

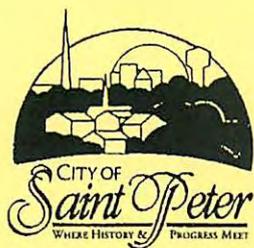
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, June 10, 2013
Community Center Governors' Room - 7:00 p.m.
Please enter Community Center through the door marked "A"

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

None scheduled.
- VII. NEW BUSINESS**
 - A. River's Edge Hospital and Clinic Expenditure Request
 - B. 2012 Miscellaneous Sidewalk Project Change Order/Final Acceptance
 - C. Request for City Assistance: Fourth of July
 - D. Unbudgeted Purchase Request: Library Repair
 - E. 2013 Seal Coat Project Bid Award
 - F. Home Demolition Proposal Acceptance
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. Council Goal Session Schedule
 - 2. League of Minnesota Cities Annual Conference
 - 3. City/County Committee Meeting Schedule
 - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

Mayor pro tem Pfeifer 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 May 28, 2013 regular Council 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**

Any 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 May 23, 2013 through June 5, 2013, is attached. Please see the attached staff reports and RESOLUTION.

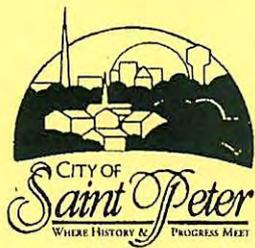
VI. UNFINISHED BUSINESS

None scheduled

VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING EXPENDITURE BY RIVER'S EDGE HOSPITAL AND CLINIC**

As provided in the City Code, Council approval is required for purchase expenditures by River's Edge Hospital and Clinic which exceed \$15,000. Staff recommends approval of a request by the Hospital Commission for \$2,747,770 in expenditures related to installation of an electronic medical record system. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION APPROVING CHANGE ORDER #1 AND ACCEPTING 2012 SIDEWALK IMPROVEMENT PROJECT AS COMPLETED

Staff recommends approval of Change Order #1 for the 2012 Sidewalk Improvement Project and approval of the project as completed with final payment being authorized to the contractor. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR FOURTH OF JULY EVENT

Staff recommends approval of a request by the Chamber of Commerce for City assistance for the Fourth of July event. The proposed assistance is outlined on the attached resolution. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE FOR LIBRARY REPAIR

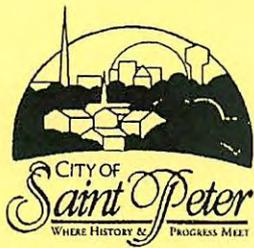
Staff recommends authorization be provided for an unbudgeted purchase involving repairs to the exterior of the library. The purchase would be funded by a donation from the Carl and Verna Schmidt Foundation. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION AWARDDING BID FOR 2013 SEAL COAT PROJECT

Bids were received for the 2013 seal coat project. Staff recommends acceptance of the bid from Caldwell Asphalt Company in the amount of \$2.575 per gallon applied. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION ACCEPTING PROPOSAL FOR DEMOLITION OF STRUCTURE AT 1728 NORTH FIFTH STREET

Staff recommends acceptance of the formal written proposal from Hansen Sanitation, Inc. for demolition of the structure at 1728 North Fifth Street. The City purchased this property as part of the Washington Avenue Link Project and recently approved sale of the property to John and Jill Gatzke. The Gatzke's have been promised a clean lot on which to construct a new home. Please see the attached staff report and RESOLUTION.



VIII.

REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON COUNCIL GOAL SESSION SCHEDULE

A report will be provided at this time on the schedule for the Council goal session.

2. REPORT ON LEAGUE OF MINNESOTA CITIES ANNUAL CONFERENCE

City Administrator Prafke and Mayor Strand will be attending the annual LMC conference. A report will be provided at this time.

4. REPORT ON CITY/COUNTY MEETING SCHEDULE

A meeting of the City/County committee has been scheduled for June 12, 2013. A report will be provided at this time.

3. 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
MAY 28, 2013**

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 May 28, 2013.

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

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

Public Hearing: Housing Tax Increment Financing District No. 1-19 – Mayor Strand opened the public hearing at 7:02 p.m. City Administrator Prafke reviewed the process for conducting a public hearing. Shannon Sweeney of David Drown Associates provided background information on the proposed Tax Increment Financing District including the purpose of the district which was to assist the Park Row Crossing development by capturing the new tax increments generated to assist with cash flow of the project and to allow the rents to be more affordable. Sweeney pointed out that the developer would be unable to construct the project without Tax Increment Financing. Sweeny stated the district can be as long as 26 years and it would be 2015 before the first taxes are collected from the district. Sweeney also noted the budget identified in the Tax Increment Financing District plan was established to give flexibility to the district and identified the maximum expenditures and collections proposed. Councilmember Kvamme questioned why the district was being established differently than has been done in the past. Sweeney pointed out that establishing the district as identified in the plan puts the risk for development costs on the developer and not the City. City Administrator Prafke indicated this plan had previously been discussed as being a "pay as you go" plan which meant that if taxes were not paid on the property, no taxes would be provided to the City and in turn, no increments would be turned over to the developer who would still be required to pay the development costs. There being no further speakers, the hearing was declared closed at 7:15 p.m.

Approval of Minutes – A motion was made by Pfeifer, seconded by Eichmann, to approve the minutes of the May 13, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the May 13, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

A motion was made by Carlin, seconded by Brand, to approve the minutes of the May 20, 2013 special City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the May 20, 2013 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Kvamme, seconded by Zieman, Resolution No. 2013-77 entitled "Resolution Approving Consent Agenda" was introduced. City Administrator Prafke

reported that the damage at the main lift station, the cost of which was included on the consent agenda, was caused by residents flushing baby wipes. Prafke explained that although manufacturers indicate the product is flushable, when placed in the sewer system, the wipes tend to form large balls of material which causes major and expensive repair problems at the City's lift stations. Prafke asked residents to place baby wipes in the refuse rather than flushing them into the sewer system. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-77 is contained in the City Administrator's book entitled Council Resolutions 19.

Housing Tax Increment Financing District No. 1-19 – City Administrator Prafke recommended approval of a resolution establishing Tax Increment Financing District No. 1-19. Councilmember Brand questioned what would happen regarding the district when taxes are increased. Mr. Sweeney responded that when taxes are raised, more increments will be generated and if taxes were lowered, fewer increments would be generated. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-78 entitled "Resolution Approving The Establishment Of Tax Increment Financing District No. 1-19, And Adoption Of The Tax Increment Financing Plan Relating Thereto", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-78 is contained in the City Administrator's book entitled Council Resolutions 19.

Traverse des Sioux Library System Agreement – City Administrator Prafke recommended approval be provided for execution of a renewal contract with the Traverse des Sioux (TdS) Library System to provide services to the Saint Peter Library that City staff is unable to provide. Prafke noted the charges for the services are based on the actual number of services utilized and \$25,000 had been budgeted for the contract. Prafke stated, "TdS is the library for libraries". In motion by Kvamme, seconded by Brand, Resolution No. 2013-79 entitled "Resolution Approving Execution Of Library Services Contract With Traverse des Sioux Library System", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-79 is contained in the City Administrator's book entitled Council Resolutions 19.

Washington Avenue Link Project Land Acquisition And Sale – City Administrator Prafke recommended approval be provided for the City to purchase the property at 1724 North Fifth Street for \$168,000 which would be used as the new connecting roadway between North Fifth and North Washington Avenue. Prafke noted the property owners, John and Jill Gatzke, would be able to lease the property back from the City until October 13, 2013 while their new home was being constructed and they would have to make all repairs necessary during that time as well as keep full insurance coverage on the property. Prafke pointed out that the second proposed resolution was to allow the Gatzke's to purchase from the City for a price of \$26,200, the property at 1728 North Fifth Street, which would be demolished in the near future. Councilmembers questioned what items the Gatzke's would be allowed to remove from their home. City Attorney Brandt indicated the agreement specified they could remove basement cabinets, an exterior shed, deck, outdoor plants, and steel fencing. Councilmember Kvamme questioned whether the City would be required to comply with rental regulations during the term the Gatzke's were renting back the property. Prafke indicated in the affirmative. Prafke also noted that the Council had not yet determined whether the Gatzke home would be demolished, moved, or if groups like Habitat for Humanity would be allowed to come in and remove items from the house for resale. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-80 entitled "Resolution Approving Real Estate Purchase For Property Located At 1724 North Fifth Street", was introduced. Upon roll call, with all in favor, the Resolution was declared passed

and adopted. A complete copy of Resolution No. 2013-80 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Brand, seconded by Zleman, Resolution No. 2013-81 entitled "Resolution Approving Sale Of Property Located At 1728 North Fifth Street", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-81 is contained in the City Administrator's book entitled Council Resolutions 19.

Unbudgeted Purchase: Display Projector – City Administrator Prafke requested approval for the unbudgeted purchase of a new display projector in the amount of \$586.74 from Staples. Prafke noted that the City had previously purchased two display projectors, one at a cost of over \$10,000 and one at approximately \$5,000 and the new projector was substantially smaller which would allow staff to easily transport the equipment for public meetings, training, and other events where staff provides visual presentations. Prafke noted the cost of the unbudgeted purchase could be funded by general fund reserves. In motion by Pfeifer, seconded by Carlin, Resolution No. 2013-82 entitled "Resolution Approving Unbudgeted Purchase Of Display Projector", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-82 is contained in the City Administrator's book entitled Council Resolutions 19.

Unbudgeted Purchase: Replacement Library Computers – City Administrator Prafke requested approval for the unbudgeted purchase of twelve replacement computers for the Library at a cost of \$7,200 to be funded by a donation from the Ted Moline estate. Prafke indicated that some of the existing Library computers would be refurbished and utilized by the Recreation and Leisure Services Department. In motion by Ziemann, seconded by Brand, Resolution No. 2013-83 entitled "Resolution Authorizing Unbudgeted Purchase Of Twelve Computers For The Library", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-83 is contained in the City Administrator's book entitled Council Resolutions 19.

Revolving Loan Modification Request: MSLH Real Estate Management – Community Development Director Wille presented the Economic Development Authority's recommendation for approval of a request by the principals of the MSLH Real Estate Management holding company to extend the balloon payment due on their 2008 revolving loan. Wille indicated the recommendation was for a 24 month extension to June 1, 2015 at the same payment amount and interest amount. Wille reported the company had not reached a high enough equity level for Nicollet County Bank to approve a refinance of the loan and Dr. Hulsebus and Dr. Snyder had funded repairs to the building such as reroofing and re-grading of the parking area which made it impossible for them to make the balloon payment. Wille also pointed out that the remaining balance on the \$62,000 loan was \$55,245, but stated the applicants had made prompt and full payment each month.

Councilmember Pfeifer stated he was uncomfortable with granting the 24 month extension and suggested a 12 month extension be authorized with the understanding that the request would be reconsidered next year. Pfeifer also indicated he was uncomfortable with City loans always being subordinated to bank loans and suggested the loan program should be run as a business when he felt was not currently the case. Pfeifer stated the process was flawed and the EDA should be considering changing loan rates and requiring proof that applicants had received multiple denials from traditional financing sources before extending balloon payment dates, and possibly eliminating balloon terms in future loans.

Councilmember Zieman questioned what motivation loan recipients have to go to banks to refinance when the Council approves all requests to extend balloon payments. Zieman also expressed his belief that amortizing the loans over 30 years was too long and created monthly payments which were too low. Zieman suggested loan amortization terms be reduced to no longer than 15-20 year so that loan recipient's pay down the balances faster.

In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-84 entitled "Resolution Extending Real Estate Management Balloon Payment By Twenty-Four Months", was introduced. Upon roll call, Councilmembers Pfeifer, Kvamme, Eichmann, Carlin, Brand, and Mayor Strand voting aye, Councilmember Zieman voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-84 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Reports - Mayor Strand reported on his recent activities which included attending Region Nine Development Commission meetings, business after hours, and providing the Memorial Day ceremony welcome.

City/School Committee Meeting Discussion – Councilmember Kvamme reported on discussion at the City/School meeting which included plans for an upcoming joint meeting of the City Council and School Board.

Hazardous Waste Collection Report – City Administrator Prafke provided a report on the amounts and types of materials collected at the May 18th hazardous waste collection sponsored by Tri-County Solid Waste and the appliance and electronics collection sponsored by the Nicollet County Environmental Services Department. Prafke also reminded residents that the City will be providing a curbside collection for appliances and electronics and encouraged those interested to sign up for the collection at the City's Finance Department.

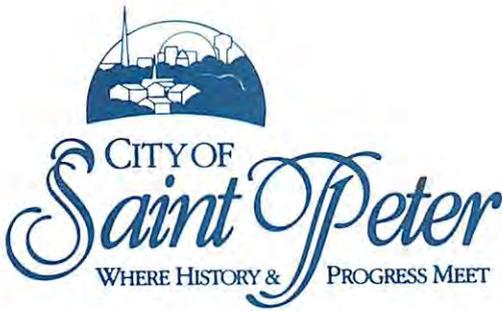
Upcoming Workshop – City Administrator Prafke reminded Councilmembers that the June 3rd workshop will take place at the Public Works building where Councilmembers will tour the facility before continuing with the workshop in the Public Works conference room.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:55 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 6/7/2013

FROM: Lewis G. Giesking
Public Works Director

RE: Crack Sealing Project Quotes

ACTION/RECOMMENDATION

Accept the quote for street crack sealing from Gleiden Enterprises for a fee of \$1.59 per pound applied, not to exceed \$40,000.

BACKGROUND

On April 22, 2013, the City Council adopted the outline of the 2013 Street Maintenance Program for the City. \$40,000 was allocated in the 2013 Street Maintenance Budget for asphalt crack sealing. Crack sealing work will be done in several different areas in the community, including some of the newer subdivisions and the lot at the Public Works site, (see the attached list of planned areas, final completion may vary from plan with changes in applications amounts and decision made by our Streets department on site.). Usually street use is allowed at restricted levels during the short time work is going on in any given block.

In 2011, the cost to do crack sealing was \$1.43 per pound. The price includes the contractor supplying the material and performing all related work to install the material. Nine contractors were contacted to obtain quotes; however, only two contractors submitted quotes:

<u>CONTRACTORS</u>	<u>UNIT PRICE</u>
Gleiden Enterprises	\$1.59 per pound
Bergen Inc.	\$1.78 per pound
Bergman Companies Inc.	No Quote
American Pavement Solutions	No Quote
SMC	No Quote
Hardline Asphalt	No Quote
Astec Corporation	No Quote
Ground Zero	No Quote
Allied Blacktop	No Quote

Gleiden Enterprises have indicated they are ready to proceed with the work upon approval by the City Council.

Staff recommends accepting the quote from Gleiden Enterprises.

FISCAL IMPACT:

The quoted amount falls within the budgeted amounts for crack sealing.

ALTERNATIVES/VARIATIONS:

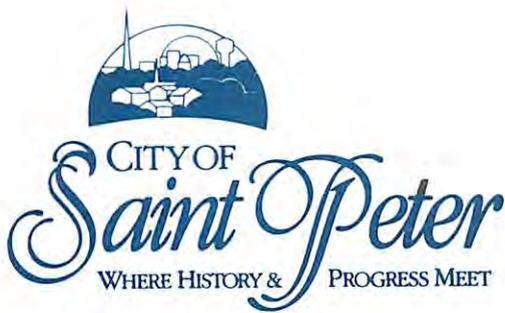
Do Not Act: No further action will be taken without additional direction from the Council.

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

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

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

LGG/



Memorandum

TO: Todd Prafke
City Administrator

FROM: Lewis G. Giesking
Public Works Director

RE: Sidewalk Repairs

DATE: 6/7/2013

ACTION/RECOMMENDATION

Retain Nielsen Blacktopping Inc. to install sidewalk at alley entrances near the First National Bank in an amount of \$10,600.

BACKGROUND

First National Bank has committed to reconstruct their parking lot and their entire sidewalk. Nielsen Blacktopping was the low bidder for the City sidewalk maintenance program and for the First National Bank sidewalk and parking lot reconstruction. The City's share of cost, under your policy, for the sidewalk reconstruction, \$10,600.00, for alley entrances and intersection ramps, will be funded as a part of the maintenance budget by reducing the amount allocated to seal coating. The total funding allocated to sidewalk/curb and gutter maintenance for 2013 is \$43,773.20.

Asphalt materials (1/2" wear course) have already been priced as a part of an approved blanket purchase order to be purchased from SMC for \$61.98 per ton not to exceed \$150,000.

FISCAL IMPACT:

The quoted amount falls within the budgeted amounts for sidewalk repairs.

ALTERNATIVES/VARIATIONS:

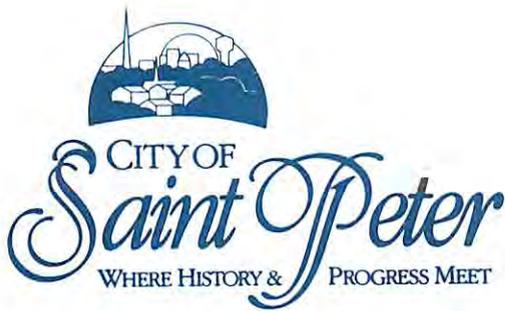
Do Not Act: No further action will be taken without additional direction from the Council.

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

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

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

LGG/



Memorandum

TO: Todd Prafke
City Administrator

FROM: Lewis G. Giesking
Public Works Director

RE: Milling Machine Rental

DATE: 6/7/2013

ACTION/RECOMMENDATION

Approve rental of an asphalt milling machine from R&E Enterprises in an amount not to exceed \$8,000.

Traverse Road from Sunrise Drive to the new portion of roadway east of Edgerton Street is in poor condition and application had been made for ATP grant funding to reconstruct that section of roadway. The City was unsuccessful in obtaining the grant funding.

A section of Gault Street from St. Julien Street to Ritt Street is also proposed to be a part of the seal coating program; however, this section of the street is subject to damage due to turning semi-truck traffic.

Staff recommends milling and removing two inches of the existing asphalt and place an overlay of new asphalt on these sections of street utilizing City staff and the City's asphalt paver; however, the City does not own a milling machine of sufficient size to mill these large areas. Staff recommends rental of a milling machine with an operator and with the City providing for traffic control and the necessary trucks for removal of asphalt material. Asphalt surfacing material placed on Gault Street will include three-quarter inch stone to make it a more durable surface for semi-truck traffic. Three quotes were received for renting a milling machine:

R & E Enterprises	\$575.00 per hour - mobilization \$400
Chard Tiling	\$800.00 per hour – mobilization \$500
Midwest Asphalt Corp.	\$800.00 per hour – mobilization \$650

Staff recommends accepting the quote from R&E Enterprises.

FISCAL IMPACT:

ALTERNATIVES/VARIATIONS:

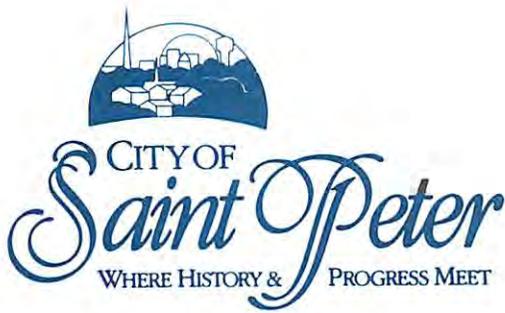
Do Not Act: No further action will be taken without additional direction from the Council.

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

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

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

LGG/



Memorandum

TO: Todd Prafke
City Administrator

DATE: 6/5/13

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary Soft Drink License Application

ACTION/RECOMMENDATION

Provide approval of temporary Soft Drink license application.

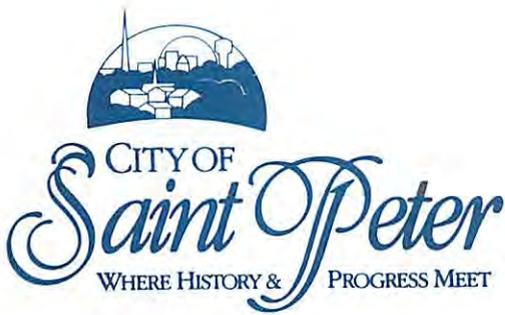
BACKGROUND

The City has received an application for a temporary license. The St. Peter Soccer Association would like to sell Soft Drinks at Minnesota Square Park on June 8, 2013 for the Blues Fest and at the July 4, 2013 Celebration. They have submitted the application and paid the appropriate fee. You provided temporary approval for the June 8, 2013 event contingent upon City Council approval.

Please place this item on the June 10, 2013 City Council consent agenda.

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 30, 2013

FROM: Paula O'Connell
Director of Finance/Treasurer

RE: Part-time Bus Driver Appointment

ACTION/RECOMMENDATION

Approve the appointment of Michael Wenisch as Part-time Bus Driver, pending the completion of a background investigation and pre-employment testing.

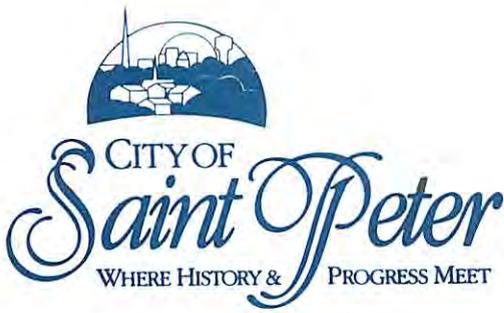
BACKGROUND

Three applications were received for the position of part-time Bus Driver and two candidates were interviewed for the position. Following the interview process and contingent upon successful completion of a background investigation as well as pre-employment drug and alcohol testing and a physical, I recommend the appointment of Michael Wenisch.

Mr. Wenisch would be paid at the beginning rate of \$13.52 per hour (Classification A).

If you have any questions or concerns on this agenda item, please feel free to contact me.

PO



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/5/2013

FROM: Todd Prafke
City Administrator

RE: Seasonal Employee Wage Corrections

ACTION/RECOMMENDATION

Provide for correction of wages for two seasonal employees.

BACKGROUND

The Council previously approved the appointment of Seasonal Laborers in the Public Works Department including the appointment of Lance Willson at the wage of \$8.75 per hour and Skip Keller at the wage of \$9.00 per hour.

Finance Department staff has discovered that these wages were incorrect when compared to the employee's previous year's wage rate and the wage schedule adopted by the Council for Public Works seasonal positions.

At this time I am recommending corrections to these wages as follows:

<u>NAME</u>	<u>PREVIOUS WAGE</u>	<u>CORRECTED RATE</u>
Lance Willson	\$8.75/hour	\$8.50/hour
Skip Keller	\$9.00/hour	\$9.25/hour

Please include these corrections on the consent agenda for the June 10, 2013 regular meeting.

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
4 THE TEAM, LLC	soccer t-shirts	GENERAL FUND	RECREATION/LEISURE SER	2,371.60
	clothing allowance jeff f	WASTE WATER FUND	ADMIN AND GENERAL	26.00
	TOTAL:			2,397.60
ABEL'S ELECTRIC MOTOR SHOP	odor scrubber motor	WASTE WATER FUND	SOURCE/TREATMENT	961.88
	TOTAL:			961.88
ALPHA WIRELESS COMMUNICATIONS CO	pager repair & parts	GENERAL FUND	FIRE	90.84
	TOTAL:			90.84
AMAZON	library materials	LIBRARY FUND	LIBRARY	467.10
	TOTAL:			467.10
AMERICAN CASTING & MANUFACTURING CORP	red & blue meter seals	ELECTRIC FUND	POWER DISTRIBUTION	593.63
	TOTAL:			593.63
AMERICAN PAYMENT CENTERS	drop box rental	WATER	CUSTOMER ACCOUNTS	19.50
	drop box rental	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	drop box rental	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	drop box rental	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
	TOTAL:			78.00
ANDRESEN PLUMBING AND HEATING	gorman wall hung stool	GENERAL FUND	PARKS	407.12
	TOTAL:			407.12
APPLIANCE CLINIC	belt, yumbler & motor	GENERAL FUND	FIRE	21.36
	TOTAL:			21.36
BACHMAN'S, INC.	blvd trees,169 median repl	ENVIRON SERVICES F	REFUSE DISPOSAL	2,303.79
	TOTAL:			2,303.79
BNR IRRIGATION SERVICES, INC.	irrigation start up,heads,	WASTE WATER FUND	SOURCE/TREATMENT	312.82
	TOTAL:			312.82
C & S SUPPLY CO INC	kassandra boots	GENERAL FUND	STREETS	89.95
	boots boots dan,doug	WASTE WATER FUND	ADMIN AND GENERAL	193.90
	paint,saw repair	ENVIRON SERVICES F	REFUSE DISPOSAL	167.31
	clothing,boots raoul,dan,1	ENVIRON SERVICES F	ADMIN AND GENERAL	393.17
	TOTAL:			844.33
CENTERPOINT ENERGY MINNEGASCO	gas may '13	GENERAL FUND	FIRE	257.24
	gas may '13	GENERAL FUND	STREETS	191.47
	gas may '13	GENERAL FUND	SWIMMING POOL	19.24
	gas may '13	GENERAL FUND	PARKS	153.17
	gas may '13	LIBRARY FUND	LIBRARY	613.26
	gas may '13	COMMUNITY CENTER	COMMUNITY CENTER	1,829.04
	gas may '13	WATER	PURIFICATION AND TREAT	883.89
	gas may '13	WATER	PURIFICATION AND TREAT	183.99
	gas may '13	WATER	ADMIN AND GENERAL	76.59
	gas may '13	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas may '13	WASTE WATER FUND	SOURCE/TREATMENT	3,114.59
	gas may '13	WASTE WATER FUND	ADMIN AND GENERAL	76.59
	gas may '13	ENVIRON SERVICES F	ADMIN AND GENERAL	76.58
	gas may '13	ELECTRIC FUND	ADMIN AND GENERAL	191.47
	TOTAL:			7,679.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CENTRAL FIRE PROTECTION INC	fill adapter	GENERAL FUND	FIRE	10.00
			TOTAL:	10.00
COALITION OF GREATER MN CITIES	bemidji summer conf coal m	GENERAL FUND	MAYOR & COUNCIL	290.00
			TOTAL:	290.00
COLE PAPERS INC	disp coverall,towels	GENERAL FUND	STREETS	52.30
	box,roll towels,clnr,bags,	GENERAL FUND	STREETS	115.61
	disp coverall,towels	GENERAL FUND	PARKS	52.30
	box,roll towels,clnr,bags,	GENERAL FUND	PARKS	115.61
	disp coverall,towels	WATER	DISTRIBUTION AND STORA	26.15
	box,roll towels,clnr,bags,	WATER	DISTRIBUTION AND STORA	57.81
	disp coverall,towels	WASTE WATER FUND	SOURCE/TREATMENT	26.15
	box,roll towels,clnr,bags,	WASTE WATER FUND	SOURCE/TREATMENT	57.81
	disp coverall,towels	ENVIRON SERVICES F	REFUSE DISPOSAL	26.15
	box,roll towels,clnr,bags,	ENVIRON SERVICES F	REFUSE DISPOSAL	57.81
	disp coverall,towels	ELECTRIC FUND	POWER DISTRIBUTION	52.30
	box,roll towels,clnr,bags,	ELECTRIC FUND	POWER DISTRIBUTION	115.61
	disp coverall,towels	STORMWATER FUND	TREATMENT	26.15
	box,roll towels,clnr,bags,	STORMWATER FUND	TREATMENT	57.79
			TOTAL:	839.55
COMPUTER TECHNOLOGY SOLUTIONS, INC.	antivirus software renewal	GENERAL FUND	CITY ADMINISTRATION	181.51
	antivirus software renewal	GENERAL FUND	FINANCE	651.50
	antivirus software renewal	GENERAL FUND	POLICE	835.04
	antivirus software renewal	GENERAL FUND	FIRE	108.92
	antivirus software renewal	GENERAL FUND	BUILDING INSPECTOR	108.92
	antivirus software renewal	GENERAL FUND	PUBLIC WORKS ADMIN	254.14
	antivirus software renewal	GENERAL FUND	STREETS	72.61
	antivirus software renewal	GENERAL FUND	RECREATION/LEISURE SER	471.98
	antivirus software renewal	GENERAL FUND	PARKS	36.31
	antivirus software renewal	GENERAL FUND	ECONOMIC DEVMT	72.61
	antivirus software renewal	LIBRARY FUND	LIBRARY	1,161.80
	antivirus software renewal	PUBLIC ACCESS	PUBLIC ACCESS	36.31
	antivirus software renewal	COMMUNITY CENTER	COMMUNITY CENTER	36.31
	hard drive server & instal	2013 EQUIPMENT CER	POLICE	2,893.78
	antivirus software renewal	WATER	ADMIN AND GENERAL	181.53
	antivirus software renewal	WASTE WATER FUND	ADMIN AND GENERAL	108.92
	antivirus software renewal	ENVIRON SERVICES F	REFUSE DISPOSAL	36.31
	antivirus software renewal	ELECTRIC FUND	ADMIN AND GENERAL	474.01
	antivirus software renewal	STORMWATER FUND	ADMINISTRATION AND GEN	72.61
	antivirus software renewal	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	36.29
			TOTAL:	7,831.41
CREDIT RIVER TOOLS	circuit test light	GENERAL FUND	STREETS	18.17
	circuit test light	GENERAL FUND	PARKS	18.17
	circuit test light	WATER	DISTRIBUTION AND STORA	9.08
	circuit test light	WASTE WATER FUND	SOURCE/TREATMENT	9.08
	circuit test light	ENVIRON SERVICES F	REFUSE DISPOSAL	9.08
	circuit test light	ELECTRIC FUND	POWER DISTRIBUTION	18.17
	circuit test light	STORMWATER FUND	TREATMENT	9.08
			TOTAL:	90.83
DGR ENGINEERING	misc & 2013 dist design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	599.00
	4/30/13 sub imp	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	226.00
	brdwy gen plnt lump sum &r	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,432.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	4,257.70
BANK OF THE WEST	5" clamp repair	ELECTRIC FUND	POWER DISTRIBUTION	221.23
			TOTAL:	221.23
DOUGLAS-KERR UNDERGROUND, LLC	n 3rd str improvements	WATER	CAPITAL-WATER DISTRIBU	43,346.12
	n 3rd str improvements	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	43,346.12
	n 3rd str improvements	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	43,346.12
			TOTAL:	130,038.36
DPC INDUSTRIES, INC.	potassium permaganate	WATER	PURIFICATION AND TREAT	1,076.00
			TOTAL:	1,076.00
ED'S PLUMBING	repair leak at flush valve	GENERAL FUND	PARKS	69.67
	repr toilet leak warm hous	GENERAL FUND	PARKS	143.03
			TOTAL:	212.70
FASTENAL COMPANY	80 gauge stretch film	GENERAL FUND	STREETS	3.91
	ear protection	GENERAL FUND	STREETS	22.77
	batteries,pipe tape	GENERAL FUND	STREETS	61.76
	type 1 safety gas can	GENERAL FUND	STREETS	13.22
	butt conn,ht shrink termin	GENERAL FUND	STREETS	3.53
	lok nuts,hex cap screws	GENERAL FUND	STREETS	17.86
	80 gauge stretch film	GENERAL FUND	PARKS	3.91
	ear protection	GENERAL FUND	PARKS	18.22
	batteries,pipe tape	GENERAL FUND	PARKS	61.76
	type 1 safety gas can	GENERAL FUND	PARKS	10.57
	butt conn,ht shrink termin	GENERAL FUND	PARKS	3.53
	cap screw,lok nuts	GENERAL FUND	PARKS	11.07
	80 gauge stretch film	WATER	DISTRIBUTION AND STORA	1.96
	batteries,pipe tape	WATER	DISTRIBUTION AND STORA	30.88
	butt conn,ht shrink termin	WATER	DISTRIBUTION AND STORA	1.77
	ear protection	WATER	ADMIN AND GENERAL	9.11
	type 1 safety gas can	WATER	ADMIN AND GENERAL	5.29
	80 gauge stretch film	WASTE WATER FUND	SOURCE/TREATMENT	1.96
	batteries,pipe tape	WASTE WATER FUND	SOURCE/TREATMENT	30.88
	butt conn,ht shrink termin	WASTE WATER FUND	SOURCE/TREATMENT	1.77
	ear protection	WASTE WATER FUND	ADMIN AND GENERAL	9.11
	type 1 safety gas can	WASTE WATER FUND	ADMIN AND GENERAL	5.29
	80 gauge stretch film	ENVIRON SERVICES F	REFUSE DISPOSAL	1.96
	batteries,pipe tape	ENVIRON SERVICES F	REFUSE DISPOSAL	30.88
	butt conn,ht shrink termin	ENVIRON SERVICES F	REFUSE DISPOSAL	1.77
	ear protection	ENVIRON SERVICES F	ADMIN AND GENERAL	9.10
	type 1 safety gas can	ENVIRON SERVICES F	ADMIN AND GENERAL	5.28
	80 gauge stretch film	ELECTRIC FUND	POWER DISTRIBUTION	3.91
	batteries,pipe tape	ELECTRIC FUND	POWER DISTRIBUTION	61.76
	butt conn,ht shrink termin	ELECTRIC FUND	POWER DISTRIBUTION	3.53
	ear protection	ELECTRIC FUND	ADMIN AND GENERAL	22.77
	type 1 safety gas can	ELECTRIC FUND	ADMIN AND GENERAL	13.22
	80 gauge stretch film	STORMWATER FUND	TREATMENT	1.95
	batteries,pipe tape	STORMWATER FUND	TREATMENT	30.88
	butt conn,ht shrink termin	STORMWATER FUND	TREATMENT	1.75
			TOTAL:	518.89
THE FREE PRESS	2013 renewal	LIBRARY FUND	LIBRARY	199.95
			TOTAL:	199.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GELDNER UNDERGROUND, INC.	grace&capitol bore&2" id/pe	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	4,201.00
			TOTAL:	4,201.00
GENERATIONS PHOTOGRAPHY & VINYL CREATI	"no pets" signs	GENERAL FUND	PARKS	120.00
	"no pets" signs	GENERAL FUND	PARKS	40.00
	signs-no pets	GENERAL FUND	PARKS	30.00
	signs-compost, no public u	ENVIRON SERVICES F	REFUSE DISPOSAL	20.00
			TOTAL:	210.00
GENESIS	may diesel	GENERAL FUND	FIRE	287.00
	may diesel	GENERAL FUND	STREETS	20.45
	may diesel	GENERAL FUND	STREETS	2,136.65
	may diesel	GENERAL FUND	PARKS	20.45
	may diesel	GENERAL FUND	PARKS	599.40
	may diesel	WATER	DISTRIBUTION AND STORA	10.23
	may diesel	WATER	DISTRIBUTION AND STORA	605.01
	may diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	516.76
	may diesel	WASTE WATER FUND	SOURCE/TREATMENT	10.23
	may diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	10.23
	may diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	919.39
	may diesel	ELECTRIC FUND	POWER DISTRIBUTION	20.45
	may diesel	ELECTRIC FUND	POWER DISTRIBUTION	691.44
	may diesel	STORMWATER FUND	TREATMENT	10.22
	may diesel	STORMWATER FUND	TREATMENT	75.21
	may diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	890.03
			TOTAL:	6,823.15
WILLIAM GERHART	holster & boots	GENERAL FUND	POLICE	203.48
	surefire weaponlight	GENERAL FUND	POLICE	203.00
			TOTAL:	406.48
GRAYBAR ELECTRIC COMPANY INC	#480 4" pvc adapter female	ELECTRIC FUND	NON-DEPARTMENTAL	13.28
			TOTAL:	13.28
GROSS AUTOMATION	control panel	WASTE WATER FUND	SOURCE/TREATMENT	282.12
			TOTAL:	282.12
HAWKINS, INC.	pool chemicals	GENERAL FUND	SWIMMING POOL	4,459.85
			TOTAL:	4,459.85
HD SUPPLY WATERWORKS, LTD.	#351 #2 copper horn w/swiv	WATER	NON-DEPARTMENTAL	579.72
			TOTAL:	579.72
HILLYARD/HUTCHINSON	towels	GENERAL FUND	CITY ADMINISTRATION	9.21
	city hall vacuum parts	GENERAL FUND	CITY ADMINISTRATION	22.94
	towels	GENERAL FUND	CITY CLERK	9.21
	city hall vacuum parts	GENERAL FUND	CITY CLERK	22.94
	towels	GENERAL FUND	FINANCE	6.14
	city hall vacuum parts	GENERAL FUND	FINANCE	15.30
	towels	GENERAL FUND	POLICE	4.91
	city hall vacuum parts	GENERAL FUND	POLICE	12.24
	towels	GENERAL FUND	BUILDING INSPECTOR	2.46
	city hall vacuum parts	GENERAL FUND	BUILDING INSPECTOR	6.12
	towels	GENERAL FUND	PUBLIC WORKS ADMIN	1.23
	city hall vacuum parts	GENERAL FUND	PUBLIC WORKS ADMIN	3.06
	towels	GENERAL FUND	ECONOMIC DEVMT	0.61

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	city hall vacuum parts	GENERAL FUND	ECONOMIC DEVMT	1.53
	towels	WATER	ADMIN AND GENERAL	5.53
	city hall vacuum parts	WATER	ADMIN AND GENERAL	13.77
	towels	WASTE WATER FUND	ADMIN AND GENERAL	5.54
	city hall vacuum parts	WASTE WATER FUND	ADMIN AND GENERAL	13.76
	towels	ELECTRIC FUND	ADMIN AND GENERAL	16.59
	city hall vacuum parts	ELECTRIC FUND	ADMIN AND GENERAL	41.30
			TOTAL:	214.39
HOLIDAY COMMERCIAL	may fuel	GENERAL FUND	POLICE	398.63
	may fuel	GENERAL FUND	BUILDING INSPECTOR	121.77
	may fuel	GENERAL FUND	STREETS	292.83
	may fuel	GENERAL FUND	PARKS	477.17
	may fuel	WATER	SOURCE OF SUPPLY	40.31
	may fuel	WATER	PURIFICATION AND TREAT	60.47
	may fuel	WATER	DISTRIBUTION AND STORA	302.33
	may fuel	WATER	CUSTOMER ACCOUNTS	54.24
	may fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	210.27
	may fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	54.24
	may fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	254.24
	may fuel	ELECTRIC FUND	POWER DISTRIBUTION	416.25
	may fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	54.26
	may fuel	STORMWATER FUND	TREATMENT	280.06
			TOTAL:	3,017.07
HORVICK INC	spray tank,bar,nozzles,gas	GENERAL FUND	PARKS	63.57
			TOTAL:	63.57
IMPACT	april printing	WATER	CUSTOMER ACCOUNTS	134.76
	april postage	WATER	CUSTOMER ACCOUNTS	350.25
	april printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	134.76
	april postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	350.25
	april printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	134.76
	april postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	350.25
	april printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	134.77
	april flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	531.26
	april postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	350.25
			TOTAL:	2,471.31
ITRON, INC	handheld hard&software mai	WATER	CUSTOMER ACCOUNTS	771.25
	handheld hard&software mai	WASTE WATER FUND	CUSTOMER ACCOUNTS	771.25
	handheld hard&software mai	ELECTRIC FUND	CUSTOMER ACCOUNTS	1,542.51
			TOTAL:	3,085.01
JT SERVICES	twistlock photoeyes,bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	695.86
			TOTAL:	695.86
KAREN'S FLOWERS	hanging baskets & annuals	GENERAL FUND	PARKS	201.06
			TOTAL:	201.06
KEELEY FARM DRAINAGE	golden mulch	GENERAL FUND	PARKS	54.51
	river rock for hydrants	WATER	DISTRIBUTION AND STORA	152.62
	golden mulch (medians)	ENVIRON SERVICES F	REFUSE DISPOSAL	923.40
			TOTAL:	1,130.53
LAGER'S INC	#110 water pump	GENERAL FUND	POLICE	171.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	171.00
LOCATORS & SUPPLIES, INC.	safety rainwear & vests	GENERAL FUND	STREETS	127.11
	flame resisiant safety ves	ELECTRIC FUND	ADMIN AND GENERAL	67.84
			TOTAL:	194.95
BARBARA A LUKER	cancel appliance pickup	ELECTRIC FUND	NON-DEPARTMENTAL	15.00
			TOTAL:	15.00
MACQUEEN EQUIPMENT INC	street sweep nozzles,runne	GENERAL FUND	STREETS	110.07
			TOTAL:	110.07
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	progress billing thru 4/30	GENERAL FUND	FINANCE	4,750.00
	progress billing thru 4/30	WATER	ADMIN AND GENERAL	1,187.50
	progress billing thru 4/30	WASTE WATER FUND	ADMIN AND GENERAL	1,187.50
	progress billing thru 4/30	ENVIRON SERVICES F	ADMIN AND GENERAL	1,187.50
	progress billing thru 4/30	ELECTRIC FUND	ADMIN AND GENERAL	1,187.50
			TOTAL:	9,500.00
MARCO, INC.	4/23-5/22 contract	GENERAL FUND	CITY ADMINISTRATION	20.40
	4/23-5/22 contract	GENERAL FUND	CITY CLERK	20.40
	4/23-5/22 contract	GENERAL FUND	FINANCE	13.60
	4/23-5/22 contract	GENERAL FUND	POLICE	10.88
	4/23-5/22 contract	GENERAL FUND	BUILDING INSPECTOR	5.44
	4/23-5/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	2.72
	4/23-5/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.36
	4/23-5/22 contract	WATER	ADMIN AND GENERAL	12.24
	4/23-5/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	12.25
	4/23-5/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	36.72
			TOTAL:	136.01
MED-COMPASS INC	29 scba exams	GENERAL FUND	FIRE	2,557.50
			TOTAL:	2,557.50
MENARDS	valves,nipples,elbows	GENERAL FUND	FIRE	223.70
	gloves & vehicle deodorize	GENERAL FUND	STREETS	20.74
	gloves & vehicle deodorize	GENERAL FUND	PARKS	20.74
	gloves & vehicle deodorize	WATER	DISTRIBUTION AND STORA	10.37
	gloves & vehicle deodorize	WASTE WATER FUND	SOURCE/TREATMENT	10.37
	gloves & vehicle deodorize	ENVIRON SERVICES F	REFUSE DISPOSAL	10.37
	gloves & vehicle deodorize	ELECTRIC FUND	POWER DISTRIBUTION	20.74
	gloves & vehicle deodorize	STORMWATER FUND	TREATMENT	10.38
			TOTAL:	327.41
METRO FIRE	8 harness straps	GENERAL FUND	FIRE	135.33
	facepiece,tx receiver,amp	GENERAL FUND	FIRE	1,852.01
	face piece	GENERAL FUND	FIRE	462.69
			TOTAL:	2,450.03
MISC VENDOR	CONSTRUCTION MIDWEST	planter sealer treatment	ENVIRON SERVICES F REFUSE DISPOSAL	593.69
	PAUL SPRING MUSIC, LLC	summer reading performance	LIBRARY FUND LIBRARY	500.00
	ST. PETER AMBASSADORS	2013 80% prairie lakes gra	RESTRICTED CONTRIB CITY ADMINISTRATION	2,000.00
			TOTAL:	3,093.69
MN DEPT OF HEALTH	4th qtr water connect fee	WATER	NON-DEPARTMENTAL	4,771.00
			TOTAL:	4,771.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN PIPE & EQUIPMENT	#172 7-1/2" curb box	WATER	NON-DEPARTMENTAL	212.84
	#321 meter w/rr	WATER	NON-DEPARTMENTAL	582.83
	#238valve#221 mega clamp	WATER	NON-DEPARTMENTAL	764.69
	#238valve#665box setter	WATER	NON-DEPARTMENTAL	842.73
	gaskets	WATER	DISTRIBUTION AND STORA	22.19
	t-head bolt & nut	WATER	DISTRIBUTION AND STORA	219.84
			TOTAL:	2,645.12
PETE MOULTON	water tower contr,dnr mtg	WATER	ADMIN AND GENERAL	197.75
	water tower contr,dnr mtg	WASTE WATER FUND	ADMIN AND GENERAL	3.39
	water tower contr,dnr mtg	STORMWATER FUND	ADMINISTRATION AND GEN	6.22
			TOTAL:	207.36
MTI DISTRIBUTING CO	#554 toro mower cable-thro	GENERAL FUND	PARKS	208.73
			TOTAL:	208.73
MVTL LABORATORIES INC	sludge analysis	WASTE WATER FUND	BIOSOLIDS	341.00
	high water ethanol testing	WASTE WATER FUND	SOURCE/TREATMENT	144.00
	salty discharge testing	WASTE WATER FUND	SOURCE/TREATMENT	144.00
	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00
			TOTAL:	949.00
NAPA AUTO PARTS OF ST PETER	compound,flag	GENERAL FUND	FIRE	26.43
	hal lamp, brk fluid	GENERAL FUND	FIRE	46.07
			TOTAL:	72.50
NICOLLET COUNTY RECORDER/ABSTRACTER	nash finch agrmnt filing	GENERAL FUND	ECONOMIC DEVMT	46.00
	habitat for humanity warr.	WASH TERRACE HOUSI	ECONOMIC DEVMT	86.00
			TOTAL:	132.00
NORTH CENTRAL INTERNATIONAL	filter inventory	GENERAL FUND	NON-DEPARTMENTAL	36.04
			TOTAL:	36.04
NORTH CENTRAL LABORATORIES	lab book	WASTE WATER FUND	SOURCE/TREATMENT	260.25
			TOTAL:	260.25
NORTHWESTERN POWER EQUIPMENT CO INC	rpr kits,screen,valve assy	WATER	SOURCE OF SUPPLY	444.74
			TOTAL:	444.74
OFFICEMAX	battery backup, binders	GENERAL FUND	CITY ADMINISTRATION	9.34
	battery backup, binders	GENERAL FUND	CITY CLERK	9.34
	battery backup, binders	GENERAL FUND	FINANCE	6.23
	cds,dvds,battery back up	GENERAL FUND	POLICE	120.73
	battery backup, binders	GENERAL FUND	POLICE	4.98
	battery backup, binders	GENERAL FUND	BUILDING INSPECTOR	2.49
	cables for printer	GENERAL FUND	BUILDING INSPECTOR	55.15
	battery backup, binders	GENERAL FUND	PUBLIC WORKS ADMIN	1.25
	battery backup, binders	GENERAL FUND	ECONOMIC DEVMT	0.62
	speakers	LIBRARY FUND	LIBRARY	23.61
	battery backup, binders	WATER	ADMIN AND GENERAL	5.60
	battery backup, binders	WASTE WATER FUND	ADMIN AND GENERAL	5.59
	battery backup, binders	ELECTRIC FUND	ADMIN AND GENERAL	16.81
			TOTAL:	261.74
OWL ENGINEERING & EMC TEST LABS INC	intermodulation study5/13/	WATER	DISTRIBUTION AND STORA	750.00
			TOTAL:	750.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
REDMEN	nic co chiefs mtg	GENERAL FUND	FIRE	<u>47.50</u>
			TOTAL:	47.50
RIVER'S EDGE HOSPITAL & CLINIC	new employee	GENERAL FUND	STREETS	<u>205.00</u>
			TOTAL:	205.00
SIGNATURE AQUATICS INC.	75% pmt therm pool covers	GENERAL FUND	SWIMMING POOL	4,868.08
	75% pmt therm pool covers	2013 EQUIPMENT CER	SWIMMING POOL	<u>8,046.96</u>
			TOTAL:	12,915.04
SOUTHERN MN CONSTRUCTION CO INC	fire hydrant washed rock	WATER	DISTRIBUTION AND STORA	341.60
	gravel stockpile class 5 m	WATER	ADMIN AND GENERAL	78.16
	gravel stockpile class 5 m	WASTE WATER FUND	ADMIN AND GENERAL	78.16
	gravel stockpile class 5 m	ENVIRON SERVICES F	ADMIN AND GENERAL	39.07
	gravel stockpile class 5 m	ELECTRIC FUND	ADMIN AND GENERAL	<u>195.39</u>
			TOTAL:	732.38
SPRINT SOLUTIONS, INC.	cell phone svc4/15-5/14	GENERAL FUND	FIRE	17.26
	cell phone svc4/15-5/14	WATER	ADMIN AND GENERAL	<u>79.98</u>
			TOTAL:	97.24
ST PETER WELL DRILLING, INC.	1489 church st sealing wel	WATER	SOURCE OF SUPPLY	<u>765.00</u>
			TOTAL:	765.00
TASER INTERNATIONAL	4 battery packs	GENERAL FUND	POLICE	<u>163.26</u>
			TOTAL:	163.26
TELIN TRANSPORTATION GROUP	#9 seat belt	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>38.91</u>
			TOTAL:	38.91
TESSMAN SEED CO	turf maint aglime	GENERAL FUND	PARKS	<u>491.63</u>
			TOTAL:	491.63
TIMBER LAKE SOD	sod restoration frm curb/g	GENERAL FUND	STREETS	<u>37.50</u>
			TOTAL:	37.50
TRAVERSE DES SIOUX GARDEN CENTER	peat,begonias,sw potato,an	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>744.85</u>
			TOTAL:	744.85
TWIN CITY OPTICAL CO INC	dan k safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>231.71</u>
			TOTAL:	231.71
ULINE	wood crate for glove testi	ELECTRIC FUND	POWER DISTRIBUTION	<u>87.03</u>
			TOTAL:	87.03
US AUTO FORCE	2 tires	GENERAL FUND	POLICE	<u>251.84</u>
			TOTAL:	251.84
USA BLUE BOOK	paddle kit for flow switch	WATER	SOURCE OF SUPPLY	<u>42.77</u>
			TOTAL:	42.77
VIKING AWNINGS & MORE	24 radio mic shoulder tabs	GENERAL FUND	FIRE	<u>240.00</u>
			TOTAL:	240.00
VISA	old mn follow up mtg	GENERAL FUND	CITY ADMINISTRATION	48.75
	chamber mtg	GENERAL FUND	CITY ADMINISTRATION	9.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	city-school dist mtg	GENERAL FUND	CITY ADMINISTRATION	85.71
	mtg w/lew--personnel/budge	GENERAL FUND	CITY ADMINISTRATION	15.75
	mtg w/ryan kroesch nic co	GENERAL FUND	CITY ADMINISTRATION	27.95
	baggage fee denver conf	GENERAL FUND	CITY ADMINISTRATION	25.00
	hard drives	GENERAL FUND	CITY ADMINISTRATION	40.50
	hard drives	GENERAL FUND	CITY CLERK	40.50
	hard drives	GENERAL FUND	FINANCE	27.00
	kansas city training food,	GENERAL FUND	POLICE	166.55
	tech recert malinda m	GENERAL FUND	POLICE	50.00
	hard drives	GENERAL FUND	POLICE	21.60
	building inspectors lunch	GENERAL FUND	BUILDING INSPECTOR	13.57
	hard drives	GENERAL FUND	BUILDING INSPECTOR	10.80
	printer	GENERAL FUND	BUILDING INSPECTOR	160.30
	hard drives	GENERAL FUND	PUBLIC WORKS ADMIN	5.40
	169 meeting food	GENERAL FUND	STREETS	28.44
	hard drives	GENERAL FUND	RECREATION/LEISURE SER	225.00
	hard drives	GENERAL FUND	ECONOMIC DEVMT	2.70
	lockdown software	LIBRARY FUND	LIBRARY	52.80
	lockdown software	LIBRARY FUND	LIBRARY	480.00
	summer reading craft suppl	LIBRARY FUND	LIBRARY	124.87
	hard drives	WATER	ADMIN AND GENERAL	24.30
	hard drives	WASTE WATER FUND	ADMIN AND GENERAL	24.30
	mmua conf meals	ELECTRIC FUND	ADMIN AND GENERAL	48.75
	shakopee education meals	ELECTRIC FUND	ADMIN AND GENERAL	21.96
	appa hotel overcharge refu	ELECTRIC FUND	ADMIN AND GENERAL	100.00-
	rochester smmpa being refu	ELECTRIC FUND	ADMIN AND GENERAL	99.23
	hard drives	ELECTRIC FUND	ADMIN AND GENERAL	72.90
			TOTAL:	1,854.38
VON ESSEN TOWING	#554 mower towing to shop	GENERAL FUND	PARKS	60.00
	19a & #311 tires & tubes	GENERAL FUND	PARKS	298.74
	#808 ferris tire & junk ti	GENERAL FUND	PARKS	13.00
	john deere mower tire repa	WASTE WATER FUND	SOURCE/TREATMENT	15.00
	#90 tire repair	WASTE WATER FUND	SOURCE/TREATMENT	15.00
			TOTAL:	401.74
WERNER ELECTRIC SUPPLY	cutting reel	GENERAL FUND	FIRE	148.19
	insulated tap	ELECTRIC FUND	POWER PRODUCTION	24.52
			TOTAL:	172.71
WESCO DISTRIBUTION INC	4" pvc bell ends	ELECTRIC FUND	NON-DEPARTMENTAL	293.91
	4" sch 40 pvc coupling	ELECTRIC FUND	NON-DEPARTMENTAL	120.23
			TOTAL:	414.14
WILSON DEVELOPMENT SERVICES, LLC	acq & relocate services	PERM IMPROVMENT RE	STREETS	19,525.30
			TOTAL:	19,525.30
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	46.14
			TOTAL:	46.14
ZACK'S INC	squeegee&broom hndls,strap	GENERAL FUND	PARKS	352.27
	level case	ELECTRIC FUND	POWER DISTRIBUTION	22.56
			TOTAL:	374.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			36,684.99
211	LIBRARY FUND			3,623.39
213	PUBLIC ACCESS			36.31
217	COMMUNITY CENTER			1,865.35
401	PERM IMPROVMENT REVOLVING			19,525.30
459	WASH TERRACE HOUSING #15			86.00
473	2013 EQUIPMENT CERTIFICAT			10,940.74
601	WATER			60,346.29
602	WASTE WATER FUND			53,225.18
603	ENVIRON SERVICES FUND			8,558.15
604	ELECTRIC FUND			16,989.12
606	STORMWATER FUND			43,928.42
610	HEARTLAND TRANSIT			965.23
820	RESTRICTED CONTRIBUTIONS			2,000.00

	GRAND TOTAL:			258,774.47

TOTAL PAGES: 10



To: Honorable Mayor Strand
Members of the City Council

June 4, 2013

From: Colleen A. Spike, CEO
River's Edge Hospital & Clinic

Re: Purchase of Financial Management, Human Resources/Payroll and Electronic
Medical Record Hardware and Software

ACTION/RECOMMENDATION

Approve the use of Hospital Funded Depreciation funds to purchase Lawson/Infor, Kronos, and Excellian/Epic software and hardware.

BACKGROUND

The Hospital Commission voted their approval of the project purchase on April 24, 2013 and on May 29, 2013, the Hospital Commission voted to fund the project costs through use of the Hospital's Funded Depreciation. The Hospital Commission requested the proposal and funding request be brought before the City Council for consideration of approval.

By January, 2015, all hospitals and health care providers must have in place a qualified, interoperable electronic medical record (EMR) system within their hospital or clinical practice setting. The financial, payroll and electronic health record with the hospital is currently operating under fails to meet our needs and/or the standards set forth by CMS (Medicare). The Excellian/EPIC EMR is the #1 EMR system in the State and was also voted #1 in KLAS ranking. All of the major health systems in the State (except Mayo) have moved to this system. The decisions for all the major health systems to move to Epic was made with the consideration that interoperability will be made easier if they all went on to the same system. Lawson, Kronos and Excellian/EPIC integrate well together to complete the system. The project will take about 18 months to complete.

FISCAL IMPACT

Project costs for hardware and software totals \$2,745,770. The Hospital Commission explored two sources of financing for the Project (see below). Option A is paid through the Hospital's funded depreciation without any interest payment. After the allocation of these funds to the project, the Hospital will still have approximately \$8M in funded depreciation and savings. Option B involved using Equipment Certificates and despite the fact the interest rates are low, over the life of the certificate the interest rate and funding upfront costs would cost \$312,538. The Council expressed some concern at its workshop about use of cash. After further consultation with Eide Baily, the Hospital auditing firm, they encouraged the use of funded depreciation to cover the cost of the project. They did this for two primary reasons. First, is the additional cost associated with issuance of the debt and the interest is not able to be applied to the cost report for Medicare. This means that it is not able to be used in determining cost to

provide service, so we are not reimbursed for these costs. Medicare is a significant portion of our business. Second, the hospital has set aside these funds to make purchases such as this. Correspondence shown in the attached letter to the Hospital Finance Director from the Managing Partner Mark Dale is attached for your review.

We are hoping to recover approximately \$800,000 in Medicare/Medicaid rebates through a program called "Meaningful Use". This program is very complex so we cannot count on the dollars, but we will make every effort to recoup some of the money through this program.

The table below shows a review of the two funding options that were fully reviewed.

Financing the Capital Purchase of Excellian, Lawson & Kronos														
		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Option A: Funded Depreciation, Savings														
Cash Outlay	Excellian	679,379	679,379											
	Apex		2,500											
	Intelerad		53,200											
	Open text, 3M, Rycan	82,851	-											
	3M Grouper	6,399	-											
	Hardware & Network	224,777	224,777											
	Kronos	19,539												
	Lawson-infor	44,049	44,000	44,000	44,000	44,000								
	Lawson-NTT	100,584	75,584	75,584	75,584	75,584								
	Contingency costs	100,000	50,000											
	Yearly cash outflow	1,257,578	1,129,440	119,584	119,584	119,584	-	-	-	-	-	-	2,745,770	
Option B: Equipment Certificates														
Funding Upfront		2,700,000												
Fees financed		49,125												
Total Debt increase		2,749,125												
Cash Outlays over 10 years														
Interest rates 0.50% increasing to 2.10%														
Interest costs		-	21,093	36,160	34,570	32,715	30,463	27,763	24,600	20,888	16,548	11,648	6,090	262,538
Principal pmts		-	-	265,000	265,000	265,000	270,000	275,000	275,000	280,000	280,000	285,000	290,000	2,750,000
Additional costs for total project costs		45,770	-	-	-	-	-	-	-	-	-	-	-	45,770
Yearly cash outflow		45,770	21,093	301,160	299,570	297,715	300,463	302,763	299,600	300,888	296,548	296,648	296,090	3,058,308
												Additional Costs to finance	312,538	

ALTERNATIVES AND VARIATIONS:

Do not act. Hospital staff will wait for additional direction from the Council.

Negative vote. By 2015, we will be out of compliance with the federal mandate and we will start to see a reduction in our Medicare/Medicaid reimbursement which will increase with every year we are out of compliance.

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

Please feel free to contact me if you have any questions or concerns.

Ann,

Here are our responses to your two questions.

1. The premise behind Medicare's "unnecessary borrowing" adjustment is as follows. "Borrowing is unnecessary to the extent funded depreciation is available. Thus, interest expense for borrowing up to the amount of available funded depreciation is not an allowable cost". The Hospital has received a benefit on the cost report by "funding depreciation" since interest earnings on funded depreciation does not need to be offset against allowable interest expense. Therefore, since the Hospital has received this benefit, Medicare requires the facility to use "funded depreciation" before incurring additional debt.

What will happen on the Medicare cost report is the interest expense from the GO Equipment Certificates will be adjusted to zero throughout the term of the loan. In the 5 year example, total interest expense of approximately \$93,000 will never be considered an allowable cost. In the 10 year example, interest expense of approximately \$263,000 will never be considered an allowable cost. The financing costs of approximately \$45,000 in the 5 year example and \$50,000 in the 10 year example also will not be a reimbursable cost.

2. Do we have an opinion as to which is the better way to go? There are pros and cons to financing or not financing.

Pros of financing

- Preserve funded depreciation initially. Funded depreciation will be drawn down to make principal and interest payments over the term of the loan however.
- Amount of interest disallowed each year is not significant. The interest rates on debt are very low.
- Would be able to earn some interest income on funded depreciation (estimated at approximately \$20,000 over 5 years and \$40,000 over 10 year).

Cons of financing

- Have to take the entire financing at once even though payments to vendors may be spread out.
- Interest expense and financing costs are not allowable costs (\$138,000 for 5 year proposal and \$313,000 in 10 year proposal)
- The 10 year term is long considering most equipment has a 4-5 year useful life. May need to purchase additional software before this loan is paid off.

Pros of using funded depreciation

- Timing of withdrawals correspond with payments to vendors
- Earning very little interest income on funded depreciation
- Not have to incur financing costs and disallowed interest expense

Cons of using funded depreciation

- Draw down cash balances over a short period

Summary

The 10 year financing proposal results in a significant amount of disallowed interest expense and financing costs over the term of the loan and this loan would most likely not be paid off before the Hospital would need to purchase updates to the hardware and software. 'This would be the least desirable method of financing.

The 5 year financing proposal is less expensive but still results in disallowed costs. The convenience of spreading out cash payments over a 5 year loan term rather than using funded depreciation as the financing method does have a total cost of over \$100,000 during the 5 year term.

Using funded depreciation spends down cash much faster but the Hospital has over \$6,400,000 of funded depreciation currently and would still have \$3,700,000 after making these expenditures. The most economical method appears to be spending funded depreciation.

The Hospital would be able to claim some Medicare and possibly Medicaid incentive payments whether you debt finance or use funded depreciation which would enhance the cash position of the Hospital.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING PURCHASE OF ELECTRONIC RECORDS SYSTEM FOR
RIVER'S EDGE HOSPITAL AND CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital purchases exceeding \$15,000; and

WHEREAS, River's Edge Hospital and Clinic wishes to purchase an electronic records system as required by Federal law; and

WHEREAS, the system must be in place by January, 2014; and

WHEREAS, Hospital staff recommends the purchase of the system from Lawson/Infor, Kronos, and Excellian/Epic software and hardware in the amount of \$2,745,770; and

WHEREAS, the proposed system is utilized by all major health systems in Minnesota except for Mayo Health Systems; and

WHEREAS, funds are available in the Hospital depreciation and the River's Edge Hospital and Clinic and the Hospital Foundation; and

WHEREAS, Hospital staff will also attempt to recover a portion of the cost through the "Meaningful Use" program which provides Medicare/Medicaid rebates.

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

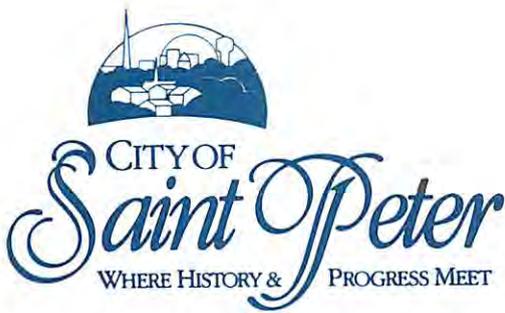
1. River's Edge Hospital and Clinic is authorized to proceed with purchase of an electronic records system from Lawson/Infor, Kronos, and Excellian/Epic software and hardware in the amount of \$2,745,770
2. Funding for the purchase shall be from Hospital depreciation funds and the Hospital Foundation.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of July, 2011.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 29, 2013

FROM: Lewis Giesking
Public Works Director

RE: 2012 Miscellaneous Sidewalk Improvements Project Close Out

ACTION/RECOMMENDATION

Approve Change Order #1 in the amount of \$6,931; accept the 2012 Miscellaneous Sidewalk Improvement Project as completed; and authorize final payment to Nielsen Blacktopping in the amount of \$40,271.

BACKGROUND

In August 2012 the Council awarded Nielsen Blacktopping the bid for perform sidewalk, alley access and handicapped access improvements in the amount of \$33,340. The improvements included work near and around the Fire Hall, City Hall and the Family Dollar Store. The scope included areas where the sidewalk had settled due to poor compaction after electrical cable installations.

Staff worked with the Family Dollar Store to make the necessary corrections to their sidewalk on the north and east side of their building which also required improvements to the alley entrance and electrical box adjacent to City parking lot #5. Nielsen Blacktopping confirmed their unit prices would be honored for the work and staff authorized the work to be completed in the amount of \$6,931 as a change order to the project.

With the Change Order, the final project cost is \$40,271 which would be funded from the General Fund (\$34,858) and Electric Fund (\$3,399). All warranty work has been completed and staff is recommending that the project be accepted.

FISCAL IMPACT:

The work will be funded from the General and Electrical Funds as described above.

ALTERNATIVES/VARIATIONS

Do not act: Staff will wait for further direction from the City Council.

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

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

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

LGG

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CHANGE ORDER #1 AND ACCEPTING THE 2012
MISCELLANEOUS SIDEWALK IMPROVEMENTS PROJECT**

WHEREAS, the City provides for annual inspections of sidewalks for safety deficiencies and handicapped access issues; and

WHEREAS, deficiencies were found in sidewalks that are the responsibility of the City; and

WHEREAS, Nielsen Blacktopping was awarded the bid for the 2012 Miscellaneous Sidewalk Improvement Project in August 2012; and

WHEREAS, additional work needed to be completed in the alley entrance to Parking Lot #5; and

WHEREAS, this work could be accomplished by issuance of a change order to the contract; and

WHEREAS, the contractor was willing to accept the change order; and

WHEREAS, the contract completed warranty corrections this spring; and

WHEREAS, the project has been completed as per the plans and specifications of the contract.

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

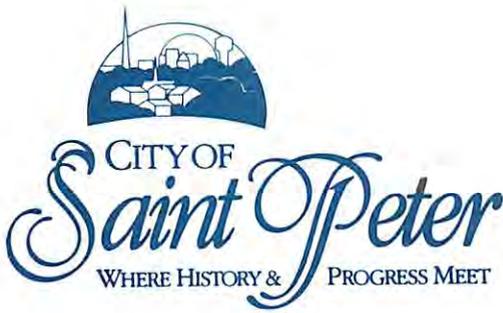
1. Change Order #1 in the amount of \$6,931 is hereby approved.
2. The 2012 Miscellaneous Sidewalk Improvement Project is accepted as completed.
3. Staff is directed to make final payment to Nielsen Blacktopping, Inc. of Kasota, MN in the amount of \$6,931.
4. Funding for the project shall be from General Fund (\$34,858) and Electric Utility (\$3,399) funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of June, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/4/13

FROM: Todd Prafke
City Administrator

RE: City Assistance Request – Fourth of July

ACTION/RECOMMENDATION

Approve the attached resolution authorizing City assistance for the community-wide Fourth of July celebration.

BACKGROUND

The Chamber of Commerce has once again requested City assistance for the community-wide Fourth of July celebration in Saint Peter and staff recommends approval of the request as outlined in the letter from the Chamber of Commerce and the proposed resolution.

The recommended approval will include staff assistance; use of water, electricity and restroom facilities in the park; closing roadways, and restricted parking in the area of Minnesota Square Park and along the parade and parade staging routes.

New requests from the Chamber include a request for the City to place barriers at the entrances to the parking lot of Union Presbyterian Church for vendor parking and permission to play two 30-yard rolloff dumpsters on the street on the north and south side of the park.

As we have in the past two years, both the Chamber of Commerce and the owners of the animals being displayed in the park must provide Certificates of Insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000. We now make this requirement for all community events that seek City assistance. The resolution also requires the Chamber to ensure that vendors in the park have no more than one vehicle in the park and that they have obtained the required City, County and/or State licensure for their sales.

FISCAL IMPACT:

The cost to the City for this assistance is estimated to be \$8,000.

ALTERNATIVES AND VARIATIONS:

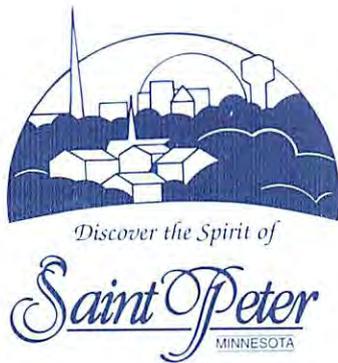
Do Not Act: Should the Council fail to take action on this request, no assistance will be provided.

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

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

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

TP/bal



Area Chamber of Commerce
and
Tourism and Visitors Bureau

101 South Front Street
Saint Peter, MN 56082-2500

May 29, 2013

Honorable Mayor Tim Strand
Members of City Council
City of St. Peter
227 S. Front St.
St. Peter, MN 56082



Dear Mayor Strand and City Council Members:

The St. Peter Area Chamber of Commerce has been making preparations for an old-fashioned July Fourth celebration. For the 43rd consecutive year, the celebration will include a parade, a picnic in Minnesota Square, and other activities. Throughout the years, the organizers of the event have enjoyed the full cooperation of the City of St. Peter and its employees. The Chamber of Commerce respectfully requests this assistance for 2013 as outlined below:

MINNESOTA SQUARE PARK

- + Use of the Park Tues., July 3 through Thurs., July 5 for setup, activities on the 4th, and tear down on the 5th. (The Park has been reserved with the Recreation and Leisure office.)
- + Picnic tables delivered to the Park and placed under the shade tents (afternoon of July 3). Number to be determined.
- + Use of fully supplied public restrooms along with keys to the store room to maintain the Park restrooms. Contact person's cell phone number.
- + Use of water in the Park.
- + Check and activate electricity in the Park; provide contact name and phone number of person to call for help, if needed.
- + Set up slip 'n slide in the Park (set up - Public Works; Rec. Dept. staffs)
- + Use of the Park for pony rides.
- + Use of the Park for kiddie train rides.
- + Spray for mosquito control as determined by City staff.

NO PARKING

- + Establishment of "No Parking" restrictions on July 4th as follows (as early as possible, to be determined by proper City department):
 - A) South Washington from Broadway Ave. to Elm St. and Elm St. to Third St. for the parade.



507-934-3400 800-473-3404 Fax 507-934-8960

www.tourism.st-peter.mn.us

e-mail: spchamb@hickorytech.net



- B) North Washington Ave. from Broadway Ave. to just short of Traverse Rd. for parade staging.
- C) 200 to 500 blocks of Elm St. (both sides).
- D) 200 block of West College Ave. (south side from handicap parking area to Minnesota Ave.).
- E) South 4th St. from Elm St. to St. Paul St. designated as "BUS PARKING ONLY" on east side and "NO PARKING BEFORE 9:15 A.M." on both sides from St. Paul to College Ave.
- F) Cones placed as above from College Avenue to St. Paul St. for 8K Run and Walk access.

STREET CLOSURES

- + Washington Ave. from Elm St. to just before Traverse Rd.
- + 200 through 500 blocks of Elm St.
- + Street to be determined for 8K race route (Police Department will determine).

ADDITIONAL ITEMS

- + Bleachers set up in Gorman Park for viewing the parade.
- + Police personnel and reserves to monitor/assist with parade and 8K run as necessary. Other City employees to assist as necessary.
- + Place curbies along parade route and staging areas to assist public and participants
- + Portable toilets have been ordered from Seppmann and will be placed along the parade route and staging area and in the Park to assist the public and participants.
- + Announcement will be made throughout the event that pet animals are not allowed in the park; visitors with animals will be asked to remove them from the park.
- + Barriers at Union Presbyterian Church parking lot so vendors have place to park additional vehicles. (Chamber has received permission from Union Presbyterian Church)
- + Use of Gator for volunteer Gil Carlson to use with parade lineup and for Ed Lee to use in park
- + Permission to place 30-yard rolloff dumpsters on College St. at northeast corner of the Park and on El Street on the south side of the Park.

Thank you for your consideration of the request. If you need additional information, please let me know. We look forward to meeting with City staff to review the plans and to address any concerns.

Sincerely,



Ed Lee
Executive Director

ep

cc: Todd Prafke, City Administrator
Matt Peters, Chief of Police
Lew Giesking, Director of Public Works
Tim Mayo, Maintenance Superintendent
Rachel More, Run/Walk Coordinator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR FOURTH OF JULY EVENT

WHEREAS, the Fourth of July celebration in Saint Peter is a community event; and

WHEREAS, the Chamber of Commerce has requested City assistance to provide for this event;
and

WHEREAS, there is a need to allow for parade staging, parade routes, and establishment of a temporary bridle trail in Minnesota Square Park for pony rides; and

WHEREAS, the City Council finds that parking restrictions and closure of streets on July 4th would not cause a public safety concern and would be in the best interest of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following authorizations are provided for the community Fourth of July celebration:

The Saint Peter Chamber of Commerce is authorized to:

- Use Minnesota Square Park from July 3rd through the morning of July 5th for setup, the actual celebration and tear down of the associated facilities.
- Use the portion of Minnesota Square Park located adjacent to the intersection of South Third Street and West Elm Street on July 4, 2013 in order to provide for pony rides provided the owners of the animals provide a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000. The certificate of insurance must be provided to the City by no later than July 1st.
- Use public restroom keys to maintain the Minnesota Square restroom.
- Use City water and electricity in the park for the Fourth of July event.
- Place a 30 yard roll-off dumpster on College Avenue at the northeast corner of Minnesota Square Park and another 30 yard dumpster on West Elm Street on the south side of the park.

The City shall:

- Provide mosquito control in the park prior to the event.
- Provide for delivery of additional picnic tables to the park.
- Provide "No Parking" designations on July 4, 2013 as follows:
 - South Washington Avenue from Broadway Avenue to West Elm Street and West Elm Street to South Third Street (parade route)
 - North Washington Avenue from Broadway Avenue to Traverse Road (parade staging)
 - 200 -500 blocks of West Elm Street (both sides)
 - 200 block West College Avenue (south side from handicapped parking area to Minnesota Avenue)

- South Fourth Street (east side) from Elm Street to St. Paul Street signed as "BUS PARKING ONLY" on east side and "NO PARKING BEFORE 9:15 A.M." on both sides from St. Paul Street to College Avenue
- Placement of cones from College Avenue to St. Paul Street for 8K run and walk access.
- Provide for street closures on July 4, 2013 as follows:
 - Washington Avenue from Elm Street to Sumner Street
 - 200 - 500 blocks of West Elm Street
 - Along the 8K race route (to be determined at a later date by the Police Department)
- Provide Police Department assistance with the July 4, 2013 "8K Run" and parade.
- Provide for Police regulation of parking and street closures as may be necessary to ensure public safety during these events.
- Place temporary bleachers in Gorman Park for viewing the parade.
- Authorize placement of portable toilets and curbies along the parade route and staging area and in the park to assist the public and participants.
- Set up and staff the water slide in Minnesota Square Park on July 4, 2013.
- Provide barriers that may be used to restrict parking at Union Presbyterian Church for Fourth of July vendors.

The Chamber of Commerce shall:

- Provide regular announcements throughout the event that pets are not allowed in Minnesota Square Park and asking visitors with pets to remove them from the park.
- Provide to the City a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 by no later than July 1, 2013.
- Ensure that each vendor shall be limited to having no more than one vehicle in the park.
- Ensure that each vendor receives the appropriate City, County, and/or State licensures no later than June 24th.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of June, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: 05/14/13

FROM: Jane Timmerman
Recreation & Leisure Services Director

RE: Replace Metal Coping Cap at the Library
Kasota Stone wall areas

ACTION/RECOMMENDATION

Approve metal coping replacement at the Kasota Stone wall area at the Saint Peter Public Library. Accept donated funding for the repair project from the Carl and Verna Schmidt Foundation.

BACKGROUND

Staining on the Kasota Stone wall area of the Saint Peter Public Library has been occurring regularly since the library opened in 2002. A number of solutions have been tried but the situation continues.

Staff contacted Schwikert's Tecta America to investigate the issue and provide a solution. They discovered the underlying problem is related to the sheet metal coping cap.

Schwikert's proposal of \$12,030.00 includes removal and disposal of the existing sheet metal coping cap, installation of wood blocking on the outside of the building to square up, installation of new keeper metal and installation of new 24 gauge prefinished sheet metal counter flashing.

The Carl and Verna Schmidt Foundation has offered to fund the repair project and will reimburse the City once the project is complete.

FISCAL IMPACT:

This is an unbudgeted purchase that will be funded from the Carl and Verna Schmidt Foundation.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will not complete the purchase.

Negative Votes: Staff will await further direction from the Council.

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

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

JT/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF REPLACEMENT METAL
CAP COPING CAP ON THE KASOTA STONE WALL AT THE PUBLIC LIBRARY**

WHEREAS, staining on the Kasota stone wall at the Library continues to occur; and

WHEREAS, previous solutions to fix the staining have not worked; and

WHEREAS, further investigation has indicated the need to replace the metal coping cap on the Kasota Stone wall to provide the necessary fix to prohibit future staining; and

WHEREAS, Schwickerts, TECTA America maintains the roofs at both the Library and the Community Center and staff felt it was important to utilize their services to maintain continuity in the repairs and maintenance of the Library structure; and

WHEREAS, these repairs were not included in the 2013 Library fund budget; and

WHEREAS, the Carl and Verna Schmidt Foundation will fund the project by reimbursing the City of Saint Peter.

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

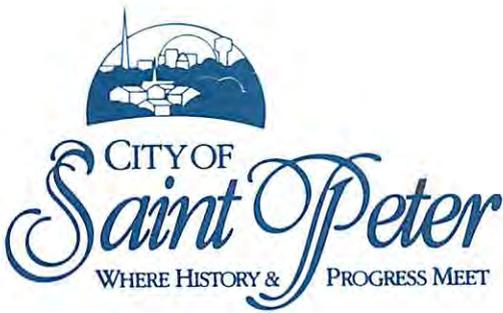
1. Staff is directed to proceed with the project to inhibit future staining of the Kasota Stone wall at the library.
2. Project is awarded in the amount of \$12,030 to Schwikert's Tecta America.
3. Funding for the project shall be reimbursed by the Carl and Verna Schmidt Foundation.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of June, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

FROM: Lewis G. Giesking
Public Works Director

RE: 2013 Seal Coat Project Bid Award

DATE: 6/7/2013

ACTION/RECOMMENDATION

Award bid for the 2013 street seal coating project to Caldwell Asphalt Company in the amount of \$2.575 per gallon applied, not to exceed a total of \$147,000.

BACKGROUND

On April 22, 2013, the City Council adopted the outline of the 2013 Street Maintenance Program for the City. \$150,000 was allocated for seal coating 114 blocks of streets as a part of the 2013 Street Maintenance Budget. A list of the streets to be seal coated in 2013 is attached. Please note that this is only a plan list and that the final work may vary based on the amount of material, application amount changes and decisions made on site by our Streets Department. Variability is usually very low. It is estimated 49,900 gallons of asphalt emulsion will be required to complete the work. The contract portion of the seal coating project provides for the contractor to supply the asphalt emulsion and equipment and personnel to load and haul seal coat stone and install the asphalt emulsion and the stone.

The City will supply the stone and personnel for traffic control. The contractor is responsible for the finished product; however, by working closely with the contractor the City minimizes the cash cost for seal coating. City staff will remove the excess stone approximately one week following the completion of the seal coating process. Streets can be used again within a very short time of application. The project was advertised and two contractors provided bids on the project as follows:

<u>CONTRACTOR</u>	<u>CSR2 ASPHALT EMULSION</u>	<u>TOTAL</u>
Caldwell Asphalt Co.	\$2.575 per gallon	\$128,492.50
Pearson Brothers Co.	\$3.09 per gallon	\$154,191.00

Staff recommends awarding the bid to Caldwell Asphalt Company.

FISCAL IMPACT:

The bid award falls within the budgeted amounts for seal coating.

ALTERNATIVES/VARIATIONS:

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

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

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

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

LGG/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION AWARDING BID FOR 2013 SEAL COAT PROJECT

WHEREAS, two bids were received for seal coating oil and application as follows:

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Caldwell Asphalt Co.	\$2.575 per gallon
Pearson Brothers Co.	\$3.09 per gallon

WHEREAS, Caldwell Asphalt Co. is the apparent low bidder for seal coating; and

WHEREAS, Caldwell Asphalt has successfully performed this work for the City in the past; and

WHEREAS, funding restrictions will allow only \$150,000 for seal coating work.

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

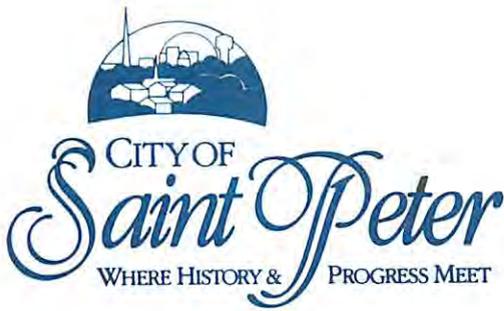
1. The City Council hereby awards the bid for the 2013 Seal Coating Project to Caldwell Asphalt Co. of Hawick, Minnesota in the amount of \$2.575 per gallon of oil applied to a maximum expenditure of \$150,000.
2. Funding for the seal coating work will be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of June 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/07/13

FROM: Lewis Giesking
Director of Public Works

RE: 1728 North Fifth Street House Demolition

ACTION/RECOMMENDATION

Authorize Hansen Sanitation, Inc. of Kasota, MN to demolish the house located at 1728 North Fifth Street in the amount of \$11,500.

BACKGROUND

The City purchased the home located at 1728 North Fifth Street for the Washington Avenue Link Project. As part of the project the home needs to be removed and the site needs to be cleared and leveled off. Formal written proposals were developed and sent to six contractors who are highly capable of performing the work. Two contractors submitted the necessary paperwork from the written proposals. They include:

Hansen Sanitation, Inc.	\$11,500.00
Rehnelt Excavation	\$15,349.00
Blue Earth Environmental	did not submit proposal
PSC Construction	did not submit proposal
Dulas Excavating	did not submit proposal
Drummer Construction	did not submit proposal

Staff recommends that Hansen Sanitation of Kasota be authorized to complete the work with a project completion deadline of June 28.

FISCAL IMPACT:

The demolition will be funded from the General Fund. With approval of the work the net loss on the overall project is estimated at about \$13,000.

ALTERNATIVES/VARIATIONS:

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

Negative Votes: City Council should reject the proposal.

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.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

RESOLUTION ACCEPTING PROPOSAL FOR DEMOLITION OF STRUCTURES AT 1728
NORTH FIFTH STREET

WHEREAS, the City is the owner of the property located at 1728 North Fifth Street; and

WHEREAS, the property is being sold and a new home will be constructed on the site; and

WHEREAS, written proposals were received for a project to demolish the structure and clean and level the property for re-use; and

WHEREAS, two qualified contractors with experience in demolition work submitted proposals; and

WHEREAS, work needs to proceed in a manner to complete the demolition by June 28, 2013.

WHEREAS, written proposals were received from:

Hansen Sanitation, Inc.	\$11,500.00
Rehnelt Excavation	\$15,349.00

WHEREAS, staff recommends acceptance of the proposal from Hansen Sanitation, Inc.

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

1. The City Council hereby accepts the proposal from Hansen Sanitation of Kasota, Minnesota in the amount of \$11,500 to perform the demolition and removal of the home at 1728 North Fifth Street.
2. Funding for the work shall be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of June 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator