldg official seminar	GENERAL FUND	BUILDING INSPECTOR	285.00
	bldg official seminar hote	GENERAL FUND	BUILDING INSPECTOR	134.15
	meeting with community edu	GENERAL FUND	RECREATION/LEISURE SER	7.93
	clothing allow	GENERAL FUND	PARKS	59.99
	green expo meals, park	GENERAL FUND	PARKS	47.74
	spdc meal	GENERAL FUND	ECONOMIC DEVMT	11.04
	books & breakfast	LIBRARY FUND	LIBRARY	35.00
	return b & n	LIBRARY FUND	LIBRARY	<u>180.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	replacement power cord	PUBLIC ACCESS	PUBLIC ACCESS	39.99
	part for dishwasher in lab	WASTE WATER FUND	SOURCE/TREATMENT	75.72
	mpca annual ww operators c	WASTE WATER FUND	ADMIN AND GENERAL	500.00
	green expo meals, park	ENVIRON SERVICES F	ADMIN AND GENERAL	47.74
	lunch mtg lesueur pw	ELECTRIC FUND	ADMIN AND GENERAL	42.00
	brock petersen pack boots	STORMWATER FUND	ADMINISTRATION AND GEN	174.99
	bedtime, buddy event, stor	RESTRICTED CONTRIB	LIBRARY	82.22
			TOTAL:	1,443.51
WENZEL AUTO ELECTRIC CO	#86 kit, clean, adj.	GENERAL FUND	STREETS	133.00
			TOTAL:	133.00
WESCO DISTRIBUTION INC	#612 bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	219.60
			TOTAL:	219.60
XCEL ENERGY	hwy 22 brdg lights	GENERAL FUND	STREETS	53.11
			TOTAL:	53.11

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

101	GENERAL FUND	77,601.31
211	LIBRARY FUND	1,788.82
213	PUBLIC ACCESS	51.52
217	COMMUNITY CENTER	3,397.88
230	REVOLVING LOAN FUND	42,400.00
401	PERM IMPROVMENT REVOLVING	31.00
404	PARK LAND DEDICATION	77.50
460	HOUSING DISTRICT #20	852.50
476	2016 EQUIPMENT CERTIFICAT	5,225.00
601	WATER	12,902.20
602	WASTE WATER FUND	16,137.15
603	ENVIRON SERVICES FUND	3,204.89
604	ELECTRIC FUND	52,173.47
606	STORMWATER FUND	3,979.94
610	TRANSIT	2,883.14
820	RESTRICTED CONTRIBUTIONS	82.22

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 GRAND TOTAL: 222,788.54  
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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON	uniforms	GENERAL FUND	POLICE	27.50
	uniforms	GENERAL FUND	COMMUNITY SERVICE	91.96
	books	LIBRARY FUND	LIBRARY	<u>1,172.45</u>
			TOTAL:	1,291.91
BALLMAN ROOFING & COATINGS, LLC	bldg e roof repairs	GENERAL FUND	STREETS	<u>464.00</u>
			TOTAL:	464.00
BOLTON & MENK INC	2016 gardner rd improvemen	GENERAL FUND	STREETS	3,720.00
	staff mtgs	GENERAL FUND	STREETS	135.00
	msa, atp	GENERAL FUND	STREETS	2,310.00
	staff mtgs	GENERAL FUND	PARKS	108.00
	2016 gardner rd improvemen	WATER	CAPITAL-WATER DISTRIBU	3,085.00
	traverse rd san & sewer	WATER	CAPITAL-WATER DISTRIBU	255.50
	staff mtgs	WATER	ADMIN AND GENERAL	54.00
	traverse rd san & sewer	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	134.00
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	54.00
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	54.00
	staff mtgs, msa, atp	ELECTRIC FUND	ADMIN AND GENERAL	<u>135.00</u>
			TOTAL:	10,044.50
C & S SUPPLY CO INC	mccarthy	GENERAL FUND	STREETS	26.99
	j. kennedy- boots	GENERAL FUND	STREETS	111.56
	kamm- boots	WATER	ADMIN AND GENERAL	<u>149.36</u>
			TOTAL:	287.91
CARQUEST AUTO PARTS STORES	hyd, hose, paint	GENERAL FUND	STREETS	195.10
	#47b connectors	ENVIRON SERVICES F	REFUSE DISPOSAL	20.98
	hyd, hose, paint	ELECTRIC FUND	POWER DISTRIBUTION	88.99
	hyd, hose, paint	STORMWATER FUND	TREATMENT	<u>26.60</u>
			TOTAL:	331.67
CHARD TILING & EXCAVATING	est #2 traverse rd	WATER	CAPITAL-WATER DISTRIBU	3,840.39
	est. #2 gardner rd water	WATER	CAPITAL-WATER DISTRIBU	1,947.03
	est #2 traverse rd	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	<u>4,162.79</u>
			TOTAL:	9,950.21
DAVY LABORATORIES	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>404.00</u>
			TOTAL:	404.00
EMERGENT NETWORKS	water laptop firewall	WATER	ADMIN AND GENERAL	288.96
	water laptop setup	WATER	ADMIN AND GENERAL	<u>460.00</u>
			TOTAL:	748.96
FOUR SEASONS OVERHEAD DOOR, LLC	garage door opener	STORMWATER FUND	ADMINISTRATION AND GEN	999.50
	garage door opener	STORMWATER FUND	ADMINISTRATION AND GEN	<u>93.75</u>
			TOTAL:	1,093.25
JAMES GRUHOT	uniform/mens jeans	WATER	ADMIN AND GENERAL	<u>119.97</u>
			TOTAL:	119.97
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	684.05
	new juvenile materials	LIBRARY FUND	LIBRARY	<u>145.63</u>
			TOTAL:	829.68
JAVENS MECHANICAL CONTRACTING CO.	pressure switch/ service c	WASTE WATER FUND	SOURCE/TREATMENT	276.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>276.54</u>
KEEPRS, INC.	uniform	GENERAL FUND	POLICE	209.97
			TOTAL:	<u>209.97</u>
MISC VENDOR SHAWN C. ANDREWS	dot physicals	TRANSIT	TRANSIT/TRANSPORTATION	120.00
			TOTAL:	<u>120.00</u>
CINDY MOULTON	wellness snack bags	RESTRICTED CONTRIB	NON-DEPARTMENTAL	556.25
			TOTAL:	<u>556.25</u>
PETE MOULTON	mileage 12/21/15-12/31/15	GENERAL FUND	PUBLIC WORKS ADMIN	6.33
	mileage 12/21/15-12/31/15	GENERAL FUND	PARKS	14.95
	mileage 12/21/15-12/31/15	WASTE WATER FUND	ADMIN AND GENERAL	4.59
	mileage 12/21/15-12/31/15	ELECTRIC FUND	ADMIN AND GENERAL	8.63
	mileage 12/21/15-12/31/15	STORMWATER FUND	ADMINISTRATION AND GEN	9.78
			TOTAL:	<u>44.28</u>
MTI DISTRIBUTING CO	toro mower	2016 EQUIPMENT CER	PARKS	98,706.40
			TOTAL:	<u>98,706.40</u>
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	196.75
			TOTAL:	<u>196.75</u>
RIVER'S EDGE HOSPITAL & CLINIC	2015 pepsi rebate	GENERAL FUND	NON-DEPARTMENTAL	465.00
	mob expenses	MEDICAL CAMPUS	NON-DEPARTMENTAL	24,207.00-
	mob expenses	MEDICAL CAMPUS	ADMIN & GENERAL	28,982.33
			TOTAL:	<u>5,240.33</u>
ST PETER AREA TOURISM & VISITORS BUREA	december lodging tax proce	GENERAL FUND	NON-DEPARTMENTAL	2,011.55
			TOTAL:	<u>2,011.55</u>
SUNSHINE FILTERS OF PINELLAS, INC.	filters	WASTE WATER FUND	SOURCE/TREATMENT	230.25
			TOTAL:	<u>230.25</u>
USA BLUE BOOK	soleniod valve 120 v coil	WASTE WATER FUND	SOURCE/TREATMENT	771.94
			TOTAL:	<u>771.94</u>
UTILITY CONSULTANTS, INC.	coliform dec	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	<u>121.00</u>
VISA	mtg with jerry p	GENERAL FUND	MAYOR & COUNCIL	22.10
	june lmc hotel	GENERAL FUND	CITY ADMINISTRATION	124.12
	plant	GENERAL FUND	POLICE	74.81
	returns	WATER	PURIFICATION AND TREAT	300.14-
			TOTAL:	<u>79.11-</u>
VON ESSEN TOWING	tire repair & roadside ass	GENERAL FUND	POLICE	40.00
	tire repair & roadside ass	GENERAL FUND	POLICE	20.00
	mount & balance tires	GENERAL FUND	STREETS	36.00
	mount & balance tires	ELECTRIC FUND	POWER DISTRIBUTION	72.00
	tire mounting for #817	TRANSIT	TRANSIT/TRANSPORTATION	72.00
	towing for #141	TRANSIT	TRANSIT/TRANSPORTATION	200.00
			TOTAL:	<u>440.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			10,214.94
211	LIBRARY FUND			2,002.13
476	2016 EQUIPMENT CERTIFICAT			98,706.40
601	WATER			10,021.07
602	WASTE WATER FUND			6,234.86
603	ENVIRON SERVICES FUND			74.98
604	ELECTRIC FUND			304.62
606	STORMWATER FUND			1,129.63
610	TRANSIT			392.00
627	MEDICAL CAMPUS			4,775.33
820	RESTRICTED CONTRIBUTIONS			556.25
-----				
	GRAND TOTAL:			134,412.21
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TOTAL PAGES: 3

COUNCIL BILL LIST TOTAL  
FOR 12/28/15 & 02/08/16

FUND TOTALS

101	GENERAL FUND	87,816.25
201	PROPERTY INSURANCE	-
211	LIBRARY FUND	3,790.95
213	Public Access	51.52
217	COMMUNITY CENTER	3,397.88
230	REVOLVING LOAN FUND	42,400.00
240	TORNADO DISASTER REV LOAN	
368	2008B BHS EQUIP CERT	-
379	2002 INDUST PARK IMPROV #13	
381	VOLMARY TWNHOMES TIF #9	
401	PERM IMPROVEMENT REVOLVING	31.00
404	PARK LAND DEDICATION	77.50
432	2013 B TIF #1-18 N THIRD	
459	WAS TERRACE HOUSING #15	
460	HOUSING DISTRUCT #20	852.50
473	2013 EQUIP CERT	
474	2014 EQUIPMENT CERTIFICAT	-
475	2015 EQUIPMENT CERTIFICAT	-
476	2016 EQUIPMENT CERTIFICAT	103,931.40
601	WATER	22,923.27
602	WASTE WATER FUND	22,372.01
603	ENVIRON SERVICES FUND	3,279.87
604	ELECTRIC FUND	52,478.09
606	STORMWATER FUND	5,109.57
610	HEARTLAND TRANSIT	3,275.14
627	MEDICAL CAMPUS	4,775.33
820	RESTRICTED CONTRIBUTIONS	638.47
824	YOUTH CENTER GRANT	-

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GRAND TOTAL:                   \$ 357,200.75  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

Table with 4 columns: VENDOR, ITEM, PRICE, FUNDING. Rows include Compass Minerals, Emergency Response Solutions, Jefferson Fire Safety, and MES - Midam.

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

Temporary On-Sale Beer

Knights of Columbus 1801 W. Broadway 4/1/16

- 3. The following employee appointments are hereby approved at the wage rate indicated:

Table with 3 columns: NAME, POSITION, WAGE. Rows include Aaron Hagen, Robert Ploog, Christopher Simonette, and Christopher Major.

\*Lower wage includes single health insurance coverage

- 4. The following items, for which the City no longer has a need, are hereby declared as surplus and staff is directed to dispose of the items through public sale as outlined in the City Code:

Unit #22\* 2000 Ram 2500 4-wheel drive truck with utility box
Serial Number VIN 3B7KF26ZX1M281313
Attachments - description Fibre body utility box
Area of responsibility Water Utility - Public Works
Mileage 87,674 miles
\*Unit #22 will be replaced in early 2016 as per the budget. The disposal will coincide with delivery of the new vehicle.

Unit # NA Five Drawer Map Cabinets (2)
Serial Number NA
Attachments - description there are two cabinets

Area of responsibility Other information	Water Utility – Public Works Drawer dimensions - 24 ½" long X 37" wide
Unit # NA Serial Number Area of responsibility Other information	Metrotech 850 underground utility line locator 3987 Water Utility – Public Works 20 + years old
Unit # NA Serial Number Attachments - description Area of responsibility Other information	Hach One pH meter 930300020063 Needs repair Water Utility – Public Works 20 + years old
Unit # NA Serial Number Attachments - description Area of responsibility Other information	Radio Shack 5.8 GHz Cordless Phones JU903256184, JU903274775, JU903046747, JU903046730 Four (4) - Phones – Analog Type Water Utility – Public Works Caller ID display, voicemail Indicator, 9-number speed dial
Unit # NA Serial Number Attachments - description Area of responsibility Other information	AT&T 993 Corded Phones EU006270926, EU006270872, EU006270865 Three (3) – phones - Analog Water Utility – Public Works 2 line operation, caller ID/call waiting, 100 name & number phone book directory, 3 party conferencing, 18-number speed dial, 99 name & number caller ID history
Unit # 17 Serial Number Hours Attachments - description Area of responsibility	1986 John Deere 1450 Tractor VIN # CH1450A001099 Rear Blade SN: W00065X005125 3521 Front bucket, rear blade, two sets of tires (regular & turf) Stormwater – Public Works
Unit # 95 Serial Number Model Serial Number Model Type Code Area of responsibility Other information	Snapper mower 48 inch cut 18 HP 11396215 LT180H48GBV2 Briggs Motor - YBSXS.5702VR 350777 1143-E1 01042011 Stormwater – Public Works Does not operate – poor condition (As-Is)
Unit # NA Serial number Attachments  Area of responsibility	22 ft pontoon NA 1986 Mariner 25hp outboard electric start, cable steer with throttle, 200 gallon tank for chemical application and spray bar Wastewater – Public works
Unit # NA Serial Number Value Area of responsibility	2005 Coats Manual Tire Changer 200-1735 \$75.00 Mechanic – Public Works
Unit # NA Serial Number Value Area of responsibility	2000 OTC Wheel Dolly NA \$200.00 Streets – Public Works

Unit # NA	1988 Lift Moore Crane
Serial Number	NA
Value	\$500.00
Area of responsibility	Streets – Public Works

Item	Quantity	Total Cost	ID Number
.75" Tube Nuts	29 each	\$49.59	105
1" Tube Nuts	22 each	\$57.42	122
1.25" Curb Box Plug	29 each	\$108.75	162
4" PVC C900 (ft)	60 feet	\$102.80	254
Remote Wire	5,525 feet	\$889.25	323
5/8"x3/4" Badger Meter Plate	9 each	\$135.00	339
1.25" Mtr. Washer	5 each	\$.96	341
#4 Copper Horn for True 3/4" Meter	2 each	\$255.04	352

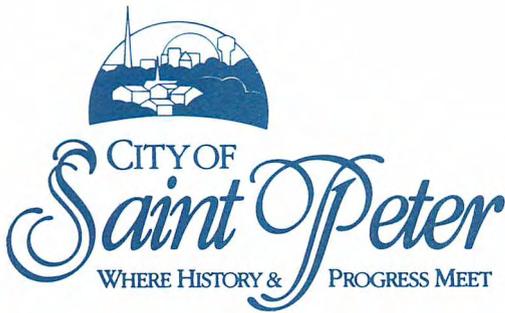
6. The schedule of disbursements for January 21, 2016 through February 3, 2016 is hereby approved.

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

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/05/16

**FROM:** Russ Wille  
Community Development Director

**RE:** River Rock Bakery & Kitchen, LLC Revolving  
Loan Request

### ACTION/RECOMMENDATION

Adopt the attached resolution approving a \$40,000 revolving loan to River Rock Bakery & Kitchen, LLC to partially finance the start-up of the commercial baking and catering operations.

### BACKGROUND

Since 2010, Christine Rasmussen has been the Head Chef at River Rock Coffee in downtown Saint Peter. In anticipation of purchasing the River Rock Coffee's bakery and catering operations, Ms. Rasmussen has incorporated as River Rock Bakery & Kitchen, LLC.

Ms. Rasmussen and Tamika Bertram (owner of River Rock Coffee), have negotiated the sale of the bakery/catering functions of the coffee shop. Ms. Bertram will continue to own and operate River Rock Coffee. The structured deal would obligate River Rock Coffee to purchase and exclusively sell baked products from River Rock Bakery and Kitchen.

In addition to the River Rock Coffee sales, Ms. Rasmussen will take over the existing wholesale account to sell product to Morgan Creek Vineyard. Other wholesale accounts have been established with Indigo Organics and a Saint Peter Food Coop account is pending. Other sales will be undertaken by participating in both the Mankato and Saint Peter Farmer's Markets.

A total of \$211,000 would be required to successfully complete the negotiated transaction. The proposed source and use of project funds is as follows:

<u>Use</u>	<u>FNB</u>	<u>EDA</u>	<u>Applicant</u>	<u>Contract</u>	<u>Total</u>
FFE (New)	\$20,000	\$ 0	\$ 0	\$ 0	\$ 20,000
Catering Contract	\$ 0	\$ 8,500	\$ 0	\$ 72,500	\$ 81,000
Franchise Rights	\$ 0	\$ 0	\$ 12,000	\$ 0	\$ 12,000
Recipes	\$ 0	\$ 0	\$ 9,000	\$ 18,500	\$ 27,500
Non-Compete	\$ 0	\$ 0	\$ 0	\$ 8,000	\$ 8,000
FFE (Bertram)	\$ 0	\$31,500	\$ 0	\$ 0	\$ 31,500
Operating	\$ 0	\$ 0	\$ 0	\$ 21,000	\$ 21,000
Inventory	\$ 0	\$ 0	\$ 0	\$ 10,000	\$ 10,000
<b>TOTAL:</b>	<b>\$20,000</b>	<b>\$40,000</b>	<b>\$ 21,000</b>	<b>\$130,000</b>	<b>\$211,000</b>
% of Project:	9.5%	18.9%	10.0%	61.6%	

EDA President Southworth appointed EDA member Hanson and himself to a subcommittee which undertook a review of Ms. Rasmussen's personal financial statement, tax filings and business plan.

The subcommittee expressed their concern that the original structuring of the loan provided insufficient collateralization of the proposed EDA financing. As such, it was suggested that Ms. Bertram would need to carry a portion of the debt and assume much of the financial risk of financing "blue sky" assets such as the catering contracts, recipes and operating expenses.

Subsequent to submission of the original application, Ms. Rasmussen and Ms. Bertram negotiated an amended, contracted sale of the assets. Ms. Bertram has agreed to assume \$130,000 or 61.6% of the proposed \$211,000 project financing.

First National Bank has approved a loan of \$20,000. As per their lending policies, practices and regulations, First National Bank would require that their loan be secured by a blanket security agreement. A UCC filing would be filed by the bank establishing a priority position on the fixtures, furnishings, equipment, inventory, accounts receivable and general intangibles of River Rock Bakery & Kitchen, LLC.

The EDA suggests that the City of Saint Peter provide a \$40,000 revolving loan to finance 18.9% of the identified project costs. It is recommended that the EDA loan be secured by a UCC filing establishing a second collateral position behind that held by First National Bank.

The EDA also recommends that a subordinate mortgage be recorded against the residential real estate owned by Ms. Rasmussen and her spouse. The review of Ms. Rasmussen's personal financial statement suggests that while there is some equity in the Rasmussen residence, it is not sufficient to fully collateralize the note without the UCC filing.

Since the note is proposed to be provided to River Rock Bakery & Kitchen, LLC, the note will need to be personally guaranteed by Ms. Rasmussen and her spouse.

Finally, given that Ms. Rasmussen would be considered to be a "key" employee of the operations and considered to be instrumental to the planned success of the bakery, the EDA recommends that Ms. Rasmussen be obligated to maintain a life insurance policy with the benefit payable to the City of Saint Peter. The original value of the policy shall be at least \$40,000 and may be reduced as the outstanding principle value of the loan is reduced.

The collateral secured by the Economic Development Authority's UCC filing would include \$51,500 in equipment/appliances as well as \$10,000 in inventory. Once the enterprise is operational, additional security would be provided by accounts receivable. A subordinate mortgage on the limited equity in their private residence and a personal guarantee executed by Ms. Rasmussen and her spouse were determined to be sufficient to adequately collateralize the note.

Ms. Bertram will be providing the majority of the identified project funding. However, Ms. Bertram's security position would be subordinate to both First National Bank and the Economic Development Authority. Ms. Bertram's willingness to assume the third security position suggests an extremely high confidence in the work ethic, creative culinary talents and character of her current Head Chef.

The EDA considered the River Rock Bakery & Kitchen, LLC loan request at their regular monthly meeting. The EDA has recommended that the City Council approve a \$40,000 revolving loan to River Rock Bakery & Kitchen, LLC to partially finance the start-up of the

commercial kitchen and catering business as per the terms contained in the prepared resolution.

**FISCAL IMPACT:**

A \$40,000 loan would be made to River Rock Bakery & Kitchen, LLC to partially finance the start-up of the commercial baking and catering operation. A \$40,000 loan amortized over 10 years at 3.5% interest would require \$395.54 monthly payments. As per policy, the note would be due and reviewable via balloon payment after five years

**ALTERNATIVES/VARIATIONS:**

Do not act: Ms. Rasmussen will be notified of the delay and the Council would be asked to reconsider the matter at a later date.

Negative Votes: Ms. Rasmussen will be notified of the Council's denial.

Modification of the Resolution: This is always an option of the Council. However, any alteration of the term would need to be acceptable to the applicant.

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

RJW

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING \$40,000 REVOLVING LOAN TO RIVER ROCK BAKERY & KITCHEN, LLC TO PARTIALLY FINANCE THE START-UP OF A COMMERCIAL BAKERY AND CATERING BUSINESS**

WHEREAS, the Economic Development Authority (EDA) administers the City of Saint Peter Revolving Loan Funds; and

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

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

WHEREAS, River Rock Bakery & Kitchen, LLC (Christine Rasmussen) has submitted an application to partially finance the start-up of a commercial bakery and catering business; and

WHEREAS, the project is an eligible activity of the revolving loan fund and meets the criteria of the loan program; and

WHEREAS, the EDA has reviewed the loan application, business plan and supplemental financial disclosures of the proposed bakery and commercial kitchen; and

WHEREAS, the EDA has recommended that the loan application be approved.

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

1. A loan of \$40,000 is approved for River Rock Bakery & Kitchen, LLC to partially finance the start-up of a commercial bakery in leased space at 301 South Minnesota Avenue.
2. The annual interest on the loan shall be fixed for the duration of the loan at 3.5%.
3. The loan shall be amortized on a ten (10) year schedule though due and payable after five (5) years via balloon payment.
4. The loan shall become immediately due and payable upon the sale, closing or relocation of River Rock Bakery & Kitchen, LLC and may not be assigned without the written consent of the City of Saint Peter.
5. The loan shall be secured by a recorded lien against the fixtures, furnishings, equipment, inventory, accounts receivable and general intangibles of River Rock Bakery & Kitchen, LLC which may be subordinated to a lien position obtained by First National Bank.

6. The loan shall be secured by a subordinate mortgage against the applicant's personal residence located at 214 North Fourth Street, Saint Peter, MN.
7. The loan shall be secured by a personal guarantee executed by Christine Rasmussen and her spouse.
8. The collateral securing this loan shall be provided a priority lien position over any such security agreement executed between River Rock Bakery & Kitchen, LLC and Tamika Bertram (River Rock Coffee).
9. The loan shall be secured by a promissory note and security agreement.
10. Christine Rasmussen shall maintain an insurance policy on her life, in an amount at least equal to the outstanding principal balance of the River Rock Bakery & Kitchen, LLC loan, designating the City of Saint Peter as beneficiary.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8<sup>th</sup> day of February, 2016.

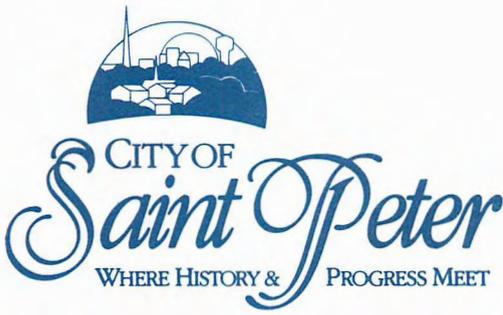
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/04/16

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

**RE:** 2016 Street Maintenance Program

### ACTION/RECOMMENDATION

Approve the 2016 Street Maintenance Program.

### BACKGROUND

The street maintenance program regularly consists of crack sealing, full depth asphalt patching, seal coating, curb, gutter and sidewalk repairs, and replacement of some handicapped ramps with truncated domes in the downtown area and where improvements are completed. Lesser amounts of funding are allocated for winter roadway salt, paint for pavement markings, gravel for patching, and asphalt mix for patching potholes. The budget remains flexible year-to-year to allow staff to address the immediate maintenance needs identified in the spring of the year. This past winter included lower amounts of snow with stretches of cold temperatures.

For 2016, staff believes the cost of asphalt will increase approximately 1% to 3% over 2015 levels. The cost has more than doubled in the last 10 years. Allocations for funding sources in the 2016 budget are recommended below.

Staff is proposing the following work plan for the street maintenance program for 2016. The maintenance program has been adjusted based on the conditions of the streets with one slight modification.

**2016 Proposed Maintenance Program**

	Item	Unit Cost	Unit	Quantity	Cost
1	Winter Salt	\$78.40	tons	150	\$11,760
1s	Winter Sand	\$4.00	tons	700	\$2,800
2	Cold Mix	\$136.00	tons	11	\$1,496
3	Gravel	\$11.15	tons	90	\$1,004
4	Quartzite Stone Only	\$23.75	tons	1000	\$23,750
5	Stone Delivery	In-House	tons	800	\$0

6	Seal Coat (113 Blocks map attached)	\$3.00	gallons	46,000	\$138,000
7	Paint	\$23.15	gallons	500	\$11,575
8	Asphalt Full-Depth Patch	\$62.00	tons	1,200	\$74,400
8m	Milling - Asphalt Full Depth Patching	None	hrs.	0	\$0
9	Asphalt Full Block Replacement (8 Blocks – see attached map)	\$62.00	tons	1,217	\$75,454
9m	Milling - Asphalt Full Block Replacement	\$540.00	hours	10	\$5,400
10	Crack Sealing	\$1.70	lbs.	22,000	\$37,400
11	Alley Entrance Replacement	\$7.00	sq. ft.	3,000	\$21,000
12	Sidewalk & Handicap Access.	\$6.50	sq. ft.	3,500	\$22,750
13	Curb/Gutter	\$23.00	linear ft.	750	\$17,250
14	Stormwater Permits	\$150.00	lump sum	15	\$2,250
15	Weed Spray	\$35.00	gallons	50	\$1,750
16	Equipment Rental	\$1,000	each	8	\$8,000
17	Sign Replacement Program	\$20.66	per sign	330	\$6,817.80
18	Contingency Cost				\$2,144.20
	<b>Sub-Total</b>				<b>\$465,001</b>
19	Income from outside sources				
	<b>Total</b>				<b>\$465,001</b>

The 2016 Street Maintenance program includes the following:

1. Winter Salt: The 2015-2016 winter has been mild with above average temperatures and below average snowfall. Staff will be ordering 150 tons of salt for this season at a cost of \$78.40 per ton. Staff continues to purchase salt in bulk quantities through MnDOT. This mild winter provides for significantly less amounts of salt to be used. \$11,760 is the adjusted number for salt spending this year.
2. Cold Mix: Approximately 11 tons is used from late fall (when the asphalt plants close) to spring (when the plants begin production), to fix and repair potholes throughout town.
3. Gravel: Class 5 gravel is needed to complete repairs to base materials. \$1,004 is planned for 2016.
4. Quartzite Stone: Approximately 1,000 tons will be hauled in and used in combination with our existing quartzite stone inventory. The reddish colored quartzite is purchased directly from the New Ulm quarry and hauled to Saint Peter. Quartzite is very hard and has a high density and high compression strength which is also resistant to abrasion (like snow plowing). The stone cost is \$23.75 per ton and \$23,750 is budgeted.
5. Stone Delivery: Will be completed in-house by Public Works staff.

6. Seal Coating: The 2016 proposed route is shown on the attached map that includes approximately 113 blocks, which equates to 46,000 gallons of oil.
7. Paint – Staff continues to install (paint) cross-walks and street markings and on roadways and in City owned parking lots. \$11,575 is budgeted for this expense in 2016 and staff will look at timing to complete.
8. Asphalt Full-Depth Patching: Staff plans to install approximately 1,200 tons of asphalt, primarily on the 2016 proposed seal coat route, but also city-wide as needed. \$74,400 in material costs is budgeted. As shown in Line #8m in the table above, there will be no milling needed in 2016 and the cost has been updated to reflect no expense.
9. Asphalt Full Block Replacement: In 2016, staff will begin selecting certain blocks based on maintenance criteria for complete replacement of the roadway surface. The scope of work includes milling and reclaiming the street surface, base preparation and reinstallation of asphalt. This year, eight (8) blocks (Old Minnesota Avenue from Union Street to Center Street) have been selected for full replacement with an asphalt cost of \$75,454. There will also be a cost from Line #9m for milling of \$5,400.
10. Crack Sealing: No crack sealing was done in 2015 due to the mild winter. Staff is planning on doing approximately 22,000 pounds and has budgeted \$37,400 in 2016.
11. Alley Entrance Replacement: Entrances to be determined for replacement at a cost of \$21,000.
12. Sidewalk Program: Approximately 750 linear feet of sidewalk is proposed to be installed. \$17,250 is budgeted for this improvement.
13. Curb and gutter: In areas where full blocks are being replaced it is proposed to correct curbs as needed and assess the costs. Additional areas within the city may be funded based on funding availability. \$22,750 is budgeted.
14. Stormwater Permits: Street projects completed require about \$2,250 in permit fees on an annual basis.
15. Weed Spray: This is used in the streets where the asphalt street meets the concrete curb. The City sprays weeds to keep cracks from developing. \$1,750 is budgeted.
16. Equipment Rental: Needed for large roller rental and a loader for the winter months.
17. Sign Replacement Program: Staff has replaced all regulatory, warning, and information signs within the City with new DG3 reflective signs. The City is in year three of the program for street nameplate replacement. Currently street nameplates are 6" high and these are being replaced to a new standard of 9" high DG3 reflective signs. Staff is hoping to allocate more time to this replacement plan and complete 330 signs for a cost of \$6,817.80.
18. Contingency Funds: Used for overruns and areas not previously identified.

19. Income from outside sources: In previous years staff has performed work for other community partners and billed back the cost. No work is planned at this time and if the situation arises it would be structured to be a zero gain/loss in the total dollars spent.

Staff continues to monitor and evaluate new products that may preserve asphalt streets while extending the time period for re-doing asphalt preservation. The maintenance program was previously based on sealing asphalt streets on a five-year plan. As newer products are developed, staff hopes to stretch the current five-year plan upwards towards eight years before a street requires sealing.

Please be advised that application rates, conditional changes, pricing changes, and/or even physical changes in the road surface can all require changes as the work progresses. This can result in small changes to quantities, the number of blocks covered, and the number of cracks sealed.

Approval of the plan means generalized acceptance of the plan and budget approval. While we endeavor to follow the approved plan, slight changes in the actual work completed does sometimes take place. Major changes or elimination of entire work categories would come back to the Council prior to modification.

#### **Looking ahead to 2017, 2018 and beyond:**

Staff continues to review opportunities and timing for activities that have been previously discussed by the Council. Some of those discussion points have been:

- Development of TWNP Road 361 west of the High School and City Park from Broadway Avenue to Traverse Road.
- Development of Traverse Road west of Nicollet Avenue – which may require maintenance when the new housing subdivision is developed.

#### **FISCAL IMPACT:**

Funding of \$465,001 has previously been allocated in the General Fund budget.

#### **ALTERNATIVES/VARIATIONS:**

Do not act: Staff will not proceed with the 2016 Street Maintenance Program.

Negative Votes: Staff will await further direction regarding the Street Maintenance Program.

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

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

PM/amg

**2016 Proposed Maintenance Program**

	Item	Unit Cost	Unit	Quantity	Cost
1	Winter Salt	\$78.40	tons	150	\$11,760
1s	Winter Sand	\$4.00	tons	700	\$2,800
2	Cold Mix	\$136.00	tons	11	\$1,496
3	Gravel	\$11.15	tons	90	\$1,004
4	Quartzite Stone Only	\$23.75	tons	1,000	\$23,750
5	Stone Delivery	In-House	tons	1,000	\$0
6	Seal Coat (113 Blocks - See attached map)	\$3.00	gallons	46,000	\$138,000
7	Paint	\$23.15	gallons	500	\$11,575
8	Asphalt Full Depth Patch	\$62.00	tons	1,200	\$74,400
8m	Milling - Asphalt Full Depth Patching	None	hr	0	\$0
9	Asphalt Full Block Replacement (8 Blocks - See attached map)	\$62.00	tons	1,217	\$75,454
9m	Milling - Asphalt Full Block Replacement	\$540.00	hr	10	\$5,400
10	Crack Sealing	\$1.70	lbs	22,000	\$37,400
11	Alley Entrance Replacement	\$7.00	sq. ft.	3,000	\$21,000
12	Sidewalk & Handicap apr.	\$6.50	sq. ft.	3,500	\$22,750
13	Curb/Gutter	\$23.00	linear ft.	750	\$17,250
14	Stormwater Permits	\$150.00	lump sum	15	\$2,250
15	Weed Spray	\$35.00	gallons	50	\$1,750
16	Equipment Rental	\$1,000.00	each	8	\$8,000
17	Sign Replacement Program	\$20.66	per sign	330	\$6,818
18	Contingency Cost				\$2,144
	<b>Sub-Total</b>				<b>\$465,001</b>
19	<b>Income from outside sources</b>				
	<b>Total</b>				<b>\$465,001</b>

### 2015 Maintenance Program Summary

	Item	Unit Cost	Unit	Quantity	Budgeted	Paid Out	Actual
1	Winter Salt	\$71.00	tons	205	\$15,000	\$17,824.07	-\$2,824.07
2	Cold Mix	\$150	tons	10	\$1,500	\$1,355.40	\$144.60
3	Gravel	\$11.15	tons	90	\$1,000	\$1,000.00	\$0.00
4	Quartzite Stone Only	\$26.00	tons	1,475	\$38,500	\$41,427.09	-\$2,927.09
5	Stone Delivery	\$4.53	tons	1,475	\$6,682	\$2,444.72	\$4,237.28
6	Seal Coat (93 Blocks)	\$2.91	gallons	48,837	\$142,118	\$139,410.18	\$2,707.82
7	Paint	\$23.15	gallons	400	\$15,000	\$15,792.80	-\$792.80
8	Asphalt Full Depth Patch	\$61.00	tons	1,800	\$104,600	\$105,479.22	-\$879.22
8m	Milling - Asphalt Full Depth Patching	\$540	hr	10	\$5,400	\$5,400.00	\$0.00
9	Asphalt Full Block Replacement (9 Blocks)	\$62.00	tons	1,700	\$113,100	\$78,286.97	\$34,813.03
9m	Milling - Asphalt Full Block Replacement	\$540	hr	11	\$5,900	\$5,900.00	\$0.00
10	Crack Sealing	\$0.00	lbs	0	\$0	\$0.00	\$0.00
11	Alley Entrance Replacement	\$7.00	sq. ft.	1,400	\$10,000	\$7,343.75	\$2,656.25
12	Sidewalk & Handicap apr.	\$6.50	sq. ft.	3,646	\$23,700	\$15,703.40	\$7,996.60
13	Curb/Gutter	\$23.00	linear ft.	1,522	\$35,000	\$17,884.96	\$17,115.04
14	Stormwater Permits	\$150	lump sum	26	\$4,000	\$1,757.00	\$2,243.00
15	Weed Spray	\$35.00	gallons	45	\$1,500	\$850.00	\$650.00
16	Equipment Rental	\$1,000	each	5	\$5,000	\$12,835.52	-\$7,835.52
17	Sign Replacement Program	\$20.66	per sign	363	\$9,500	\$10,370.13	-\$870.13
18	Contingency Cost				\$3,600		
	<b>Sub-Total</b>				<b>\$541,100</b>	<b>\$481,065.21</b>	
19	Income from outside sources	Materials from Hospital			\$20,600	\$13,377.00	
		Materials from First Lutheran				\$2,317.50	
	<b>Total</b>				<b>\$520,500</b>	<b>\$465,370.71</b>	
						\$55,129.29	

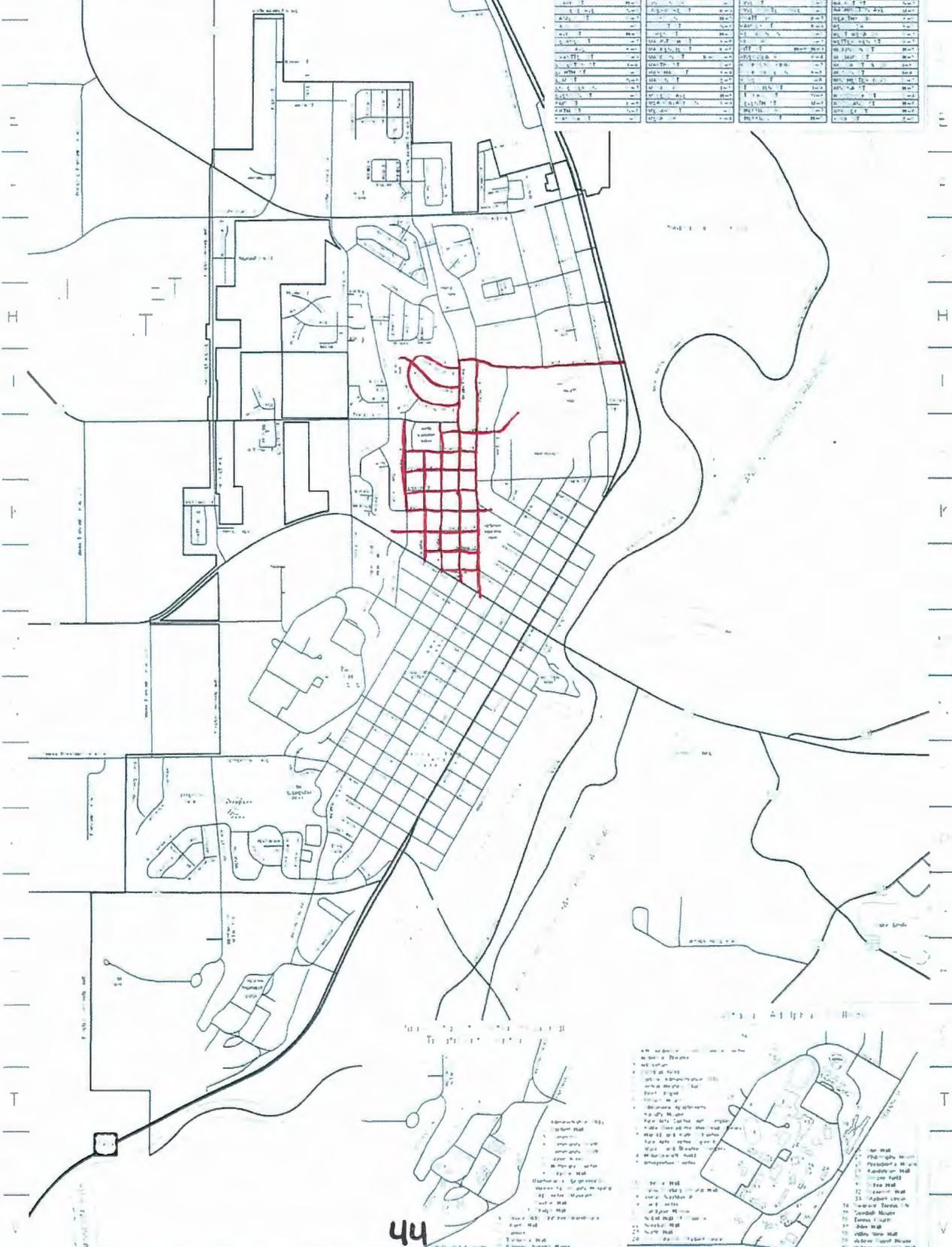
**2016 Proposed Seal Coat Route  
(Maintenance Program #6)**

<b>Street</b>	<b>Location</b>	<b># of Blocks</b>	<b>Square Yard Footage</b>	<b>CRS2</b>	<b>Street Width</b>
N Fifth St	Broadway to St. Julien	12	16,540	4,962	33'
N Washington Ave	Broadway to St Julien	13	21,160	6,348	45' & 38'
N Seventh St	Broadway to Traverse	8	10,432	3,130	33'
N Eighth St	Broadway to Flandrau	6	7,553	2,266	33'
N Ninth St	Skaro to Traverse Rd	5	6,435	1,931	33'
Chestnut St	Broadway to N Fifth	2	2,398	719	33'
Chatham St	N Fifth to N Eighth	3	3,703	1,111	33'
Madison St	N Fifth to culdesac	5	6,478	1,943	33'
Skaro St	N Fifth to N Ninth	7	7,334	2,200	33' & 46'
Sioux Ln	Complete	4	5,669	1,701	33'
Daun Pl	Complete	1	747	224	33'
Evenson St	N Fifth to N Ninth	4	5,133	1,540	33'
Medary St	N Fifth to Dead end	4	4,987	1,496	33'
Flandrau St	N Fifth to N Ninth	4	5,133	1,540	33'
Sumner St	Dead end to N Seventh	4	4,840	1,452	33'
Church St	Traverse Rd to Dead End	5	9,431	2,829	33'
Willow Dr	Complete	3	3,615	1,085	33'
Willow CT	Compete	1	593	178	33'
Allison Ln	Complete	1	642	193	33'
Govenors Heights	Complete	13	17,613	5,284	33'
St. Julien St	N Washington Ave to Old Mn Ave	8	12,391	3,717	40'
	<b>Totals</b>	<b>113</b>	<b>152,827</b>	<b>45,849</b>	



**CITY OF**  
*Saint Peter*  
NICOLLET COUNTY, MINNESOTA  
WHERE HISTORY & PROGRESS MEET  
**2016 Seal Coat Map**

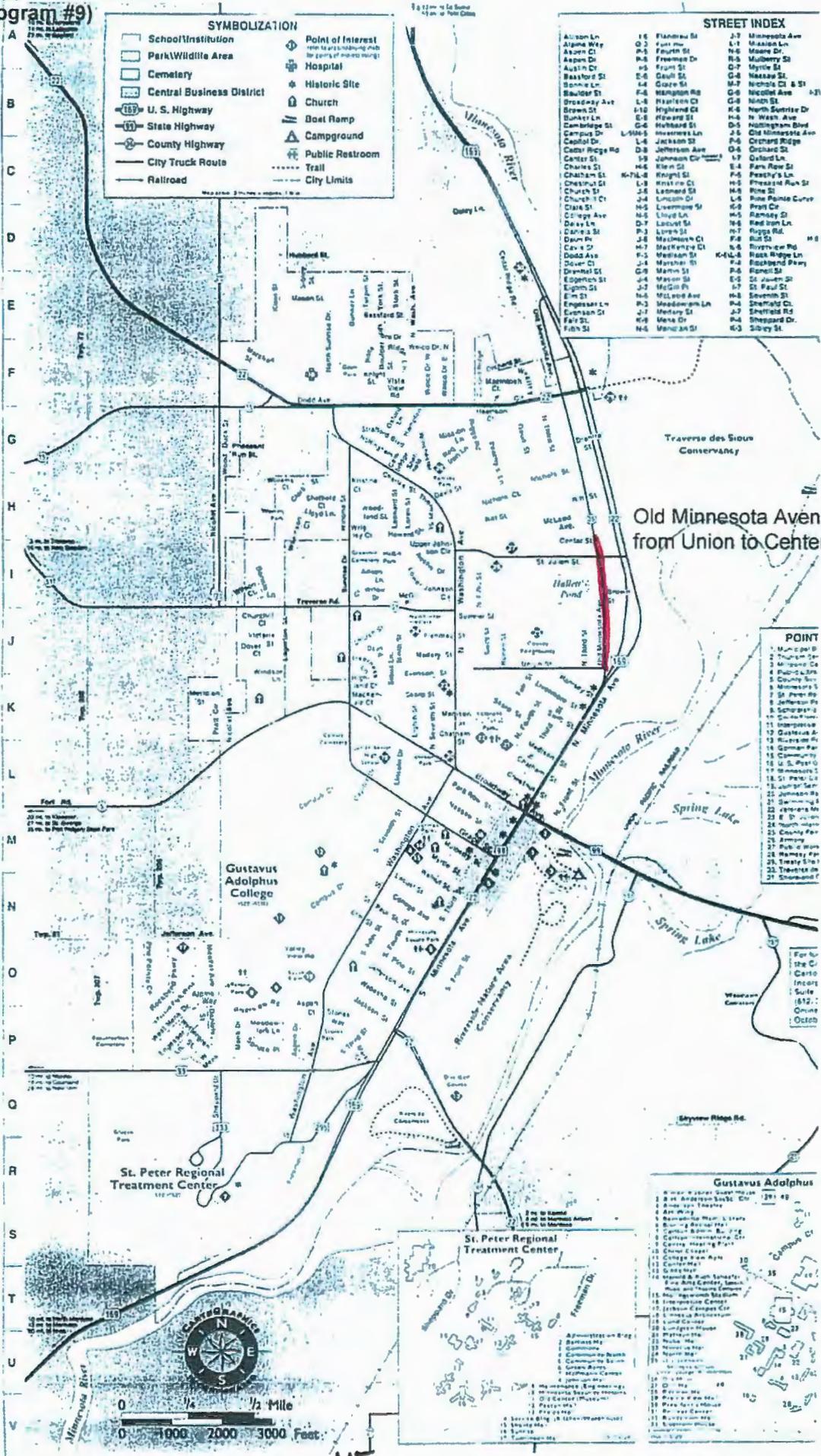
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53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
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97	98	99	100



44

Map Sheet	Map Sheet	Map Sheet	Map Sheet
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53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
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97	98	99	100

# Asphalt Full Block Replacement (Maintenance Program #9)



**SYMBOLIZATION**

	School/Institution		Point of Interest
	Park/Wildlife Area		Hospital
	Cemetery		Historic Site
	Central Business District		Church
	U.S. Highway		Boat Ramp
	State Highway		Campground
	County Highway		Public Restroom
	City Truck Route		Trail
	Railroad		City Limits

**STREET INDEX**

Alison Ln	16	Flandrau St	27	Minnesota Ave	31
Alpine Way	17	Ford St	28	N. Wash. Ave	32
Alden Ct	18	Franklin St	29	N. Washington Blvd	33
Aspen Dr	19	Freeman Dr	30	Old Minnesota Ave	34
Austin Dr	20	Frost St	31	Oldland Ridge	35
Baakford St	21	Gault St	32	Oxford St	36
Bonne Ln	22	Gay St	33	Palmer St	37
Boulder St	23	Hampton Rd	34	Parade St	38
Broadway Ave	24	Harrison St	35	Pease St	39
Brown St	25	Highland Ct	36	Phelan St	40
Cambridge St	26	Howard St	37	Phelan St	41
Campus Dr	27	Hubbard St	38	Phelan St	42
Canfield Dr	28	Hubbard St	39	Phelan St	43
Center St	29	Hubbard St	40	Phelan St	44
Charles St	30	Hubbard St	41	Phelan St	45
Chatham St	31	Hubbard St	42	Phelan St	46
Church St	32	Hubbard St	43	Phelan St	47
Clare St	33	Hubbard St	44	Phelan St	48
College Ave	34	Hubbard St	45	Phelan St	49
Davey Ln	35	Hubbard St	46	Phelan St	50
Davis St	36	Hubbard St	47	Phelan St	51
Dodge St	37	Hubbard St	48	Phelan St	52
Dodge Ave	38	Hubbard St	49	Phelan St	53
Dodge St	39	Hubbard St	50	Phelan St	54
Dodge St	40	Hubbard St	51	Phelan St	55
Dodge St	41	Hubbard St	52	Phelan St	56
Dodge St	42	Hubbard St	53	Phelan St	57
Dodge St	43	Hubbard St	54	Phelan St	58
Dodge St	44	Hubbard St	55	Phelan St	59
Dodge St	45	Hubbard St	56	Phelan St	60
Dodge St	46	Hubbard St	57	Phelan St	61
Dodge St	47	Hubbard St	58	Phelan St	62
Dodge St	48	Hubbard St	59	Phelan St	63
Dodge St	49	Hubbard St	60	Phelan St	64
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Dodge St	51	Hubbard St	62	Phelan St	66
Dodge St	52	Hubbard St	63	Phelan St	67
Dodge St	53	Hubbard St	64	Phelan St	68
Dodge St	54	Hubbard St	65	Phelan St	69
Dodge St	55	Hubbard St	66	Phelan St	70
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Dodge St	59	Hubbard St	70	Phelan St	74
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Dodge St	73	Hubbard St	84	Phelan St	88
Dodge St	74	Hubbard St	85	Phelan St	89
Dodge St	75	Hubbard St	86	Phelan St	90
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Dodge St	83	Hubbard St	94	Phelan St	98
Dodge St	84	Hubbard St	95	Phelan St	99
Dodge St	85	Hubbard St	96	Phelan St	100

**POINT**

1	Union St
2	Phelan St
3	Minnesota Ave
4	Phelan St
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29	Minnesota Ave
30	Phelan St
31	Minnesota Ave

Old Minnesota Avenue from Union to Center Street



**Gustavus Adolphus**

1	St. Peter Regional Treatment Center
2	St. Peter Regional Treatment Center
3	St. Peter Regional Treatment Center
4	St. Peter Regional Treatment Center
5	St. Peter Regional Treatment Center
6	St. Peter Regional Treatment Center
7	St. Peter Regional Treatment Center
8	St. Peter Regional Treatment Center
9	St. Peter Regional Treatment Center
10	St. Peter Regional Treatment Center
11	St. Peter Regional Treatment Center
12	St. Peter Regional Treatment Center
13	St. Peter Regional Treatment Center
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31	St. Peter Regional Treatment Center

45

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING 2016 STREET MAINTENANCE PROGRAM**

WHEREAS, the budget for the street maintenance program has been set at \$465,001 for 2016; and

WHEREAS, staff proposes continuation of the seal coating program using quartzite rock to provide durability on approximately 113 blocks in 2016; and

WHEREAS, staff recommends continuation of the sidewalk and handicap repair program; the alley entrance program and curb and gutter program on streets where replacement in full blocks is necessary; and

WHEREAS, staff further recommends full width asphalt replacement on eight blocks and continuation in year four of the ten year street name sign replacement to comply with federal standards; and

WHEREAS, staff recommends approval of the 2016 street maintenance program as proposed by staff.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves the 2016 Street Maintenance Program as proposed by staff in the following estimated amounts not to exceed \$465,001.

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

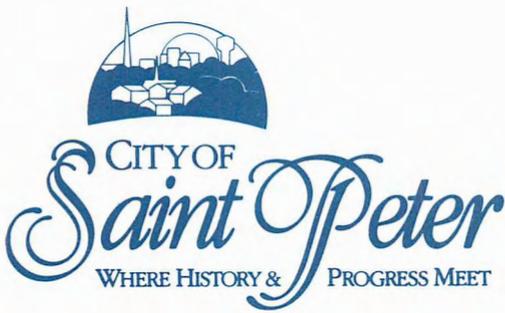
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/02/2016

**FROM:** Dean Busse  
Building Official

**RE:** City of Nicollet Building Code

### **ACTION/RECOMMENDATION**

Approve execution of a renewal contract with the City of Nicollet for provision of building inspection services.

### **BACKGROUND**

The City of Nicollet contacted the Building Department to request renewal of the building inspection services contract provided by the City of Saint Peter. We could continue to have the ability to provide those services through the use of our current staff under our current work load. I would anticipate that the number of inspections would be similar to those Nicollet has had over the past couple of years. Last year the City of Nicollet had a total of 22 permits. Those permits included commercial and residential, house, additions, shed, manufactured home and fences. The permits had an estimated value of \$181,152.

You and I have discussed efforts of this type in the past and it was my understanding that our goal has been to ensure that service and expenses are not changed within Saint Peter. Based on the level of effort and time required to provide these services to Nicollet, I believe this continues to provide a positive outcome for Saint Peter. I would recommend that the City Council proceed with entering into this renewal agreement with the City of Nicollet.

### **FISCAL IMPACT:**

By adding the City of Nicollet to the City of Saint Peter Building Department responsibilities, the fees collected will more than cover any expenses the City may have.

### **ALTERNATIVES/VARIATIONS:**

**Do Not Act:** Should the Council choose to take no action on the requested contract renewal, the current contract will have expired and no further services will be provided to Nicollet without additional Council action.

**Denial:** The City of Nicollet will be notified of the 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.

DB/bal

**SERVICE CONTRACT FOR THE ADMINISTRATION OF THE STATE BUILDING CODE  
BETWEEN THE CITY OF SAINT PETER, MINNESOTA AND THE CITY OF NICOLLET,  
MINNESOTA**

This service contract (the "Agreement") is made and entered into this 25<sup>th</sup> day of January 2016, between the City of Saint Peter, Minnesota ("Saint Peter") and the City of Nicollet, Minnesota ("Nicollet"), (collectively, the "Parties").

WHEREAS, Nicollet has adopted the Minnesota State Building Code; and

WHEREAS, Nicollet is authorized and empowered to provide for various types of inspections to ensure the public health, safety and welfare of its citizens; and

WHEREAS, said Building Code requires a certified Building Inspector for the implementation of the State Building Code; and

WHEREAS, Nicollet has investigated the facts and determined that it is in the best interests of Nicollet and its' citizens to contract with a third party for administration of the State Building Code; and

WHEREAS, Saint Peter employs certified Building Inspectors who implement the State Building Code; and

WHEREAS, Saint Peter has the desire and capacity to provide for the administration of the State Building Code for Nicollet.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

1. **Term.** The term of this Agreement shall be for one year from the date of the last signature below. The Agreement will continue for successive one year terms unless either party gives notice of its' intent not to continue the Agreement for at least sixty (60) days prior to the expiration of the current term. The Parties may also terminate this Agreement at any time, upon mutual agreement of the Parties as evidenced by an identical resolution of the City Council of each city.
2. **Saint Peter's Duties.**
  - A. Provide State Building Code Inspection Program for Nicollet including residential and commercial plan reviews.
  - B. Conduct residential and commercial inspections.
  - C. Assist and consult with Nicollet concerning building code issues.
  - D. Schedule building inspections.

- E. Receive permits at the office of the Saint Peter Building Inspector at Saint Peter City Hall. All payments shall be made to Nicollet.
- F. Issue an annual report to the Department of Labor and Industry concerning fees and expenses as required by the Department of Labor and Industry.
- G. Issue periodic reports to the Nicollet City Council which shall update and evaluate the Contract.
- H. Enforce the Building Code.
- I. Issue Certificates of Occupancy upon completion of construction.
- J. Determine building valuations for purposes of permit fees.
- K. Keep and maintain all open building permit files and upon completion of the building permit, deliver the files to Nicollet.

3. Nicollet's Duties.

- A. Schedule regular office hours to receive and issue building permits. Collect all building permit fees.
- B. Collect all permits, files, plans, and inspection reports upon completion of the inspection by Saint Peter and retain all records pursuant to Nicollet's retention schedule.
- C. Maintain, control and administer Nicollet's zoning ordinances.
- D. Nicollet Public Works shall coordinate inspection of all sewer and water service lines with Saint Peter.

4. Control and Employment Status. Saint Peter shall have control over the manner in which inspections and other services are performed under this Agreement. Saint Peter shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. Any employees assigned by Saint Peter to perform obligations under this Agreement shall remain the exclusive employees of Saint Peter for all purposes, including but not limited to wages, salary and employee benefits. Such Saint Peter personnel shall not be entitled to any compensation, rights or benefits of any kind from Nicollet, including without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay or retirement benefits.

5. Fees and Billing.

- A. **Fees.** Nicollet shall pay Saint Peter for the services performed pursuant to this Agreement in the amount listed in the fee schedule in Appendix A which is attached hereto and incorporated in this Agreement. The fee schedule may be revised from time to time without formally amending this Agreement by an identical resolution adopted by each City Council.
- B. **Billing.** Saint Peter shall send an itemized list of all charges owed by Nicollet for services performed each quarter, to the attention of the Nicollet City Administrator by the 15th day following the end of the quarter. Nicollet shall remit payment in full to Saint Peter within thirty (30) days of receiving the invoice. In the event this Agreement is terminated, Saint Peter shall send a final invoice within fifteen (15) days of the termination date and Nicollet shall remit payment for the final invoice within thirty (30) days after its receipt.

6. **Insurance and Liability.**

- A. **Insurance.** Saint Peter agrees to provide the following insurance coverage's: (1) commercial general liability with a minimum liability limit of \$1,000,000 per occurrence; and (2) automobile liability, including owned, hired and non-owned automobiles, with a minimum liability limit of \$1,000,000 per occurrence. Said liability coverage's shall be through the League of Minnesota Cities Insurance Trust (LMCIT) using standard LMCIT liability coverage forms or from another reputable insurance company authorized to do business in Minnesota. Saint Peter agrees to name Nicollet as an additional insured. Saint Peter agrees to carry workers' compensation insurance as required by State law.
- B. **Liability of Saint Peter.** Saint Peter agrees to defend and indemnify Nicollet, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of Saint Peter's performance or failure to perform its duties under this Agreement, except as set forth in subsection C below.
- C. **Liability of Nicollet.** Saint Peter, however, shall not be required to defend and indemnify Nicollet for claims or damages caused by or resulting from Nicollet's sole negligence. Nicollet agrees to defend and indemnify Saint Peter and its employees, officers, volunteers and agents, for any claims related to the interpretation of or challenges to the validity of Nicollet's ordinances.

7. **General Provisions.**

- A. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. **Amendments.** Any modification or amendment to this Agreement

shall require a written agreement signed by both Parties with the exception of Appendix A which may be amended as provided in Section 5 of this Agreement.

- C. **Notice.** Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the city, or if deposited in the U.S. First Class mail, postage prepaid, as follows:

Notice to Saint Peter:  
City Administrator  
City of Saint Peter  
227 South Front Street  
Saint Peter, MN 56082-2513

Notice to Nicollet:  
City Clerk/Treasurer  
City of Nicollet  
P.O. Box 547  
Nicollet, MN 56074-0547

- D. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- E. **Captions.** Section headings contained in this Agreement are included for convenience only and form no part of the Agreement between the Parties.
- F. **Waivers.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- H. **Savings Clause.** If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.
- I. **Assignment and Subcontracting.** Saint Peter shall not assign this Contract or enter into a subcontract without the written approval of Nicollet.
- J. **Entire Agreement** It is understood that the entire agreement of the parties is contained herein and this Agreement supersedes all oral

agreements and negotiations between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the Parties, by action of their respective City Councils, caused this Agreement to be approved on the dates below.

CITY OF SAINT PETER, MINNESOTA

The City Council of Saint Peter, Minnesota duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

City of Saint Peter, Minnesota

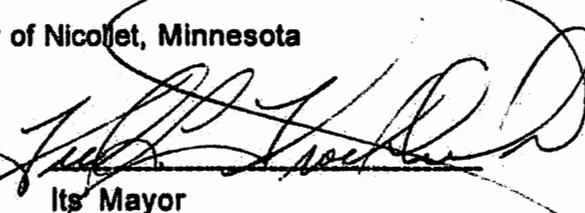
By: \_\_\_\_\_  
Its' Mayor

By: \_\_\_\_\_  
Its' City Administrator

CITY OF NICOLLET, MINNESOTA

The City Council of ~~Saint Peter~~<sup>Nicollet</sup>, Minnesota duly approved this Agreement on the 25<sup>th</sup> day of January, 2016.

City of Nicollet, Minnesota

By:   
Its' Mayor

By: Vanessa Brille  
Its' Clerk/Treasurer

## APPENDIX A

Adult Foster Care/Day Care Facility inspection (per inspection)	
A. Within City limits	\$45
B. Outside City limits	\$55 plus mileage
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
<u>Demolition Permits</u>	
A. Garage	20.00
B. House	50.00
C. Other structures	50.00
<u>Building Permits including replacement of windows and exterior doors and/or Plumbing and Mechanical Permits</u>	
\$1 to \$500	\$21.00
\$501 to \$2,000 (for the first \$500 plus \$2.36 for each additional \$100 or fraction thereof to and including \$2,000)	\$21.00
\$2,001 to \$25,000 (for the first \$2,000 plus \$10.50 for each additional \$1,000 or fraction thereof to and including \$25,000)	\$56.40
\$25,001 to \$50,000 (for the first \$25,000 plus \$8.40 for each additional \$1,000 or fraction thereof, to and including \$50,000)	\$297.90
\$50,001 to \$100,000 (for the first \$50,000 plus \$6.30 for each additional \$1,000 or fraction thereof, to and including \$100,000)	\$507.90
\$100,001 to \$500,000 (for the first \$100,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$500,000)	\$822.90
\$500,001 to \$1,000,000 (for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000)	\$2,922.90
\$1,000,000 and up (for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof)	\$5,547.90

Permit for replacement of garage doors	\$45 plus \$5 state surcharge
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
Permit for replacement of furnace, central air conditioner, or water heater	\$45.00 plus \$1 state surcharge
Inspection fees outside of normal business hours (2 hour minimum)	\$45.00/hour
Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing)	\$45.00/hour
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
Surcharge fees	As provided in State Statutes
Building moving permit	
A. Primary Structures	\$100.00 & utility crew expense
B. Accessory Structures	\$50.00 & utility crew expense
Mobile home installation fee	135.00
Plan Review	47.25
State Surcharge	1.00

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING EXECUTION OF 2016 CONTRACT TO PROVIDE BUILDING  
INSPECTION SERVICES TO THE CITY OF NICOLLET**

WHEREAS, the City has previously entered into a contract with the City of Nicollet to provide building inspection services in Nicollet; and

WHEREAS, the existing contract expired December 31, 2015; and

WHEREAS, the proposed contract will provide revenues to the City of Saint Peter in the amount of eighty percent (80%) of the building permit fees collected in exchange for the service; and

WHEREAS, City of Saint Peter staff have been able to provide the service without impacting inspections in Saint Peter.

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 authorized to execute a new service contract for provision of building inspection services to the City of Nicollet through December 31, 2016.

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

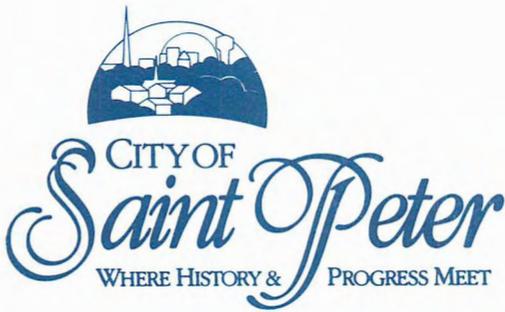
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 2/4/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Donation Acceptance Policy Update

### **ACTION/RECOMMENDATION**

Provide approval of modifications to the City's donation acceptance policy.

### **BACKGROUND**

The Council has previously adopted a policy that outlines the process to be followed by staff when donations are made to the City.

The policy was originally designed to work hand in hand with the City's purchasing policy in relation to the amount of expenditures that may be made by staff without direct Council action. The revised limit for those expenditures is \$7,500, however we did not make a corresponding change in the City's donation policy when the purchasing policy was updated.

At this time I am recommending modifications to the donation acceptance policy to keep it in line with the City's purchasing policy. An additional recommendation would be to update the number to call for the Gopher State One-Call program as the number previously listed is being phased out by the State of Minnesota.

### **FISCAL IMPACT:**

There is no fiscal impact to this action.

### **ALTERNATIVES/VARIATIONS:**

Do not act: Should the Council not take action on the proposed changes, staff would continue to utilize the existing policy.

Negative vote: No further action will be taken by staff and the existing policy would continue to be utilized for acceptance of all donations.

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING MODIFICATION TO THE CITY'S DONATION ACCEPTANCE  
POLICY**

WHEREAS, in August, 2007 the City Council adopted a donation acceptance policy which outlined the process and conditions for acceptance of donations to the City; and

WHEREAS, the policy was designed to work in conjunction with the City's purchasing policy related to requirements for action by the City Council; and

WHEREAS, staff recommends an additional modification to the donation acceptance policy to mirror recent changes made to the purchasing policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated donation acceptance policy, as shown on Exhibit A below, is hereby approved.

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

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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

**EXHIBIT A**

**CITY OF SAINT PETER DONATION ACCEPTANCE POLICY**

The City of Saint Peter occasionally receives donations of cash and/or goods from the public. In order to provide for acceptance of these donations in an equitable manner, this donation acceptance policy has been adopted by the City Council. The policy addresses 1.) donations for the general good and welfare of the City; 2.) donations made for recognition of a person or group; and 2.) tree donations.

Any time a donation is made to the City of Saint Peter, a donation form is to be completed by City staff and submitted to the City Administrator's office.

## **DONATIONS FOR THE GENERAL GOOD AND WELFARE OF THE CITY**

Donations for the general good and welfare of the City are those donations which are made to the City either with no designated purpose or for which the purpose is other than to recognize a person or group or which is a donation of a tree or funding for a tree purchase. Such donations will be handled in the following manner:

- Any donations with an estimated value of \$10 or less may be accepted by any staff member who will then complete the donation form.
- Donations with an estimated value of between \$11 and \$500 may only be accepted by a Department Director who will then complete the donation form.
- Donations with an estimated value of between \$501 and \$7,499 may only be accepted by the City Administrator who will then complete the donation form.
- Donations with an estimated value of \$7,500 or higher must be accepted by the City Council during a regular Council meeting. The City Administrator's office will complete the donation form.
- Any and all donations of real estate must be approved by the City Council before being accepted regardless of the value.

## **DONATIONS MADE FOR RECOGNITION OF A PERSON OR GROUP**

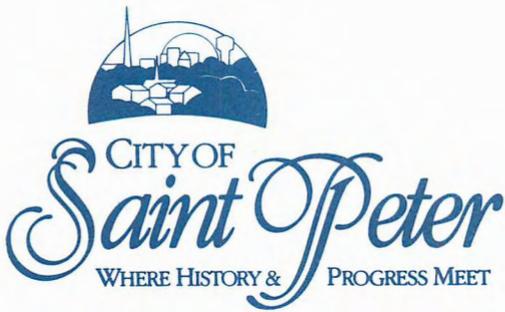
The City of Saint Peter has had numerous groups and individuals donate time and funds which have been a key to the high quality public facilities the citizens now enjoy. Some have requested recognition and others have not requested recognition. For consistency for those who tie their donation to recognition, the following policy shall apply:

- The minimum value of a donation for which recognition will be allowed is \$500.00. No individual or group will be recognized in a park without direct connection to a specific improvement.
- The donated improvement must be consistent with the Parks Master Plan or plan for the facility for which it is intended
- The donated improvement must meet city standards.
- The donated improvement must provide added functional value or enhanced landscaping in the park or public facility.
- The donated improvement will be located in the park or public facility as per direction of the Director of Public Works and/or City Administrator.
- The recognition plaque will be provided at the cost of the donor, shall be a minor part of the improvement, and shall be attached to the improvement (or part of the landscaping).
- No recognition plaques may be carved stone or installed on the ground similar to grave markers.
- Recognition of the donor or an individual for park donations with an estimated value of \$5,000 or more may be done as a part of the improvement upon recommendation of the Parks and Recreation Advisory Board and approval of the City Council.
- Donation with an estimated value of \$7,500 or more in a public facility other than a park will be reviewed by the City Council prior to acceptance.

## **DONATIONS OF TREES**

Donations of trees must follow the policy outlined below:

- The donor's plan for location and type of tree to be planted must be submitted to the City of Saint Peter Department of Public Works prior to planting. The City Staff is available to recommend a site for planting and tree species.
- The proposed tree must comply with the City's regulations concerning species, height, location, etc....
- Should the donor wish to include a recognition plaque, the maximum plaque size is 4" X 8".
- The minimum acceptable tree size is 1-11/4" in diameter, measured two feet from the base of the tree.
- Written approval must be received from either the Public Works Director before planting.
- Once approval has been received from the City , the donor must contact Gopher State One-Call at least 48 hours before planting the tree. Gopher State One-Call is a state-wide utility location service that can be contacted at 811.
- The City reserves the right to refuse acceptance of any proposed planting site due to conflicts with the City's plan for the intended facility.
- City staff will complete and process a donation form.



## Memorandum

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

**DATE:** 2/4/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request: Luck of the Irish Fun Run

### **ACTION/RECOMMENDATION**

Approve a request for City assistance for the Luck of the Irish Fun Run on March 19th.

### **BACKGROUND**

The organizers of the John Ireland Catholic School "Luck of the Irish" fun run have requested City assistance for their event to be held the morning of March 19, 2016.

The request submitted was very complete and addressed all of the issues that we normally consider in requests for City assistance which involve large groups of people including restroom facilities, medical services, inclement weather plans, refreshments, parking, etc....

When reviewing the route originally proposed for the fun run however, staff had some safety concerns that were able to be alleviated by slight modifications to the route. The map enclosed is of the final route recommended by staff and agreed to by organizers.

At this time, I recommend approval of the request for City assistance which will include the following:

- Use of 30 traffic safety cones
- Use of reflective safety vests

### **FISCAL IMPACT:**

The fiscal impact to the City is expected to be approximately \$250.00.

### **ALTERNATIVES/VARIATIONS:**

**Do Not Act:** No further action will be taken without additional direction from the Council. The organizers don't need City permission to hold the event, but no City assistance would be provided.

**Denial:** The event would continue without City assistance.

**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

Official Race Request – Luck O’ The Irish 7k Fun Run and .7m Kids’ Run  
March 19, 2016 at John Ireland Catholic School

- Date and time of event – March 19, 2016 – 9am (7k) and 10:30am (.7m)
- Location including route, start and end areas – The run is a 4.34 mile loop course that starts and ends at John Ireland Catholic School. (see attached map)
- How will restroom facilities be provided for the participants and spectators? – restrooms may be used at the Church of St. Peter and John Ireland Catholic School
- How will runners safely cross through intersections?
  - Will there be volunteers blocking the intersection – Yes (but cars will be allowed through)
  - Are you asking for roadways to be closed completely - No
  - How will the intersections be controlled – Volunteers will assist runners
  - If volunteers are used, how will you guarantee their safety....vests, barricades, etc...? Vests, cones, crossing guard flags
- Will food/beverages be served as part of the event and if so, who will the vendors be and what type of food/beverages will be sold? – We will have donated items from local stores. Nothing will be sold, it will be available for participants.
- Contact information for organizers –

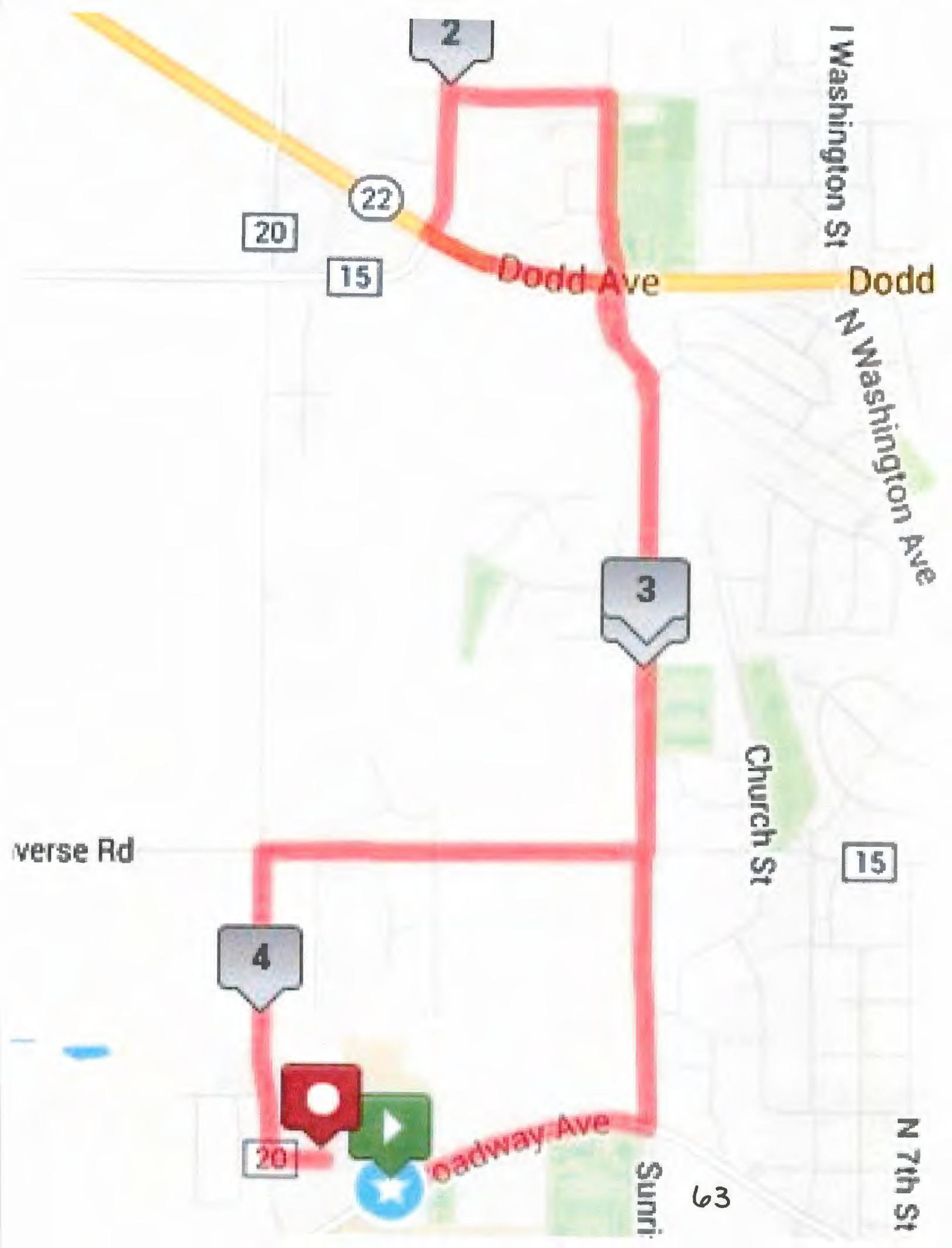
Ann Johnson – 507-380-1132

Colleen Wenner – John Ireland Catholic School 507-931-2810
- Will the fun run be a “color run”? No
- Plans for inclement weather...how will participants be notified if event is cancelled? Will the event be rescheduled and if so, when? What plan do you have in place in case inclement weather occurs during the run? Where will participants be sheltered. - Communication through social medial and email if cancelled. If cancelled will not be rescheduled. Shelter will be provided at Church of St Peter. Will not start race if inclement weather imminent.
- Will you have medical services available for participants? Trained medical people attending event, but in case of emergency 911 will be called.
- Where will participants and spectators be allowed to park? In the church and school parking lot



Official Race Request – Luck O’ The Irish 7k Fun Run and .7m Kids’ Run  
March 19, 2016 at John Ireland Catholic School

- The specific route of the run.- (see attached map)
- Specific details as to what services/equipment/personnel are being requested from the City. – 30 Cones, vests and flags from public works and police near the intersections on Hwy 22



1 Washington St

Dodd

N Washington Ave

Church St

N 7th St



Roadway Ave

Sunri

63

verse Rd



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR JOHN IRELAND  
CATHOLIC SCHOOL "LUCK OF THE IRISH" FUN RUN EVENT**

WHEREAS, organizers of the "Luck of the Irish" fun run event have contacted the City to request assistance for their event on March 19, 2016; and

WHEREAS, staff suggested modifications to the fun run route to ensure participant safety and eliminate the need for crossing a State Highway; and

WHEREAS, the organizers have modified the fun run route as requested; and

WHEREAS, staff recommends approval of the request for City assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request for City assistance submitted by the organizers of the "Luck of the Irish" fun run on March 19, 2016 is hereby approved to include the following assistance:

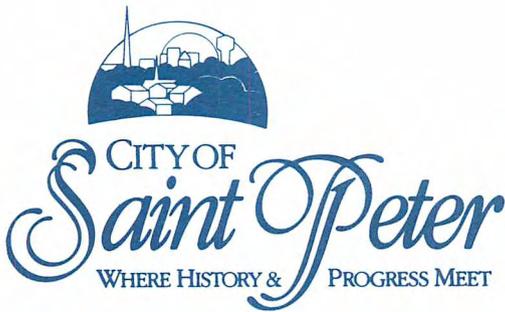
- Use of 30 traffic safety cones
- Use of reflective safety vests

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

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 2/5/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Council Travel Request

### **ACTION/RECOMMENDATION**

Approve out of state travel request for Councilmember Parras as required by the elected official travel policy.

### **BACKGROUND**

The City Council has adopted an elected officials travel policy which requires Council approval for out of state travel by any elected official. Councilmember Parra plans to travel to Washington D.C, as the City's representative to the National League of Cities (NLC) Congressional Congress event and the American Public Power Association (APPA) Legislative Rally in early March, 2016.

In the past, members have found the APPA Rally to be informative and a tremendous opportunity to discuss issues with peers and our Federally elected officials and their staff. This will be our first participation in the NLC conference which is geared toward broader issues facing municipal government.

The Council has budgeted for this travel, however the exact travel details are yet to be finalized.

In addition, the Council recommended that Public Works Director Moulton and City Administrator Prafke attend.

### **FISCAL IMPACT:**

We expect a budget of about \$8,000 for all three participants including conference costs. We will also be making some changes to reduce costs related to the APPA portion of the trip.

### **ALTERNATIVES/VARIATIONS:**

Do not act: As required by State statute and City policy, without direct action by the Council to approve this travel, Councilmember Parras would be unable to attend either event.

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

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION AUTHORIZING ELECTED OFFICIAL TRAVEL**

WHEREAS, the City Council has adopted an "elected official travel policy" as required by State Statutes; and

WHEREAS, the City Council has previously authorized Councilmembers to participate in the American Public Power Association (APPA) legislative rally in Washington, D.C.; and

WHEREAS, the APPA rally is preceded by the National League of Cities (NLC) Congressional Congress; and

WHEREAS, Councilmember Parras wishes to participate in both events; and

WHEREAS, sufficient funds have been budgeted for this travel in the 2016 General Fund budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: authorization is hereby provided for Councilmember Parras to travel to Washington D.C. to participate in the APPA Legislative Rally and the NLC Congressional Congress in March, 2016 at a cost not to exceed \$2,700 to be funded by the General Fund.

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

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator