

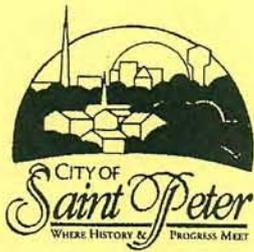
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 26, 2015
Community Center Governors' Room - 7:00 p.m.

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

None scheduled
- VII. **NEW BUSINESS**
 - A. MN River Valley Drug Task Force Joint Powers Agreement
 - B. Mapping Services – DeWild, Grant and Reckert
 - C. Revolving Loan Modification Requests: Exceed/Chippewa Packaging
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Public Works Director Recruitment Update
 - 2. Others
- IX. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the January 12, 2015 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

1. **PETATLAN SISTER CITY VISITORS**

The following students from Saint Peter's Sister City of Petatlan, Mexico will be in attendance to make a presentation:

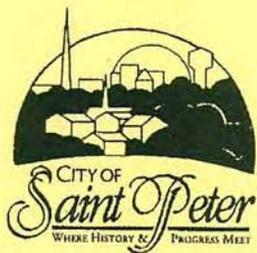
Violeta Adame Galicia
Itzel Patricia Arroyo Acosta
Aurora Chavez Orozco
Zaira Fernanda Ambario Aguirre
Chaz William Brown

2. **OTHERS**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 8, 2015 through January 21, 2015 are attached. Please see the attached staff reports and RESOLUTION.



VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF JOINT POWERS AGREEMENT FOR MINNESOTA RIVER VALLEY DRUG TASK FORCE

Staff recommends approval be provided for execution of an updated Joint Powers Agreement for the Minnesota River Valley Drug Task Force. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION AUTHORIZING DEWILD, GRANT, RECKERT TO PROVIDE MAPPING SERVICES

Staff recommends DeWild, Grant, and Reckert, Inc. be retained to provide engineering services for updated mapping of City utilities. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO TERMS OF REVOLVING LOANS PROVIDED TO EXCEED PACKAGING AND CHIPPEWA PACKAGING.

The EDA recommends approval of a request from Exceed Packaging and Chippewa Packaging to extend balloon dates for revolving loans previously provided. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

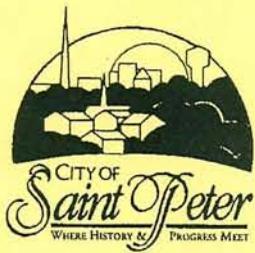
A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON PUBLIC WORKS DIRECTOR RECRUITMENT PROCESS

An update will be provided at this time on the recruitment process for the Public Works Director position.



2. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
JANUARY 12, 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 January 12, 2015.

A quorum present, Mayor Strand called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Grams, and Mayor Strand. Absent was Councilmember Carlin. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Loose and Domras.

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

Approval of Minutes – A motion was made by Kvamme, seconded by Zieman, to approve the minutes of the December 8, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the December 8, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Grams, seconded by Kvamme, Resolution No. 2015-01 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Zieman questioned if there was a standard for determining the amount of the additional wages being recommended for the Interim Public Works Director. City Administrator Prafke indicated the amount was a recommendation from his office based on the current wage of the Water Utilities Superintendent and the advertised salary for the new Public Works Director position. A complete copy of Resolution No. 2015-01 is contained in the City Administrator's book entitled Council Resolutions 20.

Tax Increment Financing 1-12 Decertification – Finance Director O'Connell recommended decertification of Tax Increment Financing District No. 1-12. O'Connell reported that the Economic Development Authority loans used to provide financial assistance for the development of the Mankato (Daniels) Clinic property within the district had been repaid and there was no longer a need to collect increments from the district. O'Connell noted the taxes from the district would once again be distributed to each of the taxing entities. O'Connell also reported that District No. 1-5 had reached the end of its' statutory life and had been automatically decertified putting \$125,000 in taxable property back on the tax rolls. In motion by Kvamme, seconded by Zieman, Resolution No. 2015-02 entitled "Resolution Approving Decertification Of Tax Increment Financing District No. 1-12 Of The City Of Saint Peter", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-02 is contained in the City Administrator's book entitled Council Resolutions 20.

City of Nicollet Building Inspection Contract – City Administrator Prafke recommended approval be provided for execution of a renewal building inspection contract with the City of Nicollet. Prafke noted the services provided to Nicollet in 2015 would be approximately the same as was provided in 2014 with less than \$10,000 in permit revenues. In motion by Brand,

seconded by Grams, Resolution No. 2015-03 entitled "Resolution Approving Execution Of 2015 Contract To Provide Building Inspection Services To The City Of Nicollet", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-03 is contained in the City Administrator's book entitled Council Resolutions 20.

2015 Biosolids Polymer Purchase – Interim Public Works Director Moulton requested Council action to reject proposals from Chemisolv and Sioux Valley Environmental for biosolids polymer for use in the wastewater plant as the chemicals did not meet the City's specifications. Moulton further recommended acceptance of the proposal from Hawkins Chemical in the annual amount of approximately \$45,540. In motion by Grams, seconded by Brand, Resolution No. 2015-04 entitled "Resolution Accepting Proposal For Purchase Of Biosolids Polymer", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-04 is contained in the City Administrator's book entitled Council Resolutions 20.

2015 Ferric Chloride Purchase – Interim Public Works Director Moulton requested acceptance of the lowest proposal submitted by Hawkins Chemical in the annual amount of approximately \$36,800 for ferric chloride to be used in the wastewater plant. Moulton indicated the chemical adheres to the solids in the wastewater which aids in removal of those solids. In motion by Parras, seconded by Grams, Resolution No. 2015-05 entitled "Resolution Accepting Proposal For Purchase Of Ferric Chloride", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-05 is contained in the City Administrator's book entitled Council Resolutions 20.

2015 Caustic Soda Purchase – Interim Public Works Director Moulton requested acceptance of the lowest proposal submitted by Hawkins Chemical in the annual amount of approximately \$39,800 for caustic soda to be used in the water plant. Moulton indicated caustic soda is used to control the pH in the water so it is less corrosive. In motion by Kvamme, seconded by Grams, Resolution No. 2015-06 entitled "Resolution Accepting Proposal For Purchase Of Caustic Soda", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-06 is contained in the City Administrator's book entitled Council Resolutions 20.

Special City Attorney Appointment – City Administrator Prafke recommended Attorney Robert Vose of Kennedy & Graven Chartered be appointed as a Special City Attorney for renegotiation of the City's cable franchise agreements with Enventis and Mediacom and renegotiation of the conduit lease. Prafke noted Mr. Vose performed these services for the City several years ago and he was available to assist the City for the renewals at a cost of \$175 per hour. Prafke noted the cost of the attorney fees was expected to be \$5,000-\$10,000 and indicated payment of the cost by the cable companies may be negotiated as part of the franchise renewal. In motion by Zieman, seconded by Parras, Resolution No. 2015-07 entitled "Resolution Appointing Special City Attorney Robert Vose For Telecommunications And Conduit Franchise/Lease Negotiations", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-07 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 Library holiday open house and former Public Works Director Giesking's retirement party in December and being a speaker at Rotary.

City/County Meeting Discussion – City Administrator Prafke reported discussion at the January City/County meeting included development updates, day care issues; funding application for Gardner Road; annexation of the Lambert property; development of the joint City/School park/campus; cooperative efforts for diversity training; and the blending journey project.

City Office Closure – City Administrator Prafke reminded everyone City offices would be closed on January 19th for the Martin Luther King, Jr. legal holiday.

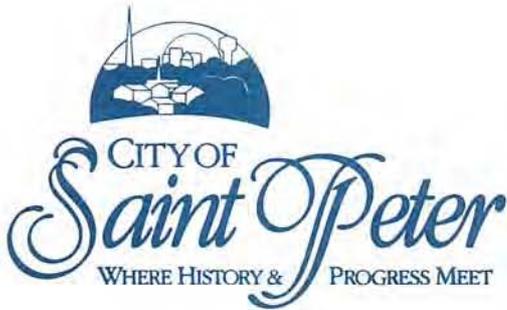
City Administrator Prafke also provided reports on vacancies on various City Council advisory boards and commissions and an update on the Public Works Director recruitment process.

There being no further business, a motion was made by Brand, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:32 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/23/2015

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Property

ACTION/RECOMMENDATION

Declare the following list of property as surplus.

BACKGROUND

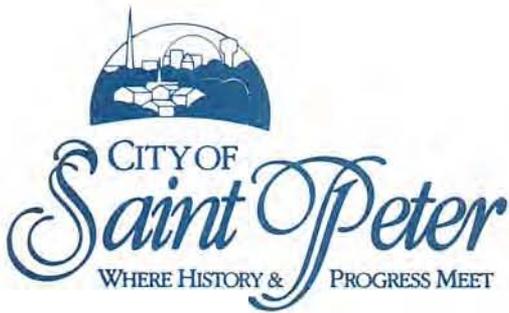
- 1) Setina 10S Squad Car Partition – Was last in a 2005 Ford Crown Victoria
- 2) Setina 10S Squad Car Partition w/ extension panel – Was last in a 2007 Ford Crown Victoria
- 3) Setina 10S Squad Car Partition w/ extension panel – Was last in a 2008 Dodge Charger
- 4) Setina 10S Squad Car Partition w/ extension panel – Was last in a 2010 Dodge Charger
- 5) Aluminum K9 insert – was last in a 2001 Ford Crown Victoria

This is all equipment used previously in squads which is no longer used as the squads they were in have been sold or put to use in other City departments where the equipment is not needed.

We will attempt to sell it under the current City policies and practices and any revenue derived will go to the City's General Fund.

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

MP/TP



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/23/2015

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Property

ACTION/RECOMMENDATION

Declare the following list of property as surplus.

BACKGROUND

ICOP – Squad Car Digital Video System

- 1) DVR Unit & all associated accessories/wiring/components, S/N: D0590170
- 2) DVR Unit & all associated accessories/wiring/components, S/N: D0550028
- 3) DVR Unit & all associated accessories/wiring/components, S/N: D0550026
- 4) DVR Unit & all associated accessories/wiring/components, S/N: D0550027
- 5) Downloading cradle, S/N: A0550004
- 6) Five Hard Drive cartridges (reformatted as blank)

Kustom Electronics KR10-SP – Traffic Radar

- Display Unit S/N: EE1711
- Antenna S/N: 1710

Kustom Electronics PRO-1000 – Traffic Radar

- Display Unit S/N: PR16358
- Antenna S/N: LA4651

Kustom Signals H.A.W.K. – Traffic Radar

- Display Unit S/N: HH27840
- Antenna #1 S/N: CC26850
- Antenna #2 S/N: LA8478

Kustom Signals Golden Eagle Dual – Traffic Radar

- Display Unit S/N: E1191
- Antenna #1 S/N: EK10741
- Antenna #2 S/N: EK10671

Kustom Signals Eagle Plus – Traffic Radar

- Display Unit S/N: 11498
- Antenna #1 S/N: KM9252

- Antenna #2 S/N: KM9352

Kustom Signals Eagle Plus – Traffic Radar

- Display Unit S/N: E16938
- Antenna #1 S/N: KM16965
- Antenna #2 S/N: KM17015

Kustom Signals Eagle II – Traffic Radar

- Display Unit S/N: XE06725
- Antenna #1 S/N: DE14182
- Antenna #2 S/N: DE14432

Motorola Maratrac Radio

- Model # T73XTA7TA7BK
- Serial # 776AUJ0848

Motorola Spectra A5 Radio

- Model # TA5FW+078W
- Serial # 221AXQ0081

Motorola Spectra A5 Radio

- Model # TA5FW+078W
- Serial # 221AXQ0080

Motorola Spectra A5 Radio

- Model # TA5FW+078W
- Serial # 221AYJ0027

Motorola Radius GM300 Radio

- Model # M43GMC29C2AA
- Serial # 159TTC1560

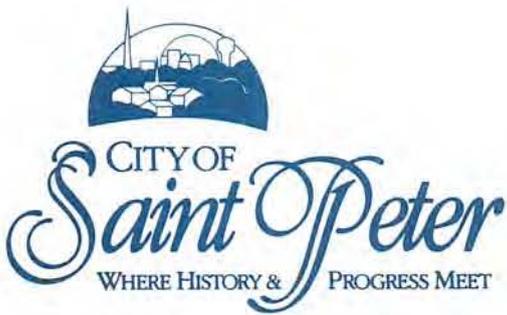
Motorola Radius GM300 Radio

- Model # M43GMC29C2AA
- Serial # 159TTC1452

This is all equipment used previously in squads or had other uses within the Department and has been replaced by updated equipment. We will attempt to sell it under the current City policies and practices and any revenues received will return to the City's General Fund.

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

MP/TP



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/22/2015

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary License Application

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

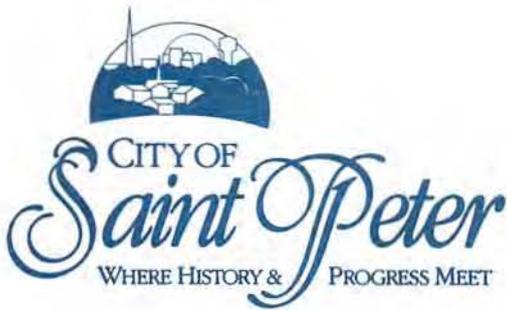
BACKGROUND

The Knights of Columbus will be holding their annual fish boil on March 20, 2015 at the Church of St. Peter, 1801 West Broadway. They have applied for a temporary On Sale Beer License in order to sell 3.2 beer at the event.

The Nicollet County Historical Society has applied for a Temporary On-Sale Liquor License. They will be holding a beer tasting, and a program with Schell's Brewery at 1851 North Minnesota Avenue on February 8, 2015.

Please place these items on the January 26, 2015 City Council consent agenda and please feel free to contact me if you have any questions or concerns about this agenda item.

CKM



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/23/2015

FROM: Todd Prafke
City Administrator

RE: Solace Project Steering Committee request

ACTION/RECOMMENDATION

Appoint Councilmember Jeff Brand to the Solace Steering Committee.

BACKGROUND

Mayor Strand has asked that I include his appointment recommendation for your approval as a part of the consent agenda.

Members may recall multiple discussions about the Solace project. Council took action to support an application for funding to the State of Minnesota through the Minnesota Housing Finance Agency. That support was expressed through commitment to sell land for the project north of the Sunrise Drive Water Tower along North Sunrise Drive. While that application was not awarded funding in the last cycle, the group looking to develop the project has continued to be hard at work on applying for funds in the new funding cycle.

The project is envisioned generally as an apartment style facility intended to assist women who have met the criteria of Drug Court be united with children, have consistent housing and receive supportive and job training services.

To help ensure any project that may move forward meets the needs of the community, the organizers are working to assemble a Steering Committee and have asked that one Councilmember be appointed and that the Saint Peter Police Department be represented.

The exact rules for operation of the Steering Committee cannot be put in place until the Committee convenes, but this is a project that the Council previously supported and understood the potential partnerships with Drug Court, Nicollet County Human Services and others.

Participating in the Steering Committee does not give Council approval of the project, but does help the City be a part of helping to make sure any project that comes forward is designed to meet needs of people from our community.

To be clear, any new application for funds, of the same type as in the 2014 cycle, would need a new approval and commitment from the City Council.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALEX AIR APPARATUS, INC	scba air comp	GENERAL FUND	FIRE	415.50
			TOTAL:	415.50
APPLIED CONCEPTS, INC.	antenna	GENERAL FUND	POLICE	470.00
			TOTAL:	470.00
BAKER & TAYLOR INC	2015 book lease plan	LIBRARY FUND	LIBRARY	5,171.46
			TOTAL:	5,171.46
BEST WESTERN	conf#285685-686 Voeltz	WATER	ADMIN AND GENERAL	102.26
	conf#285685-686 Voeltz	WASTE WATER FUND	ADMIN AND GENERAL	204.52
	conf#285685-686 Voeltz	STORMWATER FUND	ADMINISTRATION AND GEN	102.26
			TOTAL:	409.04
BGMN, INC	eng oil fuel additives	GENERAL FUND	STREETS	29.76
	eng oil fuel additives	GENERAL FUND	PARKS	29.76
	eng oil fuel additives	WATER	DISTRIBUTION AND STORA	14.88
	eng oil fuel additives	WASTE WATER FUND	SOURCE/TREATMENT	14.88
	eng oil fuel additives	ENVIRON SERVICES F	REFUSE DISPOSAL	14.88
	eng oil fuel additives	ELECTRIC FUND	POWER DISTRIBUTION	29.76
	eng oil fuel additives	STORMWATER FUND	TREATMENT	14.88
			TOTAL:	148.80
RAOUL BLACKMAN	uniform allowan	ENVIRON SERVICES F	REFUSE DISPOSAL	154.12
			TOTAL:	154.12
CANNON TECHNOLOGIES INC	signal inj unit (communica	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	696.30
	signal inj unit (communica	ELECTRIC FUND	POWER DISTRIBUTION	650.00
			TOTAL:	1,346.30
CENTERPOINT ENERGY MINNEGASCO	430 Ritt dec/jan gas charg	TORNADO DISASTER R	ECONOMIC DEVMT	787.33
			TOTAL:	787.33
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	CITY ADMINISTRATION	23.28
	first aid supplies	GENERAL FUND	CITY CLERK	23.28
	first aid supplies	GENERAL FUND	FINANCE	15.52
	first aid supplies	GENERAL FUND	POLICE	12.42
	first aid supplies	GENERAL FUND	BUILDING INSPECTOR	6.21
	first aid supplies	GENERAL FUND	PUBLIC WORKS ADMIN	3.10
	bandaids and eye wash	GENERAL FUND	STREETS	10.67
	bandaids and eye wash	GENERAL FUND	PARKS	8.53
	first aid supplies	GENERAL FUND	ECONOMIC DEVMT	1.55
	bandaids and eye wash	WATER	ADMIN AND GENERAL	4.27
	first aid supplies	WATER	ADMIN AND GENERAL	13.97
	bandaids and eye wash	WASTE WATER FUND	ADMIN AND GENERAL	4.27
	first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	13.97
	bandaids and eye wash	ENVIRON SERVICES F	ADMIN AND GENERAL	4.25
	bandaids and eye wash	ELECTRIC FUND	ADMIN AND GENERAL	10.67
	first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	41.91
			TOTAL:	197.87
COLE PAPERS INC	glass clner,gloves,soap,ti	GENERAL FUND	CITY ADMINISTRATION	111.79
	glass clner,gloves,soap,ti	GENERAL FUND	CITY CLERK	111.79
	glass clner,gloves,soap,ti	GENERAL FUND	FINANCE	74.52
	glass clner,gloves,soap,ti	GENERAL FUND	POLICE	59.62
	glass clner,gloves,soap,ti	GENERAL FUND	BUILDING INSPECTOR	29.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	glass clner,gloves,soap,ti	GENERAL FUND	PUBLIC WORKS ADMIN	14.90
	buffer and polish pads	GENERAL FUND	STREETS	23.95
	towels	GENERAL FUND	STREETS	68.81
	buffer and polish pads	GENERAL FUND	PARKS	23.95
	towels	GENERAL FUND	PARKS	68.81
	glass clner,gloves,soap,ti	GENERAL FUND	ECONOMIC DEVMT	7.45
	cleaning supplies	LIBRARY FUND	LIBRARY	127.29
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	509.15
	buffer and polish pads	WATER	DISTRIBUTION AND STORA	11.98
	towels	WATER	DISTRIBUTION AND STORA	34.41
	glass clner,gloves,soap,ti	WATER	ADMIN AND GENERAL	67.07
	buffer and polish pads	WASTE WATER FUND	SOURCE/TREATMENT	11.98
	towels	WASTE WATER FUND	SOURCE/TREATMENT	34.41
	glass clner,gloves,soap,ti	WASTE WATER FUND	ADMIN AND GENERAL	67.06
	buffer and polish pads	ENVIRON SERVICES F	REFUSE DISPOSAL	11.98
	towels	ENVIRON SERVICES F	REFUSE DISPOSAL	34.41
	buffer and polish pads	ELECTRIC FUND	POWER DISTRIBUTION	23.95
	towels	ELECTRIC FUND	POWER DISTRIBUTION	68.81
	glass clner,gloves,soap,ti	ELECTRIC FUND	ADMIN AND GENERAL	201.21
	buffer and polish pads	STORMWATER FUND	TREATMENT	11.97
	towels	STORMWATER FUND	TREATMENT	34.40
			TOTAL:	1,845.47
COMFORT INN	Peterson conf#377990422	WASTE WATER FUND	ADMIN AND GENERAL	160.92
			TOTAL:	160.92
COMMUNITY AND FAMILY EDUCATION	design serv for winter bro	GENERAL FUND	RECREATION/LEISURE SER	376.60
			TOTAL:	376.60
COMPUTER TECHNOLOGY SOLUTIONS, INC.	printer	GENERAL FUND	ECONOMIC DEVMT	1,903.00
			TOTAL:	1,903.00
CREDIT RIVER TOOLS	wrench, mstr microtouch	GENERAL FUND	STREETS	14.30
	wrench, mstr microtouch	GENERAL FUND	PARKS	14.30
	wrench, mstr microtouch	WATER	DISTRIBUTION AND STORA	7.15
	wrench, mstr microtouch	WASTE WATER FUND	SOURCE/TREATMENT	7.15
	wrench, mstr microtouch	ENVIRON SERVICES F	REFUSE DISPOSAL	7.15
	wrench, mstr microtouch	ELECTRIC FUND	POWER DISTRIBUTION	14.30
	wrench, mstr microtouch	STORMWATER FUND	TREATMENT	7.14
			TOTAL:	71.49
ELECTRICAL & COMMUNICATION SPECIALISTS	lamp ballast	GENERAL FUND	STREETS	136.24
	lamp ballast	GENERAL FUND	PARKS	108.99
	lamp ballast	WATER	ADMIN AND GENERAL	54.50
	lamp ballast	WASTE WATER FUND	ADMIN AND GENERAL	54.50
	lamp ballast	ENVIRON SERVICES F	ADMIN AND GENERAL	54.48
	lamp ballast	ELECTRIC FUND	ADMIN AND GENERAL	136.24
			TOTAL:	544.95
ENVENTIS	Jan service	GENERAL FUND	CITY ADMINISTRATION	69.93
	Jan service	GENERAL FUND	CITY CLERK	13.83
	Jan service	GENERAL FUND	FINANCE	108.86
	Jan service	GENERAL FUND	MUNICIPAL BUILDING	6.46
	Jan service	GENERAL FUND	POLICE	340.39
	Jan service	GENERAL FUND	FIRE	151.54
	Jan service	GENERAL FUND	BUILDING INSPECTOR	40.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	Jan service	GENERAL FUND	PUBLIC WORKS ADMIN	83.12
	Jan service	GENERAL FUND	STREETS	47.04
	Jan service	GENERAL FUND	SENIOR COORDINATOR	5.62
	Jan service	GENERAL FUND	RECREATION/LEISURE SER	269.81
	Jan service	GENERAL FUND	SWIMMING POOL	31.34
	Jan service	GENERAL FUND	PARKS	90.36
	Jan service	GENERAL FUND	ECONOMIC DEVMT	26.76
	Jan service	LIBRARY FUND	LIBRARY	82.48
	Jan service	PUBLIC ACCESS	PUBLIC ACCESS	13.83
	Jan service	COMMUNITY CENTER	COMMUNITY CENTER	48.01
	Jan service	WATER	ADMIN AND GENERAL	167.26
	Jan service	WASTE WATER FUND	ADMIN AND GENERAL	191.60
	Jan service	ENVIRON SERVICES F	ADMIN AND GENERAL	29.89
	Jan service	ELECTRIC FUND	ADMIN AND GENERAL	138.40
	Jan service	TRANSIT	TRANSIT/TRANSPORTATION	48.72
			TOTAL:	2,005.84
FIRST NATIONAL BANK	Equip cert 2008b	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	45,000.00
	Equip cert 2008b	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	3,527.00
			TOTAL:	48,527.00
WILLIAM GERHART	uniform supplies	GENERAL FUND	POLICE	207.95
			TOTAL:	207.95
CLETUS GOBLIRSCH	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	100.00
			TOTAL:	100.00
GREATER MANKATO GROWTH	1st qtr membership	GENERAL FUND	ECONOMIC DEVMT	6,464.75
			TOTAL:	6,464.75
GREEN TOUCH SYSTEMS LLC	soap and salt be gone	GENERAL FUND	STREETS	201.60
	soap and salt be gone	GENERAL FUND	PARKS	201.60
	soap and salt be gone	WATER	DISTRIBUTION AND STORA	100.80
	soap and salt be gone	WASTE WATER FUND	SOURCE/TREATMENT	100.80
	soap and salt be gone	ENVIRON SERVICES F	REFUSE DISPOSAL	100.80
	soap and salt be gone	ELECTRIC FUND	POWER DISTRIBUTION	201.60
	soap and salt be gone	STORMWATER FUND	TREATMENT	100.80
			TOTAL:	1,008.00
INGRAM BOOK COMPANY	new adult fiction	LIBRARY FUND	LIBRARY	148.87
			TOTAL:	148.87
LAGER'S INC	2014 Ram 3500	2013 EQUIPMENT CER	STREETS	31,211.56
			TOTAL:	31,211.56
LARKSTUR ENGINEERING & SUPPLY, INC.	#47B crimp, elbow, nut	ENVIRON SERVICES F	REFUSE DISPOSAL	128.26
	#47B crimp fitting	ENVIRON SERVICES F	REFUSE DISPOSAL	27.19
			TOTAL:	155.45
LUBRICATION TECHNOLOGIES, INC.	diesel exhaust fluid	GENERAL FUND	STREETS	36.11
	diesel exhaust fluid	GENERAL FUND	PARKS	36.11
	diesel exhaust fluid	WATER	DISTRIBUTION AND STORA	18.06
	diesel exhaust fluid	WASTE WATER FUND	SOURCE/TREATMENT	18.06
	diesel exhaust fluid	ENVIRON SERVICES F	REFUSE DISPOSAL	18.06
	diesel exhaust fluid	ELECTRIC FUND	POWER DISTRIBUTION	36.11
	diesel exhaust fluid	STORMWATER FUND	TREATMENT	18.04

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	180.55
MENARDS	video conn for backup came	GENERAL FUND	FIRE	36.95
			TOTAL:	36.95
MISC VENDOR	F&N EQUIPMENT	#47B flow valve	ENVIRON SERVICES F REFUSE DISPOSAL	105.00
	MPLS MARRIOT NW	hotel room for j.hanks 3/2	WATER ADMIN AND GENERAL	131.23
	MPLS MARRIOT NW	hotel room for j.hanks 3/2	WASTE WATER FUND ADMIN AND GENERAL	262.46
	MPLS MARRIOT NW	hotel room for j.hanks 3/2	STORMWATER FUND ADMINISTRATION AND GEN	131.22
			TOTAL:	629.91
MN DEPT OF LABOR & INDUSTRY	annual boiler operating pe	COMMUNITY CENTER	COMMUNITY CENTER	10.00
			TOTAL:	10.00
MN DEPT OF PUBLIC SAFETY	EPRCA Prog, '14 haz chem f	ELECTRIC FUND	ADMIN AND GENERAL	25.00
			TOTAL:	25.00
MN MUNICIPAL UTILITIES ASSOCIATION	1st qtr safety training	GENERAL FUND	FIRE	133.37
	1st qtr safety training	GENERAL FUND	PUBLIC WORKS ADMIN	799.14
	1st qtr safety training	GENERAL FUND	STREETS	799.68
	1st qtr safety training	GENERAL FUND	PARKS	666.85
	1st qtr safety training	COMMUNITY CENTER	COMMUNITY CENTER	400.11
	1st qtr safety training	WATER	ADMIN AND GENERAL	533.48
	1st qtr safety training	WASTE WATER FUND	ADMIN AND GENERAL	799.68
	1st qtr safety training	ENVIRON SERVICES F	ADMIN AND GENERAL	266.74
	1st qtr safety training	ELECTRIC FUND	ADMIN AND GENERAL	666.85
	1st qtr safety training	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	1st qtr member dues	ELECTRIC FUND	ADMIN AND GENERAL	3,653.25
	1st qtr safety training	STORMWATER FUND	ADMINISTRATION AND GEN	400.11
			TOTAL:	9,806.76
MN POLLUTION CONTROL AGENCY	MPCA conf	WATER	ADMIN AND GENERAL	300.00
	MPCA conf	WASTE WATER FUND	ADMIN AND GENERAL	600.00
	MPCA conf	STORMWATER FUND	ADMINISTRATION AND GEN	300.00
			TOTAL:	1,200.00
MN PUBLIC TRANSIT ASSN	mpta membership	TRANSIT	TRANSIT/TRANSPORTATION	365.00
			TOTAL:	365.00
MN RECREATION & PARK ASSOCIATION	rec director	GENERAL FUND	RECREATION/LEISURE SER	277.00
	program supervisor	GENERAL FUND	RECREATION/LEISURE SER	247.00
			TOTAL:	524.00
MN RURAL WATER ASSOCIATION	rural water conferenc	WATER	ADMIN AND GENERAL	225.00
	rural water conferenc	WASTE WATER FUND	ADMIN AND GENERAL	450.00
	rural water conferenc	STORMWATER FUND	ADMINISTRATION AND GEN	225.00
			TOTAL:	900.00
PETE MOULTON	lions dues	WASTE WATER FUND	ADMIN AND GENERAL	80.00
			TOTAL:	80.00
MVTL LABORATORIES INC	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	670.00
	wwtf priority pollutant te	WASTE WATER FUND	SOURCE/TREATMENT	368.00
	testing	WASTE WATER FUND	SOURCE/TREATMENT	86.40
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	WWTF testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
			TOTAL:	1,424.40
NAPA AUTO PARTS OF ST PETER	thermostat for 77 dodge	GENERAL FUND	FIRE	16.81
	electrical tape	GENERAL FUND	FIRE	2.32
	thermostat for 84 chevy	GENERAL FUND	FIRE	22.56
			TOTAL:	41.69
NICOLLET COUNTY SOCIAL SERVICES	daycare county fees 1429 s	GENERAL FUND	MAYOR & COUNCIL	150.00
	daycare county fees 317 su	GENERAL FUND	MAYOR & COUNCIL	150.00
	daycare county fees 616 ro	GENERAL FUND	MAYOR & COUNCIL	150.00
			TOTAL:	450.00
PARKVIEW MANOR	c&i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	2,000.00
			TOTAL:	2,000.00
PERMITWORKS, LLC	annual software support	GENERAL FUND	BUILDING INSPECTOR	1,495.00
			TOTAL:	1,495.00
JOHN A PERRA	TIF bond final payment	VOLMARY TWNHOMES T	DEBT SERVICE PAYMENTS	34,207.75
	TIF bond final payment	VOLMARY TWNHOMES T	DEBT SERVICE PAYMENTS	1,068.99
			TOTAL:	35,276.74
PET EXPO DIST.	routine aqua maintenance	LIBRARY FUND	LIBRARY	77.85
			TOTAL:	77.85
MATTHEW PETERS	uniform allowance	GENERAL FUND	POLICE	104.96
			TOTAL:	104.96
ROCHESTER MIDLAND CORPORATION	cleaning maintenance	COMMUNITY CENTER	COMMUNITY CENTER	73.81
			TOTAL:	73.81
SHORTY'S TIRE ONE	blazer - tires	GENERAL FUND	BUILDING INSPECTOR	464.00
			TOTAL:	464.00
SOLOMON CORPORATION	3 phase electronic reclosu	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	4,950.00
			TOTAL:	4,950.00
SOUTHERN MN INITIATIVE FOUNDATION	2015 membership	GENERAL FUND	ECONOMIC DEVMT	1,000.00
			TOTAL:	1,000.00
SOUTHERN MN REC & PARK ASSOC	annual membership	GENERAL FUND	RECREATION/LEISURE SER	30.00
			TOTAL:	30.00
STAPLES ADVANTAGE	copy paper	GENERAL FUND	CITY ADMINISTRATION	58.18
	3" binders	GENERAL FUND	CITY ADMINISTRATION	82.45
	copy paper	GENERAL FUND	CITY CLERK	58.18
	scissors,sign holder, tote	GENERAL FUND	CITY CLERK	137.73
	copy paper	GENERAL FUND	FINANCE	38.79
	copy paper	GENERAL FUND	POLICE	31.03
	copy paper	GENERAL FUND	BUILDING INSPECTOR	15.52
	copy paper	GENERAL FUND	PUBLIC WORKS ADMIN	7.76
	monthly planner and pens	GENERAL FUND	STREETS	13.19
	monthly planner and pens	GENERAL FUND	PARKS	10.55
	copy paper	GENERAL FUND	ECONOMIC DEVMT	3.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	a-z files	GENERAL FUND	ECONOMIC DEVMT	13.32
	copy paper	WATER	ADMIN AND GENERAL	34.91
	monthly planner and pens	WATER	ADMIN AND GENERAL	5.28
	copy paper	WASTE WATER FUND	ADMIN AND GENERAL	34.90
	monthly planner and pens	WASTE WATER FUND	ADMIN AND GENERAL	5.28
	monthly planner and pens	ENVIRON SERVICES F	ADMIN AND GENERAL	5.26
	copy paper	ELECTRIC FUND	ADMIN AND GENERAL	104.73
	monthly planner and pens	ELECTRIC FUND	ADMIN AND GENERAL	<u>13.19</u>
			TOTAL:	674.13
TIGERDIRECT.COM	replace monitor	GENERAL FUND	CITY ADMINISTRATION	129.99
	Replacement UPS Battery De	GENERAL FUND	POLICE	45.31
	Replacement UPS Battery Su	GENERAL FUND	BUILDING INSPECTOR	<u>45.32</u>
			TOTAL:	220.62
VERIZON WIRELESS	jan cell servic	GENERAL FUND	POLICE	340.86
	jan serv	GENERAL FUND	BUILDING INSPECTOR	70.02
	jan water jet pack	WATER	ADMIN AND GENERAL	<u>35.01</u>
			TOTAL:	445.89
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
	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	<u>33.60</u>
			TOTAL:	280.00
WESCO DISTRIBUTION INC	#613 100W bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	<u>219.60</u>
			TOTAL:	219.60

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

101	GENERAL FUND	20,547.89		
201	PROPERTY INSURANCE	5,646.30		
211	LIBRARY FUND	5,619.15		
213	PUBLIC ACCESS	13.83		
217	COMMUNITY CENTER	1,041.08		
240	TORNADO DISASTER REV LOAN	787.33		
368	2008B BHS EQUIP CERTIFICA	48,527.00		
381	VOLMARY TWNHOMES TIF#9	35,276.74		
473	2013 EQUIPMENT CERTIFICAT	31,211.56		
601	WATER	1,878.32		
602	WASTE WATER FUND	4,552.04		
603	ENVIRON SERVICES FUND	968.07		
604	ELECTRIC FUND	8,956.68		
606	STORMWATER FUND	1,379.42		
610	TRANSIT	413.72		

 GRAND TOTAL: 166,819.13

TOTAL PAGES: 7

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALPHA WIRELESS COMMUNICATIONS CO	labor 12/3-12/16	GENERAL FUND	FIRE	137.80
			TOTAL:	137.80
APT MACHINING & FABRICATING, INC	feeder auger	WASTE WATER FUND	BIOSOLIDS	700.00
			TOTAL:	700.00
ARROW ACE HARDWARE INC	door opener repair, batt,	GENERAL FUND	FIRE	172.72
	battery	GENERAL FUND	BUILDING INSPECTOR	5.59
	picture hooks, led lights	GENERAL FUND	STREETS	11.71
	phone charger	GENERAL FUND	STREETS	15.99
	salt	GENERAL FUND	PARKS	537.12
	lights and weatherstrip	GENERAL FUND	PARKS	261.10
	picture hooks, led lights	GENERAL FUND	PARKS	11.71
	ice melt	LIBRARY FUND	LIBRARY	22.38
	cleaning	LIBRARY FUND	LIBRARY	5.97
	ice melt	COMMUNITY CENTER	COMMUNITY CENTER	89.52
	oil for elevator, battery	COMMUNITY CENTER	COMMUNITY CENTER	62.13
	bulbs	WATER	SOURCE OF SUPPLY	9.98
	filters, funnel	WATER	PURIFICATION AND TREAT	106.87
	picture hooks, led lights	WATER	DISTRIBUTION AND STORA	5.85
	bolts and oil	WASTE WATER FUND	COLLECTOR/LIFT STAT	34.72
	picture hooks, led lights	WASTE WATER FUND	SOURCE/TREATMENT	5.85
	bolts and oil	WASTE WATER FUND	SOURCE/TREATMENT	1.80
	picture hooks, led lights	ENVIRON SERVICES F	REFUSE DISPOSAL	5.85
	chain saw, parts, bolts	ENVIRON SERVICES F	ADMIN AND GENERAL	262.61
	paint and bolts	ELECTRIC FUND	POWER DISTRIBUTION	16.48
	picture hooks, led lights	ELECTRIC FUND	POWER DISTRIBUTION	11.71
	picture hooks, led lights	STORMWATER FUND	TREATMENT	5.86
	grafiti remover	TRANSIT	TRANSIT/TRANSPORTATION	13.58
	hose clamp	TRANSIT	TRANSIT/TRANSPORTATION	3.98
			TOTAL:	1,681.08
AUDIO EDITIONS	adult audio	LIBRARY FUND	LIBRARY	30.47
			TOTAL:	30.47
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,247.50
	criminal	GENERAL FUND	LEGAL SERVICES	12,168.50
	ihn closing	2002 INDUST PARK I	ECONOMIC DEVELOPMENT	268.25
	lot closings	WASH TERRACE HOUSI	ECONOMIC DEVMT	522.00
	grant	TRANSIT	TRANSIT/TRANSPORTATION	29.00
			TOTAL:	15,235.25
CARQUEST AUTO PARTS STORES	fuses, cables	GENERAL FUND	STREETS	38.02
	hoses, wiper blades	GENERAL FUND	STREETS	58.82
	fuses, cables	GENERAL FUND	PARKS	38.02
	polish maintainer	GENERAL FUND	PARKS	41.70
	bulb connector	GENERAL FUND	PARKS	32.57
	gloves	LIBRARY FUND	LIBRARY	37.49
	gloves	COMMUNITY CENTER	COMMUNITY CENTER	149.94
	fuses, cables	WATER	DISTRIBUTION AND STORA	19.01
	windshield wipers	WATER	CUSTOMER ACCOUNTS	10.01
	fuses, cables	WASTE WATER FUND	SOURCE/TREATMENT	19.01
	oil	WASTE WATER FUND	SOURCE/TREATMENT	75.48
	windshield wipers	WASTE WATER FUND	CUSTOMER ACCOUNTS	10.01
	fuses, cables	ENVIRON SERVICES F	REFUSE DISPOSAL	19.01
	fuses, cables	ELECTRIC FUND	POWER DISTRIBUTION	38.02

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	windshield wipers	ELECTRIC FUND	CUSTOMER ACCOUNTS	10.00
	fuses, cables	STORMWATER FUND	TREATMENT	19.01
	140 and 141 map lights	TRANSIT	TRANSIT/TRANSPORTATION	16.84
			TOTAL:	632.96
CINTAS CORPORATION #754	dec uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	650.61
			TOTAL:	650.61
COURT SPORTS AND MORE	uniform allowance	GENERAL FUND	FIRE	36.00
			TOTAL:	36.00
ENVIRONMENTAL RESOURCE ASSOCIATES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	335.11
			TOTAL:	335.11
FREEDOM VALUE CENTERS, INC.	dec fuel	GENERAL FUND	POLICE	119.18
	dec fuel	WATER	DISTRIBUTION AND STORA	115.03
	nov fuel	STORMWATER FUND	TREATMENT	114.30
	dec fuel	STORMWATER FUND	TREATMENT	95.08
			TOTAL:	443.59
GENESIS	dec diesel	GENERAL FUND	FIRE	370.64
	dec diesel	GENERAL FUND	STREETS	3,780.95
	dec diesel	GENERAL FUND	PARKS	218.21
	dec diesel	WATER	DISTRIBUTION AND STORA	80.51
	dec diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	931.22
	dec diesel	ELECTRIC FUND	POWER DISTRIBUTION	460.98
	dec diesel	STORMWATER FUND	TREATMENT	255.01
			TOTAL:	6,097.52
GRAINGER	respirator for dahl	WASTE WATER FUND	SOURCE/TREATMENT	287.26
			TOTAL:	287.26
GUSTAVUS ADOLPHUS COLLEGE P.O.	city admin postage	GENERAL FUND	CITY ADMINISTRATION	44.78
	city clerk postage	GENERAL FUND	CITY CLERK	19.55
	postage finance	GENERAL FUND	FINANCE	148.33
	dec postage-polic	GENERAL FUND	POLICE	19.88
	postage	GENERAL FUND	FIRE	2.12
	postage building	GENERAL FUND	BUILDING INSPECTOR	79.30
	pw admin postage	GENERAL FUND	PUBLIC WORKS ADMIN	8.91
	recreation postage	GENERAL FUND	RECREATION/LEISURE SER	7.95
	postage parks	GENERAL FUND	PARKS	2.73
	econ/comm dev postage	GENERAL FUND	ECONOMIC DEVMT	11.74
	postage library	LIBRARY FUND	LIBRARY	7.95
	postage	COMMUNITY CENTER	COMMUNITY CENTER	3.71
	wa ter dept postage	WATER	ADMIN AND GENERAL	1.06
	cust accounts postage	WATER	CUSTOMER ACCOUNTS	90.60
	postage	WASTE WATER FUND	ADMIN AND GENERAL	1.06
	cust accounts postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	90.61
	cust accounts postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	90.61
	postage	ELECTRIC FUND	ADMIN AND GENERAL	3.18
	postage cust accounts	ELECTRIC FUND	CUSTOMER ACCOUNTS	90.61
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	0.53
	postagetransit	TRANSIT	TRANSIT/TRANSPORTATION	5.83
			TOTAL:	731.04
HACH COMPANY	spectrophatometer	WASTE WATER FUND	CAPITAL-TREATMENT SYST	4,226.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	337.55
	drb 200 reactor	WASTE WATER FUND	SOURCE/TREATMENT	<u>1,299.12</u>
			TOTAL:	5,862.89
HAWKINS, INC.	aqua hawk	WASTE WATER FUND	BIOSOLIDS	<u>5,060.00</u>
			TOTAL:	5,060.00
HILLYARD/HUTCHINSON	vacuum part	GENERAL FUND	CITY ADMINISTRATION	45.43
	vacuum part	GENERAL FUND	CITY CLERK	45.43
	vacuum part	GENERAL FUND	FINANCE	30.29
	vacuum part	GENERAL FUND	POLICE	24.23
	vacuum part	GENERAL FUND	BUILDING INSPECTOR	12.11
	vacuum part	GENERAL FUND	PUBLIC WORKS ADMIN	6.06
	vacuum part	GENERAL FUND	ECONOMIC DEVMT	3.03
	vacuum part	COMMUNITY CENTER	COMMUNITY CENTER	81.29
	vacuum part	WATER	ADMIN AND GENERAL	27.26
	vacuum part	WASTE WATER FUND	ADMIN AND GENERAL	27.25
	vacuum part	ELECTRIC FUND	ADMIN AND GENERAL	<u>81.77</u>
			TOTAL:	384.15
HYDRO TECH SERVICE	well #7 cla val repair	WATER	SOURCE OF SUPPLY	<u>1,840.00</u>
			TOTAL:	1,840.00
INGRAM BOOK COMPANY	new adult materials	LIBRARY FUND	LIBRARY	<u>738.48</u>
			TOTAL:	738.48
JT SERVICES	3 phase transforer basemen	ELECTRIC FUND	NON-DEPARTMENTAL	<u>2,598.00</u>
			TOTAL:	2,598.00
KIND VETERINARY CLINIC PA	dec vet care	GENERAL FUND	COMMUNITY SERVICE	911.92
	dec vet care	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>880.59</u>
			TOTAL:	1,792.51
LEXIS NEXIS	oct-dec dues	GENERAL FUND	POLICE	<u>300.00</u>
			TOTAL:	300.00
LJP ENTERPRISES INC	dec 2014 refuse	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>19,155.76</u>
			TOTAL:	19,155.76
MACQUEEN EQUIPMENT INC	#310A Hose suction nozzle	GENERAL FUND	STREETS	<u>1,062.60</u>
			TOTAL:	1,062.60
MISC VENDOR	BK MOBILE	#47b make hoses & install	ENVIRON SERVICES F REFUSE DISPOSAL	542.39
	PACIFIC REFLEX SIGNS	bumper stickers	GENERAL FUND FIRE	<u>72.40</u>
			TOTAL:	614.79
MN BUREAU OF CRIMINAL APPREHENSION	cjdn connect	GENERAL FUND	POLICE	270.00
	recertification	GENERAL FUND	POLICE	<u>75.00</u>
			TOTAL:	345.00
MN DEPT OF LABOR & INDUSTRY	4th qtr state surcharg	GENERAL FUND	BUILDING INSPECTOR	<u>5,718.06</u>
			TOTAL:	5,718.06
MN WASTE PROCESSING	dec disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>14,898.47</u>
			TOTAL:	14,898.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MVTL LABORATORIES INC	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
	testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	56.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	43.20
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	106.40
			TOTAL:	1,002.40
NAPA AUTO PARTS OF ST PETER	ign coil, air filt, headla	GENERAL FUND	POLICE	71.62
	battery and core dep	GENERAL FUND	PUBLIC WORKS ADMIN	95.65
	supplies	GENERAL FUND	STREETS	240.04
	oil/air filter,batt,alt, d	GENERAL FUND	STREETS	1,195.56
	supplies	GENERAL FUND	PARKS	240.04
	electrical connector	GENERAL FUND	PARKS	46.42
	supplies	WATER	DISTRIBUTION AND STORA	120.02
	reaman alternator	WATER	CUSTOMER ACCOUNTS	71.09
	hose assem,gask, thermo	WASTE WATER FUND	COLLECTOR/LIFT STAT	132.62
	supplies	WASTE WATER FUND	SOURCE/TREATMENT	120.02
	reaman alternator	WASTE WATER FUND	CUSTOMER ACCOUNTS	71.00
	supplies	ENVIRON SERVICES F	REFUSE DISPOSAL	120.02
	oil and air filters	ENVIRON SERVICES F	REFUSE DISPOSAL	77.46
	supplies	ELECTRIC FUND	POWER DISTRIBUTION	240.04
	oil and air filter	ELECTRIC FUND	POWER DISTRIBUTION	124.04
	reaman alternator	ELECTRIC FUND	CUSTOMER ACCOUNTS	71.09
	supplies	STORMWATER FUND	TREATMENT	120.02
	thermo/seal	TRANSIT	TRANSIT/TRANSPORTATION	42.78
	core deposit	TRANSIT	TRANSIT/TRANSPORTATION	48.01-
	core deposit	TRANSIT	TRANSIT/TRANSPORTATION	48.01-
			TOTAL:	3,103.51
NELSON PRINTING COMPANY	UPS	GENERAL FUND	FIRE	14.03
	ream yellow cover paper	GENERAL FUND	BUILDING INSPECTOR	19.75
	Letterhead	GENERAL FUND	STREETS	81.59
	mayocards	GENERAL FUND	STREETS	15.98
	Letterhead	GENERAL FUND	PARKS	65.27
	mayocards	GENERAL FUND	PARKS	15.98
	Letterhead	WATER	ADMIN AND GENERAL	32.64
	UPS	WATER	ADMIN AND GENERAL	17.49
	Letterhead	WASTE WATER FUND	ADMIN AND GENERAL	32.64
	UPS	WASTE WATER FUND	ADMIN AND GENERAL	57.64
	Letterhead	ENVIRON SERVICES F	ADMIN AND GENERAL	32.62
	mayocards	ENVIRON SERVICES F	ADMIN AND GENERAL	15.99
	UPS, letterhead, mayo card	ELECTRIC FUND	ADMIN AND GENERAL	81.59
	adult transit tix	TRANSIT	TRANSIT/TRANSPORTATION	340.00
			TOTAL:	823.21
NICOLLET COUNTY BANK	nov ach ap ar/pr files	GENERAL FUND	FINANCE	6.33
	dec ach	GENERAL FUND	FINANCE	7.87
	nov ach ap ar/pr files	WATER	ADMIN AND GENERAL	1.58
	dec ach	WATER	ADMIN AND GENERAL	1.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	NOV ACH -ub FILE	WATER	CUSTOMER ACCOUNTS	12.84
	dec ach	WATER	CUSTOMER ACCOUNTS	12.84
	nov ach ap ar/pr files	WASTE WATER FUND	ADMIN AND GENERAL	1.58
	dec ach	WASTE WATER FUND	ADMIN AND GENERAL	1.97
	NOV ACH -ub FILE	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.84
	dec ach	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.84
	nov ach ap ar/pr files	ENVIRON SERVICES F	ADMIN AND GENERAL	1.58
	dec ach	ENVIRON SERVICES F	ADMIN AND GENERAL	1.97
	NOV ACH -ub FILE	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.84
	dec ach	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.84
	nov ach ap ar/pr files	ELECTRIC FUND	ADMIN AND GENERAL	1.58
	dec ach	ELECTRIC FUND	ADMIN AND GENERAL	1.97
	NOV ACH -ub FILE	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.83
	dec ach	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.83
			TOTAL:	131.10
NORTH CENTRAL LABORATORIES	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	237.41
			TOTAL:	237.41
NUTTER CLOTHING CO	uniform community service	GENERAL FUND	COMMUNITY SERVICE	32.00
	uniform knutson 4 hoodies	STORMWATER FUND	ADMINISTRATION AND GEN	200.00
			TOTAL:	232.00
PROFESSIONAL WATER TECHNOLOGIES	RO Skid membrane	WATER	PURIFICATION AND TREAT	958.50
			TOTAL:	958.50
QUICK MART ST PETER	dec fuel	GENERAL FUND	FIRE	42.69
			TOTAL:	42.69
RDO EQUIPMENT CO.	#607 cutting edge and bolt	GENERAL FUND	STREETS	915.48
	47b hydraulic gasket	ENVIRON SERVICES F	REFUSE DISPOSAL	881.75
			TOTAL:	1,797.23
RYAN ELECTRIC OF ST PETER	electric fuse repairs	WATER	PURIFICATION AND TREAT	75.00
	broadway heat tape breaker	WATER	PURIFICATION AND TREAT	75.00
			TOTAL:	150.00
SOUTHERN MN MUNICIPAL POWER AGENCY	purchase power 1/7/15	ELECTRIC FUND	POWER SUPPLY	576,304.85
			TOTAL:	576,304.85
SPRINT SOLUTIONS, INC.	phone charges	GENERAL FUND	FIRE	16.36
	phone charges	COMMUNITY CENTER	COMMUNITY CENTER	16.55
	connection card	WATER	ADMIN AND GENERAL	39.99
	phone charges	WATER	ADMIN AND GENERAL	16.55
	phone charges	WASTE WATER FUND	ADMIN AND GENERAL	17.31
	phone charges	ELECTRIC FUND	ADMIN AND GENERAL	44.00
			TOTAL:	150.76
ST PETER FOOD CO-OP	wellness program gift card	RESTRICTED CONTRIB	NON-DEPARTMENTAL	450.00
			TOTAL:	450.00
ST PETER HERALD	greeting	GENERAL FUND	CITY ADMINISTRATION	189.60
			TOTAL:	189.60
ST PETER LUMBER CO	connector/bushing	GENERAL FUND	FIRE	5.26
	connector/bushing	GENERAL FUND	FIRE	4.57

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sideboards for 1 ton	WATER	PURIFICATION AND TREAT	10.99-
	sideboards for 1 ton	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>17.84</u>
			TOTAL:	16.68
STAPLES ADVANTAGE	corr bl 12/12 inv 80323631	GENERAL FUND	CITY ADMINISTRATION	3.08-
	corr bl 12/12 inv 80323631	GENERAL FUND	CITY CLERK	3.08-
	stampers	GENERAL FUND	FINANCE	110.75
	corr bl 12/12 inv 80323631	GENERAL FUND	FINANCE	2.05-
	corr bl 12/12 inv 80323631	GENERAL FUND	POLICE	1.64-
	corr bl 12/12 inv 80323631	GENERAL FUND	BUILDING INSPECTOR	0.82-
	corr bl 12/12 inv 80323631	GENERAL FUND	PUBLIC WORKS ADMIN	0.41-
	corr bl 12/12 inv 80323631	GENERAL FUND	ECONOMIC DEVMT	0.20-
	stampers	WATER	ADMIN AND GENERAL	27.69
	corr bl 12/12 inv 80323631	WATER	ADMIN AND GENERAL	1.84-
	stampers	WASTE WATER FUND	ADMIN AND GENERAL	27.69
	corr bl 12/12 inv 80323631	WASTE WATER FUND	ADMIN AND GENERAL	1.84-
	stampers	ENVIRON SERVICES F	ADMIN AND GENERAL	27.68
	stampers	ELECTRIC FUND	ADMIN AND GENERAL	27.69
	corr bl 12/12 inv 80323631	ELECTRIC FUND	ADMIN AND GENERAL	<u>5.53-</u>
			TOTAL:	201.01
TIRE ASSOCIATES	tire repair	GENERAL FUND	STREETS	<u>160.60</u>
			TOTAL:	160.60
VALLEY ENTERPRISES	garbage bags	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>515.00</u>
			TOTAL:	515.00
VON ESSEN TOWING	#614 tires	GENERAL FUND	PARKS	<u>193.96</u>
			TOTAL:	193.96
WESCO DISTRIBUTION INC	15 KV wire #378	ELECTRIC FUND	NON-DEPARTMENTAL	<u>13,732.83</u>
			TOTAL:	13,732.83

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

101	GENERAL FUND	33,001.82
211	LIBRARY FUND	842.74
217	COMMUNITY CENTER	403.14
379	2002 INDUST PARK IMPRV#13	268.25
459	WASH TERRACE HOUSING #15	522.00
601	WATER	3,756.55
602	WASTE WATER FUND	14,237.17
603	ENVIRON SERVICES FUND	37,623.51
604	ELECTRIC FUND	594,611.17
606	STORMWATER FUND	809.81
610	TRANSIT	355.99
820	RESTRICTED CONTRIBUTIONS	1,330.59

	GRAND TOTAL:	687,762.74

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

**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 property, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the property through public sale on the Minnesota Department of Administration online auction site:

Setina 10S Squad Car Partition – Was last in a 2005 Ford Crown Victoria

Setina 10S Squad Car Partition w/ extension panel – Was last in a 2007 Ford Crown Victoria

Setina 10S Squad Car Partition w/ extension panel – Was last in a 2008 Dodge Charger

Setina 10S Squad Car Partition w/ extension panel – Was last in a 2010 Dodge Charger

Aluminum K9 insert – was last in a 2001 Ford Crown Victoria

ICOP – Squad Car Digital Video System

- 1) DVR Unit & all associated accessories/wiring/components, S/N: D0590170
- 2) DVR Unit & all associated accessories/wiring/components, S/N: D0550028
- 3) DVR Unit & all associated accessories/wiring/components, S/N: D0550026
- 4) DVR Unit & all associated accessories/wiring/components, S/N: D0550027
- 5) Downloading cradle, S/N: A0550004
- 6) Five Hard Drive cartridges (reformatted as blank)

Kustom Electronics KR10-SP – Traffic Radar

- Display Unit S/N: EE1711
- Antenna S/N: 1710

Kustom Electronics PRO-1000 – Traffic Radar

- Display Unit S/N: PR16358
- Antenna S/N: LA4651

Kustom Signals H.A.W.K. – Traffic Radar

- Display Unit S/N: HH27840
- Antenna #1 S/N: CC26850
- Antenna #2 S/N: LA8478

Kustom Signals Golden Eagle Dual – Traffic Radar

- Display Unit S/N: E1191
- Antenna #1 S/N: EK10741
- Antenna #2 S/N: EK10671

Kustom Signals Eagle Plus – Traffic Radar

- Display Unit S/N: 11498
- Antenna #1 S/N: KM9252
- Antenna #2 S/N: KM9352

Kustom Signals Eagle Plus – Traffic Radar

- Display Unit S/N: E16938
- Antenna #1 S/N: KM16965
- Antenna #2 S/N: KM17015

Kustom Signals Eagle II – Traffic Radar

- Display Unit S/N: XE06725
- Antenna #1 S/N: DE14182
- Antenna #2 S/N: DE14432

Motorola Maratrac Radio

- Model # T73XTA7TA7BK
- Serial # 776AUJ0848

Motorola Spectra A5 Radio

- Model # TA5FW+078W
- Serial # 221AXQ0081

Motorola Spectra A5 Radio

- Model # TA5FW+078W
- Serial # 221AXQ0080

Motorola Spectra A5 Radio

- Model # TA5FW+078W
- Serial # 221AYJ0027

Motorola Radius GM300 Radio

- Model # M43GMC29C2AA
- Serial # 159TTC1560

Motorola Radius GM300 Radio

- Model # M43GMC29C2AA
- Serial # 159TTC1452

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

TEMPORARY ON SALE BEER LICENSE

Knights of Columbus 1801 West Broadway Avenue March 20, 2015

TEMPORARY ON-SALE LIQUOR LICENSE

Nic. Co. Historical Society 1851 North MN Avenue February 8, 2015

3. Councilmember Brand is appointed to serve as the City Council representative on the Solace Project Steering Committee.

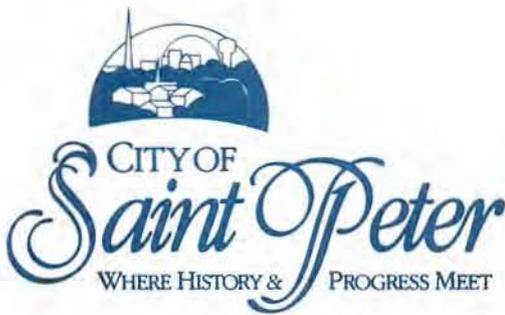
4. The schedule of disbursements for January 8, 2015 through January 21, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of January, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/23/15

FROM: Matt Peters
Chief of Police

RE: Drug Task Force (DTF) Joint Powers Update

ACTION/RECOMMENDATION

Approve the attached resolution authorizing the Mayor and City Administrator to enter into the updated Joint Powers Agreement for participation in the Minnesota River Valley Drug Task Force.

BACKGROUND

The Saint Peter Police Department has been an active participant in the DTF since 1999. The justifications for participation in the DTF are many. The most significant of which are drugs permeate our society and impact rich, poor, children, adults, students, and professionals—all are touched in one way or another. Drugs harm our society, children and institutions and destroy families and result in drug related deaths posing a threat to the security of our community and the safety of the public.

Drug traffickers ignore the boundaries of local police and criminal justice agencies so jurisdictions have had to look at new models and new ways of working together. All of these realities mean that coordination of criminal justice efforts is essential to the successful fight against drug crime and abuse in Saint Peter and the Minnesota River Valley Region.

The fostering of coordination and cooperation among local, state, and federal criminal justice agencies is the thread that connects all of the Minnesota River Valley Drug Task Force's work, and sharing facilitates coordination and cooperation through a variety of means is not only effective but also cost efficient.

Through use of a Joint Powers Agreement (JPA), the Minnesota River Valley Drug Task Force concept is intended to insure a well-coordinated drug enforcement effort regionally, to maximize combined law enforcement resources and to increase the flow of drug related intelligence information between the various law enforcement agencies participating in the combined drug enforcement program. Many jurisdictions use a similar operations and governance model.

By working together we can help reduce the availability, use, sale and distribution of illegal drugs in the region.

The participating entities are:

- City of Mankato
- City of North Mankato
- City of St. James
- City of Saint Peter
- City of Madelia
- County of Blue Earth
- County of Martin
- County of Watonwan
- County of Nicollet

The best practice mechanism for participation in the DTF is with a Joint Powers Agreement (JPA) with the goals of:

- Accomplishing joint activities which one government unit would not have been able to accomplish alone
- Cooperating in providing a very technical and specific service
- “Achieve the greater good”
- Jointly share costs
- Provide that one entity is not liable for another
- Allow the DTF to procure the appropriate insurance coverage

The proposed agreement is circulating among the various jurisdictions for signatures and has been reviewed by attorneys from almost all the participating entities.

FISCAL IMPACT

Annual membership for the City of Saint Peter is currently \$15,000. Funding is provided through the General Fund in the Police Department budget.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken.

Denial: The Task Force membership will be informed of the Council’s decision.

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

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

**MINNESOTA RIVER VALLEY DRUG TASK FORCE
AMENDED JOINT POWERS AGREEMENT**

This Agreement amends the Joint Powers Agreement (which became operative on February 1, 1990) to reflect changes in membership since February 1990, and to provide greater detail on task force procedures. This Amended Joint Powers Agreement is effective as of the date all nine participating governmental units have executed this Agreement.

The following governmental units recognize that there are benefits for a coordinated Task Force approach for narcotics laws enforcement:

<u>Cities</u>	<u>Counties</u>
City of Mankato	Blue Earth County
City of North Mankato	Martin County
City of St. James	Watonwan County
City of St. Peter	Nicollet County
City of Madelia	

To provide coordinated enforcement, it is beneficial for neighboring governmental units to share their resources;

In consideration of the mutual covenants contained herein, said governmental units agree pursuant to M.S. 471.59 as follows:

1. **PURPOSE:** The purpose of this Agreement is to provide law enforcement resources for narcotics laws enforcement in the jurisdictions of the governmental units which are party to this Agreement.
2. **METHOD:** The Minnesota River Valley Drug Task Force is a group of law enforcement officers working together under the direction of the Board of Directors for the purpose of narcotics laws enforcement within the boundaries of the governmental units party to this agreement.

Any peace officer assigned to or working with this Task Force is hereby deputized by the governing body of the governmental unit that they enter pursuant to this Agreement for the period of time that they are operating pursuant to and under the authority of this Agreement.

Law enforcement officers may enter the territory of a governmental unit of a party to this Agreement with full police powers in the following circumstances and under the following conditions:

- A. Any investigation relating to the narcotics enforcement mission of the Task Force.
- B. Any investigation relating to a crime in progress or criminals in flight observed by a peace officer assigned to or working with the Task Force.

3. **BOARD OF DIRECTORS:** The Minnesota River Valley Drug Task Force shall be governed by a Board of Directors. The Board of Directors shall consist of the Sheriff or Chief of Police of each participating governmental unit or a substitute law enforcement officer designated by the Sheriff or Chief of Police to serve in his/her place. Each board member shall have one vote. A prosecuting attorney appointed by the Blue Earth County Attorney shall also be a Board member and shall have one vote.

4. **RECEIPT OF FORFEITURE ASSETS:** All assets generated through seizure/forfeiture in narcotics law enforcement cases conducted by Task Force officers or participating governmental units shall be forwarded to the Task Force and shall remain the property of the Task Force until such time as the entire Task Force is dissolved. Such forfeited assets shall be forwarded to the Task Force whether derived from an investigation by Task Force officer, by Task Force officers in conjunction with other law enforcement agencies, or by law enforcement agencies of participating governmental units acting independently of Task Force officers.

5. **DISTRIBUTION OF FORFEITURE FUNDS:** Any asset seizures related to Task Force investigation that results in state court-ordered forfeitures must be disbursed according to Minnesota Statute 609.5315, Subd. 5:

Minnesota Statute 609.5315, Subd. 5: Distribution of Money. The money or proceeds from the sale of forfeited property, after payment of seizure, storage, forfeiture, and sale expenses, and satisfaction of valid liens against the property must be distributed as follows:

- A. 70 percent of the money proceeds must be forwarded to the appropriate property agency for deposit as a supplement to the agency's operating fund or similar fund for the use in law enforcement,
- B. 20 percent of the money or proceeds must be forwarded to the county attorney or other prosecuting agency that handled the forfeiture for deposit as a supplement to its operating fund or similar fund for prosecutorial purposes, and
- C. the remaining ten percent of the money or proceeds must be forwarded within 60 days after resolution of the forfeiture to the state treasury and credited to the general fund. Any local police relief association organized under Chapter 423 which received or was entitled to receive the proceeds of any sale made under this section before the effective date of Laws 1988, Chapter 665, Sections 1 to 17, shall continue to receive and retain the proceeds of these sales.

Under this section, three (3) checks shall be written. The check to the State Treasurer should be sent to:

TREASURER'S OFFICE
303 SHERBURNE AVE.
ST. PAUL, MN 55155

And contain reference to Minnesota Statute 609.5315, Subd. 5.

The remaining checks shall be written and delivered to the appropriate law enforcement and prosecuting agency.

6. **DEFEND AND INDEMNIFY:** All parties to this Agreement agree to jointly share in any and all expenses incurred in defending against any and all claims, losses, damages, or lawsuits for damages arising from or related to the acts of the Task Force members and their

agents in the performance of the duties contemplated by this Agreement. This provision is not intended to increase liability limits for participating governmental units or stack liability limits of governmental units.

7. **EXPENDITURES:** Any expenditure over \$1,500.00 requires approval of the Board of Directors, and any narcotics "buy" over \$1,000.00 requires prior approval of the Task Force Commander and the Board member of the governmental unit providing the buy funds.
8. **FISCAL AGENT:** Blue Earth County shall serve as fiscal agent. The Sheriff of the Blue Earth County Sheriff's Office will serve as the authorized signatory for any official documents, financial records; grant documents, etc., as approved by Board of Directors. The finance director for Blue Earth County shall receive and disburse funds and keep financial records. As fiscal agent, Blue Earth County is authorized to initiate civil court actions, at the request of the Board of Directors, in furthering of Task Force goals.
9. **SUPERVISION:** The day-to-day supervision of the Task Force shall be provided by a Task Force Commander who is appointed by majority vote of the Board of Directors.

The Task Force Commander assigned to the Minnesota River Valley Drug Task Force will act as the daily coordinator of the Task Force officers and agents assigned from participating agencies.

Duties of the Task Force Commander will include:

- A. Provide effective leadership and administrative coordination of the Minnesota River Valley Drug Task Force.
 - B. Direct officer/agent assignments and manpower as necessary on a daily basis for given investigations.
 - C. Direct field operations.
 - D. Strengthen communications and cooperation with other law enforcement agencies in and outside of the geographic region.
 - E. Provide effective training programs for participating personnel, the costs of which shall be absorbed by the agency employing the officer in question with prior approval from the officer's employer.
 - F. Act as a liaison with the Command Staff as well as Investigative Divisions of all participating agencies concerning significant case developments, overtime, disciplinary problems, and other performance.
10. **PERSONNEL:**
 - A. Each governmental unit is responsible for providing its respective personnel with salaries, benefits, and overtime in accordance with FLSA regulations and departmental policy.
 - B. Each governmental unit of the Minnesota River Valley Drug Task Force shall be responsible for acts of its participating officers/agents and shall incur any liabilities arising out of the service and activities of those officers while participating in the Minnesota River Valley Drug Task Force. Personnel assigned to the Minnesota River Valley Drug Task Force shall have the same duties, powers, privileges,

responsibilities, immunities, and jurisdictions as conferred upon them as officers of their own jurisdictions.

- C. Temporary recall of personnel and/or equipment by a participating agency will be coordinated with the Task Force Commander.
 - D. A two-year or longer assignment of personnel is preferred.
 - E. All personnel assigned to the Minnesota River Valley Drug Task Force shall be coordinated by the Task Force Commander and shall be subject to the directive of that Commander regardless of position or rank in their respective agencies.
 - F. Management from participating law enforcement agencies, with the input of the Minnesota River Valley Drug Task Force, will handle all actions of a disciplinary nature concerning law enforcement personnel from their agencies.
11. **EQUIPMENT**: The Task Force or the participating governmental unit will provide all equipment needed for the operation of the Minnesota River Valley Drug Task Force. In the event of negligence by a Task Force employee, the individual employee and/or agency may be responsible for the repair or replacement of the equipment. Vehicles assigned to the Task Force officers will be provided by the Task Force. Insurance for these vehicles will be the responsibility of the governmental unit providing the Task Force officer. Participating governmental units are expected to properly equip officers/agents assigned to the Minnesota River Valley Drug Task Force with equipment necessary to complete the effective investigations and safe enforcement operations.
12. **REPORTS**: Officers assigned to the Minnesota River Valley Drug Task Force will continue to use their respective agency reporting system unless all participating agencies agree at a later time to a reporting system change. Intelligence information will be submitted by the Minnesota River Valley Drug Task Force Commander through the Mid-State Organized Crime Information Center. The Task Force Commander will develop an annual report that will be sent to all participating agencies in the Task Force.
13. **MEDIA**: All media releases concerning arrests and investigations conducted by the Minnesota River Valley Drug Task Force shall be coordinated by the Task Force Commander and the chief of police or sheriff of the participating governmental units.
14. **FUNDING**: Each participating governmental unit agrees to provide whatever resources are agreed to in a yearly proposal. One dollar per capita per year per participating governmental unit is suggested. Those resources may be personnel or financial in nature and are designed to assist in the operation of the Task Force. Resources may also be provided in kind (e.g. furnishing office space) at the discretion of the Board of Directors. The Task Force fiscal agency at this time is the Blue Earth County Sheriff's Office. They shall be charged with the responsibility of keeping all financial records, filing required reports in connection with any grant funding, and complying with any required or requested financial audits.
15. **PURCHASE OF EVIDENCE: PAYMENT OF INFORMANTS (BUY FUNDS)**: The Minnesota River Valley Drug Task Force will supply funds within existing policy for the purchase of evidence by members of the Minnesota River Valley Drug Task Force. The jurisdiction where a drug purchase is made shall front buy money and be entitled to restitution unless BCA or DEA will provide buy money. Officers/agents assigned to the Minnesota River Valley Drug Task Force will be required to obtain receipts for expenditures of all buy funds in accordance with existing policy, as well as submit monthly expenditure

reports to the Minnesota River Valley Drug Task Force outlining expenditures of Minnesota River Valley Drug Task Force funds. Offices/agents assigned to the Minnesota River Valley Drug Task Force will also be subject to inspection and/or audit of their respective buy fund accounts and expenditures. Officers/agents assigned to the Minnesota River Valley Drug Task Force will adhere to the reporting and policy requirements for the expenditure of funds as required by task force policy and accepted practices and methods.

16. **LABORATORY ANALYSIS:** Minnesota River Valley Drug Task Force will supply analysis of any controlled substance and marijuana seized or purchased during an investigation conducted by the Minnesota River Valley Drug Task Force. Any fees for analysis will be paid by the agency(s) of jurisdiction relative to the investigation of the case. Minnesota River Valley Drug Task Force agrees to accept and retain all evidence submitted by the Minnesota River Valley Drug Task Force until an Order of Destruction or other legal authorization is obtained to remove or destroy evidence.
17. **TERMINATION:** Any party may terminate the terms of this agreement by giving thirteen (13) months' written notice to the other participating governmental units. Notice of intent to terminate this Agreement must be given no later than December 1 of the year proceeding the year of designated termination.
18. **DISSOLUTION:** The Task Force may be dissolved by majority vote of the Board of Directors. Any Task Force assets shall be divided among the governmental units participating in the Task Force at the time of dissolution. Distribution will be based on populations of participating governmental units. (Simplified example: If Task Force assets are \$100,000.00 and combined populations of participating governmental units is 100,000, and Mankato population is 30,000 and Blue Earth County is 30,000 not counting the City of Mankato, then Mankato receives \$30,000.00 and Blue Earth County receives \$30,000.00, etc.) Non-liquid asset values shall be determined by the fiscal agency.

19. Each signer certifies that the governing body of the governmental unit which they represent has passed a resolution authorizing entry into this Joint Exercise of Powers Agreement and that the signer has the authority to execute this Agreement on behalf of their governmental unit.

Participating Cities:

City of St. Peter

Title

Date

City of St. Peter Chief of Police

Date

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. __ 2015

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

**RESOLUTION AUTHORIZING EXECUTION OF UPDATED JOINT POWERS AGREEMENT
FOR CITY OF SAINT PETER POLICE DEPARTMENT MEMBERSHIP IN THE MINNESOTA
RIVER VALLEY DRUG TASK FORCE**

WHEREAS, drugs permeate society and rich, poor, children, adults, students, professionals, are all touched in one way or another by the influx of drugs in our community; and

WHEREAS, drugs harm our society, children and institutions, destroy families, and result in drug related deaths; and

WHEREAS, drug traffickers ignore the boundaries of local police and criminal justice agencies; and

WHEREAS, criminal justice agencies waging the same anti-drug battles sometimes have not conferred; and

WHEREAS, these and kindred realities mean that coordination of criminal justice efforts is essential to the successful fight against drug crime and abuse in Saint Peter and the Minnesota River Valley region; and

WHEREAS, fostering coordination and cooperation among local, state, and federal criminal justice agencies is the thread that connects all of the Minnesota River Valley Drug Task Force's work; and

WHEREAS, the Minnesota River Valley Drug Task Force facilitates coordination and cooperation through a variety of means; and

WHEREAS, the City of Saint Peter has been a member of the Minnesota River Valley Drug Task Force for a number of years; and

WHEREAS, use of the Minnesota River Valley Drug Task Force concept is intended to insure a well coordinated drug enforcement effort regionally, to maximize combined law enforcement resources and to increase the flow of drug related intelligence information between the various law enforcement agencies participating in the combined drug enforcement program; and

WHEREAS, the mission of the Minnesota River Valley Drug Task Force will be to significantly diminish the availability, use sale and distribution of illegal drugs in the region; and

WHEREAS, the Task Force members have recommended adoption of an updated Joint Powers Agreement.

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

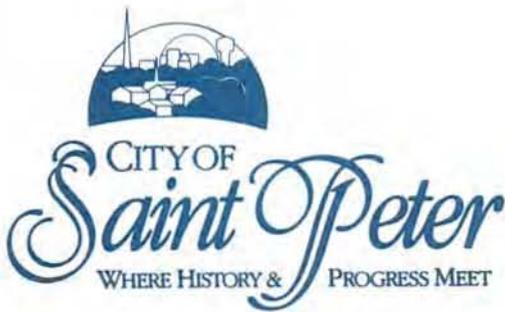
1. The Saint Peter City Council hereby authorizes the City Administrator to enter into a Joint Powers Agreement with the Minnesota River Valley Drug Task Force.
2. The City of Saint Peter agrees to provide funding as agreed to in a yearly proposal (2015 budgeted funding is \$15,000 pro rata). Resources may be in personnel or financial in nature and are designed to assist in the operation of the Task Force.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of January, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/08/2015

FROM: Pete Moulton
Interim Public Works Director

RE: Electric System Mapping

ACTION/RECOMMENDATION

Authorize DeWild Grant Reckert and Associates (DGR) of Rock Rapids, Iowa to upgrade City electric utility mapping to meet spatially correct detail and provide paper and electronic maps in the amount of \$15,000.00.

BACKGROUND

In 2014, staff budgeted money to begin working with DGR to update maps and records of our electrical system. Since the year was very demanding of our staff, the mapping component did not get completed. Once again in 2015 money has been budgeted to start mapping upgrades which include location of primary, secondary, service lines and transformers.

The mapping upgrade will help staff in a couple of ways as follows:

1. Accurate records are used on a regular basis to work with contractors in the field; and
2. Accurate records assist staff with locates and project coordination (street, water, sewer and new development) where the utility may be in conflict with proposed design standards.

The goal of upgrading our mapping system is to realize a cost savings by improving efficiencies, decision making, and communication and to keep better records.

The new mapping of our electrical system will take existing data and incorporate recent aerial photography and plat maps to develop spatially correct detail. Once this information is assembled, field work such as obtaining in-field line locations, will be collected and incorporated with the new data to provide for an accurate display of electrical information.

Field data verifications will be collected by Electric staff using the existing geographic information system (GIS) receivers as time allows or in conjunction with Stormwater staff when they are collecting data. The data collected will be transferable to DGR where it can be shared with the City Engineer on construction projects and other construction projects like the Washington Avenue Link Project or those done by the Minnesota Department of Transportation (MnDOT).

This action meets part of our overall strategy to methodically change our mapping system to a GIS based system.

FISCAL IMPACT:

The 2015 Electric Budget has funds allocated for this expenditure.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will work with DGR to begin the mapping process.

Negative vote: Staff will wait for further direction.

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.

PM

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between
the City of Saint Peter, Minnesota (“Owner”)
and DeWild Grant Reckert and Associates Company d/b/a DGR Engineering (“Engineer”)
Engineer agrees to provide the services described below to Owner for Electric System Mapping (“Project”).
Description of Engineer’s Services: As described on Appendix 1, attached.

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

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D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee.

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment (Hourly Rates Plus Reimbursable Expenses Portion)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer for hourly tasks as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.
2. Engineer's Standard Hourly Rates are attached as Appendix 2.
3. The total compensation for hourly services and reimbursable expenses is estimated to be \$15,000

9.02 Payment (Lump Sum Basis Portion)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer for lump sum tasks as follows:

1. For Lump Sum Services: a Lump Sum amount of Not used

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: City of Saint Peter, Minnesota

ENGINEER: DeWild Grant Reckert and Associates Company d/b/a DGR Engineering

By: _____

By: _____
Curt D. Dieren, P.E.
Vice President

By: _____

By: _____
Blair A. Metzger, P.E.
President

Date Signed: _____

Date Signed: _____

Address for giving notices:

Address for giving notices:

DGR Engineering
1302 S. Union Street, P.O. Box 511
Rock Rapids, IA 51246

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APPENDIX 1

SCOPE OF SERVICES AND FEE ARRANGEMENT

Electric System Mapping

**City of Saint Peter, Minnesota
February, 2014**

1. PROJECT BACKGROUND AND APPROACH:

The project for which this scope of work is developed involves the development of spatially correct detail and operating maps for the electric distribution system owned by the City of Saint Peter. Recently developed geo-referenced imagery is to be used as the background for the system maps. The anticipated final product for this mapping project includes the following items:

- Electric system operating or switching map, placed on a street-level background, showing primary circuits, switching equipment, sectionalizing devices, and related major primary equipment.
- Electric system detail maps, which can be plotted and/or viewed on an aerial photo backgrounds, that contain primary circuits, switching equipment, transformers, sectionalizing devices, secondary lines, secondary pedestals and equipment, service lines, streetlights, and related equipment.
- The final product will allow for the capability of GIS-compatible files to be created of the electric system map elements for insertion into an existing GIS model, or the creation of a new GIS model.

2. SCOPE OF SERVICES:

We will perform the following services under this contract:

- Obtain from the County the most-recent aerial geo-referenced digital photography.
- Obtain geo-referenced electronic plat file(s) from the City containing established rights-of-way, lot lines, and street information.
- From the above two activities, produce background maps upon which the mapping can be developed.
- Utilize the existing City electric system maps as a starting point to develop new spatially correct maps to the extent possible. Features that can be identified on the aerial

photography such as transformer and switch boxes will be used to put equipment in the correct location on the map.

- Features to be included on the maps are as follows:
 - Primary electric lines (including discrete coloring by circuit)
 - Secondary electric lines
 - Service lines
 - Transformers
 - Switches
 - Sectionalizing pedestals
 - Secondary pedestals
 - Fault indicators
 - Circuit open points
 - Street lights
 - Splices
 - Conduit
 - Meters
 - House numbers
 - Fiber optic handholes
- Furnish paper and/or electronic copies of the maps to the City for verification of information, appearance, and layouts.
- Once the data has been verified satisfactorily, furnish paper plots of the maps, including wall-sized versions and map books as desired by the City. Furnish electronic copies of the maps as desired by the City. It is intended that the layers of the new maps could be exported for import into a GIS system.

All mapping is to be completed utilizing existing system maps, in conjunction with the new aerial photography and plat maps. No field work is included in this estimate for GPS locating of equipment, field verification of mapping information, or data gathering. Should those services be desired, we would be happy to provide them at our standard hourly rates.

3. FEE ARRANGEMENT:

We propose to complete this work on an hourly plus direct expense basis, and estimate a fee of \$15,000 to complete the above scope of work. For all hourly work, we will bill for time spent at the Hourly Fee Schedule in effect when the work is done. A copy of the 2014 Hourly Fee Schedule is attached in Appendix 2. In addition to the amount relating to the personnel grade of the individuals doing the work, the only other expenses expected to be billed directly are travel-related costs (primarily mileage); and subsistence costs if overnight stays are required (food and lodging).

APPENDIX 2

DGR ENGINEERING

Rock Rapids, IA – Sioux Falls, SD – Sioux City, IA – Ankeny, IA

JANUARY 2014

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$76	\$44	\$40
02	\$80	\$47	\$42
03	\$85	\$52	\$44
04	\$91	\$56	\$46
05	\$99	\$60	\$50
06	\$107	\$64	\$54
07	\$116	\$68	\$58
08	\$126	\$72	\$62
09	\$136	\$76	\$67
10	\$145	\$80	\$72
11	\$154	\$84	\$78
12	\$166	\$89	\$87
13	\$178	\$96	\$104
14	\$187	\$102	\$129
15	\$196	\$110	\$168

Reimbursable Expenses:

1. Company vehicles, all at the IRS standard mileage rate in effect at the time.
2. Other travel, subsistence, lodging at actual out-of-pocket cost.
3. GPS Survey Equipment (when used) at \$31.25 per hour.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING MAPPING SYSTEM ENGINEERING BY DEWILD, GRANT,
RECKERT AND ASSOCIATES**

WHEREAS, the Electric Utility provides for regular updates of maps and records of the electric distribution system; and

WHEREAS, upgrade of the mapping system helps ensure coordination of projects with all departments, contractors and engineers and provides accurate data for project planning; and

WHEREAS, DeWild Grant Reckert and Associates (DGR) have previously provided mapping services for the Electric system; and

WHEREAS, DGR has submitted a proposal for the proposed mapping services; and

WHEREAS, staff recommends DGR be retained to provide the electric utility mapping services.

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

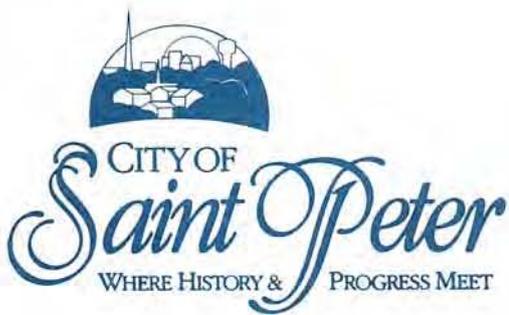
1. DeWild Grant Reckert and Associates (DGR) of Rock Rapids, Iowa be retained to upgrade the City electric utility mapping to meet spatially correct detail and provide paper and electronic maps.
2. Funding for this work in the amount of \$15,000 is provided for in the Electric Fund budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of January, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/23/15

FROM: Russ Wille
Community Development Director

RE: Chippewa/Exceed Packaging – Balloon Payment Extension

ACTION/RECOMMENDATION

Approve modification to terms of the two revolving loans previously provided to Chippewa Packaging and a revolving loan previously provided to Exceed Packing by extending the date of the scheduled balloon payments

BACKGROUND

In 2005, the City Council provided a \$100,000 revolving loan to partially finance the start-up of Chippewa Packaging. The loan was established at an interest rate of 5%.

In 2007, recognizing the need for additional working capital, the City Council approved an additional \$100,000 revolving loan to Chippewa Packaging. This loan was established at a 3% rate of interest. The note was established to balloon after twelve months. At that time, the City Council reduced the interest rate of the 2005 loan to 3% and allowed for 'interest only' payments.

In February of 2009, the City Council approved extending the "interest only" payments on the two Chippewa Packaging loans through 2009. The regular principal and interest payments resumed with the January 2010 payments.

In late 2010, the City Council acted to extend the balloon payment date of the two loans to December 31, 2012. In 2012, the balloon payments were once again extended to December, 2014.

Correspondence received from Chippewa Packaging indicates that while the business has demonstrated a net profit over the last two years, they remain unable to honor the scheduled balloon payment without experiencing significant cash flow difficulties. While business has improved as reflected in the financial reports reviewed by the EDA, Chippewa remains unable to provide the loan payoff.

Recognizing the inability to honor the balloon or refinance with the primary project lender, Chippewa Packaging has requested that the due date of the note(s) be extended for another 24 month period.

In 2004, a \$100,000 loan was made to Exceed Packaging. The note was amortized on a straight 10 year schedule. This note was scheduled to be retired upon receipt of the December, 2014 payment.

The balance of the Exceed Packing loan has been paid down to \$4,224.22. This amount reflects payment delinquencies and penalties accrued over the ten years of the loan. The ownership has requested that the EDA consent to the continued payment of the \$4,224.22 at \$1,110.21 per month until the note is retired.

A review of the submitted financial reports suggests that Exceed Packing finances continue to improve but has again reported a year-end net loss after expenses and depreciation. While business continues to marginally improve each year, the recovery and growth of Exceed Packaging lags behind Chippewa Packaging.

The City of Saint Peter and EDA have been very accommodating to address the financial challenges of both Exceed and Chippewa Packaging. It appears that such actions have been prudent and practical. The loan balances continue to decrease and the business remains in compliance with all of the terms of the Job Opportunity Building Zone as to base employment levels.

The requested extension would provide Chippewa and Exceed Packaging the ability to continue to grow their businesses while maintaining acceptable cash flows.

The EDA considered the requested extension at their January 22, 2015 meeting. The EDA has recommended that the City grant the balloon extensions as requested by Chippewa and Exceed Packaging.

FISCAL IMPACT:

The balloon payment date of the note(s) would be extended through December 31, 2016. All other terms and conditions of the loan would remain unchanged.

ALTERNATIVES/VARIATIONS:

Approval: The Community Development Director will coordinate the extension documents with the City Attorney and the ownership of Chippewa and Exceed Packaging.

Denial: Chippewa Packaging and Exceed Packaging would be unable to honor the established balloons and are not able to secure additional bank financing at this time. The Council would then need to determine how best to collect the funds. The most common practice would be through a foreclosure on the loan collateral.

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.

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION MODIFYING TERMS OF REVOLVING LOANS PREVIOUSLY PROVIDED TO
CHIPPEWA PACKAGING, INC. AND EXCEED PACKAGING, INC.**

WHEREAS, the Economic Development Authority (EDA) administers the City's revolving loan funds; and

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

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

WHEREAS, in 2005 the City provided a \$100,000 loan to Exceed Packaging, Inc. to partially finance the start-up of the business; and

WHEREAS, the balance of the 2005 loan is \$4,224.22; and

WHEREAS, in 2005 the City provided a \$100,000 loan to Chippewa Packaging, Inc. to partially finance the business start-up; and

WHEREAS, the balance of the 2005 loan is \$42,433.04; and

WHEREAS, in 2007 the City provided an additional \$100,000 loan to Chippewa Packaging, Inc. to provide additional working capital; and

WHEREAS, the balance of the 2007 note is currently \$71,835.89; and

WHEREAS, in 2012, Chippewa Packaging requested, and the City Council approved extension of the scheduled balloon payments on the two Chippewa Packaging loans through 2014; and

WHEREAS, unable to honor the established balloon payment date, Chippewa Packaging has once again requested a 24 month extension of the scheduled balloon payment date; and

WHEREAS, unable to retire the note based upon the original 10 year amortization, Exceed Packaging has requested a 24 month extension of the note; and

WHEREAS, the EDA recommends approval of both requests.

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

1. The balloon payment date of the two (2) EDA revolving loans awarded to Chippewa Packaging, Inc. shall be extended to December 31, 2016.

2. Repayment of the revolving loan provided to Exceed Packaging shall be extended to allow continued monthly payments until such time as the note is repaid in full.
3. All other term, conditions and loan collateral shall remain unchanged.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of January, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator