

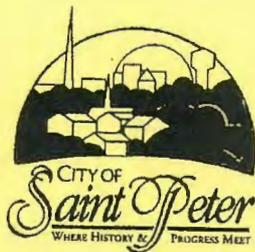
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 11, 2016  
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VIII. NEW BUSINESS**
  - A. Revolving Loan Request: Daycare
  - B. 2016 Equipment Certificate Purchases
  - C. ATP Grant Application Authorization
  - D. 2016 Library Services Contract
  - E. Request For City Assistance: Special Olympics Polar Bear Plunge
  - F. Temporary Transit Position
  - G. 2016 Municipal Fee Schedule
  - H. Special City Attorney Designation
  - I. Business License Applications
- IX. REPORTS**
  - A. MAYOR**
    - 1. Mankato Clinic Proclamation
    - 2. Others
  - B. CITY ADMINISTRATOR**
    - 1. City/County Meeting Discussion
    - 2. City Office Closure – Martin Luther King, Jr. Day
    - 3. Closed Session of January 4, 2016
    - 4. Others
- X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

Councilmember Kvamme will call the meeting to order and lead the Pledge of Allegiance.

II. **OATH OF OFFICE**

City Administrator Prafke will administer the Oath of Office to newly elected Councilmembers Pfeifer, Brand, Kvamme and Mayor-elect Zieman. Following the oath, the City Council may recess the meeting for a few moments to allow the new Councilmembers a photo opportunity with their family and friends.

III. **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.

IV. **APPROVAL OF MINUTES**

A copy of the minutes of the December 14, 2015 regular Council meeting is attached for approval. A **MOTION** is in order.

V. **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**

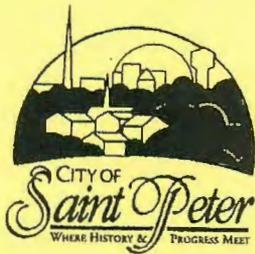
Members of the audience wishing to address the Council concerning items **not** on the agenda may do so at this time.

VI. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for December 3, 2014 through December 29, 2014 and December 30, 2014 through January 7, 2015 are attached. Please see the attached staff reports and **RESOLUTION**.

VII. **UNFINISHED BUSINESS**

None scheduled



**VIII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN REQUEST SUBMITTED BY HEY DIDDLE DIDDLE DAYCARE LLC**

The EDA recommends approval of a request for revolving loan funds for Hey Diddle Diddle Daycare LLC. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF RESOLUTIONS APPROVING 2016 EQUIPMENT CERTIFICATE PURCHASES**

Staff recommends approval be provided for purchase of a new mower for the Public Works Department to be funded by the 2016 equipment certificate. Please see the attached staff report and RESOLUTION.

Staff recommends approval be provided for purchase of a replacement wheel loader and plow for the Public Works Department to be funded by the 2016 equipment certificate and trade-in of the existing wheel loader. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING SUBMISSION OF ATP GRANT APPLICATION**

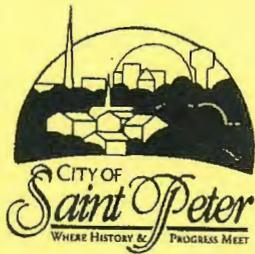
Staff recommends authorization be provided to submit an application to the MnDOT Area Transportation Partnership (ATP) program for grant funds to make improvements to the intersection of West Broadway Avenue and North-South Front Streets. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING 2016 LIBRARY SERVICES CONTRACT**

Staff recommends approval be provided for execution of a library services contract with Nicollet County for the year 2016. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE REQUEST FOR SPECIAL OLYMPICS POLAR BEAR PLUNGE EVENT**

Staff recommends approval of a request by Sheriff Lange for use of Hallett's Pond and some assistance by City staff (cutting ice in the pond and use of temporary bleachers) for the Special Olympics Polar Bear Plunge event in February. Please see the attached staff report and RESOLUTION.



**F. ADOPTION OF A RESOLUTION ESTABLISHING TEMPORARY TRANSIT DEVELOPMENT PLANNER POSITION**

Staff recommends authorization be provided to establish a Temporary Transit Development Planner position to prepare for development of a regional transit system. Funding for the temporary position is included in the 2016 Transit grant provided to the City. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING 2016 MUNICIPAL FEE SCHEDULE**

Following discussion at the City Council workshop on January 4, 2016, the proposed changes to the municipal fee schedule have been incorporated and are recommended for adoption. The effective date of the new schedule will be January 12, 2016. Please see the attached staff report and RESOLUTION.

**H. ADOPTION OF A RESOLUTION APPOINTING SPECIAL CITY ATTORNEY FOR SCHAFFER CONSTRUCTION LAWSUIT AND AUTHORIZATION TO INITIATE COUNTERSUIT**

Staff recommends Attorney Peter Mikhail of the Kennedy and Graven law firm be appointed as a Special City Attorney to represent the City in the Schaffer Construction lawsuit. Staff further requests authorization for Mr. Mikhail to initiate a countersuit on the City's behalf. Please see the attached staff report and RESOLUTION.

**I. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS**

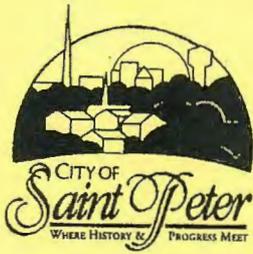
Applications have been received for various business licenses from MC Hammer's. The business wishes to open a bar in the vacant Willy's Bar location in the 200 block of South Minnesota Avenue. A background investigation has been completed on the applicant and nothing was found that would prohibit issuance of the licenses. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**IX. REPORTS**

**A. MAYOR**

**1. REPORT ON "THRIVE YEAR" PROCLAMATION**

Mayor Zieman will make a proclamation regarding "Thrive Year" at this time.



**2. OTHERS**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/COUNTY MEETING DISCUSSION**

A report will be provided at this time on discussion at the December, 2016 City/County meeting.

**2. REPORT ON MARTIN LUTHER KING JR. DAY CLOSURES**

A report will be provided at this time on closures of City offices for the Martin Luther King Jr. Day legal holiday on January 18th.

**3. REPORT ON JANUARY 4, 2016 CLOSE SESSION DISCUSSION**

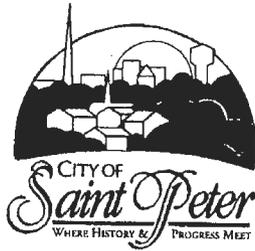
City Attorney Brandt will provide a report on the closed session of January 4, 2015 related to the City Administrator's evaluation and contract negotiations.

**4. OTHERS**

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

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



## OATH OF OFFICE

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

I, Jerry Pfeifer, do solemnly swear that I will support the Constitution of the United States and that of the State of Minnesota, and that I will faithfully and impartially discharge the duties of City Councilmember in and for the City of Saint Peter, Minnesota, to which office I have been elected, to the best of my judgment and ability.

---

Jerry Pfeifer

Subscribed and sworn to before me  
this 11th day of January, 2015.

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Notary Public



## OATH OF OFFICE

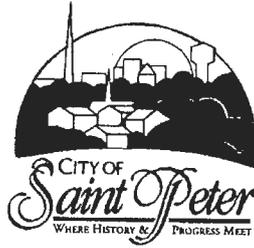
STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

I, Jeff Brand, do solemnly swear that I will support the Constitution of the United States and that of the State of Minnesota, and that I will faithfully and impartially discharge the duties of City Councilmember in and for the City of Saint Peter, Minnesota, to which office I have been elected, to the best of my judgment and ability.

\_\_\_\_\_  
Jeff Brand

Subscribed and sworn to before me  
this 11th day of January, 2015.

\_\_\_\_\_  
Notary Public



## OATH OF OFFICE

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

I, John Kvamme, do solemnly swear that I will support the Constitution of the United States and that of the State of Minnesota, and that I will faithfully and impartially discharge the duties of City Councilmember in and for the City of Saint Peter, Minnesota, to which office I have been elected, to the best of my judgment and ability.

---

John Kvamme

Subscribed and sworn to before me  
this 11th day of January, 2015.

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Notary Public



## OATH OF OFFICE

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

I, Charles Zieman, do solemnly swear that I will support the Constitution of the United States and that of the State of Minnesota, and that I will faithfully and impartially discharge the duties of Mayor in and for the City of Saint Peter, Minnesota, to which office I have been elected, to the best of my judgment and ability.

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

Subscribed and sworn to before me  
this 11th day of January, 2015.

\_\_\_\_\_  
Notary Public

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
DECEMBER 14, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on December 14, 2015.

A quorum present, Mayor Strand called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Parras, Ziemann, Kvamme, Carlin, Grams, Brand, and Mayor Strand. 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 Brand, seconded by Carlin, to approve the agenda. With all in favor, the motion carried.

**Public Hearing: Vista View Townhomes Bond Issuance Request** - Mayor Strand opened the public hearing on the request by Vista View Townhomes for the City to serve as a conduit as authorized under State law and issue \$2,000,000 in bonds for the purchase and rehabilitation of the Vista View Townhome complex at 7:01 p.m. City Administrator Prafke reviewed the process for conducting a public hearing. Finance Director O'Connell presented the request by Vista View Townhomes for the City to serve as a conduit bond issuer for the project and noted that there would be no cost to or obligation of the City for the action. There being no further speakers, the hearing was declared closed at 7:04 p.m.

**Approval of Minutes** – A motion was made by Carlin, seconded by Parras, to approve the minutes of the November 23, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the November 23, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Visitors** – Aaron Baxa, 1003 South Minnesota Avenue, addressed the Council to request consideration of his idea to name the second Monday of October "Indigenous Peoples Day" rather than Columbus Day. Baxa, who was working on a project on Christopher Columbus for school, suggested that "given Saint Peter's complicated history with the native people", it would be appropriate to consider the change. Councilmember Kvamme questioned whether Baxa had contacted any State officials regarding making a state-wide change. Baxa indicated he had not. Councilmember Carlin questioned how the City picks holidays to observe. City Administrator Prafke indicated the holidays are those recognized by the State of Minnesota for government offices. Mayor Strand indicated the Council would take Baxa's request under advisement.

**Consent Agenda** – In motion by Grams, seconded by Carlin, Resolution No. 2015-165 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-165 is contained in the City Administrator's book entitled Council Resolutions 20.

**Vista View Bond Issuance Request** – Finance Director O'Connell requested approval of the request by the owners of Vista View Townhomes for the City to serve as a conduit for issuance of up to \$2,000,000 in bonds for the purchase and renovation of the Vista View property. City

Administrator Prafke indicated the proposed resolution had been written by Briggs and Morgan attorneys who were acting as bond counsel on the issuance. Councilmember Zieman questioned how much of the issuance was for purchase and how much was for rehabilitation. Mike Podawiltz, CEO of the Vista View partnership, indicated the partnership was undergoing a change of investors with an investor from Boston leaving and a new investor from New York joining. Podawiltz indicated approximately \$428,000 would be used for rehabilitation of the 32 units in the project including new roofs, windows, boilers, water softeners and heaters and drainage corrections; \$150,000 would be for fees; and the remainder would be used to buy out the Boston investor and pay off existing debt on the property. In motion by Zieman, seconded by Parras, Resolution No. 2015-166 entitled "Resolution Approving The Issuance And Sale Of Multi-Family Rental Housing Development Revenue Note, Series 2015A and Multifamily Rental Housing Development Revenue Note, Series 2015B (Vista View Townhomes II Project) And Authorizing The Execution Of Documents Relating Thereto", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-166 is contained in the City Administrator's book entitled Council Resolutions 20.

**2015 Tax Levy/Payable 2016/Budget Adoption** – Finance Director O'Connell reviewed the proposed tax levy and general and special revenue fund budgets for 2016. O'Connell reported the final levy of \$2,284,308 was the same as the preliminary levy and would be a 5.25% increase over the prior year for a tax rate of 48.06. O'Connell also reviewed various line items of the proposed budgets and the projected fund balances at the end of both 2015 and the projected balances at the end of 2016. Councilmember Grams questioned how much property in Saint Peter was tax exempt. City Administrator Prafke replied that approximately thirty percent (30%) was tax exempt. In motion by Kvamme, seconded by Brand, Resolution No. 2015-167 entitled "Resolution Adopting Final 2015 Tax levy Collectible In 2016", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-167 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Kvamme, seconded by Grams, Resolution No. 2015-168 entitled "Resolution Approving General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, And Agency Funds For the 2016 Fiscal Year", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-168 is contained in the City Administrator's book entitled Council Resolutions 20.

**2016 Non-Union/Non-Contract Employee Wages** – City Administrator Prafke recommended approval of wage modifications for all non-union/non-contract employees effective January 1, 2016. Prafke recommended the percentage wage increases be stratified based on pay equity points. Prafke also recommended modifications to several wage scales to ensure compliance with minimum wage laws. In addition, Prafke recommended extra market rate wage increases for the positions of Accountant, Computer Services Technician II and Public Works Director. In motion by Carlin, seconded by Zieman, Resolution No. 2015-169 entitled "Resolution Establishing 2016 Wage For Non-Union, Non-Contract Employees", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-169 is contained in the City Administrator's book entitled Council Resolutions 20.

**Senior Citizen Services Contract** – City Administrator Prafke recommended authorization be provided for execution of a renewal contract with Nicollet County for County staff to provide senior citizen programs through the City's Recreation and Leisure Services Department at an

approximate cost of \$26,000. Prafke stated the contract was for calendar year 2016, but noted the sixty (60) day termination clause. In motion by Parras, seconded by Brand, Resolution No. 2015-170 entitled "Resolution Approving Execution Of Senior Citizen Contract Between The City And Nicollet County", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-170 is contained in the City Administrator's book entitled Council Resolutions 20.

**Land Purchase Agreement: St. Peter Mobile Homes** – City Attorney Brandt recommended approval of two land purchase agreements for land that will be used for construction of a stormwater detention basin. Brandt indicated he had negotiated the purchase of parcels totaling approximately two (2) acres from St. Peter Mobile Homes (1.6 acres) and William and Tracy Cunningham (.4 acres) for a total price of \$203,590. Brandt indicated that in order to construct the basin, both properties were necessary and recommended both agreements be approved. City Administrator Prafke pointed out that although the Council had asked staff to find alternates that did not involve land between Old Minnesota Avenue and Highway 169, the two parcels were the most cost efficient option for providing stormwater in the area and construction of a pond at the sites would meet the State's MS4 standards for stormwater treatment. Councilmember Grams asked how deep the pond would be. Public Works Director Moulton reported the normal depth of water in the pond would be about four feet (4') with an overflow depth of ten feet (10'). Councilmember Kvamme questioned the total cost to construct a pond (estimated at \$500,000) and noted the City was willing to spend a lot of money to avoid stormwater going into Hallett's Pond. In motion by Kvamme, seconded by Carlin, Resolution No. 2015-171 entitled "Resolution Providing For The Purchase Of Land From St. Peter Mobile Homes", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-171 is contained in the City Administrator's book entitled Council Resolutions 20.

**Land Purchase Agreement: Cunningham** – Prafke recommended approval of the purchase of land from William and Tracy Cunningham as recommended by City Attorney Brandt. Prafke also noted the proposed purchase from Cunningham included authorization to lease back a portion of the land for a billboard for a term of 17 years. In motion by Parras, seconded by Carlin, Resolution No. 2015-172 entitled "Resolution Providing For The Purchase Of Land From William H. And Tracy A. Cunningham", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015- is contained in the City Administrator's book entitled Council Resolutions 20.

**2014/2015 Equipment Certificate Purchase: Jaws of Life** – City Administrator Prafke recommended approval be provided for purchase of a demo refurbished Hurst extrication tool ("Jaws Of Life") for the Fire Department at a price of \$26,310. Prafke noted the price would be a savings of \$8,000 over a new model and would come with a full warranty. Prafke also pointed out that the original plan for purchase of the equipment was to fund with 2016 general fund dollars, but staff was recommending utilizing excess funds from the 2014 Equipment Certificate (\$7,762 which would close out the fund) and 2015 Equipment Certificate (\$18,548). In motion by Brand, seconded by Carlin, Resolution No. 2015-173 entitled "Resolution Approving Purchase Of Jaws Of Life Tool Funded By 2014 And 2015 Equipment Certificate Funds", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-173 is contained in the City Administrator's book entitled Council Resolutions 20.

**Winter Trail Maintenance Policy** – Public Works Director Moulton recommended the Council once again designate approximately 5.8 miles of trails and sidewalks as "no winter

maintenance” areas for the period December 15, 2015 through May 1, 2017. Moulton indicated the proposed locations for trails that would not be maintained are areas where trails/sidewalks also exist on the other side of the roadway and/or there is little traffic during winter. In motion by Kvamme, seconded by Brand, Resolution No. 2015-174 entitled “Resolution Establishing ‘No Winter Maintenance’ Trails For The Winters Of 2015-2016 and 2016-2017”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-174 is contained in the City Administrator’s book entitled Council Resolutions 20.

## **Reports**

**Mayor’s Report** – Mayor Strand reported on his recent activities which included attending the City Council goal session on November 30th; a lunch with Chamber members where he was recognized for his service to the community; and the Gustavus President’s dinner and Christmas in Christ Chapel event.

**Holiday Closures** – City Administrator Prafke reviewed the schedule for closures of City offices and services for the Christmas and New Year’s holidays.

**Council Goal Session Discussion** – City Administrator Prafke directed Councilmembers to the packet memo providing an overview of discussion at the last Council goal session.

**City Administrator Evaluation** – City Attorney Brandt provided information on discussion at the last closed session regarding the City Administrator’s evaluation results. Councilmembers also congratulated City Administrator Prafke on obtaining his Masters of Public Administration degree from Hamline University.

**Outgoing Mayor Recognition** – Councilmember Kvamme presented outgoing Mayor Strand with a clock in appreciation for his years of service to the community. Kvamme praised the professionalism exhibited by Mayor Strand during Council meetings; his ability to keep Councilmembers respectful to each other during discussions; and the many activities Mayor Strand was involved in that the public was not aware of such as serving on committees of the Coalition of Greater Minnesota Cities, Region Nine Development Commission, and the League of Minnesota Cities. Kvamme asked the audience to provide a standing ovation for Mayor Strand.

Strand stated his service as Mayor had been the second greatest thing to happen in his life and that he hoped to be remembered for what he did for the City and for his diligence, honesty and integrity in the position.

**Closed Session: Active Litigation Discussion Covered Under Attorney-Client Privilege** – City Administrator Prafke requested a closed session as allowed under State law to discuss active litigation issues covered under attorney-client privilege. In motion by Grams, seconded by Carlin, Resolution No. 2015-175 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-175 is contained in the City Administrator’s book entitled Council Resolutions 20.

The City Council adjourned to closed session in the Traverse des Sioux Room at 8:39 p.m. for discussion of active litigation issues covered by attorney-client privilege. The Council returned to open session at 9:20 p.m.

There being no further business, a motion was made by Kvamme, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:21 p.m.

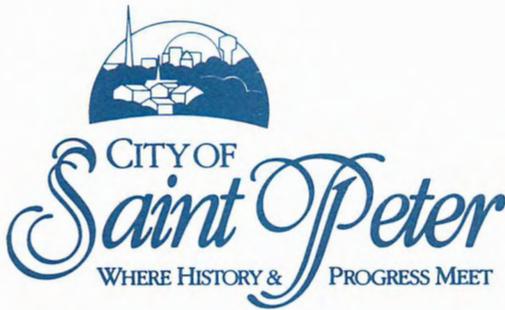
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 1/5/2016

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

Jeff Knutson *JK*  
Water Resources Superintendent

**RE:** Calcium Oxide Pebble Quick Lime ¾ Inch Purchase

### ACTION

Authorize Graymont (WI) LLC of Superior, Wisconsin to furnish and deliver calcium oxide pebble quick lime ¾ inch to be used in the biosolids treatment process in the amount of \$25,200.

### BACKGROUND

The Wastewater Utility uses lime in the biosolids treatment process to mix with aerobically dewatered sludge to cause a chemical reaction raising the pH of the mixed material. Lime adds heat in the mixing chamber which pasteurizes the material. The final product is a "Class 'A' Exceptional Quality" biosolids. The lime product currently used is a high quality "pebble lime" which breaks down slowly generating heat in moist conditions. The lime mixes in the vessel for approximately 30 minutes and is delivered to dry storage by a conveyer belt. The product is then stored on-site for up to 180 days.

Staff posted on the City website following the purchasing policy and requested formal written proposals. Only two vendors replied, Graymont (WI) LLC and Lhoist North America.

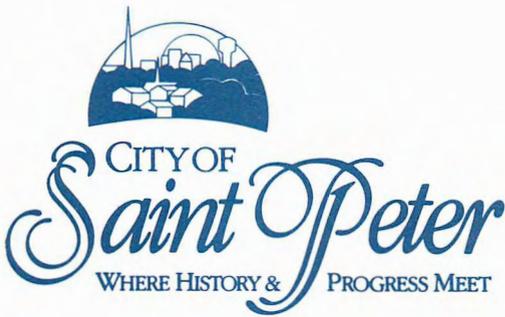
<u>Chemical/Freight</u>	<u>Graymont (WI) LLC</u>	<u>Lhoist North America</u>
Lime/Ton	\$168.00/ton	\$196.50
Freight/Ton	included	\$79.45
<i>Total Cost / Ton</i>	<i>\$168.00</i>	<i>\$275.95</i>

Based on previous records, staff estimates chemical usage and cost for 2016 to be:

<u>Chemical</u>	<u>Est. 2015 Usage</u>	<u>2016 Price</u>	<u>Estimate Cost</u>
Lime	150 Ton	\$168.00/Ton	\$25,200

Fuel surcharges are based on current fuel prices and mileage of 223 loaded miles. *(Lhoist)*

Chemical Cost	\$25,200
Tax	\$0
Fuel Surcharges	\$0
Delivery Charges	\$0
<u>Total Cost</u>	<u>\$25,200</u>



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** January 5, 2016

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

Jeff Knutson *JK*  
Water Resources Superintendent

**RE:** Biosolids Polymer Purchase

### ACTION

Authorize Chemisolv Corp. of Rockford, Minnesota to furnish and deliver biosolids polymer to be used for treating biosolids at the wastewater treatment facility in the amount of \$31,878.

### BACKGROUND

The Wastewater Utility is currently using polymer (Aqua Hawk 85032) in the biosolids treatment process. This past summer two additional vendors were solicited. The Wastewater Utility compared a biosolids polymer from Chemisolv Corp. (US 9125) and Sioux Valley Environmental (SVEN).

The Chemisolv Corp. biosolids polymer (US 9125) outperformed the current (Aqua Hawk 80532). The biosolids polymer from SVEN (FLOC C454E) did not meet the testing requirements established. The finished biosolids product from SVEN not only had to be dewatered, but also did not meet a fecal requirement for our requirements as a "Class A" biosolids certification.

This year staff recommends purchasing from Chemisolv Corp. (US 9125). This biosolids polymer is an excellent product and has never been an issue in meeting our requirements of attaining a "Class A" biosolids certification.

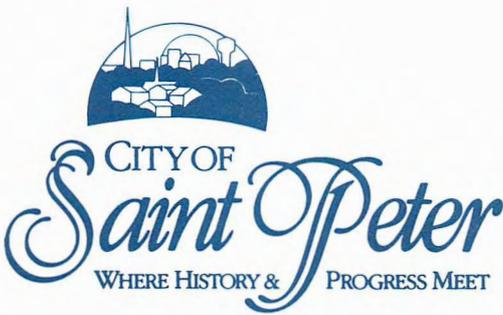
Staff posted on the City website following the purchasing policy and requested formal written proposals. Three vendors replied you will see below the quote tabulation is as follows:

<u>Chemical</u>	<u>Chemisolv Corp.</u>	<u>Hawkins</u>	<u>SVEN</u>
Biosolids Polymer	\$1.54/lbs	\$2.20/lbs	Doesn't meet requirements

Based on 2015 records, staff estimates chemical usage and cost for 2016 to be:

<u>Chemical</u>	<u>Est. 2015 Usage</u>	<u>2016 Price</u>	<u>Estimated Cost</u>
Biosolids Polymer	20,700 (2,300 lbs/tote)	\$1.54/pound	\$31,878

Chemical Cost	\$31,878
Tax	\$0.00
<u>Delivery Charges</u>	<u>\$0.00</u>
Total Cost	\$31,878



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** January 5, 2016

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

Jeff Knutson *JK*  
Water Resources Superintendent

**Re:** Ferric Chloride Purchase

### ACTION

Authorize Chemisolv Corp. of Rockford, Minnesota to furnish and deliver ferric chloride to be used in the wastewater treatment process in the amount of \$36,720.

### BACKGROUND

Ferric Chloride is a chemical used in the pre-treatment process at the wastewater plant to settle out solids and for phosphorus removal. Ferric chloride with the addition of a pre-treatment polymer causes the solids to flocculate, causing them to settle faster in the clarifier. The ferric chloride also absorbs the phosphorus in the water to meet our phosphorus discharge limit.

Staff posted on the City website following the purchasing policy and requested formal written proposals. Three vendors replied; Chemisolv, Hawkins, Inc. and SVEN (Sioux Valley Environmental).

The quote tabulation is as follows:

<u>Chemical</u>	<u>Chemisolv</u>	<u>Hawkins</u>	<u>SVEN</u>
Ferric Chloride	0.0918/lbs.	0.0999/lbs.	Did Not Bid

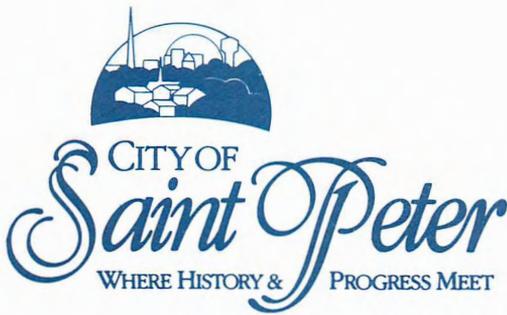
Based on 2015 records, staff estimates chemical usage and cost for 2016 to be:

<u>Chemical</u>	<u>Est. 2015 Usage</u>	<u>2016 Price</u>	<u>Estimate Cost</u>
Ferric Chloride	400,000 lbs	\$.0918 /lbs.	\$36,720

The 2016 quoted price of \$0.0918/lbs. is a slight decrease from 2015. Staff estimates the 2016 usage to be 400,000 lbs., which includes a 10% contingency if unusually high flows are encountered during rain events.

Staff recommends purchasing ferric chloride from Chemisolv Corporation of Rockford, Minnesota.

Chemical Cost	\$36,720
Freight	\$ 0
Tax	Exempt
<b>Total Cost</b>	<b>\$36,720</b>



## Memorandum

To: Todd Prafke  
City Administrator

January 5, 2016

From: Pete Moulton *Pete*  
Director of Public Works

RE: Electric Meters for Advanced Metering Infrastructure (AMI) System

### Action:

Approve the purchase of fifty-(50) residential electric meters, one-(1) Commercial and Industrial meter with integrated RF Node, and one-(1) 4-Quadrant meter from Eaton Cooper Power Systems of Minneapolis, Minnesota in the amount of \$8,250.

### Background:

The City staff have currently been working with Eaton Cooper on implementing an "Advanced Metering Infrastructure" (AMI) system which is capable of reading electric and water meters through a radio frequency (RF) system connected to our existing city computer backbone.

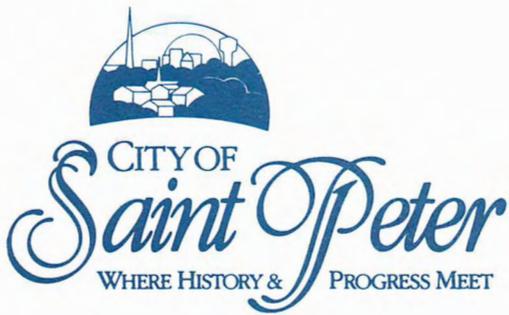
In this first segment the utility staff will be installing new electric meters capable of transmitting a RF signal to a receiver; the signal is then collected and transmitted to the city's computer system through our existing fiber optic network system.

Once the system is operational, staff would add collector meters to the system and pull in the monthly readings. Both water and electric meters will have the capability of communicating to and receiving information from the City's server. The new smart meters will be used to replenish the depleted electric department inventory.

Summary of Cost:	Each	Number	Freight	Total
Residential Electric Meters	\$152.33	50	\$152	\$7,769
Commercial Meter	\$394	1	\$8	\$402
4-Quad Meter	\$75	1	\$4	\$79
<b>TOTAL</b>		<b>52</b>	<b>\$164</b>	<b>\$8,250</b>

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

PM/amg



## Memorandum

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

**DATE:** 1/8/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Squad Car Replacement

### **ACTION/RECOMMENDATION**

Approve purchase of a replacement Police Squad Car (2016) from Lager's Inc. in the amount of \$24,874.75.

### **BACKGROUND**

On October 25, 2015, one of the City's squad cars (2015) was totaled as a result of an accident. The City's insurance coverage will fund a replacement vehicle and transfer of equipment to the new vehicle.

Using the State bid system, staff recommends purchase of a replacement vehicle from Lager's, Inc. in the amount of \$24,874.75.

Most of the accessory equipment utilized in the damaged squad will be transferred to the new vehicle.

The Police Department plan for purchases in 2016 is not to purchase a squad but rather more of a utility vehicle. I do not believe this action changes that plan.

### **FISCAL IMPACT:**

Funding will be provided through the City's insurance fund.

### **ALTERNATIVES/VARIATIONS:**

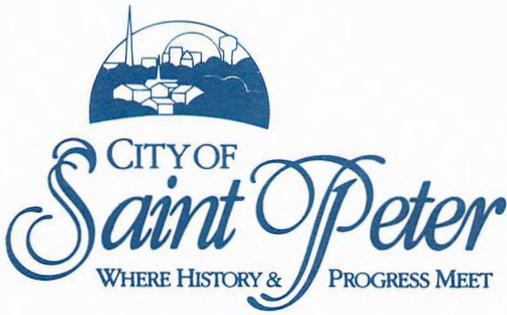
Do Not Act: No further action will be taken without additional direction from the Council.

Denial: Staff will not purchase the replacement vehicle.

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

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

TP/bal



## Memorandum

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

**DATE:** 1/7/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Consent Agenda

### **ACTION/RECOMMENDATION**

Approve the consent agenda which includes license renewals, Mayor pro tem appointment, designation of official newspapers and depositories, City Council rules of operation, Council liaison appointments, Council committee appointments, advisory board appointments and reappointments, and approval of the disbursements.

### **BACKGROUND**

At the first regular Council meeting each January, the Council is asked to consider several annual designations, appointments and rules. All of these items have been included on the consent agenda for your consideration. Included in the consent agenda are the following actions:

- The appointment of Councilmember Parras as Mayor pro tem
- Designation of the *Saint Peter Herald* as the official newspaper of the City. The Herald is the only option available to the City as State Statute requires the official newspaper to be a newspaper of general circulation that is published in Nicollet County.
- Designation of Nicollet County Bank, First National Bank, Hometown Bank, and Wells Federal Savings and Loan as official depositories of the City.
- Appointment of Councilmembers to liaison and committee positions.
- Renewal of annual license renewal applications.
- Adoption of the rules of operation for the City Council.
- Approval of the disbursement lists for end of the year 2015 and the beginning of 2016.

Mayor Zieman has also made recommendation for some advisory board appointments/reappointments and those are included on the consent agenda.

### **FISCAL IMPACT:**

None.

**ALTERNATIVES AND VARIATIONS:**

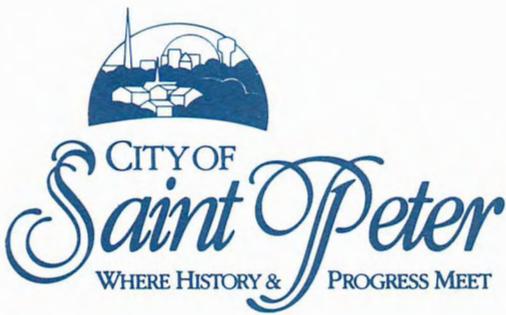
Do not act: No changes will be made by staff. However, the Council should note that an annual designation of the official depositories and newspaper for the City is required by State law.

Negative vote: No further action will be taken without additional direction from the Council. Please note that the designation of the official newspaper and the official depositories for the City is State mandated.

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

Please don't hesitate to contact me should you have any questions or concerns on this agenda item.

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 1/7/2016

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Business License Applications

### **ACTION/RECOMMENDATION**

Provide approval of applications for business licenses.

### **BACKGROUND**

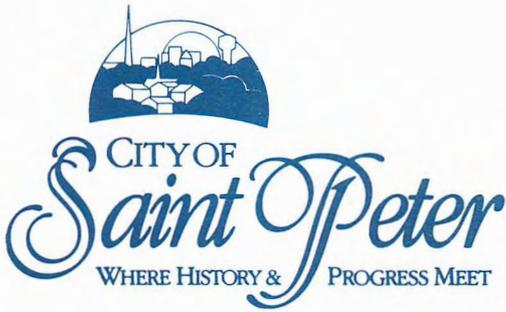
The City has received Taxi Cab License renewal applications from Ecumen St. Peter, Kato Cab and St. Peter Cab Company. The licensing period will be January 1, 2016 – December 31, 2016. During the license renewal process by staff, Taxi Cab licenses were overlooked which resulted in the license applications being submitted to the Council after the after of the year.

Applications were also received for a Temporary Gambling License from the St. Peter Ambassadors for a raffle to be held at the Red Men Club, 412 South Third Street on March 17, 2016.

Please include approval of the license applications on the consent agenda.

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

CM/



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** January 6, 2016

**FROM:** Paula O'Connell  
Director of Finance

Wayne Albers  
Transit Coordinator

**RE:** Bus Driver Appointments

### **ACTION/RECOMMENDATION**

Approve the hiring of three part-time Transit Drivers.

### **BACKGROUND**

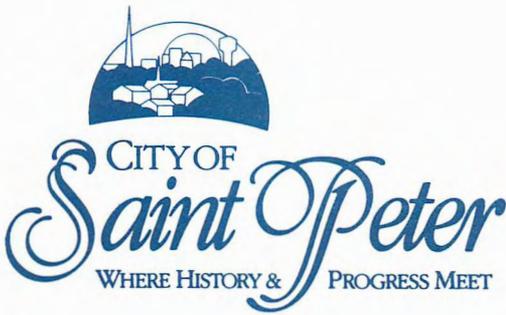
In the past several months, two of our drivers have decreased their hours per week due to other opportunities. The Gustavus Student Senate has requested that, on a trial basis, we add a bus on Wednesday evenings during the winter months. I am expecting that this trial will show an ongoing need and the additional night will be continued for the next academic year.

With that in mind, a recruitment process for part-time Bus Drivers was initiated. Five candidates were interviewed and at this time I am recommending the appointment of the following candidates at the wage of \$14.93/hour contingent upon successful completion of background investigations and testing:

Thomas Ellis  
Regis Fritsch IV  
Timothy Strand

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

PO/wa



## Memorandum

**TO:** Todd Prafke  
City Administrator

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

**RE:** Internship appointment

**DATE:** January 6, 2016

### ACTION/RECOMMENDATION

Appoint Nathan Dopkins to an internship position in the Recreation and Leisure Services Department and provide a stipend of \$1,000.

### BACKGROUND

The Recreation Department regularly partners with the Recreation, Parks, and Leisure Services (RPLS) Department at Minnesota State University, Mankato. One of the ways we partner is to provide internship opportunities to students majoring in RPLS. An internship is required by the RPLS program in order to graduate.

I recommend appointing Nathan Dopkins, a senior RPLS major, to an internship position in the Recreation and Leisure Services Department. I further recommend that Mr. Dopkins receive a stipend of \$1,000 to be paid in two payments as indicated below. To complete his internship, Nathan must put in 520 hours with the Recreation office from January to May 2016 when the internship will end.

As per the administrative policy of the City, unpaid interns may be temporarily appointed by the City Administrator. However, should an intern receive any form of compensation, the City Council must be asked to make the appointment via the consent agenda.

Payment of the stipend to Nathan Dopkins will be made on March 4th (\$500) and on May 13th (\$500) with funding from Youth Development and After School Funds that the Recreation Department receives as part of a Memorandum of Understanding with the Saint Peter Public Schools.

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A PLUS SECURITY, INC.	repair security system	COMMUNITY CENTER	COMMUNITY CENTER	142.50
			TOTAL:	142.50
ABEL'S ELECTRIC MOTOR SHOP	fine screen brush motor	WASTE WATER FUND	SOURCE/TREATMENT	541.20
			TOTAL:	541.20
AG SPRAY EQUIPMENT	#207 brine tank cover	GENERAL FUND	STREETS	35.25
			TOTAL:	35.25
ALEX AIR APPARATUS, INC	hurst tool fittings #506	GENERAL FUND	FIRE	826.00
	hurst tool fittings #506	GENERAL FUND	FIRE	750.00
			TOTAL:	1,576.00
ALPHA WIRELESS COMMUNICATIONS CO	ltr radio maintenance	GENERAL FUND	MUNICIPAL BUILDING	59.51
	replacement charger for pa	GENERAL FUND	FIRE	42.50
	ltr radio maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	ltr radio maintenance	WATER	ADMIN AND GENERAL	57.02
	ltr radio maintenance	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	ltr radio maintenance	ELECTRIC FUND	ADMIN AND GENERAL	51.59
			TOTAL:	345.50
APT MACHINING & FABRICATING, INC	pool railing	GENERAL FUND	SWIMMING POOL	150.00
			TOTAL:	150.00
AUDIO EDITIONS	new adult audio books	LIBRARY FUND	LIBRARY	293.16
			TOTAL:	293.16
BALLMAN ROOFING & COATINGS, LLC	hormel bldg leak repair	STORMWATER FUND	ADMINISTRATION AND GEN	455.00
			TOTAL:	455.00
BOBCAT OF MANKATO	908a & 210b broom bristles	GENERAL FUND	PARKS	1,393.92
			TOTAL:	1,393.92
BOLTON & MENK INC	mn dot erosion control cla	STORMWATER FUND	NON-DEPARTMENTAL	215.00
			TOTAL:	215.00
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,182.50
	criminal	GENERAL FUND	LEGAL SERVICES	11,000.50
	round-a-bout	PERM IMPROVMENT RE	STREETS	622.50
	deed work	PARK LAND DEDICATI	PARKS	15.00
	council mtg on housing	HOUSING DISTRICT #	ECONOMIC DEVMT	180.00
	ljp rates	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00
	land purchase	STORMWATER FUND	CAPITAL-TREATMENT SYST	795.00
			TOTAL:	14,810.50
CARQUEST AUTO PARTS STORES	connections	ENVIRON SERVICES F	REFUSE DISPOSAL	20.98
			TOTAL:	20.98
CHEMISOLV CORP	biosolids polyner	WASTE WATER FUND	BIOSOLIDS	3,542.00
			TOTAL:	3,542.00
CINTAS FIRST AID & SAFETY	safety cabinet	GENERAL FUND	STREETS	10.41
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	6.61
	safety cabinet	GENERAL FUND	PARKS	8.32
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	10.35
	safety cabinet	WATER	ADMIN AND GENERAL	4.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety cabinet	WASTE WATER FUND	ADMIN AND GENERAL	4.16
	safety cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	4.16
	safety cabinet	ELECTRIC FUND	ADMIN AND GENERAL	10.41
			TOTAL:	58.58
CITY OF LE SUEUR	training	TRANSIT	TRANSIT/TRANSPORTATION	50.10
			TOTAL:	50.10
CITY OF NORTH MANKATO	halloween fun run stage	RESTRICTED CONTRIB	RECREATION/LEISURE SER	400.00
			TOTAL:	400.00
COLE PAPERS INC	cleaning supplies	GENERAL FUND	MUNICIPAL BUILDING	343.45
	towels, soap, wipes	GENERAL FUND	STREETS	80.91
	glass cleaner, towels, & p	GENERAL FUND	STREETS	79.93
	bowls	GENERAL FUND	STREETS	21.40
	paper	GENERAL FUND	RECREATION/LEISURE SER	112.33
	towels, soap, wipes	GENERAL FUND	PARKS	80.91
	glass cleaner, towels, & p	GENERAL FUND	PARKS	79.93
	bowls	GENERAL FUND	PARKS	21.40
	cleaning supplies	LIBRARY FUND	LIBRARY	215.79
	paper	LIBRARY FUND	LIBRARY	35.80
	woven appl bar pad	COMMUNITY CENTER	COMMUNITY CENTER	46.16
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	863.20
	towels, soap, wipes	WATER	DISTRIBUTION AND STORA	40.46
	glass cleaner, towels, & p	WATER	DISTRIBUTION AND STORA	39.96
	bowls	WATER	DISTRIBUTION AND STORA	10.70
	towels, soap, wipes	WASTE WATER FUND	SOURCE/TREATMENT	40.46
	glass cleaner, towels, & p	WASTE WATER FUND	SOURCE/TREATMENT	39.96
	bowls	WASTE WATER FUND	SOURCE/TREATMENT	10.70
	towels, soap, wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	40.46
	glass cleaner, towels, & p	ENVIRON SERVICES F	REFUSE DISPOSAL	39.96
	bowls	ENVIRON SERVICES F	REFUSE DISPOSAL	10.70
	towels, soap, wipes	ELECTRIC FUND	POWER DISTRIBUTION	80.91
	glass cleaner, towels, & p	ELECTRIC FUND	POWER DISTRIBUTION	79.93
	bowls	ELECTRIC FUND	POWER DISTRIBUTION	21.40
	towels, soap, wipes	STORMWATER FUND	TREATMENT	40.45
	glass cleaner, towels, & p	STORMWATER FUND	TREATMENT	39.96
	bowls	STORMWATER FUND	TREATMENT	10.69
			TOTAL:	2,527.91
COMPUTER TECHNOLOGY SOLUTIONS, INC.	server hard drives	GENERAL FUND	CITY ADMINISTRATION	12.68
	server hard drives	GENERAL FUND	FINANCE	45.66
	server hard drives	GENERAL FUND	POLICE	58.35
	server hard drives	GENERAL FUND	FIRE	7.61
	server hard drives	GENERAL FUND	BUILDING INSPECTOR	7.61
	server hard drives	GENERAL FUND	PUBLIC WORKS ADMIN	17.76
	server hard drives	GENERAL FUND	STREETS	5.07
	server hard drives	GENERAL FUND	RECREATION/LEISURE SER	32.98
	server hard drives	GENERAL FUND	PARKS	2.54
	server hard drives	GENERAL FUND	ECONOMIC DEVMT	5.07
	server hard drives	LIBRARY FUND	LIBRARY	81.18
	server hard drives	PUBLIC ACCESS	PUBLIC ACCESS	2.54
	server hard drives	COMMUNITY CENTER	COMMUNITY CENTER	2.54
	server hard drives	WATER	ADMIN AND GENERAL	12.68
	server hard drives	WASTE WATER FUND	ADMIN AND GENERAL	7.61
	server hard drives	ENVIRON SERVICES F	REFUSE DISPOSAL	2.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	server hard drives	ELECTRIC FUND	ADMIN AND GENERAL	33.12
	server hard drives	STORMWATER FUND	ADMINISTRATION AND GEN	5.07
	server hard drives	TRANSIT	TRANSIT/TRANSPORTATION	<u>2.39</u>
			TOTAL:	345.00
CONSOLIDATED COMMUNICATIONS	phone bill	GENERAL FUND	CITY ADMINISTRATION	86.03
	phone bill	GENERAL FUND	CITY CLERK	17.01
	phone bill	GENERAL FUND	FINANCE	133.92
	phone bill	GENERAL FUND	MUNICIPAL BUILDING	7.95
	phone bill	GENERAL FUND	POLICE	387.33
	phone bill	GENERAL FUND	FIRE	151.54
	phone bill	GENERAL FUND	BUILDING INSPECTOR	49.93
	phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	87.37
	phone bill	GENERAL FUND	STREETS	57.87
	phone bill	GENERAL FUND	SENIOR COORDINATOR	6.68
	phone bill	GENERAL FUND	RECREATION/LEISURE SER	208.20
	phone bill	GENERAL FUND	SWIMMING POOL	31.34
	phone bill	GENERAL FUND	PARKS	96.73
	phone bill	GENERAL FUND	ECONOMIC DEVMT	32.92
	phone bill	LIBRARY FUND	LIBRARY	101.17
	phone bill	PUBLIC ACCESS	PUBLIC ACCESS	17.03
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	phone bill	WATER	ADMIN AND GENERAL	174.14
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	198.48
	phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	36.77
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	162.83
	over paid invoice #2015120	STORMWATER FUND	NON-DEPARTMENTAL	150.00
	phone bill	TRANSIT	TRANSIT/TRANSPORTATION	<u>51.90</u>
			TOTAL:	2,368.24
CREDIT RIVER TOOLS	digital contact tech	GENERAL FUND	STREETS	59.01
	digital contact tech	GENERAL FUND	PARKS	59.01
	digital contact tech	WATER	DISTRIBUTION AND STORA	29.50
	digital contact tech	WASTE WATER FUND	SOURCE/TREATMENT	29.50
	digital contact tech	ENVIRON SERVICES F	REFUSE DISPOSAL	29.50
	digital contact tech	ELECTRIC FUND	POWER DISTRIBUTION	59.01
	digital contact tech	STORMWATER FUND	TREATMENT	<u>29.51</u>
			TOTAL:	295.04
CRYSTEEL TRUCK EQUIPMENT INC	#556a cutting edges	GENERAL FUND	STREETS	<u>148.55</u>
			TOTAL:	148.55
JASON DAHL	mwoa membership	WASTE WATER FUND	ADMIN AND GENERAL	<u>60.00</u>
			TOTAL:	60.00
DANCE CONSERVATORY	dance instructor fee's	GENERAL FUND	RECREATION/LEISURE SER	<u>675.00</u>
			TOTAL:	675.00
DEMCO, INC.	processing supplies	LIBRARY FUND	LIBRARY	<u>87.03</u>
			TOTAL:	87.03
DGR ENGINEERING	distributed generation rat	ELECTRIC FUND	POWER DISTRIBUTION	<u>1,219.03</u>
			TOTAL:	1,219.03
DON'S APPLIANCE & TV	microwave	COMMUNITY CENTER	COMMUNITY CENTER	<u>229.99</u>
			TOTAL:	229.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DPC INDUSTRIES, INC.	hydrofluorosilicic acid	WATER	PURIFICATION AND TREAT	<u>2,118.99</u>
			TOTAL:	2,118.99
EARL F ANDERSEN INC	plates 9"	GENERAL FUND	STREETS	<u>904.08</u>
			TOTAL:	904.08
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	squad work	GENERAL FUND	POLICE	<u>644.10</u>
			TOTAL:	644.10
FAMILY FRESH MARKET	monthly staff meeting supp	GENERAL FUND	STREETS	7.21
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	40.46
	monthly staff meeting supp	GENERAL FUND	PARKS	5.77
	library open house	LIBRARY FUND	LIBRARY	68.18
	monthly staff meeting supp	WATER	ADMIN AND GENERAL	2.89
	detergent	WASTE WATER FUND	SOURCE/TREATMENT	29.97
	monthly staff meeting supp	WASTE WATER FUND	ADMIN AND GENERAL	2.89
	monthly staff meeting supp	ENVIRON SERVICES F	ADMIN AND GENERAL	2.88
	monthly staff meeting supp	ELECTRIC FUND	ADMIN AND GENERAL	7.21
	third floor supplies	YOUTH CENTER GRANT	YOUTH CENTER	<u>80.15</u>
			TOTAL:	247.61
FASTENAL COMPANY	bolts & fittings tool box	GENERAL FUND	FIRE	31.95
	weld shop bolts	GENERAL FUND	STREETS	125.33
	eyewash solution	GENERAL FUND	STREETS	25.47
	batteries	GENERAL FUND	STREETS	3.47
	weld shop bolts	GENERAL FUND	PARKS	125.33
	eyewash solution	GENERAL FUND	PARKS	20.38
	batteries	GENERAL FUND	PARKS	3.47
	bolts for bleachers	COMMUNITY CENTER	COMMUNITY CENTER	0.99
	weld shop bolts	WATER	DISTRIBUTION AND STORA	62.67
	batteries	WATER	DISTRIBUTION AND STORA	1.73
	eyewash solution	WATER	ADMIN AND GENERAL	10.19
	weld shop bolts	WASTE WATER FUND	SOURCE/TREATMENT	62.67
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	1.73
	eyewash solution	WASTE WATER FUND	ADMIN AND GENERAL	10.19
	weld shop bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	62.67
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	1.73
	eyewash solution	ENVIRON SERVICES F	ADMIN AND GENERAL	10.18
	weld shop bolts	ELECTRIC FUND	POWER DISTRIBUTION	125.33
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	3.47
	eyewash solution	ELECTRIC FUND	ADMIN AND GENERAL	25.47
	weld shop bolts	STORMWATER FUND	TREATMENT	62.66
	batteries	STORMWATER FUND	TREATMENT	1.74
	#414 swivel	STORMWATER FUND	TREATMENT	<u>22.22</u>
			TOTAL:	801.04
FIRE PROTECTION SERVICES, INC.	review drawings 622 Sunris	GENERAL FUND	BUILDING INSPECTOR	<u>267.73</u>
			TOTAL:	267.73
TIM FISCHER	clothing allowance	COMMUNITY CENTER	COMMUNITY CENTER	<u>327.89</u>
			TOTAL:	327.89
GENERAL REPAIR SERVICE	diaphragm	WASTE WATER FUND	SOURCE/TREATMENT	<u>484.00</u>
			TOTAL:	484.00
GOODTIMES MANUFACTURING	summer staff shirts	GENERAL FUND	RECREATION/LEISURE SER	405.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	volunteer in the park tshi	GENERAL FUND	RECREATION/LEISURE SER	471.00
	volunteer in the park tshi	RESTRICTED CONTRIB	RECREATION/LEISURE SER	471.00
	hfr 2015 kids medals	RESTRICTED CONTRIB	RECREATION/LEISURE SER	901.95
	hfr participant shirt	RESTRICTED CONTRIB	RECREATION/LEISURE SER	12,290.00
			TOTAL:	14,538.95
GUSTAVUS ADOLPHUS COLLEGE	quarterly student employme	GENERAL FUND	RECREATION/LEISURE SER	232.39
	quarterly student employme	LIBRARY FUND	LIBRARY	795.84
			TOTAL:	1,028.23
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	27.83
	postage	GENERAL FUND	CITY CLERK	20.87
	postage	GENERAL FUND	FINANCE	106.14
	postage	GENERAL FUND	POLICE	28.68
	postage	GENERAL FUND	BUILDING INSPECTOR	54.08
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	0.54
	postage	GENERAL FUND	RECREATION/LEISURE SER	121.02
	postage	GENERAL FUND	PARKS	0.54
	postage	GENERAL FUND	ECONOMIC DEVMT	9.36
	postage	LIBRARY FUND	LIBRARY	1.99
	postage	COMMUNITY CENTER	COMMUNITY CENTER	4.81
	postage	WATER	ADMIN AND GENERAL	48.82
	postage	WATER	CUSTOMER ACCOUNTS	91.10
	postage	WASTE WATER FUND	ADMIN AND GENERAL	2.33
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	91.10
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	91.10
	postage	ELECTRIC FUND	ADMIN AND GENERAL	4.45
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	91.10
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	2.67
	postage	TRANSIT	TRANSIT/TRANSPORTATION	17.02
			TOTAL:	815.55
HAWKINS, INC.	azone 15 & sodium hydroxid	WATER	PURIFICATION AND TREAT	223.12
	azone 15 & sodium hydroxid	WATER	PURIFICATION AND TREAT	1,072.50
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	295.40
	ferric & chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,441.48
			TOTAL:	6,032.50
HERMEL WHOLESale	vending machine #718	COMMUNITY CENTER	COMMUNITY CENTER	482.11
			TOTAL:	482.11
HILLYARD/HUTCHINSON	valve soleniod, clean, tes	COMMUNITY CENTER	COMMUNITY CENTER	323.10
			TOTAL:	323.10
IMPACT	postage	WATER	CUSTOMER ACCOUNTS	379.99
	printing	WATER	CUSTOMER ACCOUNTS	161.28
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	379.99
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	161.28
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	379.97
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	161.28
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	379.99
	flyers	ELECTRIC FUND	CUSTOMER ACCOUNTS	259.58
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	161.28
			TOTAL:	2,424.64
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,091.91

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	new library materials	LIBRARY FUND	LIBRARY	<u>951.58</u>
			TOTAL:	2,043.49
INVENTORY TRADING COMPANY	uniforms	GENERAL FUND	POLICE	<u>1,112.53</u>
			TOTAL:	1,112.53
JAVENS MECHANICAL CONTRACTING CO.	install of co-ray vac	WATER	PURIFICATION AND TREAT	<u>1,662.00</u>
			TOTAL:	1,662.00
MIKE KENNEDY	safety boots	GENERAL FUND	PARKS	<u>155.00</u>
			TOTAL:	155.00
DONNIE KLOSSNER	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	<u>175.00</u>
			TOTAL:	175.00
LJP ENTERPRISES INC	nov. 2015 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>19,436.12</u>
			TOTAL:	19,436.12
LOCATORS & SUPPLIES, INC.	loto suuplies locks	GENERAL FUND	STREETS	32.67
	loto suuplies locks	GENERAL FUND	PARKS	32.67
	loto suuplies locks	WATER	DISTRIBUTION AND STORA	16.33
	loto suuplies locks	WASTE WATER FUND	SOURCE/TREATMENT	16.33
	loto suuplies locks	ENVIRON SERVICES F	REFUSE DISPOSAL	16.33
	loto suuplies locks	ELECTRIC FUND	POWER DISTRIBUTION	32.67
	loto suuplies locks	STORMWATER FUND	TREATMENT	<u>16.34</u>
			TOTAL:	163.34
MANKATO-SPS COMPANIES, INC.	pvc plumbing parts	WASTE WATER FUND	SOURCE/TREATMENT	<u>18.22</u>
			TOTAL:	18.22
MATHESON TRI-GAS INC	cylinder, visors, & gloves	GENERAL FUND	STREETS	11.90
	cylinder, visors, & gloves	GENERAL FUND	STREETS	10.15
	cylinder, visors, & gloves	GENERAL FUND	PARKS	11.90
	cylinder, visors, & gloves	GENERAL FUND	PARKS	8.12
	cylinder, visors, & gloves	WATER	DISTRIBUTION AND STORA	5.95
	cylinder, visors, & gloves	WATER	ADMIN AND GENERAL	4.06
	cylinder, visors, & gloves	WASTE WATER FUND	SOURCE/TREATMENT	5.95
	cylinder, visors, & gloves	WASTE WATER FUND	ADMIN AND GENERAL	4.06
	cylinder, visors, & gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	5.95
	cylinder, visors, & gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	4.05
	cylinder, visors, & gloves	ELECTRIC FUND	POWER DISTRIBUTION	11.90
	cylinder, visors, & gloves	ELECTRIC FUND	ADMIN AND GENERAL	10.15
	cylinder, visors, & gloves	STORMWATER FUND	TREATMENT	<u>5.95</u>
			TOTAL:	100.09
MENARDS	line	GENERAL FUND	SWIMMING POOL	36.45
	nipple	GENERAL FUND	PARKS	20.87
	tile & tile cutter	COMMUNITY CENTER	COMMUNITY CENTER	<u>608.77</u>
			TOTAL:	666.09
MIDWEST FIRE EQUIPMENT & REPAIR COMPAN	rear dump valve	GENERAL FUND	FIRE	<u>62.42</u>
			TOTAL:	62.42
MINITEX	patron library cards	LIBRARY FUND	LIBRARY	<u>330.00</u>
			TOTAL:	330.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MISC VENDOR	CARLIN, SUSANA	lmc annual mtg mileage, ho	GENERAL FUND	MAYOR & COUNCIL	629.99
	CITY OF NICOLLET	refund unused building per	GENERAL FUND	NON-DEPARTMENTAL	1,692.04
	DESCHAIINE, DAN	tool belt, ice grips-mtr r	WATER	CUSTOMER ACCOUNTS	23.90
	DESCHAIINE, DAN	tool belt, ice grips-mtr r	WASTE WATER FUND	CUSTOMER ACCOUNTS	23.90
	DESCHAIINE, DAN	tool belt, ice grips-mtr r	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	23.88
	DESCHAIINE, DAN	tool belt, ice grips-mtr r	ELECTRIC FUND	CUSTOMER ACCOUNTS	23.90
	HOLT, MEAGAN	candy cane hunt supplies	GENERAL FUND	RECREATION/LEISURE SER	52.74
	HYDRO KLEAN	repair proeye camera	WASTE WATER FUND	COLLECTOR/LIFT STAT	685.85
	JANATI, JODI	books	GENERAL FUND	RECREATION/LEISURE SER	40.00
	KUISLER, JACOB	wacky bear- candy cane hun	GENERAL FUND	RECREATION/LEISURE SER	20.94
	NIMCHUK, SAMANTHA	great candy cane hunt supp	GENERAL FUND	RECREATION/LEISURE SER	53.81
	THE CHEESE AND PIE MON	library holiday open house	LIBRARY FUND	LIBRARY	410.81
	TYLER BUSINESS FORMS	tax forms for health care	GENERAL FUND	FINANCE	29.93
	TYLER BUSINESS FORMS	tax forms for health care	WATER	ADMIN AND GENERAL	7.48
	TYLER BUSINESS FORMS	tax forms for health care	WASTE WATER FUND	ADMIN AND GENERAL	7.48
	TYLER BUSINESS FORMS	tax forms for health care	ENVIRON SERVICES F	ADMIN AND GENERAL	7.48
	TYLER BUSINESS FORMS	tax forms for health care	ELECTRIC FUND	ADMIN AND GENERAL	7.48
	YWCA	funds donated to ywca girl	RESTRICTED CONTRIB	RECREATION/LEISURE SER	112.00
				TOTAL:	3,853.61
MN DEPT OF NATURAL RESOURCES		3 yr atv registration rene	GENERAL FUND	PUBLIC WORKS ADMIN	51.00
		3 yr atv registration rene	GENERAL FUND	PARKS	51.00
				TOTAL:	102.00
MN VALLEY ACTION COUNCIL INC.		cip appliance audit	ELECTRIC FUND	ADMIN AND GENERAL	50.00
				TOTAL:	50.00
MVTL LABORATORIES INC		wwtf bio-solids testing	WASTE WATER FUND	SOURCE/TREATMENT	400.00
		wwtf nitrogen study test	WASTE WATER FUND	SOURCE/TREATMENT	77.00
		wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	77.00
		wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	68.00
		wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	68.00
		wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	68.00
		wwtf hg mercury study	WASTE WATER FUND	SOURCE/TREATMENT	334.75
		wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	68.00
		testing	WASTE WATER FUND	SOURCE/TREATMENT	73.00
		wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	68.00
		wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	68.00
		lab #253 testing	WASTE WATER FUND	SOURCE/TREATMENT	61.00
		wwtf nitrogen study testin	WASTE WATER FUND	SOURCE/TREATMENT	77.00
		wwtf nitrogen study test	WASTE WATER FUND	SOURCE/TREATMENT	77.00
		wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	165.00
		hwe salty discharge testin	WASTE WATER FUND	SOURCE/TREATMENT	150.00
				TOTAL:	1,899.75
JAMES NEARY		purchased side tool box fo	GENERAL FUND	FIRE	199.99
				TOTAL:	199.99
NICOLLET CTY PUBLIC HEALTH		nov 2015 contracteed servi	GENERAL FUND	SENIOR COORDINATOR	2,441.40
				TOTAL:	2,441.40
NICOLLET COUNTY BANK		nov ach fees	GENERAL FUND	FINANCE	6.73
		nov ach fees	WATER	ADMIN AND GENERAL	1.68
		nov ach fees	WATER	CUSTOMER ACCOUNTS	13.64
		nov ach fees	WASTE WATER FUND	ADMIN AND GENERAL	1.68
		nov ach fees	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.64

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	nov ach fees	ENVIRON SERVICES F	ADMIN AND GENERAL	1.68
	nov ach fees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.64
	nov ach fees	ELECTRIC FUND	ADMIN AND GENERAL	1.68
	nov ach fees	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.63
			TOTAL:	68.00
NORTH CENTRAL INTERNATIONAL	#47 cabin filters	GENERAL FUND	STREETS	101.64
	relays	GENERAL FUND	STREETS	15.34
	#207 governor & nylon air	GENERAL FUND	STREETS	31.52
	relays	GENERAL FUND	PARKS	15.34
	relays	WATER	DISTRIBUTION AND STORA	7.67
	relays	WASTE WATER FUND	SOURCE/TREATMENT	7.67
	relays	ENVIRON SERVICES F	REFUSE DISPOSAL	7.67
	relays	ELECTRIC FUND	POWER DISTRIBUTION	15.34
	relays	STORMWATER FUND	TREATMENT	7.65
			TOTAL:	209.84
NORTH CENTRAL LABORATORIES	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	233.99
	lab chemicals & supplies	WASTE WATER FUND	SOURCE/TREATMENT	344.98
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	223.90
			TOTAL:	802.87
NORTHERN GREEN EXPO	expo attendee registration	GENERAL FUND	NON-DEPARTMENTAL	60.00
	expo attendee registration	ENVIRON SERVICES F	NON-DEPARTMENTAL	60.00
			TOTAL:	120.00
NORTHERN SAFETY TECHNOLOGY, INC.	#83 led light	ELECTRIC FUND	POWER DISTRIBUTION	271.04
			TOTAL:	271.04
NUTTER CLOTHING CO	12 days of wellness event	RESTRICTED CONTRIB	NON-DEPARTMENTAL	338.80
			TOTAL:	338.80
OFFICEMAX	ink cartridges & new wall	GENERAL FUND	FINANCE	12.63
	ink cartridges & new wall	GENERAL FUND	PUBLIC WORKS ADMIN	170.96
			TOTAL:	183.59
PEPSI-COLA OF MANKATO INC	vending machines	COMMUNITY CENTER	COMMUNITY CENTER	767.34
			TOTAL:	767.34
PET EXPO DIST.	routine aquarium	LIBRARY FUND	LIBRARY	92.47
			TOTAL:	92.47
MATTHEW PETERS-PETTY CASH	trining reimbursement	GENERAL FUND	POLICE	24.07
	postage	GENERAL FUND	POLICE	77.53
	meals, cards, window scrap	GENERAL FUND	POLICE	17.78
	night to unite prizes	RESTRICTED CONTRIB	POLICE	3.40
			TOTAL:	122.78
TODD PRAFKE	completion of master's deg	GENERAL FUND	CITY ADMINISTRATION	1,645.89
			TOTAL:	1,645.89
TODD PRAFKE-PETTY CASH	pop for housing mtg	GENERAL FUND	CITY ADMINISTRATION	3.00
	meals	GENERAL FUND	PARKS	14.67
	meals	GENERAL FUND	ECONOMIC DEVMT	56.00
	copper adaptor	WATER	DISTRIBUTION AND STORA	11.98
	postage	WATER	ADMIN AND GENERAL	3.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	room credit	WATER	ADMIN AND GENERAL	15.90-
	fuel - training	WATER	ADMIN AND GENERAL	34.59
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	2.07
	recertification	STORMWATER FUND	ADMINISTRATION AND GEN	9.58
	refreshments	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>19.55</u>
			TOTAL:	138.68
RONALD D. QUADE	minnesota valley regional	GENERAL FUND	FIRE	<u>135.00</u>
			TOTAL:	135.00
QUICK MART ST PETER	nov. fuel	GENERAL FUND	FIRE	<u>54.77</u>
			TOTAL:	54.77
ROCHESTER MIDLAND CORPORATION	restroom deoderizor	COMMUNITY CENTER	COMMUNITY CENTER	<u>76.01</u>
			TOTAL:	76.01
RYAN ELECTRIC OF ST PETER	water tower motor repair	WATER	DISTRIBUTION AND STORA	237.37
	repair sampling pump	WASTE WATER FUND	SOURCE/TREATMENT	<u>207.50</u>
			TOTAL:	444.87
RYAN PLUMBING & HEATING	replaced breakroom faucet	GENERAL FUND	MUNICIPAL BUILDING	<u>209.91</u>
			TOTAL:	209.91
SAM'S CLUB	late fee	GENERAL FUND	RECREATION/LEISURE SER	<u>37.97</u>
			TOTAL:	37.97
SERVOCAL INSTRUMENTS INC.	calibration of ww flow met	WASTE WATER FUND	SOURCE/TREATMENT	<u>500.00</u>
			TOTAL:	500.00
SOUTHERN MN CONSTRUCTION CO INC	gravel stockpile	WATER	ADMIN AND GENERAL	157.59
	gravel stockpile	WASTE WATER FUND	ADMIN AND GENERAL	157.59
	gravel stockpile	ENVIRON SERVICES F	ADMIN AND GENERAL	78.79
	gravel stockpile	ELECTRIC FUND	ADMIN AND GENERAL	<u>393.98</u>
			TOTAL:	787.95
STAPLES ADVANTAGE	stapler, binder, plates, f	GENERAL FUND	CITY ADMINISTRATION	115.30
	stapler, binder, plates, f	GENERAL FUND	CITY CLERK	115.30
	stapler, binder, plates, f	GENERAL FUND	FINANCE	76.87
	stapler, binder, plates, f	GENERAL FUND	POLICE	61.49
	stapler, binder, plates, f	GENERAL FUND	BUILDING INSPECTOR	30.75
	stapler, binder, plates, f	GENERAL FUND	PUBLIC WORKS ADMIN	15.37
	clipboards, envelopes, & s	GENERAL FUND	STREETS	20.06
	clipboards, envelopes, & s	GENERAL FUND	PARKS	16.04
	stapler, binder, plates, f	GENERAL FUND	ECONOMIC DEVMT	7.69
	stapler, binder, plates, f	WATER	ADMIN AND GENERAL	69.18
	clipboards, envelopes, & s	WATER	ADMIN AND GENERAL	8.02
	stapler, binder, plates, f	WASTE WATER FUND	ADMIN AND GENERAL	69.19
	clipboards, envelopes, & s	WASTE WATER FUND	ADMIN AND GENERAL	8.02
	clipboards, envelopes, & s	ENVIRON SERVICES F	ADMIN AND GENERAL	8.02
	stapler, binder, plates, f	ELECTRIC FUND	ADMIN AND GENERAL	207.54
	clipboards, envelopes, & s	ELECTRIC FUND	ADMIN AND GENERAL	<u>20.06</u>
			TOTAL:	848.90
TIGERDIRECT.COM	printer for brenda at libr	LIBRARY FUND	LIBRARY	<u>116.21</u>
			TOTAL:	116.21

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JANE TIMMERMAN-PETTY CASH	certified letter & play do	LIBRARY FUND	LIBRARY	10.14
	certified letter & play do	COMMUNITY CENTER	COMMUNITY CENTER	<u>20.22</u>
			TOTAL:	30.36
TRANE	scheduled maintenance insp	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,084.75</u>
			TOTAL:	1,084.75
TWINS BALLPARK, LLC.	mn twins vip program trip	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>985.00</u>
			TOTAL:	985.00
US POSTMASTER	postage for mailing rec &	GENERAL FUND	RECREATION/LEISURE SER	<u>592.37</u>
			TOTAL:	592.37
USA BLUE BOOK	socket, strainer, & adapte	WATER	PURIFICATION AND TREAT	<u>737.14</u>
			TOTAL:	737.14
UTILITY CONSULTANTS, INC.	coliform	WATER	PURIFICATION AND TREAT	<u>121.00</u>
			TOTAL:	121.00
VERIZON WIRELESS	phone bill	GENERAL FUND	POLICE	340.80
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.02
	jet packs	GENERAL FUND	STREETS	8.75
	jet packs	GENERAL FUND	PARKS	7.00
	jet packs	WATER	ADMIN AND GENERAL	3.50
	jet packs	WATER	ADMIN AND GENERAL	35.01
	jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	jet packs	ELECTRIC FUND	ADMIN AND GENERAL	<u>8.75</u>
			TOTAL:	480.84
VON ESSEN TOWING	tire repair & towing	GENERAL FUND	POLICE	108.00
	tire repair & towing	GENERAL FUND	POLICE	60.00
	#66 mount & ballance	ELECTRIC FUND	POWER DISTRIBUTION	66.00
	towing bus #12	TRANSIT	TRANSIT/TRANSPORTATION	<u>65.00</u>
			TOTAL:	299.00
VOSS LIGHTING	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	911.58
	lightbulbs	COMMUNITY CENTER	COMMUNITY CENTER	<u>6.70</u>
			TOTAL:	918.28
VWR INTERNATIONAL	cartridges	WASTE WATER FUND	SOURCE/TREATMENT	265.44
	lab materials	WASTE WATER FUND	SOURCE/TREATMENT	161.26
	lab coat	WASTE WATER FUND	SOURCE/TREATMENT	47.29
	lab thermometer	WASTE WATER FUND	SOURCE/TREATMENT	<u>32.98</u>
			TOTAL:	506.97
WESCO DISTRIBUTION INC	#615 bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	135.48
	wire caps	ELECTRIC FUND	POWER DISTRIBUTION	<u>219.84</u>
			TOTAL:	355.32
WILSON DEVELOPMENT SERVICES, LLC	national retail properties	PERM IMPROVMENT RE	STREETS	<u>711.83</u>
			TOTAL:	711.83
TOM WINSELL	phone	GENERAL FUND	POLICE	<u>144.15</u>
			TOTAL:	144.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WOLF MOTOR COMPANY, INC.	wheel studs	TRANSIT	TRANSIT/TRANSPORTATION	12.72
			TOTAL:	12.72
YOUTH ENRICHMENT LEAGUE	instructor fee's for after	GENERAL FUND	RECREATION/LEISURE SER	1,870.50
	instructor fee's for after	GENERAL FUND	RECREATION/LEISURE SER	436.00
	instructor fee's for after	RESTRICTED CONTRIB	RECREATION/LEISURE SER	28.00
			TOTAL:	2,334.50
ZIEGLER INC	#408 door strut	GENERAL FUND	STREETS	64.19
			TOTAL:	64.19

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

101	GENERAL FUND	37,326.93
211	LIBRARY FUND	4,683.26
213	PUBLIC ACCESS	19.57
217	COMMUNITY CENTER	6,030.11
401	PERM IMPROVMENT REVOLVING	1,334.33
404	PARK LAND DEDICATION	15.00
460	HOUSING DISTRICT #20	180.00
601	WATER	7,687.23
602	WASTE WATER FUND	15,428.84
603	ENVIRON SERVICES FUND	20,577.00
604	ELECTRIC FUND	4,267.62
606	STORMWATER FUND	1,869.49
610	TRANSIT	199.13
820	RESTRICTED CONTRIBUTIONS	15,549.70
824	YOUTH CENTER GRANT	80.15
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	GRAND TOTAL:	115,248.36
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TOTAL PAGES: 11

*Paula O'Connell*  
*[Signature]*

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
4 THE TEAM, LLC	j. kennedy uniform allow	GENERAL FUND	STREETS	60.00	
	voeltz uniform allows	WATER	ADMIN AND GENERAL	235.65	
			TOTAL:	295.65	
ALL AMERICA PRESSURE WASHER MFG., INC.	pressure hose	WASTE WATER FUND	SOURCE/TREATMENT	20.00	
			TOTAL:	20.00	
AMAZON	ink cartridges	GENERAL FUND	POLICE	202.81	
	ink cartridges	GENERAL FUND	STREETS	87.17	
	ink cartridges	GENERAL FUND	PARKS	69.74	
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	82.00	
	library materials	LIBRARY FUND	LIBRARY	368.97	
	library materials	LIBRARY FUND	LIBRARY	51.95	
	cleaner caddy	COMMUNITY CENTER	COMMUNITY CENTER	70.92	
	ink cartridges	WATER	ADMIN AND GENERAL	34.87	
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	34.87	
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	34.87	
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	87.17	
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	114.00	
			TOTAL:	1,239.34	
	APPLIANCE CLINIC	service call on water filt	GENERAL FUND	STREETS	36.25
		ice maker	GENERAL FUND	STREETS	32.50
service call on water filt		GENERAL FUND	PARKS	29.00	
ice maker		GENERAL FUND	PARKS	26.00	
service call on water filt		WATER	ADMIN AND GENERAL	14.50	
ice maker		WATER	ADMIN AND GENERAL	13.00	
service call on water filt		WASTE WATER FUND	ADMIN AND GENERAL	14.50	
ice maker		WASTE WATER FUND	ADMIN AND GENERAL	13.00	
service call on water filt		ENVIRON SERVICES F	ADMIN AND GENERAL	14.48	
ice maker		ENVIRON SERVICES F	ADMIN AND GENERAL	12.99	
service call on water filt		ELECTRIC FUND	ADMIN AND GENERAL	36.25	
ice maker		ELECTRIC FUND	ADMIN AND GENERAL	32.50	
			TOTAL:	274.97	
B & B ENTERPRISE		name plates	GENERAL FUND	FIRE	4.60
			TOTAL:	4.60	
BOLTON & MENK INC	election ward & precinct m	GENERAL FUND	ELECTIONS	357.50	
	staff mtgs	GENERAL FUND	STREETS	157.50	
	msas board mtg	GENERAL FUND	STREETS	300.00	
	2016 gardner rd improvemen	GENERAL FUND	STREETS	3,473.00	
	gardner rd/ browy round-a-	GENERAL FUND	STREETS	2,312.00	
	th 99 & round-a-bout	GENERAL FUND	STREETS	520.00	
	mtgs	GENERAL FUND	STREETS	113.75	
	staff mtgs	GENERAL FUND	PARKS	126.00	
	hallet's pond trail	GENERAL FUND	PARKS	300.00	
	mtgs	GENERAL FUND	PARKS	91.00	
	trav/ nic affordable housi	GENERAL FUND	ECONOMIC DEVMT	130.00	
	washington ave link	PERM IMPROVMENT RE	STREETS	1,338.00	
	2016 gardner rd improvemen	WATER	CAPITAL-WATER DISTRIBU	3,711.00	
	watermain	WATER	CAPITAL-WATER DISTRIBU	585.00	
	2015 traverse rd san & sew	WATER	CAPITAL-WATER DISTRIBU	5,117.00	
	staff mtgs	WATER	ADMIN AND GENERAL	63.00	
	1715 3rd st line	WATER	ADMIN AND GENERAL	203.30	
	mtgs	WATER	ADMIN AND GENERAL	45.50	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	h.s. services	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,269.00
	2015 traverse rd san & sew	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	5,189.00
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	63.00
	1715 3rd st line	WASTE WATER FUND	ADMIN AND GENERAL	203.30
	mtgs	WASTE WATER FUND	ADMIN AND GENERAL	45.50
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	63.00
	mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	45.50
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	157.50
	1715 3rd st line	ELECTRIC FUND	ADMIN AND GENERAL	203.30
	gardner/ brdwy elec. line	ELECTRIC FUND	ADMIN AND GENERAL	195.00
	mtgs	ELECTRIC FUND	ADMIN AND GENERAL	113.75
	sw high school	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	325.00
			TOTAL:	26,816.40
DEAN BUSSE	cell phone reimbursement	GENERAL FUND	BUILDING INSPECTOR	96.62
			TOTAL:	96.62
COALITION OF GREATER MN CITIES	2016 cgmc dues assessments	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	18,294.00
			TOTAL:	18,294.00
COLE PAPERS INC	wipes/ gloves	GENERAL FUND	STREETS	54.73
	paper	GENERAL FUND	RECREATION/LEISURE SER	8.83
	paper returned	GENERAL FUND	RECREATION/LEISURE SER	8.82
	wipes/ gloves	GENERAL FUND	PARKS	54.73
	wipes/ gloves	WATER	DISTRIBUTION AND STORA	27.37
	wipes/ gloves	WASTE WATER FUND	SOURCE/TREATMENT	27.37
	wipes/ gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	27.37
	wipes/ gloves	ELECTRIC FUND	POWER DISTRIBUTION	54.73
	wipes/ gloves	STORMWATER FUND	TREATMENT	27.35
			TOTAL:	273.66
COMPUTER TECHNOLOGY SOLUTIONS, INC.	server spare hard drives	GENERAL FUND	CITY ADMINISTRATION	12.68
	server spare hard drives	GENERAL FUND	FINANCE	45.66
	server spare hard drives	GENERAL FUND	POLICE	58.35
	server spare hard drives	GENERAL FUND	FIRE	7.61
	server spare hard drives	GENERAL FUND	BUILDING INSPECTOR	7.61
	server spare hard drives	GENERAL FUND	PUBLIC WORKS ADMIN	17.76
	server spare hard drives	GENERAL FUND	STREETS	5.07
	server spare hard drives	GENERAL FUND	RECREATION/LEISURE SER	32.98
	server spare hard drives	GENERAL FUND	PARKS	2.54
	server spare hard drives	GENERAL FUND	ECONOMIC DEVMT	5.07
	server spare hard drives	LIBRARY FUND	LIBRARY	81.18
	server spare hard drives	PUBLIC ACCESS	PUBLIC ACCESS	2.54
	server spare hard drives	COMMUNITY CENTER	COMMUNITY CENTER	2.54
	server spare hard drives	WATER	ADMIN AND GENERAL	12.68
	server spare hard drives	WASTE WATER FUND	ADMIN AND GENERAL	7.61
	server spare hard drives	ENVIRON SERVICES F	REFUSE DISPOSAL	2.54
	server spare hard drives	ELECTRIC FUND	ADMIN AND GENERAL	33.12
	server spare hard drives	STORMWATER FUND	ADMINISTRATION AND GEN	5.07
	server spare hard drives	TRANSIT	TRANSIT/TRANSPORTATION	2.39
			TOTAL:	345.00
COPIER BUSINESS SOLUTIONS	pw copier contract	GENERAL FUND	STREETS	33.28
	pw copier contract	GENERAL FUND	PARKS	26.62
	pw copier contract	WATER	ADMIN AND GENERAL	13.31
	pw copier contract	WASTE WATER FUND	ADMIN AND GENERAL	13.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pw copier contract	ENVIRON SERVICES F	ADMIN AND GENERAL	13.30
	pw copier contract	ELECTRIC FUND	ADMIN AND GENERAL	<u>33.28</u>
			TOTAL:	133.10
CUMMINS NPOWER, LLC	generator repairs	ELECTRIC FUND	POWER PRODUCTION	<u>268.37</u>
			TOTAL:	268.37
DRANTTEL SALES & SERVICE	fuel cap	GENERAL FUND	STREETS	<u>11.00</u>
			TOTAL:	11.00
FASTENAL COMPANY	bolts	GENERAL FUND	STREETS	1.31
	screws	GENERAL FUND	STREETS	0.38
	bolts	GENERAL FUND	PARKS	1.31
	screws	GENERAL FUND	PARKS	0.38
	bolts	WATER	DISTRIBUTION AND STORA	0.65
	screws	WATER	DISTRIBUTION AND STORA	0.19
	bolt & rockriver	WASTE WATER FUND	SOURCE/TREATMENT	13.65
	drill bit	WASTE WATER FUND	SOURCE/TREATMENT	8.18
	bolts	WASTE WATER FUND	SOURCE/TREATMENT	0.65
	screws	WASTE WATER FUND	SOURCE/TREATMENT	0.19
	bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	0.65
	screws	ENVIRON SERVICES F	REFUSE DISPOSAL	0.19
	eye sling	ENVIRON SERVICES F	REFUSE DISPOSAL	51.85
	bolts	ELECTRIC FUND	POWER DISTRIBUTION	1.31
	screws	ELECTRIC FUND	POWER DISTRIBUTION	0.38
	bolts	STORMWATER FUND	TREATMENT	0.65
	screws	STORMWATER FUND	TREATMENT	<u>0.17</u>
			TOTAL:	82.09
GALLS INC	uniforms	GENERAL FUND	POLICE	<u>256.06</u>
			TOTAL:	256.06
GOPHER SPORT	Whistles, basketballs, mes	GENERAL FUND	RECREATION/LEISURE SER	<u>1,170.64</u>
			TOTAL:	1,170.64
GRAINGER	aluminum oxide	GENERAL FUND	STREETS	81.98
	aluminum oxide	GENERAL FUND	PARKS	81.98
	aluminum oxide	WATER	DISTRIBUTION AND STORA	40.99
	aluminum oxide	WASTE WATER FUND	SOURCE/TREATMENT	40.99
	aluminum oxide	ENVIRON SERVICES F	REFUSE DISPOSAL	40.99
	aluminum oxide	ELECTRIC FUND	POWER DISTRIBUTION	81.98
	aluminum oxide	STORMWATER FUND	TREATMENT	<u>40.98</u>
			TOTAL:	409.89
GREATER MANKATO GROWTH	1st quarter reda dues	GENERAL FUND	ECONOMIC DEVMT	<u>6,503.93</u>
			TOTAL:	6,503.93
HAMLIN UNIVERSITY	clean water mn metro membe	STORMWATER FUND	ADMINISTRATION AND GEN	<u>500.00</u>
			TOTAL:	500.00
JENNIFER HARLOW	mileage	GENERAL FUND	RECREATION/LEISURE SER	<u>53.94</u>
			TOTAL:	53.94
HASTINGS AIR-ENERGY CONTROL, INC.	pw weld shop filters	GENERAL FUND	STREETS	35.29
	pw weld shop filters	GENERAL FUND	PARKS	28.23
	pw weld shop filters	WATER	ADMIN AND GENERAL	14.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pw weld shop filters	WASTE WATER FUND	ADMIN AND GENERAL	14.12
	pw weld shop filters	ENVIRON SERVICES F	ADMIN AND GENERAL	14.12
	pw weld shop filters	ELECTRIC FUND	ADMIN AND GENERAL	35.29
			TOTAL:	141.17
HAWKINS, INC.	caustic soda	WATER	PURIFICATION AND TREAT	1,170.00
			TOTAL:	1,170.00
JON HUGHES	graduate school reimbursem	GENERAL FUND	POLICE	2,682.01
			TOTAL:	2,682.01
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,100.30
			TOTAL:	1,100.30
INTERNATIONAL CODE COUNCIL, INC	building code classes	GENERAL FUND	BUILDING INSPECTOR	414.00
			TOTAL:	414.00
INTOXIMETERS	repair of breathalzzzer	GENERAL FUND	POLICE	101.25
			TOTAL:	101.25
JARRAFF INDUSTRIES INC	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	780.00
			TOTAL:	780.00
JAVENS MECHANICAL CONTRACTING CO.	ball valve boiler pumps	WASTE WATER FUND	SOURCE/TREATMENT	543.11
			TOTAL:	543.11
JETTER CLEAN, INC.	cleaned interior main from	GENERAL FUND	MUNICIPAL BUILDING	659.50
			TOTAL:	659.50
TERRY KAMM	jeans	WATER	ADMIN AND GENERAL	33.95
			TOTAL:	33.95
KEEPERS, INC.	uniform	GENERAL FUND	POLICE	185.97
			TOTAL:	185.97
KENNEDY & GRAVEN	cable tv franchise sspa	PUBLIC ACCESS	PUBLIC ACCESS	87.50
			TOTAL:	87.50
JOSH KENNEDY	regional meeting in morrri	GENERAL FUND	FIRE	40.25
			TOTAL:	40.25
KNOWBUDDY RESOURCES	new juvenile nonfiction	LIBRARY FUND	LIBRARY	131.80
			TOTAL:	131.80
KRIS ENGINEERING, INC.	#112 cutting edges	GENERAL FUND	STREETS	823.50
	#112 cutting edge	GENERAL FUND	STREETS	948.78
			TOTAL:	1,772.28
LAGER'S INC	replacement sqaud car	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	24,874.75
			TOTAL:	24,874.75
LEXIS NEXIS	dec subscription fee	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
MENARDS	saw, & bosch	GENERAL FUND	STREETS	13.31
	tv mount	GENERAL FUND	STREETS	7.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	totes	GENERAL FUND	SWIMMING POOL	55.79	
	saw, & bosch	GENERAL FUND	PARKS	13.31	
	50pc lag	GENERAL FUND	PARKS	10.79	
	tv mount	GENERAL FUND	PARKS	5.98	
	earbuds	LIBRARY FUND	LIBRARY	23.95	
	saw, & bosch	WATER	DISTRIBUTION AND STORA	6.66	
	tv mount	WATER	ADMIN AND GENERAL	2.99	
	saw, & bosch	WASTE WATER FUND	SOURCE/TREATMENT	6.66	
	tv mount	WASTE WATER FUND	ADMIN AND GENERAL	2.99	
	saw, & bosch	ENVIRON SERVICES F	REFUSE DISPOSAL	6.66	
	tv mount	ENVIRON SERVICES F	ADMIN AND GENERAL	2.98	
	saw, & bosch	ELECTRIC FUND	POWER DISTRIBUTION	13.31	
	tv mount	ELECTRIC FUND	ADMIN AND GENERAL	7.47	
	saw, & bosch	STORMWATER FUND	TREATMENT	6.64	
			TOTAL:	186.96	
METRO SALES INC	copier contract	GENERAL FUND	POLICE	66.48	
			TOTAL:	66.48	
MID-STATES ORGANIZED CRIME INFO. CENTE	membership fees 2016	GENERAL FUND	POLICE	150.00	
			TOTAL:	150.00	
MISC VENDOR	BREITENFELDT, DARRYL	over paid rental for 402 s	GENERAL FUND	NON-DEPARTMENTAL	4.00
	DANCE CONSERVATORY	dec dance	GENERAL FUND	RECREATION/LEISURE SER	650.00
	JOHNSON, PAT	rental refund not renting	GENERAL FUND	NON-DEPARTMENTAL	44.00
	MINNESOTA PARK & SPORT	mn park & sports turf dues	GENERAL FUND	PARKS	75.00
	PETERSEN, BROCK	uniform reimbursement	STORMWATER FUND	ADMINISTRATION AND GEN	122.97
	PILAR GIMENEZ	translation services	GENERAL FUND	POLICE	100.00
	ROCKIN RONNY'S	ROCKIN RONNY'S: UNIFORM EX	GENERAL FUND	POLICE	327.02
			TOTAL:	1,322.99	
MN BUREAU OF CRIMINAL APPREHENSION	oct-dec cjdn connection	GENERAL FUND	POLICE	270.00	
			TOTAL:	270.00	
MN CHIEFS OF POLICE	membership renewal 2016	GENERAL FUND	POLICE	230.00	
			TOTAL:	230.00	
MN CRIME PREVENTION ASSOCIATION	memebership dues 2016	GENERAL FUND	POLICE	45.00	
			TOTAL:	45.00	
MN DEPT OF AGRICULTURE	2016 noncommercial pestici	GENERAL FUND	PARKS	10.00	
	2016 noncommercial pestici	ENVIRON SERVICES F	ADMIN AND GENERAL	20.00	
			TOTAL:	30.00	
MN DEPT OF COMMERCE	3rd quarter fy 2016 indire	ELECTRIC FUND	ADMIN AND GENERAL	1,083.96	
	3rd quarter fy 2016 indire	ELECTRIC FUND	ADMIN AND GENERAL	257.85	
			TOTAL:	1,341.81	
MN IRON & METAL COMPANY	#38 rods	GENERAL FUND	STREETS	76.80	
			TOTAL:	76.80	
MN RECREATION & PARK ASSOCIATION	annual membership fee for	GENERAL FUND	RECREATION/LEISURE SER	524.00	
			TOTAL:	524.00	
MN TRANSPORTATION ALLIANCE	2016 dues	GENERAL FUND	STREETS	425.00	
			TOTAL:	425.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN VALLEY REGIONAL FIRE FIGHTERS ASSOC	2016 dues	GENERAL FUND	FIRE	100.00
			TOTAL:	100.00
PETE MOULTON	mileage 11/23-12/04	GENERAL FUND	PUBLIC WORKS ADMIN	14.38
	mileage 12/07-12/18	GENERAL FUND	PUBLIC WORKS ADMIN	7.48
	mileage 11/23-12/04	GENERAL FUND	PARKS	32.78
	mileage 12/07-12/18	GENERAL FUND	PARKS	6.90
	mileage 11/23-12/04	WATER	ADMIN AND GENERAL	10.93
	mileage 12/07-12/18	WATER	ADMIN AND GENERAL	104.08
	mileage 11/23-12/04	WASTE WATER FUND	ADMIN AND GENERAL	10.33
	mileage 12/07-12/18	ELECTRIC FUND	ADMIN AND GENERAL	138.58
	mileage 11/23-12/04	STORMWATER FUND	ADMINISTRATION AND GEN	12.08
	mileage 12/07-12/18	STORMWATER FUND	ADMINISTRATION AND GEN	28.74
			TOTAL:	366.28
NICOLLET COUNTY TREASURER	tabs #107	GENERAL FUND	MUNICIPAL BUILDING	16.00
	tabs for #b90	GENERAL FUND	BUILDING INSPECTOR	16.00
	tabs for #10-01	GENERAL FUND	BUILDING INSPECTOR	16.00
	tabs	GENERAL FUND	PUBLIC WORKS ADMIN	16.00
	tabs	GENERAL FUND	STREETS	224.00
	#557 rec ram 1500	GENERAL FUND	RECREATION/LEISURE SER	8.00
	tabs	GENERAL FUND	PARKS	80.00
	#557 rec ram 1500	COMMUNITY CENTER	COMMUNITY CENTER	8.00
	tabs	WATER	DISTRIBUTION AND STORA	64.00
	tabs for #130	WATER	CUSTOMER ACCOUNTS	4.00
	tabs for #131	WATER	CUSTOMER ACCOUNTS	4.00
	tabs for #412	WATER	CUSTOMER ACCOUNTS	4.00
	tabs	WASTE WATER FUND	SOURCE/TREATMENT	96.00
	tabs for #130	WASTE WATER FUND	CUSTOMER ACCOUNTS	4.00
	tabs for #131	WASTE WATER FUND	CUSTOMER ACCOUNTS	4.00
	tabs for #412	WASTE WATER FUND	CUSTOMER ACCOUNTS	4.00
	tabs	ENVIRON SERVICES F	REFUSE DISPOSAL	48.00
	tabs for #130	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	4.00
	tabs for #131	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	4.00
	tabs for #412	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	4.00
	tabs	ELECTRIC FUND	POWER DISTRIBUTION	128.00
	tabs for #130	ELECTRIC FUND	CUSTOMER ACCOUNTS	4.00
	tabs for #131	ELECTRIC FUND	CUSTOMER ACCOUNTS	4.00
	tabs for #412	ELECTRIC FUND	CUSTOMER ACCOUNTS	4.00
	tabs	STORMWATER FUND	TREATMENT	96.00
	registration bus 11	TRANSIT	TRANSIT/TRANSPORTATION	16.00
	registration bus 140	TRANSIT	TRANSIT/TRANSPORTATION	16.00
	registration bus 141	TRANSIT	TRANSIT/TRANSPORTATION	16.00
	registration bus 817	TRANSIT	TRANSIT/TRANSPORTATION	16.00
			TOTAL:	928.00
NORTH CENTRAL INTERNATIONAL	#44 LIGHT	GENERAL FUND	STREETS	47.98
	#44 connector	GENERAL FUND	STREETS	16.55
			TOTAL:	64.53
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	278.78
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	115.06
			TOTAL:	393.84
NORTHERN GREEN EXPO	green expo registration	GENERAL FUND	PARKS	220.00
			TOTAL:	220.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NORTHLAND BUSINESS SYSTEMS, INC.	dictation equipment	GENERAL FUND	POLICE	<u>7,844.00</u>
			TOTAL:	7,844.00
NUTTER CLOTHING CO	uniform allows mccarthy	GENERAL FUND	STREETS	<u>130.50</u>
			TOTAL:	130.50
PAAPE COMPANIES, INC.	repair room heat	COMMUNITY CENTER	COMMUNITY CENTER	<u>400.00</u>
			TOTAL:	400.00
PENWORTHY	new juvenile materials	LIBRARY FUND	LIBRARY	<u>792.36</u>
			TOTAL:	792.36
MATTHEW PETERS-PETTY CASH	cards	GENERAL FUND	POLICE	<u>3.21</u>
			TOTAL:	3.21
QUILL	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	26.99
	ink cartridges	GENERAL FUND	CITY CLERK	26.99
	ink cartridges	GENERAL FUND	FINANCE	18.00
	ink cartridges	GENERAL FUND	POLICE	14.40
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	7.20
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	3.60
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	1.80
	ink cartridges	WATER	ADMIN AND GENERAL	16.20
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	16.19
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	<u>48.59</u>
			TOTAL:	179.96
RYAN ELECTRIC OF ST PETER	light sensor repair in pol	GENERAL FUND	MUNICIPAL BUILDING	93.75
	repair ballast & fixtures	LIBRARY FUND	LIBRARY	229.00
	repair ballast & fixtures	COMMUNITY CENTER	COMMUNITY CENTER	<u>229.00</u>
			TOTAL:	551.75
SAM'S CLUB	annual business membership	GENERAL FUND	RECREATION/LEISURE SER	<u>45.00</u>
			TOTAL:	45.00
SCHWICKERT'S, INC.	preventive maint hvac equi	GENERAL FUND	MUNICIPAL BUILDING	860.00
	roof repair	GENERAL FUND	FIRE	<u>581.00</u>
			TOTAL:	1,441.00
SIRCHIE FINGER PRINT LAB	investigative supplies	GENERAL FUND	POLICE	<u>834.20</u>
			TOTAL:	834.20
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.60
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	23.52
	phone bill	WATER	ADMIN AND GENERAL	39.99
	phone bill	WATER	ADMIN AND GENERAL	23.52
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	23.53
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	<u>23.52</u>
			TOTAL:	151.68
ST PETER AREA CHAMBER OF COMMERCE	annual membership	GENERAL FUND	MAYOR & COUNCIL	<u>1,186.00</u>
			TOTAL:	1,186.00
STAPLES ADVANTAGE	stamp, desk, and wall sig	GENERAL FUND	MAYOR & COUNCIL	105.70
	ww lab surge protector	WASTE WATER FUND	SOURCE/TREATMENT	<u>80.67</u>
			TOTAL:	186.37

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
STREICHER'S	uniform	GENERAL FUND	POLICE	84.99-	
	rapid deployment pack	GENERAL FUND	POLICE	43.99	
	uniform	GENERAL FUND	POLICE	84.99	
	uniforms	GENERAL FUND	POLICE	299.95	
	TOTAL:			343.94	
TIGERDIRECT.COM	ear buds to sell at librar	LIBRARY FUND	LIBRARY	92.60	
	TOTAL:			92.60	
TITAN MACHINERY	#69 o-ring & hose	WATER	DISTRIBUTION AND STORA	48.37	
	TOTAL:			48.37	
USA TODAY	1 year renewal	LIBRARY FUND	LIBRARY	293.33	
	TOTAL:			293.33	
UTILITY CONSULTANTS, INC.	coliform	WATER	PURIFICATION AND TREAT	121.00	
	coliform	WATER	PURIFICATION AND TREAT	121.00	
	TOTAL:			242.00	
VESSCO, INC	vacuum monitor	WATER	PURIFICATION AND TREAT	548.00	
	TOTAL:			548.00	
VISA	msu job fair booth space	GENERAL FUND	NON-DEPARTMENTAL	90.00	
	city council reception sup	GENERAL FUND	MAYOR & COUNCIL	126.64	
	city council goal session	GENERAL FUND	MAYOR & COUNCIL	110.88	
	city council goal supplies	GENERAL FUND	MAYOR & COUNCIL	41.34	
	lunch for housing developm	GENERAL FUND	CITY ADMINISTRATION	37.34	
	replacement battery for to	GENERAL FUND	CITY ADMINISTRATION	43.99	
	mtg meals	GENERAL FUND	CITY ADMINISTRATION	263.30	
	reimbursed exp	GENERAL FUND	CITY ADMINISTRATION	19.15	
	flowers sympathy	GENERAL FUND	POLICE	32.05	
	shirts & pants alterations	GENERAL FUND	POLICE	150.33	
	uniform allowance	GENERAL FUND	POLICE	196.21	
	mtg blending journey	GENERAL FUND	RECREATION/LEISURE SER	9.71	
	storage bins	GENERAL FUND	RECREATION/LEISURE SER	85.46	
	scott z. saftey boots	GENERAL FUND	PARKS	134.99	
	spdc agenda	GENERAL FUND	ECONOMIC DEVMT	14.69	
	water for senate bonding c	GENERAL FUND	ECONOMIC DEVMT	2.67	
	open house tree lites itun	LIBRARY FUND	LIBRARY	232.09	
	library materials	LIBRARY FUND	LIBRARY	253.53	
	power cord for camera	PUBLIC ACCESS	PUBLIC ACCESS	39.99	
	sensor for autoflusher on	WATER	PURIFICATION AND TREAT	461.42	
	work shoes	WATER	ADMIN AND GENERAL	150.00	
	part for dishwasher in lab	WASTE WATER FUND	SOURCE/TREATMENT	337.69	
	ups overnightship water sa	WASTE WATER FUND	ADMIN AND GENERAL	157.64	
	ww tech seminar hotel meal	WASTE WATER FUND	ADMIN AND GENERAL	285.48	
	rochester arborist worksho	ENVIRON SERVICES F	NON-DEPARTMENTAL	95.00	
	international society of a	ENVIRON SERVICES F	ADMIN AND GENERAL	130.00	
	appa legislative rally reg	ELECTRIC FUND	NON-DEPARTMENTAL	325.00	
	appa electric utility book	ELECTRIC FUND	ADMIN AND GENERAL	55.50	
	saftey boots	STORMWATER FUND	ADMINISTRATION AND GEN	154.99	
	TOTAL:			4,037.08	
	VOYAGEUR WEB	annual website hosting fee	GENERAL FUND	CITY ADMINISTRATION	32.20
		annual website hosting fee	GENERAL FUND	CITY CLERK	28.00
		annual website hosting fee	GENERAL FUND	FINANCE	16.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	annual website hosting fee	GENERAL FUND	POLICE	16.80
	annual website hosting fee	GENERAL FUND	BUILDING INSPECTOR	16.80
	annual website hosting fee	GENERAL FUND	STREETS	8.40
	annual website hosting fee	GENERAL FUND	RECREATION/LEISURE SER	32.20
	annual website hosting fee	GENERAL FUND	PARKS	8.40
	annual website hosting fee	GENERAL FUND	ECONOMIC DEVMT	8.40
	annual website hosting fee	LIBRARY FUND	LIBRARY	11.20
	annual website hosting fee	WATER	ADMIN AND GENERAL	16.80
	annual website hosting fee	WASTE WATER FUND	ADMIN AND GENERAL	11.20
	annual website hosting fee	ENVIRON SERVICES F	ADMIN AND GENERAL	5.60
	annual website hosting fee	ELECTRIC FUND	ADMIN AND GENERAL	33.60
	annual website hosting fee	STORMWATER FUND	ADMINISTRATION AND GEN	33.60
			TOTAL:	280.00
VWR INTERNATIONAL	lab bottles	WASTE WATER FUND	SOURCE/TREATMENT	41.75
			TOTAL:	41.75
WESCO DISTRIBUTION INC	#649 splice kits	ELECTRIC FUND	NON-DEPARTMENTAL	307.53
			TOTAL:	307.53
DOUG WOLFE	jul-dec tds directors meet	LIBRARY FUND	LIBRARY	86.25
			TOTAL:	86.25
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	61.78
			TOTAL:	61.78
ZARNOTH BRUSH WORKS INC	poly wafer broom refill	GENERAL FUND	PARKS	745.50
			TOTAL:	745.50
ZIEGLER INC	#607a plug, pin, receptacl	GENERAL FUND	STREETS	392.20
			TOTAL:	392.20

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

101	GENERAL FUND	60,243.96
201	PROPERTY INSURANCE	24,874.75
211	LIBRARY FUND	3,748.51
213	PUBLIC ACCESS	130.03
217	COMMUNITY CENTER	733.98
401	PERM IMPROVMENT REVOLVING	1,338.00
601	WATER	13,083.04
602	WASTE WATER FUND	8,997.32
603	ENVIRON SERVICES FUND	642.09
604	ELECTRIC FUND	4,548.84
606	STORMWATER FUND	1,354.24
610	TRANSIT	66.39
820	RESTRICTED CONTRIBUTIONS	114.00
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	GRAND TOTAL:	119,875.15
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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:

<b><u>VENDOR</u></b>	<b><u>ITEM</u></b>	<b><u>PRICE</u></b>	<b><u>FUNDING</u></b>
Graymont LLC	Lime	\$25,200.00	Wastewater
Chemisolv Corp.	Polymer	\$31,878.00	Wastewater
Chemisolv Corp.	Ferric Chloride	\$36,720.00	Wastewater
Eaton Cooper Power Systems	Advanced Metering electric meters	\$8,250.00	Electric
Lagers Inc	Replacement squad	\$24,874.75	Insurance Fund

2. The following advisory board appointments/reappointments are hereby approved for the terms indicated:

**HOSPITAL COMMISSION**

Gary Swedberg (2012-2016)

**PLANNING AND ZONING COMMISSION**

Ken Rossow (2016-2018)

**TOURISM AND VISITORS BUREAU**

Jill Niebuhr (2016-2018)

**HOUSING AND REDEVELOPMENT AUTHORITY**

Judy Pederson (2016-2020)

**LIBRARY BOARD**

Jesse Hoffman (2016-2018)

3. Councilmember Parras is hereby appointed to serve as Mayor pro tem (Acting Mayor) in the absence of Mayor Zieman.
4. The *Saint Peter Herald* is hereby designated as the official newspaper for the City of Saint Peter during the year 2016.

5. The following institutions are designated as the official depositories of the City of Saint Peter with limits for deposit established at the levels indicated for the year 2016:

First National Bank	to a limit of \$5,000,000
Nicollet County Bank	to a limit of \$5,000,000
Wells Federal Savings and Loan	to a limit of \$3,000,000
Hometown Bank	to a limit of \$3,000,000

7. The following rules and procedures shall govern the operation of the Saint Peter City Council:

### **CITY COUNCIL OPERATIONAL RULES**

- a. *The Saint Peter City Council shall conduct regular meetings of the Council on the second and fourth Mondays of each month.*
- b. *In the event a regular meeting of the Saint Peter City Council falls on a City holiday, the Council will meet the following day.*
- c. *Special meetings of the Saint Peter City Council may be called by the Mayor, or in his absence, the Mayor pro tem, or by petition of three members of the Council.*
- d. *City Council workshops shall be held on non-meeting Mondays.*
- e. *A quorum necessary to conduct business shall consist of four members of the Council, including the Mayor.*
- f. *The Saint Peter City Council shall maintain the following standing committees of the Council:*
- ◆ *Public Works and Utilities Committee*
  - ◆ *Finance Committee*
  - ◆ *Personnel and Code Review Committee*
- g. *City Council Standing Committees shall convene meetings only on matters referred to them by the City Council.*
- h. *The function of City Council Standing Committees shall be to study, discuss, and make recommendations on issues to be presented for consideration by the City Council.*
- i. *Meetings of the Saint Peter City Council Standing Committees shall be called by the Mayor, Committee Chairperson, or by the City Administrator.*
- j. *Members of the Saint Peter City Council Standing Committees shall consist of two members approved by the Council, one from each ward. The Mayor shall serve as an ex-officio member on all Committees.*
- k. *Notices of the Saint Peter City Council Standing Committee meetings shall be distributed to all Councilmembers and the news media as soon as conveniently possible, normally not less than seventy-two (72) hours before the meeting.*

- l. The agenda for the Standing Committee or Special Committee meetings shall be prepared by the Chair of that Committee. Agendas for City Council meetings shall be prepared by the City Administrator. Any Councilmember may have an item placed on the agenda by informing the City Administrator of the topic.*
- m. Agendas for Saint Peter City Council meetings shall be available to members of the Council and the news media not later than 5:00 p.m. on the Thursday preceding the date of the Council meeting. Information pertaining to agenda items shall be delivered to Councilmembers as soon as possible after that time, normally on Thursday evening.*
- n. In the case of special meetings of the City Council, the members of the Council and the news media shall be notified seventy-two (72) hours prior to the meeting as to date, time and place in conformance with the Open Meetings Law.*
- o. Items arising during meetings of the City Council which are not on the official agenda with appropriate background material, will not normally be acted upon until future meetings of the Council unless deemed to be an emergency by the Council.*
- p. Explanation of the City Council agenda items will be done by the City Administrator. However, the Administrator may call on Department Directors, advisors, or consultants for further explanation.*
- q. The procedural conduct for the meetings of the City Council shall be Robert's Rules of Order, Newly Revised.*
- r. Minutes of the regular or special meetings of the City Council shall be available as soon as possible to the Councilmembers and shall be included in Councilmembers' packets for action at the next regular meeting of the Council.*
- s. A majority passage of an ordinance shall consist of the affirmative vote of four members of the Council no matter how many are present and constituting a quorum, except that during a state of emergency the procedures provided for in the Saint Peter City Code shall apply.*
- t. All regular meetings of the City Council shall include on the agenda a time for scheduling visitor comments, either relating to agenda items or bringing up new topics. A visitor who wishes to speak about an item which appears later on the agenda should so indicate when the Mayor asks; that visitor will be called upon when the item comes up for discussion. A visitor who wishes to speak about something which is not on the agenda will be called on to speak before the meeting continues. All visitors are asked to limit remarks to no more than five (5) minutes. Members of the City Council or staff may respond to the questions or comments when presented. If additional information is needed, the Council will indicate when the visitor may expect a response and from whom.*
- u. Visitors must indicate their wish to address the Council on a workshop agenda item prior to the start of the workshop. Visitors who wish to speak will be required to provide their name, home address and to identify the agenda topic*

*they wish to speak to. The Mayor will call on the visitor when that agenda item comes up and will allow five (5) minutes to comment. The Council reserves the right to ask questions and to respond to any question at a later time. The Council may also ask staff to contact the visitor about his/her comments at another time. When commenting, visitors must be courteous to all and limit comments to an expression of concern or constructive suggestions on the agenda topic. If a visitor's remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments.*

- v. *The City Attorney shall be designated as the parliamentarian to advise the Mayor on matters of procedure at all meetings of the City Council.*
- w. *Members of the City Council may request removal of any consent agenda item prior to action on the consent agenda. The removed item will then be considered as a separate agenda item later in the same meeting.*

8. The following Council liaison and commission appointments are approved:

**Council Committees**

Finance Committee	Kvamme*, Carlin
Personnel and Code Review Committee	Brand*, Grams
Public Works and Utilities Committee	Parras*, Pfeifer

\*Indicates Chairperson

\*\*Mayor serves as ex-officio on all Committees as per Council Rules.

**Council Liaisons**

Economic Development Authority	Kvamme, Pfeifer
Heritage Preservation Commission	Grams
Hospital and Nursing Home Commission	Carlin, Parras
Housing and Redevelopment Authority	Grams
Library Board	Parras
Parks and Recreation Advisory Board	Brand
Planning and Zoning Commission	Kvamme, Brand
Region Nine Development Commission	Zieman
SPRTC Security Committee	Zieman, Peters
Tourism and Visitors Bureau	Brand, Pfeifer
Fire Pension Board	Zieman, Finance Director
SPRTC Commission	Zieman, Mayor pro tem
SPRTC Executive Board	Zieman, Mayor's Representative
School District #508 Cooperation Committee	Kvamme, Brand
Nicollet County Cooperation Committee	Parras, Grams
Le Sueur County Cooperation Committee	Parras, Grams
Gustavus Cooperation Committee	Zieman, Carlin
Appeals and Adjustments	Kvamme, Parras, Brand
Greater Mankato Growth	Kvamme
Sister City Committee	Zieman, Carlin
Highway 169 Coalition	Zieman, Grams (as alternate)
Child Care Study Group	Carlin, Kvamme, Brand
Joint City/School District #508 Sub Committee	Carlin, Kvamme

9. The following business licenses are hereby approved subject to compliance with City Code regulations and payment of the licensing fees:

**TAXI CAB LICENSE**

Ecumen St. Peter	1/1/16 – 12/31/16
Kato Cab LLC	1/1/16 – 12/31/16
St. Peter Cab Company	1/1/16 – 12/31/16

**TEMPORARY GAMBLING**

St. Peter Ambassadors	412 S 3rd	3/17/16
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10. The following employee appointments are hereby approved at the wages shown contingent upon successful completion of any required background investigation and/or testing:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>WAGE</u></b>
Timothy Strand	Part-time Bus Driver	\$14.93/hour
Regis Fritsch IV	Part-time Bus Driver	\$14.93/hour
Thomas Ellis	Part-time Bus Driver	\$14.93/hour
Nathan Dopkins	Recreation Intern*	\$1,000 total**

\*Temporary January-May, 2016

\*\*Paid \$500 3/4/16 and \$500 5/13/16

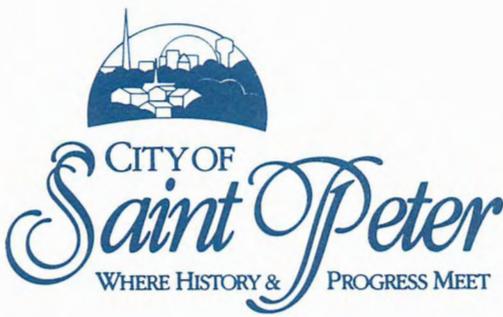
11. The schedules of disbursements for December 10, 2015 through December 31, 2015 and January 1, 2016 through January 6, 2016 are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 11th day of January, 2016.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 01/07/16

**FROM:** Russ Wille  
Community Development Director

**RE:** Hey Diddle Diddle Daycare, LLC (Heidi Scheurer) Revolving Loan Request

### ACTION/RECOMMENDATION

Approve a \$42,400 revolving loan to Hey Diddle Diddle Daycare, LLC to partially finance the start-up costs of a new Saint Peter daycare center.

### BACKGROUND

Heidi Scheurer has operated an at-home daycare center in her residence since 2014. At this time, Ms. Scheurer would seek to expand her operations by opening Hey Diddle Diddle Daycare, LLC in the River of Life Lutheran Church structure at 830 Sunrise Drive.

Ms. Scheurer has requested that the City of Saint Peter provide a \$42,400 revolving loan to partially finance the remodeling of the structure and to provide for the purchase of life/safety equipment.

Nicollet County Bank has approved a \$53,000 loan towards the project and Ms. Scheurer has demonstrated that she has access to \$10,800 to contribute to the planned project.

The identified source and use of project funding is proposed as follows:

	<u>NCB</u>	<u>EDA</u>	<u>OWNER</u>	<u>TOTAL</u>
Equipment / Furnishing:	\$ 38,000	\$ 0	\$ 0	\$ 38,000
Remodeling:	\$ 0	\$ 40,000	\$ 0	\$ 40,000
Safety Equipment:	\$ 0	\$ 2,400	\$ 600	\$ 3,000
Insurance:	\$ 2,000	\$ 0	\$ 0	\$ 2,000
1 <sup>st</sup> Month Payroll:	\$ 11,400	\$ 0	\$ 0	\$ 11,400
Supplies:	\$ 1,600	\$ 0	\$ 8,200	\$ 9,800
Prepaid Rent / Security:	\$ 0	\$ 0	\$ 2,000	\$ 2,000
	\$ 53,000	\$ 42,400	\$ 10,800	\$106,200
Percent of Project:	49.9%	39.9%	10.2%	100.0%

Copies of Ms. Scheurer's resume and revolving loan fund application were reviewed and considered by the EDA. Additionally, a detailed business plan, prepared with the assistance of Wendy Anderson of the Small Business Development Center, was reviewed by the EDA membership.

Ms. Scheurer would seek to open the new, expanded daycare at 830 Sunrise Drive beginning April 1, 2016. The daycare center would be licensed for a total of 41 children. At this time, with limited marketing, Ms. Scheurer has a commitment to provide daycare to 20 children at the new center.

Cash flow projections prepared by the SBDC suggest that 30 enrollments would be necessary to establish a "break even" monthly cash flow. With more than three months to recruit and with the identified need for childcare opportunities in the Saint Peter area, Ms. Scheurer is confident that she will have at least 30 children enrolled when the doors are opened at the new daycare site.

The written quotes for the remodeling of the building have been submitted. Ryan Plumbing & Heating will undertake the mechanical alterations to the building. Volk Buildings, Inc. will undertake the remodeling of the physical space. The provision of construction materials will be provided by St. Peter Lumber.

President Southworth had assigned EDA members Cory Ables and Jay Hansen to join him in a review of the personal financial statement and recent tax returns filed by the applicant and her spouse. Following review of the financial documents the subcommittee discussed the collateralization of the proposed \$42,400 note.

Given that Hey Diddle Diddle Daycare will lease space from the River of Life Lutheran Church, there is no associated mortgage to ideally secure the note. According to the loan commitment letter provided by Nicollet County Bank, the bank will file a UCC Statement obtaining a first security position on the "equipment, inventory, accounts receivable and general intangibles of Hey Diddle Diddle Daycare, LLC."

The subcommittee suggested that the note be secured by obtaining a second security position against the equipment, inventory, accounts receivable and general intangibles of the daycare center. Additionally, the subcommittee recommends that the EDA be provided a subordinate mortgage position on the equity in the Scheurer residence located at 1103 West Traverse Road.

I have discussed the EDA's suggested collateralization with Ms. Scheurer. She has suggested that she and her husband would consent to the requested loan security.

With the requested collateral secured, the subcommittee recommends approval of the \$42,400 revolving loan to Hey Diddle Diddle Daycare, LLC amortized over a straight five year period with no balloon payment. The note would bear interest at the Wall Street Journal Prime Rate which had been recently (12/17/15) raised to 3.5%. Monthly payments of \$771.33 would be necessary to successfully retire the EDA note after five years.

**FISCAL IMPACT:**

Upon approval, the loan funds would be provided to the borrower from the established revolving loan account. The note would be repaid in full upon receipt of the 60<sup>th</sup> monthly payment.

**ALTERNATIVES/VARIATIONS:**

Do not act: Ms. Scheurer will be notified of the delay. The Council would be asked to act on the matter at their next scheduled meeting.

Negative Votes: Ms. Scheurer would be notified of the denial of her loan application.

Modification of the Resolution: This is always an option of the Council, however, any alternative terms 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 \$42,400 REVOLVING LOAN TO HEY DIDDLE DIDDLE DAYCARE, LLC TO PARTIALLY FINANCE FURNISHING OF A DAYCARE CENTER AND RENOVATION OF 830 SUNRISE DRIVE**

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

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

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

WHEREAS, Hey Diddle Diddle Daycare, LLC (Heidi Scheurer) has submitted an application for loan funds to partially finance the furnishing of a daycare center and renovation of the structure located at 830 Sunrise Drive; 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 daycare center and has recommended that the loan application be approved as per the following terms.

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

1. A loan of \$42,400 is approved for Hey Diddle Diddle Daycare, LLC to partially finance the furnishing of the daycare center and the partial renovation of the existing structure at 830 Sunrise Drive.
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 five (5) year schedule.
4. The loan shall become immediately due and payable upon the sale, closing or relocation of Hey Diddle Diddle Daycare, 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 Hey Diddle Diddle Daycare

Center, LLC which may be subordinated to a lien position obtained by Nicollet County Bank.

6. The loan shall be secured by a subordinate mortgage against the applicant's personal residence located at 1103 West Traverse Road.
7. The loan shall be secured by a personal guarantee executed by Paul W. Scheurer and Heidi H. Scheurer (husband and wife).
8. The loan shall be secured by a promissory note and security agreement.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of January, 2016.

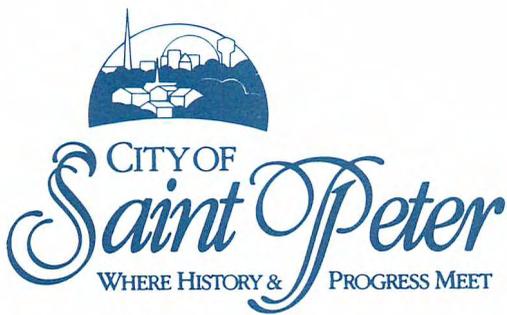
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** January 5, 2016

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

Tim Mayo  
Maintenance Superintendent

**RE:** 2016 Equipment Certificate Purchase – Wheel Loader

### ACTION/RECOMMENDATION

Approve purchase of a Authorize 2016 Volvo L90H Wheel Loader, a 2016 14' Henke 47" Folding Vee Plow with a new JRB snow plow attachment from Nuss Truck and Equipment of Burnsville, Minnesota in the amount of \$161,916 and approve a surplus property declaration for the existing 1992 CAT Wheel Loader with 12' front plow and side wing to be used as trade-in on the new equipment.

### BACKGROUND

As the City maintenance needs continue to grow and expand so does the need to continue updating our equipment on a regular basis. The Streets Section currently is using a 1992 CAT Wheel Loader (Unit #16) that was purchased on May 26, 1992 for \$125,111. Attachments included a 12' front plow and side wing. This loader is over 23 years old and averages 320 hours annually in operation hours.

The existing Unit #16 has been responsible for plowing over 20 cul-de-sacs, City parking lots and plowing in the downtown. Unit #16 is also used to push brush at the City's compost site, turn over compost piles at our Kasota compost site, load materials needed for a variety of different operations within our City, cut pavement for full depth patching, and loading of rock for our sealcoat operations.

Staff was able to demo three loaders made by Volvo, John Deere and Caterpillar. From those demonstrations it was determined that the Volvo loader best fits the needs of our community. The Volvo L90H loader benefits include a low center of gravity, a new and improved boom design for better visibility when loading trucks, out board brake system for easy maintenance and ease of replacement when needed, ergonomics of the cab, and easier entry of the loader making it safer to enter and operate.

The Henke Folding Vee Plow is a down pressure plow that operates as a "V" plow, reversing dozer blade, or scoop. It is a heavy duty, durable, and versatile unit which will provide years of reliable service. In tight spaces, the plow offers versatility to change blade configurations which keep moving materials on a fast track.

This new Volvo L90H Wheel Loader is expected to be in the City's fleet for the next 20+ years. The cost of for this wheel loader would be purchased through the 2016 Equipment Certificate.

The Volvo L90H Loader and the Henke FV-14 Vee Plow and wing will have a 1-year warranty on all parts and labor beginning on delivery date.

The pricing breakdown is as follows:

**Volvo L90H Loader**

Base Price	\$176,264
14' Henke FV-14 Folding Vee Plow	\$ 19,662
JRB Snow Plow Attachment	\$ 1,990
<b>Base Total</b>	<b>\$197,916</b>
1992 CAT Loader/Plow/Wing Trade-In	- \$ 36,000
Delivery/Freight	\$ 0
<b>Total Cost</b>	<b>\$161,916</b>

**FISCAL IMPACT:**

Funds will be allocated from the 2016 Budget through an Equipment Certificate.

**ALTERNATIVES/VARIATIONS**

Vote in favor: Staff will proceed with the ordering of the Volvo L90H and recommended equipment for the 2016 season.

Negative Vote: Staff will await further direction regarding purchase of the Volvo L90H.

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

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

PM/TM/amg



Volvo Construction Equipment

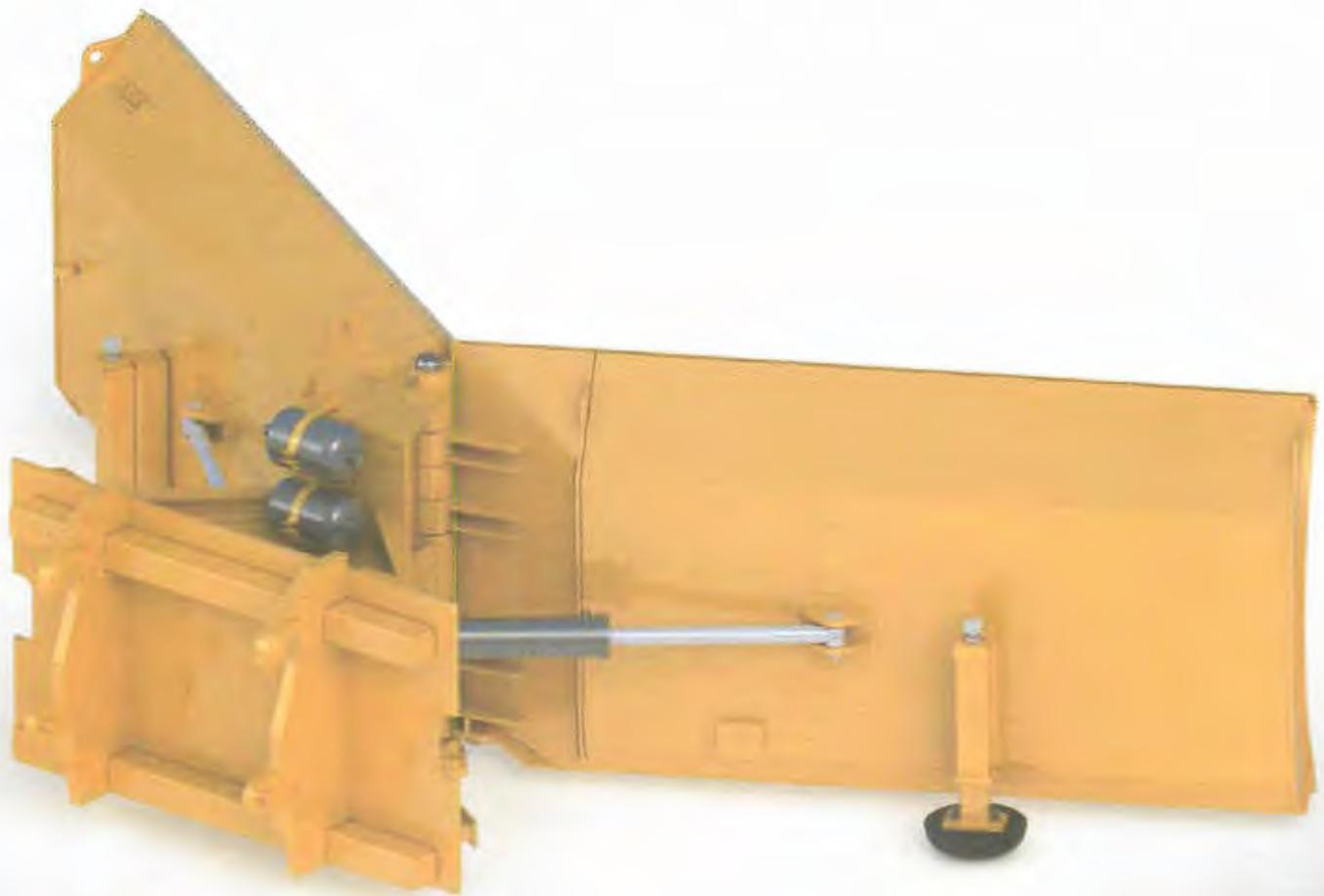
# L60H, L70H, L90H

VOLVO WHEEL LOADERS 13.0-18.3 t / 24,250-38,140 lb 165-184 hp



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57

**HENKE** 

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016-**

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

**RESOLUTION AUTHORIZING 2016 EQUIPMENT CERTIFICATE PURCHASE OF A VOLVO  
L90H WHEEL LOADER WITH HENKE 14' VEE PLOW**

WHEREAS, the City provides maintenance on public roadways within the community; and

WHEREAS, the City's streets continue to grow and expand; and

WHEREAS, the City Council has adopted a 2016 Budget that includes Equipment Certificate debt and purchases; and

WHEREAS, purchase of the new 2016 Wheel Loader and Vee Plow is included in the 2016 budget; and

WHEREAS, staff recommends purchase of a new 2016 Volvo L90H Wheel Loader with a 14' Henke Folding Vee Plow and JRB snow plow attachment; and

WHEREAS, the new Wheel Loader and Vee Plow is available through the State bid process; and

WHEREAS, it is proposed to trade-in the 1992 CAT Wheel Loader with 12' front plow and side wing; and

WHEREAS, staff recommends purchase of a new 2016 Volvo L90H Wheel Loader with a 14' Henke Folding Vee Plow and JRB snow plow attachment from Nuss Truck and Equipment through the State bid; and

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

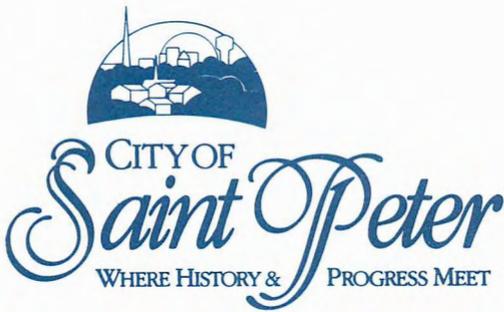
1. The City Council hereby authorizes purchase of a new 2016 Volvo L90H Wheel Loader with a 14' Henke Folding Vee Plow and JRB snow plow attachment from Nuss Truck and Equipment of Burnsville, Minnesota in the total amount of \$161,916.
2. The 1992 CAT Loader with 12' front plow and side wing are hereby declared as surplus equipment for which the City no longer has a need and staff is directed to provide for trade-in of the equipment through Nuss Truck and Equipment in the amount of \$36,000.
3. Funding for the purchases will be from the 2016 Equipment Certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of January, 2016.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 1/05/2016

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

Tim Mayo  
Maintenance Superintendent

**RE:** 2016 Equipment Certificate Purchase - Mower

### ACTION/RECOMMENDATION

Approve purchase of a 2015 Toro 5910 mower with cab for the amount of \$98,706.40 from MTI Distributing of Burnsville, Minnesota to be funded by the 2016 Equipment Certificate.

### BACKGROUND

As maintenance needs continue to grow and expand within the City Parks and rights-of-way, so does the need to continue updating maintenance equipment on a regular basis. The Parks Section is currently using a 1995 16' Toro 580 mower (Unit #554) which was purchased for \$103,000. A broom attachment was purchased 10-years later. In 2015, our mechanic worked with the manufacture to complete a major overhaul which cost over \$6,500. Staff is proposing to keep this Unit #554 in the fleet to regain the value spent mechanically in the last year. The 2015 Toro 5910 mower would be an additional mower to the Parks Section. We believe that additional equipment is warranted for two primary reasons. First, the City's park system and grass mowing needs continue to expand. Second, this provides us additional capacity to meet needs when equipment breakdowns occur.

Staff is proposing to stay with the Toro brand mower due to the following benefits and upgrades: auto fan reverse for screen cleaning, on board information center for trouble shooting engine problems and all-wheel drive. The new Toro 5910 with cab has a 16' mower cut that would allow staff to mow up to 100 acres per day in open greenspaces.

Staff tested this machine in some of our parks and was very pleased with its mowing abilities and maneuverability. The new Toro 5910 would be a great asset to our fleet for mowing the recently added greenspace acres of the new City Park development.

Staff also looked for comparable mowers, but only found one other mower, a Jacobson 16-foot mower with cab, that was comparable. Since there wasn't a commercial dealer in our area no demonstration was available. Staff is proposing to use the State bid process for the purchase of the Toro.

Looking at other options in mowing, staff evaluated contract mowing which would cost approximately \$43 per acre. Therefore, mowing an open greenspace of 80 acres in size would

cost \$3,440 per acre each week. On a seasonal approach, a 26-week season would cost approximately \$89,440, if mowed once per week.

Listed below is the State bid price breakdown for the new 2015 Toro 5910 mower and cab.

Base Price	\$98,275.20
<u>Delivery/Freight</u>	<u>\$ 431.20</u>
<b>Total Cost</b>	<b>\$98,706.40</b>

The existing 1995 Toro 580D mower (Unit #554) only has a trade-in value of \$6,000 due to the age and the high number of hours on the mower. Since staff recently reinvested almost \$6,500 in an engine overhaul, it is proposed to keep this Unit #554 mower in the Parks fleet to serve as a backup and as an extra mower.

**FISCAL IMPACT:**

Funds have been allocated for the 2016 Budget through an Equipment Certificate.

**ALTERNATIVES AND VARIATIONS:**

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

Negative Vote: No purchase will be made.

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

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

PM/TM/amg



# Groundsmaster® 5900 & 5910

You won't have to work as hard to be productive with a 16 foot mower that can cut an acre of grass in less than 5 minutes.



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

**RESOLUTION AUTHORIZING 2016 EQUIPMENT CERTIFICATE PURCHASE  
OF A 2015 TORO 5910 MOWER WITH CAB**

WHEREAS, the City provides maintenance for public parks within the community; and

WHEREAS, the City's park land continue to grow and expand; and

WHEREAS, the City Council has adopted a 2016 budget that includes Equipment Certificate debt and purchases; and

WHEREAS, purchase of the new 2015 Toro 5910 mower with cab is included in the 2016 budget; and

WHEREAS, staff recommends purchase of a new 2015 Toro 5910 mower with cab; and

WHEREAS, the new 2015 Toro 5910 mower with cab is available through the State bid process; and

WHEREAS, purchase of a new 2015 Toro 5910 mower with cab would be an addition to the Parks fleet; and

WHEREAS, staff recommends purchase of a new 2015 Toro 5910 mower with cab from MTI Distributing of Burnsville, Minnesota through the State bid; and

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

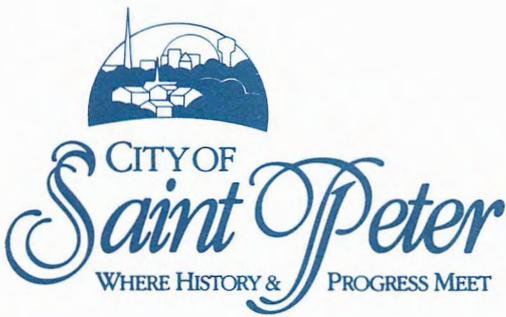
1. The City Council hereby authorizes purchase of an additional mower to the Parks fleet of a new 2015 Toro 5910 mower with cab from MTI Distributing of Burnsville, Minnesota in the total amount of \$98,706.40.
2. Funding for the purchases will be from the 2016 Equipment Certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of January, 2016.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** January 11, 2016

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

**RE:** Area Transportation Partnership (ATP) Grant Application

### ACTION/RECOMMENDATION

Authorize City staff to complete and submit an application for Area Transportation Partnership (ATP) funding.

### BACKGROUND

The City has been evaluating opportunities to work with the Minnesota Department of Transportation (MnDOT) for the reconstruction of Trunk Highway 99 from Minnesota Avenue to the Highway 99 Bridge over the Minnesota River.

MnDOT has scheduled work in 2017 including:

1. Refurbishing the bridge – detouring traffic from entering Saint Peter from the east.
2. Repairing some of the curb lines at Minnesota Avenue and Broadway from the HWY 169 project.

MnDOT is interested in working with the City beyond the scope of their work; to the extent the City is willing to fund additional work. Funding is a key issue as MnDOT is also scheduling work east of Saint Peter on TH 99 but has not determined a scope of work or a timeline yet.

In addition, there may be Area Transportation Partnership (ATP) funding available. ATP funding grants are available to government entities within MnDOT District 7 on an annual basis. Projects are considered competitively, early each year and usually the awards are made by April 1<sup>st</sup> of the year. A total of \$4.8 million of funding is available through the program of which the City of Saint Peter is requesting \$640,000 for the proposed improvements on Broadway Avenue. A detailed scope of work has not been completed, but we believe this sum meets the very general concept that has been previously discussed.

There are a number of projects that can be done along our Municipal State Aid (MSA) routes that will improve traffic flow thru the City.

MnDOT and City Staff has raised concerns about the safety of the Broadway and Front Street intersection based on turning movements and line of sight issues with traffic from the east. It would be prudent for the City to lead improvements while the bridge is out of service for repairs. Timing would allow for improvements to the gateway of the City.

Staff is seeking City Council comment and support for the Broadway Avenue grant application process. If there is no City Council support staff will withdraw the ATP application and seek further direction from the City Council.

**FISCAL IMPACT:**

There is no fiscal impact at this time. If the application is approved \$640,000 would be earmarked for proposed improvements on Broadway Avenue between Highway 169 and the Highway 99 Bridge.

**ALTERNATIVES AND VARIATIONS:**

Do not act: No further action will be taken.

Negative Vote: Staff will await further direction regarding the application.

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

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

PM/amg

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 –**

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

**RESOLUTION OF SUPPORT FOR AN AREA TRANSPORTATION PARTNERSHIP GRANT  
APPLICATION**

WHEREAS, each year the Minnesota Department of Transportation (MnDOT) solicit counties and cities for federally funded projects; and

WHEREAS, each MnDOT District's Area Transportation Partnership (ATP) is responsible for reviewing and scoring funding applications and then making a recommendation to the Commissioner of Transportation to include the successful project in the State Transportation Improvement Program (STIP); and

WHEREAS, this year's applications for projects to be constructed in fiscal years were due January 8, 2016 and are for projects to be constructed in fiscal years 2017-2020; and

WHEREAS, the intersection at West Broadway Avenue and South/North Front Streets intersection can be improved to function more safely; and

WHEREAS, due to planned MnDOT construction on the Hwy 99 Bridge crossing the Minnesota River substantial road work will be undertaken in the immediate proximity; and,

WHEREAS, an Area Transportation Partnership Grant may be available to help fund the project; and

WHEREAS, staff recommends an application be submitted to MnDOT's Area Transportation partnership program for funding for reconstruction of the West Broadway Avenue/North-South Front Streets intersection in fiscal years 2017-2020.

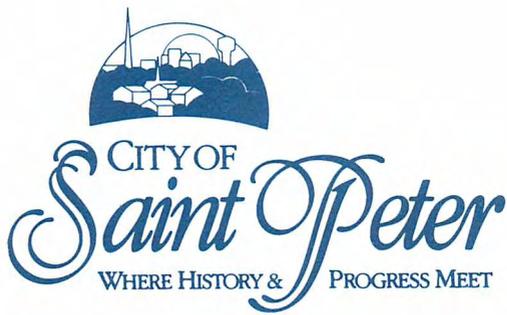
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby supports an application for grant funding from the Area Transportation Partnership (ATP) for the reconstruction of the intersection of West Broadway Avenue and North-South Front Streets located between the Hwy99 Bridge and Hwy 169.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of January 2016.

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

ATTEST:

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



## Memorandum

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

**DATE:** 01/06/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Library Services Contract

### **ACTION/RECOMMENDATION**

Approved the attached resolution authorizing execution of library services contract with Nicollet County.

### **BACKGROUND**

As you may recall, since the breakup of Minnesota Valley Library System which was about 16 years ago, the City has been in a contractual relationship with Nicollet County for the provision of Library services. The contract has essentially allowed for the provision of regular library services to non-City residents.

This contract is for the 2016 year.

Nicollet County is required by State law to provide a "Minimum Maintenance of Effort". That rule requires them to spend a minimum number of dollars on library service provision. In the past the contract with us was less than their minimum under the rules and the County would hold that portion of the money for other potential library related projects. If money was left over at the end of the year, they would disperse that money to both North Mankato and the City of Saint Peter.

This is a very interesting issue in that Nicollet County is required to spend the money on library services but State rule changes have allowed for the Minimum Maintenance of Effort to be reduced. There is no provision that says they must give those dollars to us. However, I don't know where else they would spend the money on Library services in Nicollet County unless they started their own library which seems redundant and would require them, most likely, to spend much more than they do now with us and North Mankato.

I have reviewed the draft contract and believe that it provides for the same provision of services as past contracts.

### **FISCAL IMPACT:**

The contract provides \$44,044 in revenues to our library fund. That is about \$4,000 less than the contract for 2011 and generally the amount has gone down a couple hundred dollars each year since 2011. The dollar amounts have not increased while costs have either stayed steady

or continued to go up slightly. Since we do not control the situation, I am unsure that there is much we can do except to express our concerns about the continuing relative decline in funding and be grateful for the funds that they do provide. To give you a bit more perspective on any potential impact, the Library budgeted revenues are \$325,880 and expenditures are \$405,233. (Remember we continue to use reserves in this fund.)

**ALTERNATIVE AND VARIATIONS:**

Approval: The contract will be executed and staff will proceed.

Denial: No further action will be taken without additional direction from the Council. Without agreeing to the contract our revenues would drop by about \$44,000. This would be a substantial revenue gap to fill or would require additional large cuts to library services.

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

# **2016 Library Purchase of Services Contract Between Nicollet County Library Board and the City of St. Peter**

In an effort to continue to provide library service for residents of Nicollet County and the City of Saint Peter (City), the Nicollet County Library Board (County Library Board) and City hereby enter this contract promoting cooperation and coordination of efforts.

## **I. DEFINITIONS**

For purposes of this contract, the following words shall have the following meanings:

**Rural Resident - Rural Resident shall be those persons having a residence located outside the corporate limits of the City of Saint Peter.**

**Library Services: Library Services shall mean access to physical facilities and materials that provide reading, audio and computer access to information and as defined in Minnesota Statutes 134.001 Subd. 2 and 3.**

## **II. THE NICOLLET COUNTY LIBRARY BOARD WILL:**

Provide to the City of Saint Peter the sum of \$45,044 to be paid quarterly for the provision of library services to the rural areas of Nicollet County.

## **III. THE CITY OF SAINT PETER WILL:**

- Provide for complete access to all services that are available to library patrons that reside within the City of Saint Peter including access to any programs that may be made available for the term of this contract.
- The City will agree to submit quarterly billings to the County Library Board and the County Library Board will reimburse the City.

## **IV. MONITORING AND REPORTING**

- A. The City agrees to maintain records relating to contractual library services provided.
- B. The City, as deemed necessary by the County Library Board shall allow the County Library Board or appropriate State Agency, including the Office of the State Auditor, access to the City's contractual library service records at reasonable hours.
- C. The City will furnish information regarding contractual library services as requested by the County Library Board.
- D. The City will maintain and make available records pertaining to contractual library services for six years for audit purposes.

**V. RECORDS AND INSPECTION**

The City shall maintain full and accurate records with respect to all matters covered under this Contract. Pursuant to Minn. Statute 16B.06, Subd. 4, the County Library Board, and either the Legislature or State Auditor, as appropriate, shall have, at all proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices of the City relevant to this Contract.

**VI. PERSONNEL**

The City shall secure, at its own expense, any and all personnel required in performing the services under this Contract. Any and all personnel engaged in the work shall be fully qualified to perform the services under the Contract.

**VII. INDEMNIFICATION / INSURANCE**

A. Indemnification. The City shall defend and save the County Library Board harmless from any claims, demands, actions, or causes of action arising out of any willful or negligent act, or out of any negligent omission on the part of the City, its agents, assignees, or employees in performance of or with relationship to any of the work or services provided to be performed by the City under the terms of this Contract.

B. Insurance. The City, further, that in order to protect itself, as well as the County Library Board under the indemnity contract set forth above, will, at all times during the term of this Contract, have and keep in force automobile insurance, general liability insurance, and workers' compensation insurance having liability limits which satisfy the requirements of Minn. Statute Chapter 466, entitled Tort Liability of Political Subdivisions, and other applicable statutes requiring insurance coverage.

**VIII. EQUAL EMPLOYMENT OPPORTUNITY**

In fulfilling this Contract, the City will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The City will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, creed, marital status, status with regard to public assistance, disability, or age.

**IX. CONDITIONS OF THE PARTIES OBLIGATIONS**

Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

No claim for services furnished by the City, not specifically provided for in the contract, will be allowed by the County Library Board, nor shall the City do any work or furnish any materials not covered by this contract unless this is approved in writing by the County Library Board. Such approval shall be considered to be a modification of the contract.

**X. MISCELLANEOUS**

Entire Contract - it is understood and agreed that the entire contract of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

**XI. TERM**

The term of this contract shall be from January 1, 2016 until December 31, 2016. Renewal of this contract subsequent to this time period will be at the sole discretion of the County Library Board.

**CITY OF SAINT PETER**

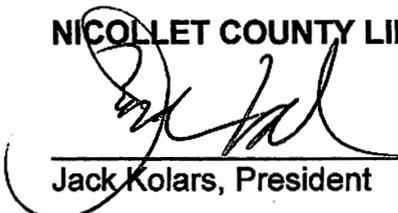
\_\_\_\_\_  
Charles Zieman, Mayor

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**NICOLLET COUNTY LIBRARY BOARD**

  
\_\_\_\_\_  
Jack Kolars, President

Date: 12-30-15

  
\_\_\_\_\_  
Secretary

Date: 12/30/15

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION AUTHORIZING EXECUTION OF LIBRARY SERVICES CONTRACT**

WHEREAS, the City of Saint Peter has previously entered into a contractual relationship with Nicollet County for provision of library services to non-City residents; and

WHEREAS, the contract has worked well for all parties involved; and

WHEREAS, Nicollet County has proposed a new contract that would continue the provision of library services to rural residents of Nicollet County and provide funding to the City of Saint Peter for the service.

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 enter into a "2016 Library Purchase Of Services Contract Between Nicollet County And The City Of Saint Peter".

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of January, 2016.

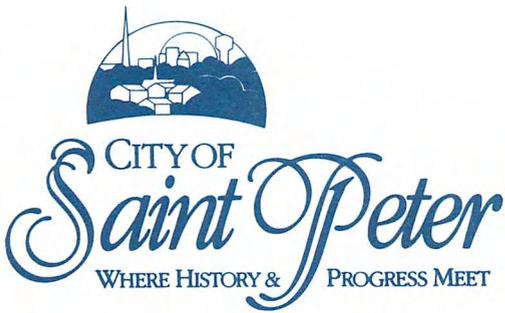
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/7/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Polar Bear Plunge Request

### **ACTION/RECOMMENDATION**

Provide authorization for the use of Hallett's Pond for the Special Olympics Polar Bear Plunge fundraising event.

### **BACKGROUND**

Sheriff David Lange has submitted a request for use of Hallett's Pond for the annual Polar Bear Plunge event on February 6th beginning at 1:00 p.m.

Special Olympics will provide a certificate of insurance, in an amount not less than \$1,500,000 per occurrence. The Certificate will name the City of Saint Peter as an additional insured for the event. Sheriff Lange and his staff will oversee the event.

In addition to use of the Pond for the event, the organizers have requested assistance from the Fire Department to cut a hole in the ice and from Public Works for use of portable bleachers for spectators.

Staff recommends approval of the request as submitted.

### **FISCAL IMPACT:**

The cost to the City would involve labor charges only and should be less than \$500.

### **ALTERNATIVES AND VARIATIONS:**

Vote in favor: The organizers will be notified of your approval.

Negative vote: The organizers will be notified of your denial. However, please be aware that the event has already been advertised by the Special Olympics as part of their nationwide advertisement for the Polar Bear Plunge.

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

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

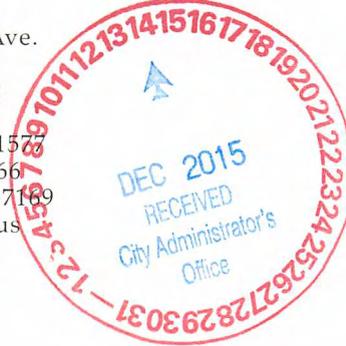
TP/bal

# OFFICE OF SHERIFF NICOLLET COUNTY

*Dave Lange*  
Sheriff

501 South Minnesota Ave.  
P.O. Box 117  
St. Peter, MN 56082  
(507) 931-1570  
Admin. Fax: (507) 931-1570  
Jail Fax: (507) 931-4466  
Dispatch Fax: (507) 934-7169  
www.co.nicollet.mn.us

*Karl Jensen*  
Chief Deputy



December 7, 2015

Mayor Tim Strand and Council Members  
277 South Front Street  
St. Peter, MN 56082

Mayor and Council,

Plans are underway for the tenth annual Polar Bear Plunge. This event has been a very successful event for the past several years. This is a fundraiser for the Special Olympics that is usually presented by Law Enforcement personnel. It would be our intent to conduct this activity at Hallet's pond on February 6, 2016 at 1 pm. That location and date have already been given to the Special Olympics for advertisement.

With this letter I am requesting your approval to conduct this activity at Hallet's pond and for any support the city is willing to give towards this cause. In the past the Fire Department assists in cutting the hole in the ice and the city has supplied some bleachers as well last year. Special Olympics will be covering all insurance for this event and I will advise them to issue a certificate of insurance to the city for the event as well. I have also made contact with management at Shopko and explained the event to them. They too are willing to work with us during the event as well.

I would be more than happy to attend one of your meetings to give you more details if needed. More information on the activity can be located at the Special Olympics web address [www.plungemn.org](http://www.plungemn.org).

Respectfully,

  
Sheriff Dave Lange

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AUTHORIZING USE OF HALLETT'S POND FOR POLAR BEAR PLUNGE**

WHEREAS, a request has been made by organizers of the Special Olympics Polar Bear Plunge to utilize Hallett's Pond for their event on February 6, 2016; and

WHEREAS, the fundraising activity has previously been held at Hallett's Pond with no adverse impact; and

WHEREAS, the event is insured by Special Olympics and staffed by local law enforcement personnel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request to utilize Hallett's Pond for the Polar Bear Plunge event on February 6, 2016 is hereby approved contingent upon receipt of a certificate of insurance in the amount of not less than \$1,500,000 per occurrence and naming the City of Saint Peter as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of January, 2016.

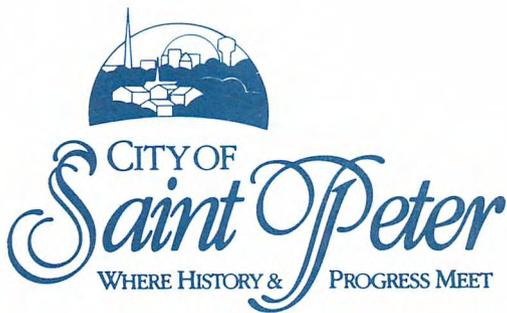
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/7/16

**FROM:** Todd Prafke  
City Administrator

**RE:** New Transit Position

### **ACTION/RECOMMENDATION**

Approve the attached job description for a Transit Development Planner to assist in the evaluation and potential establishment of a regional transit system in the cities of Saint Peter and Le Sueur and counties of Blue Earth, Le Sueur and Nicollet.

### **BACKGROUND**

Members may recall the discussion on a regional transit system over the last few years. As you know, Saint Peter has been the lead organizing entity for this effort and as a part of that effort the MnDOT Transit Division has allocated us, as a part of our 2016 grant, additional funds to hire a person to do much of the work on the development of this project with the potential partners.

This position would be temporary in nature and likely one that has opportunity to transition into any new entity or organizational structure that is put together to facilitate regional transit.

Since Saint Peter continues to be the organizer, and we are provided money to cover any cost, and all positions that are within the City organization must be authorized by the Council, it is my recommendation you approve the job description and approve any future hire using your current process.

A copy of a draft job description is attached for your review and was discussed at your last workshop. This position is somewhat different than our Transit Coordinator and I think the description pretty accurately outlines the skills needed and the expectation of duties. This position would not replace your Transit Coordinator, rather it is an addition to your staff for the purpose and timeline described.

This position will report to the City Administrator, while working with our current transit personnel. The main duties will be to accomplish the work, organize meetings, do research, and provide the reporting that is needed to facilitate the development of a regional system. That development is in the initial stages of discussion with our partners including the City of Le Sueur, Le Sueur County, Blue Earth County, VINE and Nicollet County. All continue to participate in the process that includes one larger oversight group and two subcommittees

which cover the topics of Organization and Service (which is generally where buses go and how often).

My goal is to receive approval of the job description so we can advertise in late January and have the position filled by mid-March.

**FISCAL IMPACT:**

I expect starting pay to be in the range of \$20.00 to \$25.00 per hour depending on qualifications and experience. This position would be temporary in nature and potentially moved to a new agency if regional transit becomes a reality, or, ended if regional transit is not developed. We should know about the long term potential for regional transit in the third quarter of 2016.

The cost of this position and related costs will be fund by MnDOT transit grant dollars for the 2016 year.

**ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for additional input from the Council. There are any number of alternative actions the Council could consider from a change to the job description, to telling staff that the City no longer wishes to act in the role of organizing entity.

Negative vote. Staff will assume you do not want to hire the MnDOT funded position and our current staff will work to continue the effort.

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

Please let me know if you have any questions or concerns on this agenda item.

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 215**

**POSITION TITLE:** TRANSIT DEVELOPMENT PLANNER

**DEPARTMENT:** CITY ADMINISTRATOR'S OFFICE

**SUPERVISOR:** CITY ADMINSITRATOR

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the City Administrator, the Transit Development Planner conducts transportation planning and development at the regional, system, corridor and project levels and is a principal point of contact for coordinating local agency input, preparing reports, and representing the organization to the public.

**ESSENTIAL JOB FUNCTIONS**

- Under general supervision plans and develops need research, data and analysis towards the development of a regional, system, corridor and project level transit system. Assisting the transit authority in making determination as to service, type, level and locations to meet the needs of the area including determining cost and funding sources.
- Develops, prepares and submits operational cost estimates for services. Prepares Grant Applications to support revenues needed for capital and operational needs.
- Work with Boards, Committees and diverse communities and groups to establish a Regional Transit system by setting up meetings, providing research and data, establishing agendas, soliciting input and facilitating discussions.
- Prepares by-laws, agendas, minutes and operational guidelines and plans, operations check lists, rider and driver documentation.
- Helps develop informational materials on proposed and developing routes, use and systems using strong written and oral communication skills.
- Initiates planning, organizing and directing future programs.
- Maintains regular contact with the Minnesota Department of Transportation.
- Maintains necessary records.
- Develops requests for proposals for services need by the organization and negotiates contracts for services and purchases.
- Excellent interpersonal skills and ability to function as a member of a team.
- Performs related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: organize thought processes, be polite and respectful of others, adapts presentations to

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

the audience, thoroughly thinks out and evaluates alternatives, innovative problem resolution, proactive approach, initiative to resolve problems, works with general direction and supervision, timely completion of projects, makes time for unplanned assignments, adapts to changing priorities, possesses tolerance; honesty; is consistent in application of policies and procedures. Has skills and abilities to plan and organize transit operations; coordinate the work of Boards and Committees; communicate effectively, both orally and in writing; accept responsibility; secure the confidence of transit system users and decision makers; maintain confidentiality as needed; demonstrate tact; interact appropriately with other staff and the general public; demonstrate leadership and organizational skills.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

The Transit Development Planner is required to be capable of performing the following physical functions or a combination there of for any given workday:

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Possession of a valid State of Minnesota Class D driver's license.
- Experience working with the public.

### **DESIRED QUALIFICATIONS**

- Two years of post-secondary education in transit planning, logistics, business administration or closely related fields or 4 + years' experience in one of these fields.
- Bachelor's Degree in transportation, logistics, business or public administration, planning or a related field or six + years of full time experience in one of these fields.
- Demonstrated knowledge of public transportation systems, policies and procedures including Federal Transportation Authority and MnDOT Transit rules.
- 1+ years' experience in a supervisory position managing a minimum of two full time subordinates.
- 1+ years' experience working for a governing board or board of directors in either private or public sector.
- Ability to use Personal Computer including MS Word, Excel, Power Point, Outlook or equivalents.
- Demonstrated use of transit dispatching software.
- Demonstrated writing and public speaking skills.

Adopted: 01-11-2016

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ESTABLISHING TEMPORARY TRANSIT DEVELOPMENT PLANNER  
POSITION**

WHEREAS, the City is participating in discussions with MnDOT, the City of Le Sueur and the Counties of Blue Earth, Nicollet and Le Sueur to develop a regional transit system; and

WHEREAS, MnDOT funding provided as part of the City's 2016 transit grant included funding for a temporary position to work on development of a regional system; and

WHEREAS, staff recommends a temporary position be approved and staff be authorized to recruit for the position following the City's established recruitment process.

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

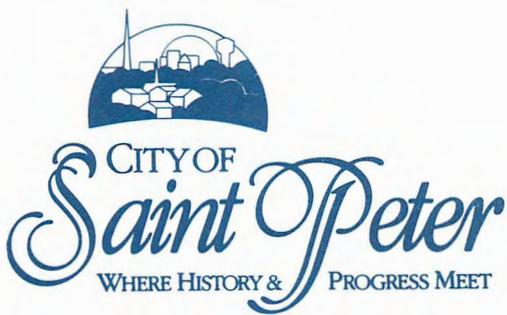
1. The temporary position of "Transit Development Planner" is hereby established.
2. The job description is approved as recommended.
3. The pay equity points for the temporary position are established at 215.
4. Staff is directed to initiate the recruitment process to fill this temporary position.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of January, 2016.

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

ATTEST:

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



## Memorandum

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

**DATE:** 1/7/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Proposed 2016 Fee Schedule

### **ACTION/RECOMMENDATION**

Approve the attached resolution modifying the fee schedule for the 2016 year effective upon passage.

### **BACKGROUND**

Please find attached the proposed 2016 Fee Schedule. The changes proposed for the 2016 year are shown in the redline version that is attached. Changes range from technical or wording clarifications to fee costs.

At workshop the Council discussed suggested changes from staff and directed an additional 10 changes. The Council also directed staff to make sure a couple of the larger fee items have additional discussion at a future Goal Setting Sessions.

Should the Council want to make significant changes please communicate that with staff so that we can assess in impacts. However, changes to individual fees are unlikely to "tip over" your budget and each of the individual fees makes up a very small portion the entire budget. Large scale or whole scale changes have the potential to impact your budget. Lastly, those fees that relate to regulatory functions arguably should be priced at a level where the City recoups its cost of regulation. That, of course, is a policy decision that the Council has opportunity to change if you wish.

### **FISCAL IMPACT:**

While a couple of the changes are represent significant percentage modification they are generally very small in actual dollars and the changes collectively will have almost no impact on your overall budget for the 2016 year. I have not estimated total cost or additional revenue generated by the changes and most are dependent on use which can fluctuate from time to time.

I do anticipate more changes in 2017 as many of the fees listed are impacted by personnel costs and generally every two to three years we make a change to those fees that are more significantly impacted by the cost of personnel.

**ALTERNATIVES/VARIATIONS**

Do not act. Staff will wait for additional direction and the approved Schedule from 2015 will continue until a change is made by the Council.

Negative vote. The schedule from 2015 will continue until a change is made by the Council.

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

Please let me know if you have any questions or concerns about 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 2016 MUNICIPAL FEE SCHEDULE**

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

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

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

WHEREAS, staff recommends modifications to the municipal fee schedule to take effect January 12, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following municipal fee schedule shall take effect on January 1, 2016.

**MUNICIPAL FEE SCHEDULE  
Effective January 12, 2016**

**BUSINESS LICENSES AND PERMITS**

1.	On-Sale Liquor License	
	A. Initial License	\$2,500.00
	B. Investigation Fee	250.00
	C. Annual Renewal	1,400.00
	D. Temporary On-Sale Liquor per day (non-profit organizations only)	30.00
	E. Extension of On-Sale Liquor per day beyond licensed premises	30.00
2.	Club Liquor License	
	A. Investigation Fee (New applicants)	250.00
	B. For a club with under 200 members	300.00
	C. For a club with between 201 and 500 members	500.00
	D. For a club with between 501 and 1,000 members	650.00
	E. For a club with between 1,001 and 2,000 members	800.00
	F. For a club with between 2,001 and 4,000 members	1,000.00
	G. For a club with between 4,001 and 6,000 members	2,000.00
	H. For a club with over 6,000 members	3,000.00
3.	Off-Sale Liquor License	
	A. Investigation Fee	250.00
	B. Annual Renewal	150.00

4.	Sunday On-Sale Liquor License Annual Renewal	200.00
5.	Consumption and Display License	
	A. Investigation Fee	250.00
	B. Annual Renewal (sent to State)	150.00
	C. Daily Fee (not to exceed 10 permits issued annually)	30.00
6.	On-Sale Wine License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
7.	On-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
8.	Off-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	155.00
	C. Annual Renewal	150.00
9.	Short-term On-Sale Beer License (per day not to exceed \$75.00 for requests involving periods of 3-90 consecutive days)	25.00
10.	Duplicate business license	10.00
11.	Taxi Cab License	
	A. Investigation Fee	100.00
	B. First Vehicle (annual)	50.00
	C. Each additional vehicle (annual)	25.00
	D. Vehicle inspection fee (per vehicle/per year)	30.00
12.	Tree Worker's License	
	A. Initial License	55.00
	B. Annual renewal	50.00
13.	Peddler/Transient Merchant License	
	A. Investigation Fee	50.00
	B. Annual License	375.00
	C. Six Month License	200.00
	D. Daily License	50.00
14.	Pawnbroker and Precious Metal Dealer License	
	A. Annual Fee	\$8,000.00
	B. Investigation Fee	500.00
15.	Solid Waste Hauler's Permit	
	A. Investigation Fee	250.00
	B. Annual Renewal	120.00
16.	Amusement Device License (per device per year) (10	15.00

	devices included in On-Sale Liquor fee)	
17.	Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee)	25.00
18.	Short-term non-regulated Gambling/Bingo License Initial Investigation fee for permanent gambling sites	100.00
19.	Temporary Gambling License (per event)	25.00
20.	Dance License	
	A. Annual License (per year)	135.00
	B. Daily License (per day)	15.00
21.	Fireworks Display Permit (per occasion)	50.00
22.	Tobacco License	
	A. Initial License	250.00
	B. Annual Renewal	100.00
23.	Soft Drink License	
	A. Initial License	30.00
	B. Annual Renewal	25.00
	C. Daily License (for 1-4 days) (per day/per vendor)	5.00
	D. Short term license (for periods 5-180 consecutive days/per vendor)	15.00
	E. Temporary Event Soft Drink License (event sponsor must obtain)	50.00
24.	Show and Theater License (includes circus/carnivals)	
	A. Background Investigation	40.00
	B. Annual License	35.00
	C. Short Term (1-3 days)	20.00

NON-BUSINESS LICENSES AND PERMITS

25.	Sign Permit (copy of design and site plan required)	
	A. 100 square feet or less	50.00
	B. Each additional 25 square feet or portion thereof after 100 square feet	10.00
26.	Adult Foster Care/Day Care Facility inspection (per inspection)	
	A. Within City limits	\$45
	B. Outside City limits	\$55 plus mileage
27.	Rental Housing Registration and Inspection Permit	
	A. Rental Certificate application fee per unit (valid for 24 months)	24.00
	B. Inspection fee per unit (maximum of 6 units per apartment complex)	20.00
	C. Re-inspection fee per unit (failure to pass inspection)	20.00
	D. Rental certificate application fee per unit after December 31st	36.00

28.	<u>Demolition Permits</u>	
	A. Garage	20.00
	B. House	50.00
	C. Other structures	50.00
29.	<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	\$21.00
	(for the first \$500 plus \$2.36 for each additional \$100 or fraction thereof to and including \$2,000)	
	\$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	\$297.90
	(for the first \$25,000 plus \$8.40 for each additional \$1,000 or fraction thereof, to and including \$50,000)	
	\$50,001 to \$100,000	\$507.90
	(for the first \$50,000 plus \$6.30 for each additional \$1,000 or fraction thereof, to and including \$100,000)	
	\$100,001 to \$500,000	\$822.90
	(for the first \$100,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$500,000)	
	\$500,001 to \$1,000,000	\$2,922.90
	(for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000)	
	\$1,000,000 and up	\$5,547.90
	(for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof)	
30.	Permit for replacement of garage doors	\$45 plus \$5 state surcharge
31.	Plan Review:	
	A. Commercial properties	65% of building permit fee
	B. Residential properties	35% of building permit fee
	C. Similar plans meeting 1300.0160, subp. 6	25% of building permit fee
32.	Permit for replacement of furnace, central air conditioner, or water heater	\$45.00 plus \$1 state surcharge
33.	Inspection fees outside of normal business hours (2 hour minimum)	\$45.00/hour
34.	Inspections for which no fee is specifically indicated (minimum	\$45.00/hour

	½ hour plus total cost to City including mileage, meals and processing)	
35.	Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee)	\$1 up to 100% of building permit fee at discretion of Building Official
36.	Surcharge fees	As provided in State Statutes
37.	Building moving permit	
	A. Primary Structures	\$100.00 & utility crew expense
	B. Accessory Structures	\$50.00 & utility crew expense
38.	Mobile home installation fee	135.00
	Plan Review	47.25
	State Surcharge	1.00
39.	Conditional Use Permit	300.00
40.	Petition to subdivide plats	250.00
41.	Variance application filing fee	300.00
42.	Easement vacation requests	80.00
43.	Interim parking use permit	110.00
44.	South 7th Street Residential Parking Permit	15.00
45.	Capital Drive Residential Parking Permit	15.00
46.	Rezoning request filing fee	300.00
	Publication fee	125.00
47.	Street/Alley Vacation Request Filing Fee	300.00
48.	Annexation Request Filing Fee	
	A. Filing Fee	230.00
	B. Municipal Board Fee	\$5.00/acre (\$100 minimum/\$600 maximum)
49.	Waiver of Subdivision Fee	200.00
50.	Golf Carts/ATV/Personal Mobility devices permit for use of City Streets – per year	50.00
51.	Municipal Parking Lot Permit Fee (per permit/per calendar year)	25.00
52.	Private Use of City Parking Lots, Streets and Sidewalks	
	A. Private use of public sidewalks (permit valid for a period of	100.00

	five years)	
	B. Private use of public parking lots or streets	25.00
53.	Request for renaming streets or for private drive designations (per name)	\$100.00

CHARGES FOR SERVICE

	<u>General Government</u>	
54.	Copies	
	A. One side (per copy)	0.25
	B. Two sides (per copy)	0.35
	C. Color Copies per single side page	\$1.00
55.	Faxing (no international calls allowed)	
	A. Per page sent	1.00
	B. Per page received	1.00
56.	Notary Public Services	
	A. Notary Public services (per signature by Notary)	1.00
	B. Certified copies of resolutions/ordinances (per document)	5.00
57.	City map sales (per map)	
	A. 2' x 3' black and white	10.00
	B. Colored zoning map	20.00
	C. Address map	50.00
58.	City Code	
	A. City Code Book Sales	150.00
	B. Updates to City Code (per Chapter)	\$75.00
	C. Zoning Ordinance	15.00
	D. Requests for City Code change	
	1. Codification Charges	400.00
	2. Publication Charges	200.00
59.	Audited Financial Report (per copy)	20.00
60.	Other City publications without specific charge (per publication)	Determined by City Administrator
61.	Comprehensive Plan (per copy)	30.00
62.	Assessment search and certification	35.00
63.	Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)	2,500.00
64.	Service charge for returned checks (per check)	30.00
65.	Utility Bill Advertisements (whether printed by City or provided by advertiser)	
	A. Full page ad	700.00
	B. One-half page ad	350.00

66.	Utility Flyer Community Custom Event Notice	25.00
67.	Utility Flyer Community Event Notice via form (less than 25 words)	5.00
68.	Voting booth rental (per booth)	25.00
69.	Replacement dog/cat license tags	1.00
70.	Dog licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 <sup>th</sup>	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
71.	Cat licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 <sup>th</sup>	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
72.	Dog Pound	
	A. Impounding Fee (per dog)	30.00
	B. Daily maintenance fee (per day)	7.70
73.	Cat Pound	
	A. Impounding Fee (per cat)	30.00
	B. Daily maintenance fee (per day)	7.70
74.	Animal Adoption Fee (Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)	120.00
75.	General Parking Violations	
	A. Minimum fine for General Parking violations	12.00
	B. If paid after 7 days but prior to 21 days	25.00
	C. After 21 days and prior to summons	50.00
76.	Snow Emergency Parking Violations (Effective July 1, 2011)	
	A. Minimum fine for Snow Emergency Violations	25.00
	B. If paid after 7 days but prior to 21 days	50.00
	C. After 21 days and prior to summons	150.00
77.	Penalties for violations of alcohol and alcohol related statutes and ordinances	
	A. First offense within 12 month licensing period	\$50.00

	B. Second offense within 12 month licensing period	\$100.00
	C. Third offense within 12 month licensing period	\$200.00 and/or suspension or revocation
	D. Fourth offense within 12 month licensing period	\$400.00 and/or suspension or revocation
78.	Penalties for violations of tobacco and tobacco related products statutes and ordinances.	
	A. Purchase or attempt to purchase tobacco related products	100.00
	B. Illegal possession or use of a tobacco related product - 1st offense	25.00
	C. Illegal possession or use of a tobacco related product - 2nd offense	50.00
	D. Aiding/assisting another to illegally purchase a tobacco related product	125.00
	E. Furnishing tobacco related products to person under age of 18 years	125.00
	F. Sale of tobacco related products to person under age of 18 years	100.00
	G. All other violations	100.00
79.	Conveyance of parcels in violation of City Code (per lot or parcel)	100.00
80.	Storage of impounded items	
	A. Cars, vans and trucks (per day)	10.00
	B. Other motorized vehicles (per day)	10.00
	C. Non-motorized equipment (per day)	5.00
	D. Bicycle storage (per day)	2.00
	(Exceptions: bikes with Police Department or MN inspection/registration sticker	
81.	Highway 169 banner (for each two week period or portion thereof)	350.00
82.	Non-resident finger printing	20.00
83.	Police Reports	
	A. Accident and theft reports (per report)	5.00
	B. Civil action cases (per case)	30.00
	C. Civil action pictures (per case)	30.00
	D. Drivers record check fee	5.00
	E. Vehicle registration check fee	5.00
	F. Criminal history check	5.00
84.	False Alarms (after 3 false alarms within a calendar year – fee to be waived if alarm illegally set off)*	
	A. 4th burglar or fire alarm	25.00
	B. 5th burglar or fire alarm	50.00
	C. Each burglar or fire alarm thereafter	100.00
85.	Use of Hurst Tool by Fire Department (per incident)	350.00

86.	Fire call fee	\$500.00 + \$100 per hour after the first hour up to a maximum of \$1,000
87.	Fire CO2 Detector Call Fee	\$175.00
88.	Police Labor	
	A. Licensed Peace Officer (per hour)	50.00
	B. K-9 Officer with canine (per hour)	70.00
	C. Communications Technicians (per hour)	25.00
	D. Police Reserve Officer (per hour)	15.00
	E. Community Service Officer (per hour)	30.00
	F. Building Moving Escort Fee	minimum \$50 per Officer/hour
89.	Weed removal on private property	
	A. City crew	Refer to #125 and #127
	B. City subcontractor minimum charge of \$75	\$75 per hour
	C. City subcontractor for each hour in excess of first two	\$30
90.	Sidewalk snow removal City crew (per hour) (minimum charge one hour)	75.00
91.	Tree removal on private property	Refer to #125 and #127
92.	Work Zone Equipment Fees	<u>Per sign/per day</u>
	A. 36" x 36" sign (on strut)	3.00
	B. 36" x 36" sign only	1.50
	C. 36" x 36" arrow	1.50
	D. Road closed sign	2.00
	E. Cone	2.00
	F. Reflective Cone	1.00
	G. Safety Fence (50 foot roll plus posts)	3.00
	H. Type "A" Flasher	2.50
	I. Type "I" Barricade with flasher	2.00
	J. Type "I" Barricade (6 feet)	1.50
	K. Type "III" Barricade	3.50
	L. Electric Arrow board (2 shift) and trailer	75.00
93.	Campsites	
	A. Mill Pond site with electrical hookup (per day)	25.00
	B. Mill Pond/Riverside Park primitive site (per day)	15.00
	<u>Utilities</u>	
94.	Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions.	4.00
95.	Water service line thawing (per line)	325.00
96.	Water Main Tapping Fee:	
	1" Water Main Tap	340.00
	1½" Water Main Tap	540.00

	2" Water Main Tap	640.00
97.	Sanitary Sewer main Tapping Fee:	
	4" Sanitary Sewer Tap	340.00
	6" Sanitary Sewer Tap	360.00
98.	Water Main Access Fee:	
	1" Line	1,800.00
	1½" Line	1,900.00
	2" Line	2,000.00
	4" Line	2,400.00
	6" Line	3,000.00
	8" Line	3,800.00
	10" Line	4,800.00
	12" Line	6,000.00
99.	Sanitary Sewer Main Access Fee:	
	4" Line	1,500.00
	6" Line	2,100.00
	8" Line	2,900.00
	10" Line	3,900.00
	12" Line	5,100.00
100.	Storm Sewer Access Fee:	
	2-4" Line	300.00
	6-10" Line	500.00
	12-24" Line	1,000.00
101.	Freeze Water Service Line ¾" or 1" Lines	200.00
	<u>Traverse des Sioux Laboratory Fees</u>	
102.	Certified Test Results	
	A. Ammonia	18.00
	B. Carbonaceous Biochemical Oxygen Demand (CBOD)	30.00
	C. Colilert – 24	16.00
	D. Colilert (re-check within 7 days)	12.00
	E. Fecal Coliform Plate	28.00
	F. Fluoride	16.00
	G. Nitrate/Colilert Combination	25.00
	H. Nitrates	15.00
	I. Ortho Phosphorus	16.00
	J. pH	9.00
	K. Total Phosphorus	19.00
	L. Total Suspended Solids	15.00
	M. Rush Orders	Double original cost
103.	Uncertified Test Results:	
	A. Biological Oxygen Demand	30.00
	B. Dissolved Oxygen	12.00
	C. Chloride	13.00
	D. Iron	15.00
	E. Manganese	15.00
	F. Sulfate	14.00
	G. Total Dissolved Solids	12.00

	H. Total Hardness	18.00
	I. Turbidity	12.00
	J. Quantitray	20.00
	K. Rush Orders	Double original cost
104.	Wastewater Treatment Surcharges	
	A. Volume Base (flow) – per 1,000 gallons delivered (regular cost plus \$10/1,000)	18.00
	B. Monthly dumping fee	350.00
	C. Biological Oxygen Demand (BOD) – per pound removed	1.00
	D. Total Suspended Solids (TSS) – per pound removed	1.00
	E. Phosphorus (P) – per pound removed	17.00
	F. Ammonia (NH3) – per pound removed	2.00
	G. pH Violation – per violation	100.00
105.	<u>Sewer Televising</u>	
	A. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	B. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.40 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	C. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.70 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	D. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	E. Contractor requesting televising of new sanitary sewer main or storm sewer lines	\$1.50/linear foot
	F. Private sanitary lateral televising	\$100.00
	G. Copy of Televising DVD	\$25.00
106.	Stormwater Utility right-of-way management fees	
	A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway	\$100.00/block
	B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips).	\$25.00/block

107.	Erosion and Sediment Control Surety Requirements	
	A. Sites up to and including three acres	\$3,000
	B. Each additional acres or portion thereof	\$1,000
108.	Illicit Discharge – all fees are as stated OR 150% of actual cost incurred by the City, whichever is greater	
	A. First offense	\$250.00
	B. Second offense	\$500.00
	C. All subsequent offense	\$1,000.00
	D. Failure to report (per day fine)	\$250.00
109.	Cleaning Catch Basins on Private Property (per sump)	
	A. Structures less than 1.4 cubic feet in size	\$90.00
	B. Structures greater than 1.4 cubic feet in size	\$135.00
110.	Underground Utility Work Permit Fees	
	A. Excavation – work performed in any area of the right-of-way	\$150.00
	B. Trenching or Direction Boring for underground utilities	\$150 plus \$15.00/100 l.f.
	C. Utility Inspection per crossing (boring, trenching)	\$50.00
	D. Services Installation in Utility Easement/Alley Outside Street ROW	\$25.00
	E. Inspection – failure to provide notification within 48 hours of the job completion.	\$50.00
111.	Erosion and Sedimentation Control Fee: 1-10 Acres \$125.00 per acre, 11 or more acres \$100.00 per acre.	
112.	Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours)	\$5.00/day
113.	Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional but will expire at the end of the year)	\$50.00
114.	Unauthorized Work Permit	Fee is regular permit fee plus \$100.00
115.	Permit Penalty Fee for failure to provide notification to City within 48 hours of job completion and/or at expiration of 90-day permit	\$50.00
116.	Irrigation Meter application and permit	25.00
117.	Reconnection Charges Resulting From Failure To Pay (per water or electric meter)	
	A. 7:00 a.m. - 3:30 p.m.	70.00
	B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored	300.00
118.	Reconnection charges for reasons other than failure to pay (per water or electric meter)	

	A. 7:00 a.m. - 3:30 p.m.	65.00	
	B. During call-out hours (per call)	150.00	
119.	Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by \$40.00 for each meter)		
	A. 5/8" - 3/4" meters	265.00	
	B. 1" meters	415.00	
	C. 1 1/2" and larger meters		Labor and materials expense
120.	Seasonal meter installation (per meter)	65.00	
121.	Residential electric and water meter test (up to 1" meter by request)		
	A. First request (no charge if meter is defective)	175.00	
	B. Second request within 12 months (no charge if meter is defective)	350.00	
122.	Meter test for all other meters (no charge if meter is defective)		Labor and equipment charge out rates
123.	Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)	500.00	
124.	Fee in lieu of assessments		
	A. Per building lot serviced per utility	3,200.00	
	B. Per dwelling unit in excess of two per utility	600.00	
	<u>Public Works</u>		
			Labor, equipment and cost of materials
125.	A. Street repair		
	B. Asphalt Street Patch for new Driveway	\$350.00	
126.	Salt or salt/sand mixture materials (per ton)	95.00	
127.	Winter asphalt mix materials (per ton)	115.00	
128.	Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person)		
	A. Business hours	50.00	
	B. Non-business hours	65.00	
129.	Hydro-mulching Fee: \$250 per hour plus materials (includes truck with operator, hydro mulcher, extra operator) \$180 per tank of product ( 2 tank minimum)		
130.	Truck parking electrical outlets		
	A. Seasonal (November 1 - May 1)	300.00	
	B. Short-term (3 days - 3 nights)	50.00	
131.	Equipment Charges Per Hour - With Operators		
		<u>Business</u>	<u>Non-Business</u>
		<u>Hours</u>	<u>Hours</u>
	A. Backhoe, single axle truck, street sweeper, single	\$125.00	\$145.00

	axle dump truck with snow plow, high lift forklift, sign truck		
	B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader	\$135.00	\$155.00
	C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower.	\$160.00	\$180.00
	D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors	\$90.00	\$110.00
	E. Six inch pumps with engine	\$75.00	\$95.00
	F. 12" high capacity low head pump with engine	\$80.00	\$100.00
	G. 16" high capacity low head pump with engine	90.00	\$105.00
	H. Bucket truck, digger derrick, trencher	\$145.00	\$165.00
	I. Sewer jet rodding machine, Vactor with pickup (Each of these require two operators. There is an additional charge of \$0.35 per lineal foot for sewer cleaning.)	\$135.00	\$145.00
	J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher	\$85.00	\$105.00
	K. All other equipment such as chain saw, push mower, snow blower, and weed whips	\$75.00	\$95.00
	L. Skidsteer with milling machine	\$110.00	\$120.00
	M. Dump truck with leaf blower, (tandem truck with 2 operators)	160.00	190.00
	N. Crash Trailer with Operator and arrow Board	\$160.00	\$180.00
	O. Air Compressor Soda Blaster with Operator	\$135.00	\$155.00
	P. Tack trailer with truck and operator (plus cost of asphalt emulsion)	160.00	180.00
	Q. Stump grinder with truck and operator	145.00	165.00
	R. Electric all-terrain vehicle with operator	85.00	105.00
	S. Mosquito sprayer with truck and operator (cost of materials extra)	145.00	165.00
	T. Site Lite SL4000 14' light tower with generator	60.00/day plus fuel	\$80.00/day plus fuel
	U. Asphalt paver with three operators	235.00	280.00
132.	Hydrant Meter Charge - provides meter for a period of 1-30 days plus charges for all water used.		\$200 first 30 days plus \$50/week thereafter
		<b>CITY REFUSE CUSTOMERS</b>	<b>NON-REFUSE CUSTOMERS</b>
133.	Yard Waste Drop Off Site		
	A. Disposal of yard bag of leaves or grass	No charge*	\$1.00 each
	B. Per cubic yard of leaves or grass	No charge*	\$5.00 each
	C. Per cubic yard of brush	No charge*	\$7.00 each
	D. Per cubic yard of branches	No charge*	\$7.50 each
	E. Per Christmas tree (undecorated)	No charge*	\$3.00 each
	F. Per Christmas wreath (no wire)	No charge*	\$0.50 each
	*No charge other than environmental services fee on utility bills		

<u>Swimming Pool</u>		<u>Resident</u>	<u>Non-Resident</u>
134.	Ticket Books A. 10 tickets	\$20.00	
135.	Family Season Swim Pass	\$40.00	
136.	Individual Season Swim Pass	\$30.00	
137.	Day Care Pass (up to 10 daycare children on one pass – only for use during daycare hours of operation and daycare supervisor must accompany children)	\$75.00	
138.	Daily rates	\$3.00	
139.	Lap Swim, Swimnastics Senior Watercise	\$3.00	
140.	Lap Swim – 10 punch card	\$18.00	
141.	Family Swim* - Adults *Children free when accompanied by an adult	\$3.00	
142.	Pool Party Rental		
	A. 1-25 people # of guards - 2	\$55	\$72.00
	B. 26-50 people # of guards - 3	\$65.00	\$85.00
	C. 51-75 people # of guards - 4	\$75.00	\$98.00
	D. 76-100 people # of guards - 5	\$85.00	\$110.00
143.	Special Events	Determined by Director	
<u>Park Related Fees</u>			
144.	Picnic Shelter Reservation	\$40.00	\$52.00
145.	Refundable Park Cleanup Deposit		
	A. 1-199 People	\$100.00	\$100.00
	B. 200+ people	\$250.00	\$250.00
146.	Alcoholic Beverages Deposit	\$100.00	\$100.00
147.	Softball Fields Tournament Fee		
	A. Locally sponsored reservation fee	\$40.00	
	B. Refundable performance deposit	\$100.00	
	C. Basic Maintenance fee per field	\$25.00	\$25.00
	D. Additional dragging fee – after play starts per field	\$5.00	
	E. Additional striping fee – after play starts per field	\$10.00	
	F. Diamond Dry fee -per bag	\$15.00	
	G. Light fee per hour and field	\$20.00	
	H. Out-of-Town Sponsor per team		\$13.00
	I. Refundable Deposit		\$100.00
148.	Tent Installation Non-Refundable Fee - cumulative		
	A. 1st day	\$25.00	\$32.50

	B. 2nd day additional	\$50.00	\$65.00
	C. 3rd day additional	\$100.00	\$130.00
<u>Senior Citizen Activities</u>			
149.	Seniorcise (per day)	\$1.00	\$1.50
150.	Trips and tours	Determined by Director	
151.	Continental Breakfast	Determined by Director	
152.	Community Center gym walking	No charge	
<u>Transit</u>		<u>Saint Peter</u>	<u>Kasota/Shoreland</u>
153.	Cash Fares		
	A. Dial-a-Ride	\$3.50	\$4.50
	B. Route	1.75	Not available
	C. Seniors Dial-a-ride (55+)	2.00	3.00
	D. Seniors Route (55+)	1.00	Not available
	E. Preschoolers Dial-a-ride (Up to 6 years of age)	1.00	1.00
	F. Preschools Route (Up to 6 years of age)	\$0.50	Not available
154.	Ticket Books Dial-a-ride = 2 tickets; Route = 1 ticket)		
	A. 32 tickets	\$40.00	\$48.00
	B. 20 tickets	\$27.00	\$32.00
	C. 10 tickets	\$14.00	\$17.00
	D. Senior Citizens 32 tickets book	\$28.00	\$32.00
	E. Senior Citizens 20 tickets book	\$18.00	\$20.00
155.	Monthly Preschool Express Rates		
	A. Five Days M-F		
	1-way	\$40.00	\$55.00
	2-way	\$65.00	\$90.00
	B. Three Days (MWF)		
	1 way	24.00	33.00
	2 way	39.00	54.00
	C. Two Days (T-R)		
	1 way	16.00	22.00
	2 way	26.00	36.00
156.	Night/weekend rate – bus with driver (Four hour minimum)	\$37.50/hour	
<u>COMMUNITY CENTER ROOM RENTAL* All non-resident School District #508 fees shall be plus 25%; non-resident outside of the School District #508 rate shall be fees plus 100%</u>		<u>BASE RATE (1-3 hrs.)</u>	<u>EACH ADDT'L HOUR</u>
157.	Meeting Room 102 – Traverse des Sioux	\$33.00	\$10.00
158.	Conference Room 104 – Nicollet Room	\$27.50	\$10.00

159.	Locker room lockers	\$12.00/6 months	
160.	Storage Cage/Room 120 per month	\$33.00	
161.	Meeting Room 215	85.00	\$15.00
162.	Meeting Room 217 – St. Peter Room	\$44.00	\$15.00
163.	Senior Center/Room 219	\$110.00	\$15.00
164.	Gymnasium Room 218A or 218B	\$71.50 (1/2 gym)	\$25.00
165.	Gymnasium Room 218 (whole gym)	\$143.00	\$25.00
166.	Community Center Lobby Rental	\$110.00	\$15.00
167.	Reception Room 300A or 300B – Governors' Room	\$60.50	\$15.00
168.	Reception Room 300 – Governors' Room	\$82.50	\$15.00
169.	Multi-purpose Room	\$44.00	\$10.00
170.	Damage deposit	\$100.00	
171.	Alcohol permit fee (for use of alcohol in Community Center rooms)	\$20.00	
172.	Room set-up fee (for rearranging room in other than normal set-up)	\$25.00	
173.	LCD Projector fee with room rental	\$25/day + \$100 security deposit	
174.	Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director)	Free with \$100 damage deposit	
175.	<u>COPIES</u>		
	A. Copies – tenant one side	\$0.08	
	B. Copies – tenant two sides	\$0.12	
	C. Copies – public one side	\$0.25	
	D. Copies – public two sides	\$0.35	
	E. Copies color per one sided page	\$1.00	
176.	<u>FAX SERVICES – International Faxes Shall Not Be Allowed</u>		
	A. Tenant fax – received or sent per page per attempt	\$ .75	
	B. Public fax – received or sent per page per attempt	\$1.00	

PUBLIC LIBRARY FEES FOR LOST/DAMAGED MATERIALS - all fees are as stated OR the actual cost of the item - whichever is greater

177.	<u>HARDCOVER BOOKS (per item)</u>	
	A. Adult Fiction	\$30.00
	B. Adult Non-Fiction	\$35.00
	C. Junior/Young Adult Fiction	\$25.00
	D. Junior/Young Adult Non-Fiction	\$30.00
	E. Picture Book Fiction	\$25.00
	F. Picture Book Non-Fiction	\$30.00
	G. Reader	\$25.00
178.	<u>PAPERBACK BOOKS (per item)</u>	
	A. Adult Fiction	\$20.00
	B. Adult Non-Fiction	\$20.00
	C. Junior Fiction	\$15.00
	D. Junior Non-Fiction	\$20.00
	E. Young Adult Fiction	\$20.00
	F. Young Adult Non-Fiction	\$20.00
179.	<u>MISCELLANEOUS PRINT MATERIALS (per item)</u>	
	A. Board Book	\$15.00
	B. Periodicals	\$10.00
180.	<u>AUDIO-VISUAL MATERIALS (per item)</u>	
	A. Books on CD	\$20.00
	B. Books on Tape	\$20.00
	C. Cassette Picture Book	\$25.00
	D. Compact Discs (CDs)	\$30.00
	E. DVD	\$40.00
	F. Videocassette	\$30.00
	** All above costs include a \$10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the \$10.00 service fee.	
	<u>OTHER LIBRARY CHARGES/FEEES</u>	
181.	Replacement library cards	\$ 5.00
182.	Photocopies per page	
	One-side	\$0.25
	Two-sided	\$0.35
183.	Printing from Computer (b/w) per page	\$0.25
184.	Printing from Computer (color) per side/per page	\$1.00
185.	Library Meeting Room Deposit	\$30.00

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of January, 2016.

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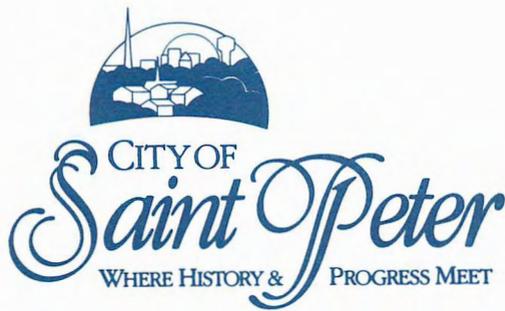
Charles Zieman

Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/7/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Special City Attorney for Schafer Lawsuit

### **ACTION/RECOMMENDATION**

Appoint Peter Mikhail from the Kennedy and Graven law firm as Special City Attorney to assist the Council and staff with the Schafer lawsuit and direct Mikhail to initiate a counter claim.

### **BACKGROUND**

Members may recall a closed session on the issues related to a suit filed against the City and other by Schafer. Complexities, strategies and responses were discussed as well as who should represent the City.

To meet the goals established by the Council I am recommending that we hire a Special City Attorney to help us with this work. This is a specialized lawsuit and I believe it requires the City to be most efficiently represented by the Attorney who has previously dealt with this issue through our insurer and has a working relationship with Counsel serving the MnDOT on this matter.

The Attorney I am recommending is Peter Mikhail from Kennedy and Graven. It may be noted that he specializes in the areas of construction litigation and municipal litigation issues.

I have asked him to submit a proposal for service provision. That proposal is attached for your review.

It would be my hope to request his appointment so work can start in the proper time line.

### **FISCAL IMPACT**

This is funded from the General Fund. The total cost for his services is yet to determined and as you may recall it is largely dependent on the future actions of all the parties involved.

### **ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for your direction.

Negative vote. Staff will stop any activity on this suit and inform all of the parties.

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

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

TP/bal



Offices in  
 Minneapolis  
 Saint Paul  
 St. Cloud

470 U.S. Bank Plaza  
 200 South Sixth Street  
 Minneapolis, MN 55402  
 (612) 337-9300 telephone  
 (612) 337-9310 fax  
 www.kennedy-graven.com  
 Affirmative Action, Equal Opportunity Employer

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PETER G. MIKHAIL  
 Attorney at Law  
 Direct Dial: (612) 337-9220  
 Email: pmikhail@kennedy-graven.com

December 10, 2015

Via Email

Todd Prafke  
 City Administrator  
 City of St. Peter  
 227 South Front Street  
 St. Peter, MN 56082-2513

**RE:** Shafer Contracting, Inc. v. The City of St. Peter, et al.  
 LMCIT No. PC0037999

Dear Mr. Prafke:

Thank you for the opportunity to submit this proposal for legal services to the City of St. Peter.

As you know, I have been appointed by the LMCIT to defend the City against Shafer Contracting's claims in the above-referenced lawsuit. In the lawsuit, Shafer seeks payment for labor it provided to repair the Downstream Defenders. MnDOT and the City are defending that claim on the grounds that the devices were defective and that Shafer was obligated to perform corrective action under its warranty.

Discovery in the case, including the expert report of Omid Mohseni, P.E., Ph.D., demonstrates that the devices are still defective and require further corrective action. Therefore, it is in the City's interest to consider pursuing a counterclaim against Shafer. The decision whether to proceed with a counterclaim is time sensitive. The LMCIT has not retained me to prosecute claims on behalf of the City.

I propose to provide legal advice and litigation services to the City concerning a potential counterclaim for defects in the devices. My hourly rate is \$220; my associate's hourly rate is \$180; and my paralegal's hourly rate is \$130. There will be varying degrees of overlap in the services between defending and prosecuting claims. Therefore, if the City elects to retain me, I would request that the City and the LMCIT discuss the matter and advise how you prefer that I bill for the services.

Todd Prafke  
December 10, 2015  
Page 2

I understand that I will be meeting with the City Council in closed session on December 14 to discuss this matter. In the meantime, if you have any questions or need any further information from me, please do not hesitate to call.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter G. Mikhail", followed by a period.

Peter G. Mikhail  
PGM/cr

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPOINTING SPECIAL CITY ATTORNEY PETER MIKHAIL FOR SCHAFER  
CONSTRUCTION LAWSUIT REPRESENTATION AND DIRECTING LEGAL ACTION**

WHEREAS, the City is currently involved in a lawsuit with Schafer Construction regarding the Highway 169 project; and

WHEREAS, Peter Mikhail of Kennedy & Graven, Chartered has previously represented the City in this matter as counsel through the League Of Minnesota Cities Insurance Trust; and

WHEREAS, Attorney Mikhail is willing and able to provide services related to this suit; and

WHEREAS, the City Council has discussed strategies and actions it may take related to this suit.

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

1. Peter Mikhail is hereby appointed as Special City Attorney for the City of Saint Peter to serve as legal counsel for the City in regard to the Schafer Construction lawsuit at the rate of \$220.00 per hour.
2. Staff is directed to initiate a counter suit of Schafer as directed in the closed session on this matter held on December 14, 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of January, 2016.

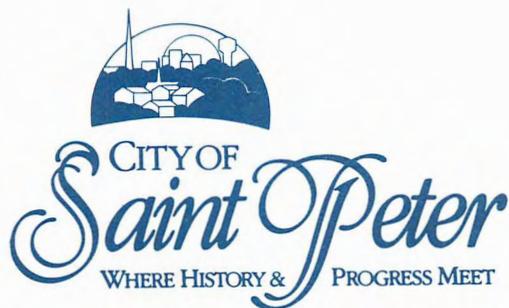
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/7/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Business License Applications

### **ACTION/RECOMMENDATION**

Provide approval of applications for several new business licenses.

### **BACKGROUND**

A new tenant will be leasing the former Willy's Bar located at 220 South Minnesota Avenue. The tenant plans to open a bar called MC Hammer's.

Matthew Carney, dba MC Hammer's, has submitted license applications for the following: On Sale Liquor, Sunday Liquor and Off Sale Liquor. If approved the licensing period would be January 12, 2016 through June 30, 2016 at which time they will be required to renew these licenses for a period of one year. The terms of these licenses are based on State regulations. Our policy has been to charge a prorated cost (due to the 6 month term) for the license portions only.

Carney has also submitted applications for: Tobacco, Soft Drink, Show, Amusement Device and Juke Box licenses. The amusement device and juke box license is included in their On Sale Liquor license, therefore there are no fees associated with those two licenses. The licenses will be in effect beginning January 12, 2016 through December 31, 2016 at which time they will be required to renew all licenses.

The Police Department has conducted a background investigation and found nothing that prohibit Carney from obtaining any of the above licenses. I recommend approval of the licenses.

### **FISCAL IMPACT:**

None other than receipt of the licensing fees.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: The applicant will be notified of the Council's decision.

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

Please feel free to contact me if you have any questions or concerns about 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 BUSINESS LICENSE APPLICATIONS**

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

**On Sale Liquor**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 6/30/16

**Sunday On Sale Liquor**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 6/30/16

**Off Sale Liquor**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 6/30/16

**Tobacco**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 12/31/16

**Soft Drink**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 12/31/16

**Show**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 12/31/16

**Amusement Device**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 6/30/16

**Juke Box**

Matthew Carney dba MC Hammer's                      220 S MN                      1/12/16 – 12/31/16

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of January, 2016.

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

ATTEST:

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

**PROCLAMATION**

**“THRIVE YEAR”**

- WHEREAS, Mankato Clinic is celebrating 100 years of caring for this region with a healthy living initiative called “Thrive: eat/move/sleep”; and
- WHEREAS, Thrive is designed to help encourage community members to eat, move, sleep and live as healthy as possible; and
- WHEREAS, a healthy living initiative is one where this region’s organizations, businesses and residents can work together to improve our collective health; and
- WHEREAS, together we can inspire one another to make small choices that lead to big changes in our overall health and wellness; and
- WHEREAS, it is fitting and proper that, to begin a year of health and wellness, we recognize the tremendous impact this initiative can bring to southern Minnesota.

NOW, THEREFORE, I, Charles Zieman, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim 2016 as “THRIVE YEAR” in the City. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 11th day of January, 2016.

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

ATTEST:

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

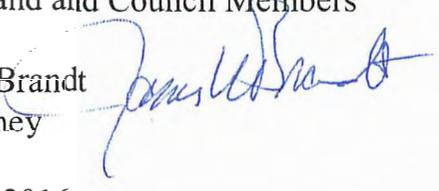




# City of Saint Peter

## MEMORANDUM

TO: Mayor Strand and Council Members

FROM: James W. Brandt  
City Attorney 

DATE: January 6, 2016

RE: Summary of Closed Meeting held January 4, 2016

Home of Gustavus  
Adolphus College

County Seat of  
Historic Nicollet County

City Attorney  
James W. Brandt

Assistant City Attorney  
Christopher P. Grean

At the Council closed meeting for January 4, 2016, the Council reviewed Mr. Prafke's response to his evaluation and how he would attempt to improve his performance over the coming year. The Council also reviewed salary discussions between Mr. Prafke and myself. Finally, the Council reviewed Mr. Prafke's performance and transcript in the completion of his Master's program.

The Council directed me to accept Mr. Prafke's Contract requests and present a revised Contract and Resolution to the Council at an upcoming Council meeting.

219 West Nassau  
P.O. Box 57  
Saint Peter, Minnesota  
56082  
(507) 931-6940  
FAX (507) 931-6909

