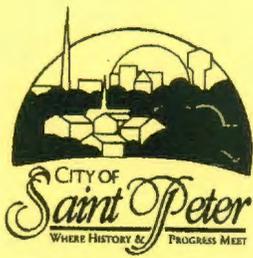


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, June 27, 2016  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
  - A. Wenner-Underwood Annexation Request
  - B. Gardner Road Watermain Construction 2015 Project Acceptance
- VII. NEW BUSINESS**
  - A. 2015 Audit Presentation and Formal Acceptance
  - B. Hallett's Pond Trail Design and Construction
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. League of Minnesota Cities Conference
    - 2. Fourth of July Closures
    - 3. Traverse Green Subdivision Open House/Lot Sale Schedule
    - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES**

A copy of the minutes of the June 13, 2016 regular Council meeting is attached for approval. A MOTION is in order.

**IV. VISITORS**

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

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

**B. General Visitor Comments**

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

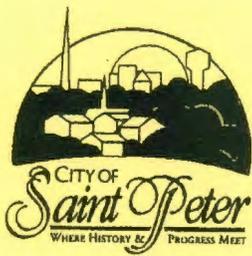
**V. APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for June 9, 2016 through June 22, 2016, is attached. Please see the attached staff reports and RESOLUTION.

**VI. UNFINISHED BUSINESS**

**A. ADOPTION OF AN ORDINANCE ANNEXING LAND LOCATED AT THE NORTHWEST CORNER OF THE GARDNER ROAD/WEST BROADWAY AVENUE INTERSECTION**

A public hearing was held on June 13th regarding a petition for annexation of a portion of land located at the intersection of Gardner Road and West Broadway Avenue. It is appropriate for the City Council to consider action on the proposed annexation. Please see the attached staff report and ORDINANCE.



**B. ADOPTION OF A RESOLUTION GARDNER ROAD WATERMAIN CONSTRUCTION 2015 PROJECT FINAL ACCEPTANCE**

The 2015 project to install watermain along Gardner Road has been completed as per City contract specifications. Staff recommends acceptance of the project as completed and authorization be provided to make final payment to the contractor. Please see the attached staff report and RESOLUTION.

**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION ACCEPTING 2015 AUDIT FINDINGS**

Jim Eichten of the City's audit firm MMKR will provide a presentation on his findings related to his audit of the City's finances ending in year 2015. Following the presentation staff recommends adoption of an ordinance formally accepting the audit results as required by State law. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING DESIGN AND CONSTRUCTION OF TRAIL ON CITY OWNED PROPERTY AT HALLETT'S POND**

Staff recommends approval of the design for a trail at Hallett's Pond and authorization to initiate construction of the first phase which would consist of a gravel trail on City owned property only. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

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

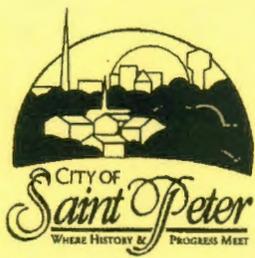
**B. CITY ADMINISTRATOR**

**1. REPORT ON LEAGUE OF MINNESOTA CITIES CONFERENCE**

A report will be provided at this time on the annual League of Minnesota Cities conference attended by City Administrator Prafke.

**2. REPORT ON FOURTH OF JULY CLOSURES**

A report will be provided at this time on City services impacted by the Fourth of July holiday.



**3. REPORT ON TRAVERSE GREEN OPEN HOUSE/LOT SALES**

A report will be provided at this time on the schedule for the Traverse Green Subdivision open house and lot sales.

**4. OTHERS**

Any further reports by City Administrator Prafke 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**

**JUNE 13, 2016**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on June 13, 2016.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Grams, Pfeifer, Parras, Carlin, Kvamme, Brand, and Mayor Zieman. The following officials were present: City Administrator Prafke, Assistant City Attorney Grean 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: Annexation Of Property Request** – Mayor Zieman opened the public hearing on a petition by Wenner-Underwood Farms for annexation of a parcel of land located at the intersection of West Broadway Avenue and Gardner Road at 7:02 p.m. City Administrator Prafke reviewed the process under which public hearings are held. Community Development Director Wille provided background information on the proposed annexation which was necessary to allow construction of a roundabout at the intersection and which had inadvertently been left out of a previous annexation action. Wille indicated action to adopt the annexation would be scheduled at the June 27, 2016 regular meeting. There being no further speakers, the public hearing was declared closed at 7:05 p.m.

**Public Hearing: Housing Tax Increment Financing District Establishment** – Mayor Zieman opened the public hearing on the proposed establishment of a housing Tax Increment Financing district that would be used to finance construction of public improvements in the Traverse Green Subdivision at 7:06 p.m. Shannon Sweeney of David Drown Associates provided background information on the reasons for establishing a tax increment financing district. Sweeney indicated the district would have a maximum life of 26 years and tax increments from the City, County and School District #508 would be captured if the district was established. Sweeney noted that the Tax Increment Financing plan included a map of the district encompassing all of Traverse Green Subdivision and a budget that was approximately \$7,000,000, while noting that the budget was designed to give the maximum flexibility for use of revenues generated by the district. Sweeney also stated the income eligibility limits included in the plan (\$77,100 for a family of two or less and \$88,665 for a family of three or more) were set each year by the State of Minnesota. There being no further speakers, the public hearing was declared closed at 7:10 p.m.

**Approval of Minutes** – A motion was made by Parras, seconded by Pfeifer, to approve the minutes of the May 23, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the May 23, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Kvamme, seconded by Grams, Resolution No. 2016-94 entitled, "Resolution Approving Consent Agenda", was introduced. Councilmember Parras

questioned why Gustavus was not required to pay for the \$20,000 transformer purchase that was only being purchased because of Gustavus' heating plant project. City Administrator Prafke indicated the City's policy was to provide transformers to ensure that the correct and most efficient transformer was purchased rather than the one with the lowest cost. Councilmember Carlin also pointed out that the businesses using larger transformers pay a higher utility rate that helps cover the cost of the bigger equipment. A complete copy of Resolution No. 2016-94 is contained in the City Administrator's book entitled Council Resolutions 21.

**Adoption of Tax Increment Financing Plan** – Shannon Sweeney of David Drown Associates once again provided a recommendation for establishing Tax Increment Financing District No. 1-20 and noted the increments generated by the district would be used, along with lot sale revenues, to finance the construction of public improvements in the Traverse Green Subdivision. In motion by Kvamme, seconded by Grams, Resolution No. 2016-95 entitled "Resolution Approving Establishment Of Tax Increment Financing District No. 1-20 Within Municipal Development District No. 1, And The 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. 2016-95 is contained in the City Administrator's book entitled Council Resolutions 21.

**Sale Of 2016 G.O. Tax Increment Financing Bonds** – Shannon Sweeney of David Drown Associates presented a recommendation to award the bid for sale of \$2,405,000 in G.O. Tax Increment Financing Bonds, Series 2016A to United Banker's Bank with Hometown Bank at the net interest rate of 2.5180%. Sweeney reported the interest rate was below the estimated rate of 3.2732% which would save the City approximately \$233,000 in debt service payments which might otherwise have had to be paid using property tax revenue. Sweeney also noted the Standard and Poor's credit rating on the issuance was "Aa-" which he considered a "great" credit rating. In motion by Parras, seconded by Brand, Resolution No. 2016-96 entitled "Resolution Accepting Proposal On The Competitive Negotiated Sale Of \$2,405,000 General Obligation Tax Increment Bonds, Series, 2016A, And Levying A Tax For The Payment Thereof", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-96 is contained in the City Administrator's book entitled Council Resolutions 21.

**Hospital Ambulance Purchase** – River's Edge Hospital and Clinic CEO George Rohrich addressed the Council to present the Hospital Commission request for authorization to purchase a 2016 Road Rescue Ultramedic 168" type 3 Ford ambulance from Everest Emergency Vehicles in the total amount of \$210,463 to replace a 2001 ambulance. Rohrich indicated that although the proposal from Everest was not the lowest proposal received, the Ultramedic vehicle was considered a better value because it was constructed of all aluminum. Rohrich also noted the vehicle used regular gasoline as opposed to the diesel ambulances previously purchased and the gas vehicle would cost less to maintain. Councilmember Carlin questioned the status of the second ambulance and Rohrich indicated the engine had been replaced in 2015, but other than small issues it was working well. Carlin also questioned what would happen with the 2001 ambulance and Rohrich indicated it was yet to be determined and suggested it be used by the City as an equipment vehicle. In motion by Brand, seconded by Parras, Resolution No. 2016-97 entitled "Resolution Approving Purchase Of Replacement Ambulance For River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-97 is contained in the City Administrator's book entitled Council Resolutions 21.

**Revolving Loan Request: Chabeans LLC** – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a request by Chabeans, LLC (dba Patrick’s On Third) for a \$25,000 accessibility loan to renovate the restrooms at 125 South Third Street. Wille noted the terms of the loan included amortized over a ten (10) year period at zero percent (0%) interest; a second mortgage on the South Third Street property; and personal guarantees by John and Tamara Mayer. A motion was made by Councilmember Pfeifer to remove the requirement for the second mortgage. There being no second, the motion failed. In motion by Grams, seconded by Kvamme, Resolution No. 2016-98 entitled “Resolution Approving A \$25,000 Accessibility Enhancement Revolving Loan To Chabeans, LLC To Partially Finance The Remodeling And Expansion Of Restroom Facilities At 125 South Third Street”, was introduced as originally proposed. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-98 is contained in the City Administrator’s book entitled Council Resolutions 21.

**Reports**

**Mayor’s Report** – Mayor Zieman reported Bluesfest and the Memorial Day program in Minnesota Square Park were both well attended.

**RP3 Designation** – Public Works Director Moulton reported the City’s Electric Utility had received an “Reliable Public Power Provider” (RP3) designation from the American Public Power Association (APPA). Moulton noted the recognition was based on the City’s electric system improvements; reliability of the electric system, safety measures being utilized; and workforce development and that the City was one of only 219 public power providers nationwide and only nine in Minnesota to meet the standards for the RP3 designation.

**Goal Session Report** – City Administrator Prafke directed Council attention to the report included in the Council packet recapping discussion at the June 6th goal session.

Councilmember Brand extended his appreciation to the City’s Public Works crews for their quick response to Friday’s severe storms and for keeping the electricity available when so many area communities lost power.

Councilmember Kvamme expressed his appreciation to the Police Department for recovering his stolen car within six hours of it being taken.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:45 p.m.

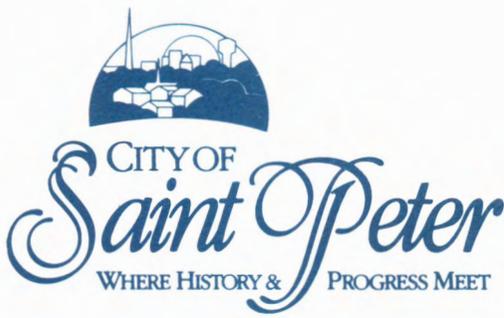
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 6/13/2016

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

**RE:** Fire Hydrant Painting

### ACTION/RECOMMENDATION

Authorize B & L Utility of South Haven, Minnesota to paint 100 fire hydrants in the amount of \$9,500.

### BACKGROUND

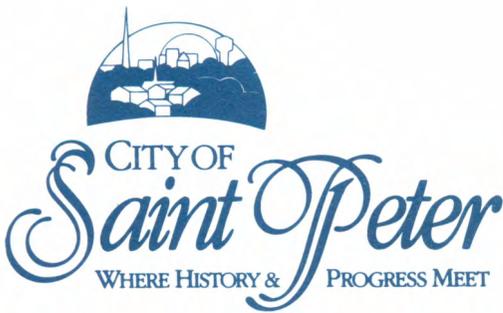
Staff allocated funding for fire hydrant painting on an annual basis. This year will mark the fourth year of the program and the hydrants that were painted in the first three years have shown no signs of paint fading or surface rust showing.

Following the City's purchasing policy only two formal written proposals were obtained to paint 100 fire hydrants. They are as follows:

<u>Contractor</u>	<u>Cost per hydrant</u>	<u>Total cost</u>
B & L Utility Maintenance – South Haven, MN	\$ 95	\$ 9,500
Scandia Consulting – Ojibwa, WI	\$ 117	\$11,700

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

PM/CV/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 6/23/2016

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Renewal License Applications

### **ACTION/RECOMMENDATION**

Provide approval of several renewal license applications.

### **BACKGROUND**

The St. Peter Lions Club and Nicollet County Ag Society have each submitted a Temporary On Sale Liquor License application in order to sell Beer and Wine at separate events. The Saint Peter Lions have been asked to sell wine and beer at the Rock Bend Folk Festival on September 10-11, 2016 at Minnesota Square Park.

The Nicollet County Fair will be held on five days (August 10 – 14, 2016). The St. Peter Jaycees have been approved to sell beer and wine at the fair from August 10 – 13, 2016. Minnesota State Statute 340A.404, Subd. 10 restricts temporary on sale licenses to a period of four consecutive days; therefore the Nicollet County Ag Society has also applied for a temporary license to sell the beverages on August 14, 2016 which is the fifth and final day of the fair.

Leon Tellijohn has submitted an application for two Four Wheeled Vehicle/Golf Cart on City Streets permits. Tellijohn is in the process of obtaining the required information needed to obtain the permits. Once the information required by City Code is received, the permits would be issued.

Gustavus Adolphus College has submitted two Temporary Gambling License applications in order to hold raffles at the College at 800 West College Avenue. The events will take place on October 1, 2016 and December 10, 2016.

The Nicollet County Ag Society has also applied for a Soft Drink License which will cover the entire property located at 400 West Union Street for the period June 27, 2016 – December 31, 2016.

Please include consideration of these license applications on the June 27, 2016 City Council consent agenda.

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

CKM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	embroidery	GENERAL FUND	PARKS	45.00
			TOTAL:	45.00
ALPHA WIRELESS COMMUNICATIONS CO	service on radios	GENERAL FUND	MUNICIPAL BUILDING	63.05
	service on radios	GENERAL FUND	PUBLIC WORKS ADMIN	88.26
	service on radios	WATER	ADMIN AND GENERAL	60.41
	service on radios	WASTE WATER FUND	ADMIN AND GENERAL	54.63
	service on radios	ELECTRIC FUND	ADMIN AND GENERAL	54.65
			TOTAL:	321.00
AMERICAN PUBLIC WORKS ASSOCIATION	moulton 2016 dues	GENERAL FUND	STREETS	57.50
	moulton 2016 dues	GENERAL FUND	PARKS	46.00
	moulton 2016 dues	WATER	ADMIN AND GENERAL	23.00
	moulton 2016 dues	WASTE WATER FUND	ADMIN AND GENERAL	23.00
	moulton 2016 dues	ENVIRON SERVICES F	ADMIN AND GENERAL	23.00
	moulton 2016 dues	ELECTRIC FUND	ADMIN AND GENERAL	57.50
			TOTAL:	230.00
ARROW ACE HARDWARE INC	bulbs & weed control	GENERAL FUND	MUNICIPAL BUILDING	41.96
	squad maint. supplies, spe	GENERAL FUND	POLICE	51.05
	cleaning supplies, weedsto	GENERAL FUND	FIRE	42.53
	sprayer, cord, water	GENERAL FUND	STREETS	11.70
	socckets/bushing	GENERAL FUND	STREETS	72.57
	jug	GENERAL FUND	STREETS	12.99
	general supplies, lil rasc	GENERAL FUND	RECREATION/LEISURE SER	32.81
	ball valve, nipple	GENERAL FUND	SWIMMING POOL	61.34
	hose & sweeper	GENERAL FUND	PARKS	109.98
	sprayer, cord, water	GENERAL FUND	PARKS	11.70
	batteries	LIBRARY FUND	LIBRARY	6.40
	parts for weed whip	LIBRARY FUND	LIBRARY	12.47
	batteries	COMMUNITY CENTER	COMMUNITY CENTER	25.58
	parts for weed whip	COMMUNITY CENTER	COMMUNITY CENTER	12.48
	toilet part rm 215	COMMUNITY CENTER	COMMUNITY CENTER	7.99
	elbow, blade, pins	WATER	PURIFICATION AND TREAT	44.41
	sprayer, cord, water	WATER	DISTRIBUTION AND STORA	5.85
	blower, cap, line	WATER	DISTRIBUTION AND STORA	89.30
	nipple/ ball valve	WATER	DISTRIBUTION AND STORA	27.58
	sprayer, cord, water	WASTE WATER FUND	SOURCE/TREATMENT	5.85
	blower, cap, line	WASTE WATER FUND	SOURCE/TREATMENT	89.30
	aerator	WASTE WATER FUND	SOURCE/TREATMENT	8.99
	sprayer, cord, water	ENVIRON SERVICES F	REFUSE DISPOSAL	5.85
	blower, spade, pruner	ENVIRON SERVICES F	REFUSE DISPOSAL	295.50
	air filter	ELECTRIC FUND	POWER PRODUCTION	47.92
	sprayer, cord, water	ELECTRIC FUND	POWER DISTRIBUTION	11.70
	sprayer, cord, water	STORMWATER FUND	TREATMENT	5.87
	blower, cap, line	STORMWATER FUND	TREATMENT	106.24
			TOTAL:	1,257.91
BACHMAN'S, INC.	boulevard trees	ENVIRON SERVICES F	REFUSE DISPOSAL	2,443.75
			TOTAL:	2,443.75
BARNES & NOBLE INC	adult nonfiction books	LIBRARY FUND	LIBRARY	141.86
			TOTAL:	141.86
BAUER'S UPHOLSTERY	recover stool seats	COMMUNITY CENTER	COMMUNITY CENTER	115.90
			TOTAL:	115.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BGMN, INC	grease trans fluid	GENERAL FUND	STREETS	96.48
	grease trans fluid	GENERAL FUND	PARKS	96.48
	grease trans fluid	WATER	DISTRIBUTION AND STORA	48.24
	grease trans fluid	WASTE WATER FUND	SOURCE/TREATMENT	48.24
	grease trans fluid	ENVIRON SERVICES F	REFUSE DISPOSAL	48.24
	grease trans fluid	ELECTRIC FUND	POWER DISTRIBUTION	96.48
	grease trans fluid	STORMWATER FUND	TREATMENT	48.22
			TOTAL:	482.38
BLUE EARTH COUNTY ENVIRONMENTAL SERVIC	lab pack waste	WASTE WATER FUND	SOURCE/TREATMENT	190.20
			TOTAL:	190.20
BNR IRRIGATION SERVICES, INC.	vet's field irrigation rep	GENERAL FUND	PARKS	422.98
			TOTAL:	422.98
BOBCAT OF MANKATO	#908, 311, 614, blade, rad	GENERAL FUND	PARKS	389.75
			TOTAL:	389.75
BORDER STATES ELECTRIC SUPPLY	#392/ #450 splice kit/ hea	ELECTRIC FUND	NON-DEPARTMENTAL	692.10
	tax	ELECTRIC FUND	NON-DEPARTMENTAL	285.00
	#472 20' - 4" PVC 4000	ELECTRIC FUND	NON-DEPARTMENTAL	6,200.00
			TOTAL:	7,177.10
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,407.50
	criminal	GENERAL FUND	LEGAL SERVICES	8,806.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	116.25
	resolution	HOUSING DISTRICT #	ECONOMIC DEVMT	178.25
			TOTAL:	11,508.00
CARQUEST AUTO PARTS STORES	oil filter, gorilla glue,	GENERAL FUND	STREETS	0.82
	lens	GENERAL FUND	STREETS	12.58
	gorilla glue	GENERAL FUND	PARKS	0.82
	oil filter	GENERAL FUND	PARKS	8.69
	gorilla glue	WATER	DISTRIBUTION AND STORA	0.41
	gorilla glue	WASTE WATER FUND	SOURCE/TREATMENT	0.41
	oil	WASTE WATER FUND	SOURCE/TREATMENT	37.74
	gorilla glue	ENVIRON SERVICES F	REFUSE DISPOSAL	0.41
	oil filter, gorilla glue,	ELECTRIC FUND	POWER DISTRIBUTION	0.82
	gorilla glue	STORMWATER FUND	TREATMENT	0.40
	ratchet	STORMWATER FUND	ADMINISTRATION AND GEN	45.26
	u clamp	STORMWATER FUND	ADMINISTRATION AND GEN	1.79
			TOTAL:	110.15
CINTAS CORPORATION #754	may uniform cleaning	GENERAL FUND	STREETS	1.13
	may uniform cleaning	GENERAL FUND	PARKS	1.13
	may uniform cleaning	WATER	DISTRIBUTION AND STORA	0.57
	may uniform cleaning	WASTE WATER FUND	SOURCE/TREATMENT	0.57
	may uniform cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	0.57
	may uniform cleaning	ELECTRIC FUND	POWER DISTRIBUTION	1.13
	may uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	689.60
	may uniform cleaning	STORMWATER FUND	TREATMENT	0.55
			TOTAL:	695.25
CINTAS FIRST AID & SAFETY	update vets safety cab.	GENERAL FUND	STREETS	23.07
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	13.20
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	55.72

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	first aid supplies	GENERAL FUND	SWIMMING POOL	21.88
	update vets safety cab.	GENERAL FUND	PARKS	18.46
	update vets safety cab.	WATER	ADMIN AND GENERAL	9.23
	update vets safety cab.	WASTE WATER FUND	ADMIN AND GENERAL	9.23
	update vets safety cab.	ENVIRON SERVICES F	ADMIN AND GENERAL	9.23
	update vets safety cab.	ELECTRIC FUND	ADMIN AND GENERAL	23.07
			TOTAL:	183.09
COLE PAPERS INC	coverals	GENERAL FUND	STREETS	41.16
	towels/wipes	GENERAL FUND	STREETS	50.71
	coverals	GENERAL FUND	PARKS	32.93
	towels/wipes	GENERAL FUND	PARKS	50.71
	cleaning & general supplie	LIBRARY FUND	LIBRARY	78.85
	wipes for stainless steel	COMMUNITY CENTER	COMMUNITY CENTER	64.26
	cleaning & general supplie	COMMUNITY CENTER	COMMUNITY CENTER	315.39
	towels/wipes	WATER	DISTRIBUTION AND STORA	25.36
	coverals	WATER	ADMIN AND GENERAL	16.46
	towels/wipes	WASTE WATER FUND	SOURCE/TREATMENT	25.36
	detergent	WASTE WATER FUND	SOURCE/TREATMENT	77.05
	coverals	WASTE WATER FUND	ADMIN AND GENERAL	16.46
	towels/wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	25.36
	coverals	ENVIRON SERVICES F	ADMIN AND GENERAL	16.47
	towels/wipes	ELECTRIC FUND	POWER DISTRIBUTION	50.71
	coverals	ELECTRIC FUND	ADMIN AND GENERAL	41.16
	towels/wipes	STORMWATER FUND	TREATMENT	25.35
			TOTAL:	953.75
COMBS, BRIAN	soccer camp instructor fee	GENERAL FUND	RECREATION/LEISURE SER	1,155.00
	program class instruction	GENERAL FUND	RECREATION/LEISURE SER	300.00
	chess instructor program f	RESTRICTED CONTRIB	RECREATION/LEISURE SER	240.00
	after school program	RESTRICTED CONTRIB	RECREATION/LEISURE SER	75.00
			TOTAL:	1,770.00
CONSOLIDATED COMMUNICATIONS	phone bill	GENERAL FUND	CITY ADMINISTRATION	94.61
	phone bill	GENERAL FUND	CITY CLERK	18.71
	phone bill	GENERAL FUND	FINANCE	147.28
	phone bill	GENERAL FUND	MUNICIPAL BUILDING	8.74
	phone bill	GENERAL FUND	POLICE	412.35
	phone bill	GENERAL FUND	FIRE	151.54
	phone bill	GENERAL FUND	BUILDING INSPECTOR	54.91
	phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	89.64
	phone bill	GENERAL FUND	STREETS	63.65
	phone bill	GENERAL FUND	SENIOR COORDINATOR	7.24
	phone bill	GENERAL FUND	RECREATION/LEISURE SER	214.31
	phone bill	GENERAL FUND	SWIMMING POOL	31.34
	phone bill	GENERAL FUND	PARKS	100.13
	phone bill	GENERAL FUND	ECONOMIC DEVMT	36.20
	phone bill	LIBRARY FUND	LIBRARY	111.14
	phone bill	PUBLIC ACCESS	PUBLIC ACCESS	18.72
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	phone bill	WATER	ADMIN AND GENERAL	177.81
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	202.15
	phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	40.44
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	175.85
	phone bill	TRANSIT	TRANSIT/TRANSPORTATION	53.60
			TOTAL:	2,331.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COURT SPORTS AND MORE	clothing allowance	GENERAL FUND	STREETS	247.00
	clothing allowance	GENERAL FUND	PARKS	251.00
	clothing allowance	COMMUNITY CENTER	COMMUNITY CENTER	262.00
	clothing allowance had mai	COMMUNITY CENTER	COMMUNITY CENTER	95.00
	clothing allowance	WATER	ADMIN AND GENERAL	221.00
	clothing allowance	ENVIRON SERVICES F	REFUSE DISPOSAL	5.00
	clothing allowance	STORMWATER FUND	ADMINISTRATION AND GEN	89.00
		TOTAL:		1,170.00
CREDIT RIVER TOOLS	chisels	GENERAL FUND	STREETS	82.34
	chisels	GENERAL FUND	PARKS	82.34
	chisels	WATER	DISTRIBUTION AND STORA	41.17
	chisels	WASTE WATER FUND	SOURCE/TREATMENT	41.17
	chisels	ENVIRON SERVICES F	REFUSE DISPOSAL	41.17
	chisels	ELECTRIC FUND	POWER DISTRIBUTION	82.34
	chisels	STORMWATER FUND	TREATMENT	41.17
		TOTAL:		411.70
CRYSTAL LAWN, INC	mgm spring start-up	ENVIRON SERVICES F	REFUSE DISPOSAL	69.16
	nicollet plaza spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	65.04
	city parking lot/ spring s	ENVIRON SERVICES F	REFUSE DISPOSAL	66.08
	family fresh/ spring start	ENVIRON SERVICES F	REFUSE DISPOSAL	64.00
	mn sq./ spring start-up	ENVIRON SERVICES F	REFUSE DISPOSAL	185.28
	TOTAL:		449.56	
CRYSTEEL TRUCK EQUIPMENT INC	#45 con-slip application	GENERAL FUND	STREETS	2,890.00
			TOTAL:	2,890.00
DANCE CONSERVATORY	instructor fees	GENERAL FUND	RECREATION/LEISURE SER	525.00
	instructors fees	GENERAL FUND	RECREATION/LEISURE SER	525.00
			TOTAL:	1,050.00
DEMCO, INC.	processing supplies	LIBRARY FUND	LIBRARY	179.26
			TOTAL:	179.26
DGR ENGINEERING	dist. generation rate deve	ELECTRIC FUND	POWER DISTRIBUTION	2,522.00
			TOTAL:	2,522.00
EATON CORPORATION	relay antenna's	WATER	CAPITAL-WATER DISTRIBU	504.90
	yukon support service	WATER	CAPITAL-WATER DISTRIBU	561.00
	relay antenna's	WASTE WATER FUND	CAPITAL-GENERAL PLANT	504.90
	yukon support service	WASTE WATER FUND	CAPITAL-GENERAL PLANT	561.00
	#824 cl 20 120/480v	ELECTRIC FUND	NON-DEPARTMENTAL	401.88
	#824 ami 95 meters	ELECTRIC FUND	NON-DEPARTMENTAL	1,607.52
	relay antenna's	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,050.20
	yukon support service	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,278.00
			TOTAL:	8,469.40
EMERGENCY RESPONSE SOLUTIONS	fire dept uniforms	GENERAL FUND	FIRE	66,690.41
			TOTAL:	66,690.41
EMERGENT NETWORKS	check on password warning	GENERAL FUND	CITY ADMINISTRATION	153.56
	check on password warning	LIBRARY FUND	LIBRARY	4.73
	check on password warning	COMMUNITY CENTER	COMMUNITY CENTER	9.45
	check on password warning	WATER	ADMIN AND GENERAL	14.18
	get yukon server to back u	WATER	ADMIN AND GENERAL	60.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	check on password warning	WASTE WATER FUND	ADMIN AND GENERAL	16.54
	get yukon server to back u	WASTE WATER FUND	ADMIN AND GENERAL	60.75
	check on password warning	ENVIRON SERVICES F	ADMIN AND GENERAL	4.73
	get yukon server to back u	ENVIRON SERVICES F	ADMIN AND GENERAL	30.37
	check on password warning	ELECTRIC FUND	ADMIN AND GENERAL	14.18
	get yukon server to back u	ELECTRIC FUND	ADMIN AND GENERAL	151.88
	check on password warning	STORMWATER FUND	ADMINISTRATION AND GEN	9.45
	check on password warning	TRANSIT	TRANSIT/TRANSPORTATION	9.43
			TOTAL:	540.00
EVERGREEN COMPANIES	gardner rd dust	GENERAL FUND	STREETS	1,978.50
			TOTAL:	1,978.50
FAMILY FRESH MARKET	monthly staff mtg supplies	GENERAL FUND	STREETS	9.79
	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	26.65
	distilled water	GENERAL FUND	SENIOR COORDINATOR	42.07
	alum foil	GENERAL FUND	RECREATION/LEISURE SER	24.46
	summer staff training	GENERAL FUND	RECREATION/LEISURE SER	18.14
	summer supplies	GENERAL FUND	RECREATION/LEISURE SER	6.64
	lil' rascals materials	GENERAL FUND	RECREATION/LEISURE SER	7.71
	monthly staff mtg supplies	GENERAL FUND	PARKS	7.83
	customer relations	LIBRARY FUND	LIBRARY	16.45
	summer reading program sup	LIBRARY FUND	LIBRARY	26.54
	monthly staff mtg supplies	WATER	ADMIN AND GENERAL	3.92
	distilled water	WASTE WATER FUND	SOURCE/TREATMENT	11.40
	monthly staff mtg supplies	WASTE WATER FUND	ADMIN AND GENERAL	3.92
	monthly staff mtg supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	3.90
	monthly staff mtg supplies	ELECTRIC FUND	ADMIN AND GENERAL	9.79
	seeds for vip dog park	RESTRICTED CONTRIB	RECREATION/LEISURE SER	2.38
			TOTAL:	221.59
FARMERS ELEVATOR CO OF TRAVERSE	weed treatment	GENERAL FUND	PARKS	735.00
	weed treatment	GENERAL FUND	PARKS	75.00
	weed treatment	ELECTRIC FUND	ADMIN AND GENERAL	250.00
			TOTAL:	1,060.00
FASTENAL COMPANY	gloves	GENERAL FUND	STREETS	1.49
	battieries face mask	GENERAL FUND	STREETS	17.13
	shop fittings	GENERAL FUND	STREETS	3.19
	safety glasses	GENERAL FUND	STREETS	8.35
	gloves	GENERAL FUND	PARKS	1.19
	battieries face mask	GENERAL FUND	PARKS	17.13
	shop fittings	GENERAL FUND	PARKS	3.19
	safety glasses	GENERAL FUND	PARKS	6.68
	replace drill to raise low	COMMUNITY CENTER	COMMUNITY CENTER	105.99
	battieries face mask	WATER	DISTRIBUTION AND STORA	8.56
	shop fittings	WATER	DISTRIBUTION AND STORA	1.60
	gloves	WATER	ADMIN AND GENERAL	0.60
	safety glasses	WATER	ADMIN AND GENERAL	3.34
	battieries face mask	WASTE WATER FUND	SOURCE/TREATMENT	8.56
	shop fittings	WASTE WATER FUND	SOURCE/TREATMENT	1.60
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	0.60
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	3.34
	battieries face mask	ENVIRON SERVICES F	REFUSE DISPOSAL	8.56
	shop fittings	ENVIRON SERVICES F	REFUSE DISPOSAL	1.60
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	0.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	3.34
	battieries face mask	ELECTRIC FUND	POWER DISTRIBUTION	17.13
	shop fittings	ELECTRIC FUND	POWER DISTRIBUTION	3.19
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	1.49
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	8.35
	battieries face mask	STORMWATER FUND	TREATMENT	8.57
	shop fittings	STORMWATER FUND	TREATMENT	1.60
			TOTAL:	246.97
GELDNER UNDERGROUND, INC.	travere w. sub.	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,230.00
	skaro st. & n. 4th/ bore	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,320.00
			TOTAL:	3,550.00
GOODTIMES MANUFACTURING	vip shirts	GENERAL FUND	RECREATION/LEISURE SER	403.25
	staff shirts	GENERAL FUND	RECREATION/LEISURE SER	264.50
	soccer camp supplies	GENERAL FUND	RECREATION/LEISURE SER	143.00
	staff shirts	GENERAL FUND	SWIMMING POOL	292.75
	vip shirts	RESTRICTED CONTRIB	RECREATION/LEISURE SER	403.25
			TOTAL:	1,506.75
GREATER MANKATO GROWTH	3rd quarter membership due	GENERAL FUND	ECONOMIC DEVMT	6,503.93
			TOTAL:	6,503.93
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	9.31
	postage	GENERAL FUND	CITY CLERK	7.38
	postage	GENERAL FUND	ELECTIONS	34.51
	postage	GENERAL FUND	FINANCE	107.69
	postage	GENERAL FUND	POLICE	37.41
	postage	GENERAL FUND	FIRE	2.58
	postage	GENERAL FUND	BUILDING INSPECTOR	2.23
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.20
	postage	GENERAL FUND	STREETS	0.73
	postage	GENERAL FUND	RECREATION/LEISURE SER	86.32
	postage	GENERAL FUND	SWIMMING POOL	0.52
	postage	GENERAL FUND	PARKS	1.55
	postage	GENERAL FUND	ECONOMIC DEVMT	126.15
	postage	LIBRARY FUND	LIBRARY	17.16
	postage	COMMUNITY CENTER	COMMUNITY CENTER	9.10
	postage	WATER	ADMIN AND GENERAL	10.82
	postage	WATER	CUSTOMER ACCOUNTS	89.34
	postage	WASTE WATER FUND	ADMIN AND GENERAL	1.54
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	89.34
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	89.34
	postage	ELECTRIC FUND	ADMIN AND GENERAL	4.85
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	89.34
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	6.70
	postage	TRANSIT	TRANSIT/TRANSPORTATION	10.70
			TOTAL:	835.81
HACH COMPANY	lab supplies ammonia	WASTE WATER FUND	SOURCE/TREATMENT	891.97
			TOTAL:	891.97
HIGH VOLTAGE SERVICE, INC.	7 oil test kits	ELECTRIC FUND	POWER DISTRIBUTION	1,400.00
			TOTAL:	1,400.00
HOLIDAY COMMERCIAL	fuel	GENERAL FUND	POLICE	297.68

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel	GENERAL FUND	BUILDING INSPECTOR	90.99
	fuel	GENERAL FUND	STREETS	257.21
	fuel	GENERAL FUND	PARKS	321.14
	fuel	COMMUNITY CENTER	COMMUNITY CENTER	57.80
	fuel	WATER	SOURCE OF SUPPLY	34.68
	fuel	WATER	PURIFICATION AND TREAT	52.02
	fuel	WATER	DISTRIBUTION AND STORA	260.08
	fuel	WATER	CUSTOMER ACCOUNTS	36.04
	fuel	WASTE WATER FUND	SOURCE/TREATMENT	389.54
	fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	36.04
	fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	137.06
	fuel	ELECTRIC FUND	POWER DISTRIBUTION	235.74
	fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	36.05
	fuel	STORMWATER FUND	TREATMENT	654.31
	fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>2,685.51</u>
			TOTAL:	5,581.89
HORIZON COMMERCIAL POOL SUPPLY	poolmoss	GENERAL FUND	SWIMMING POOL	<u>549.42</u>
			TOTAL:	549.42
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	160.38
	postage	WATER	CUSTOMER ACCOUNTS	360.48
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.38
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	360.48
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.38
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	360.46
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.39
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	360.48
	flyers	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>421.44</u>
			TOTAL:	2,504.87
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	302.55
	new library materials	LIBRARY FUND	LIBRARY	<u>548.10</u>
			TOTAL:	850.65
JAVENS MECHANICAL CONTRACTING CO.	add refrigerant	WASTE WATER FUND	SOURCE/TREATMENT	<u>157.34</u>
			TOTAL:	157.34
K&R GRAPHICS	challenge wraps	TRANSIT	TRANSIT/TRANSPORTATION	<u>1,354.80</u>
			TOTAL:	1,354.80
KENNEDY & GRAVEN	franchise renewal	GENERAL FUND	CITY ADMINISTRATION	<u>612.50</u>
			TOTAL:	612.50
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	435.70
	animal care-paws	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>1,010.68</u>
			TOTAL:	1,446.38
DONNIE KLOSSNER	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	<u>175.00</u>
			TOTAL:	175.00
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	1,139.90
	fuel	GENERAL FUND	FIRE	16.55
	fuel	GENERAL FUND	BUILDING INSPECTOR	23.90
	fuel	GENERAL FUND	PARKS	<u>173.38</u>
			TOTAL:	1,353.73

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LAGER'S INC	#110 heater hoses	GENERAL FUND	BUILDING INSPECTOR	105.48
			TOTAL:	105.48
LARSON SOCCER CAMP	youth soccer instruction p	GENERAL FUND	RECREATION/LEISURE SER	790.00
			TOTAL:	790.00
LEAGUE OF MINNESOTA CITIES	3rd qtr workers comp.	GENERAL FUND	MAYOR & COUNCIL	32.06
	3rd qtr workers comp.	GENERAL FUND	CITY ADMINISTRATION	200.18
	3rd qtr workers comp.	GENERAL FUND	CITY CLERK	75.46
	3rd qtr workers comp.	GENERAL FUND	FINANCE	227.55
	3rd qtr workers comp.	GENERAL FUND	MUNICIPAL BUILDING	301.44
	3rd qtr workers comp.	GENERAL FUND	POLICE	7,853.90
	3rd qtr workers comp.	GENERAL FUND	FIRE	6,462.50
	3rd qtr workers comp.	GENERAL FUND	FIRE	4,808.99
	3rd qtr workers comp.	GENERAL FUND	BUILDING INSPECTOR	185.91
	3rd qtr workers comp.	GENERAL FUND	COMMUNITY SERVICE	79.56
	3rd qtr workers comp.	GENERAL FUND	PUBLIC WORKS ADMIN	238.89
	3rd qtr workers comp.	GENERAL FUND	STREETS	5,327.42
	3rd qtr workers comp.	GENERAL FUND	RECREATION/LEISURE SER	989.17
	3rd qtr workers comp.	GENERAL FUND	SWIMMING POOL	1,038.82
	3rd qtr workers comp.	GENERAL FUND	SKATING RINKS	22.29
	3rd qtr workers comp.	GENERAL FUND	PARKS	2,374.19
	3rd qtr workers comp.	GENERAL FUND	ECONOMIC DEVMT	115.73
	3rd qtr workers comp.	LIBRARY FUND	LIBRARY	393.32
	3rd qtr workers comp.	PUBLIC ACCESS	PUBLIC ACCESS	11.53
	3rd qtr workers comp.	COMMUNITY CENTER	COMMUNITY CENTER	878.31
	3rd qtr workers comp.	WATER	SOURCE OF SUPPLY	208.39
	3rd qtr workers comp.	WATER	PURIFICATION AND TREAT	1,230.79
	3rd qtr workers comp.	WATER	DISTRIBUTION AND STORA	1,420.41
	3rd qtr workers comp.	WATER	ADMIN AND GENERAL	161.86
	3rd qtr workers comp.	WATER	CUSTOMER ACCOUNTS	29.91
	3rd qtr workers comp.	WASTE WATER FUND	BIOSOLIDS	433.79
	3rd qtr workers comp.	WASTE WATER FUND	COLLECTOR/LIFT STAT	921.53
	3rd qtr workers comp.	WASTE WATER FUND	SOURCE/TREATMENT	2,304.01
	3rd qtr workers comp.	WASTE WATER FUND	ADMIN AND GENERAL	169.10
	3rd qtr workers comp.	WASTE WATER FUND	CUSTOMER ACCOUNTS	29.91
	3rd qtr workers comp.	ENVIRON SERVICES F	REFUSE DISPOSAL	1,147.51
	3rd qtr workers comp.	ENVIRON SERVICES F	ADMIN AND GENERAL	85.23
	3rd qtr workers comp.	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	14.08
	3rd qtr workers comp.	ELECTRIC FUND	POWER PRODUCTION	109.28
	3rd qtr workers comp.	ELECTRIC FUND	POWER DISTRIBUTION	2,641.03
	3rd qtr workers comp.	ELECTRIC FUND	ADMIN AND GENERAL	429.49
	3rd qtr workers comp.	ELECTRIC FUND	CUSTOMER ACCOUNTS	116.12
	3rd qtr workers comp.	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,237.63
	3rd qtr workers comp.	STORMWATER FUND	TREATMENT	434.76
	3rd qtr workers comp.	STORMWATER FUND	ADMINISTRATION AND GEN	85.23
	3rd qtr workers comp.	STORMWATER FUND	CUSTOMER ACCOUNTS	14.08
	3rd qtr workers comp.	TRANSIT	TRANSIT/TRANSPORTATION	2,437.14
			TOTAL:	47,278.50
LJP ENTERPRISES INC	may 2016 refuse pickup & d	ENVIRON SERVICES F	REFUSE DISPOSAL	19,520.88
			TOTAL:	19,520.88
LOCATORS & SUPPLIES, INC.	rain suit	GENERAL FUND	STREETS	17.66
	rain suit	GENERAL FUND	PARKS	14.13
	rain suit	WATER	ADMIN AND GENERAL	7.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	rain suit	WASTE WATER FUND	ADMIN AND GENERAL	7.07	
	rain suit	ENVIRON SERVICES F	ADMIN AND GENERAL	7.06	
	rain suit	ELECTRIC FUND	ADMIN AND GENERAL	<u>17.66</u>	
			TOTAL:	70.65	
LOWE'S	woodshop saw & jig	GENERAL FUND	STREETS	27.36	
	woodshop saw & jig	GENERAL FUND	PARKS	27.36	
	woodshop saw & jig	WATER	DISTRIBUTION AND STORA	13.68	
	woodshop saw & jig	WASTE WATER FUND	SOURCE/TREATMENT	13.68	
	woodshop saw & jig	ENVIRON SERVICES F	REFUSE DISPOSAL	13.68	
	woodshop saw & jig	ELECTRIC FUND	POWER DISTRIBUTION	27.36	
	woodshop saw & jig	STORMWATER FUND	TREATMENT	<u>13.66</u>	
			TOTAL:	136.78	
LUBE-TECH & PARTNERS, LLC	antifreeze & used oil drum	GENERAL FUND	STREETS	22.00	
	antifreeze & used oil drum	GENERAL FUND	PARKS	22.00	
	antifreeze & used oil drum	WATER	DISTRIBUTION AND STORA	11.00	
	antifreeze & used oil drum	WASTE WATER FUND	SOURCE/TREATMENT	11.00	
	antifreeze & used oil drum	ENVIRON SERVICES F	REFUSE DISPOSAL	11.00	
	antifreeze & used oil drum	ELECTRIC FUND	POWER DISTRIBUTION	22.00	
	antifreeze & used oil drum	STORMWATER FUND	TREATMENT	<u>11.00</u>	
			TOTAL:	110.00	
MENARDS	poly clear	GENERAL FUND	PARKS	<u>145.96</u>	
			TOTAL:	145.96	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	LIBRARY FUND	LIBRARY	119.59	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>478.34</u>	
			TOTAL:	597.93	
MISC VENDOR	CLIMB THEATRE	the tortoise and the hare	LIBRARY FUND	LIBRARY	365.00
	D&K POWDER COATING	repair/ paint locker room	COMMUNITY CENTER	COMMUNITY CENTER	234.64
	DOPHINS, NATHAN	supplies for t-ball	GENERAL FUND	RECREATION/LEISURE SER	37.75
	GENERAL EQUIPMENT COMP	asphalt rotary cutter	GENERAL FUND	STREETS	1,975.00
	GILLETTE GROUP	pool concessions	GENERAL FUND	SWIMMING POOL	90.00
	GOSEWISCH, ANGEL	class was cancelled due to	GENERAL FUND	NON-DEPARTMENTAL	42.00
	HALF PINT HORSE FOUNDA	reading with horse power	LIBRARY FUND	LIBRARY	300.00
	HUGHES, JON	refund for cancelled swim	GENERAL FUND	NON-DEPARTMENTAL	25.00
	KODRU EQUIPMENT INC	watchman parts	WATER	PURIFICATION AND TREAT	90.07
	MCMASTER CARR	oil dist. valve	GENERAL FUND	STREETS	480.90
	POSITIVE PROMOTIONS, I	ntu	RESTRICTED CONTRIB	NON-DEPARTMENTAL	218.95
	POULTON, BRIAN	Pstorytelling performance	LIBRARY FUND	LIBRARY	200.00
	QUALITY CONTROL EQUIPM	intake tubing	WASTE WATER FUND	SOURCE/TREATMENT	124.95
	SOUTH METRO PUBLIC SAF	class registration	GENERAL FUND	POLICE	<u>425.00</u>
			TOTAL:	4,609.26	
MN DEPT OF COMMERCE	1st quarter fy 2017 ind as	ELECTRIC FUND	ADMIN AND GENERAL	285.43	
	1st quarter fy 2017 ind as	ELECTRIC FUND	ADMIN AND GENERAL	<u>1,473.98</u>	
			TOTAL:	1,759.41	
MN DEPT OF HUMAN SERVICES	may mowing services	GENERAL FUND	NON-DEPARTMENTAL	<u>75.00</u>	
			TOTAL:	75.00	
MN DEPT OF LABOR & INDUSTRY	qrtly bldg surcharge	GENERAL FUND	BUILDING INSPECTOR	<u>4,683.31</u>	
			TOTAL:	4,683.31	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN IRON & METAL COMPANY	steel in downtown banners	ENVIRON SERVICES F	REFUSE DISPOSAL	109.80
			TOTAL:	109.80
MN WASTE PROCESSING	may disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	16,827.03
			TOTAL:	16,827.03
PETE MOULTON	mileage 05/23/16-06/03/16	GENERAL FUND	PARKS	32.94
	water utility council	WATER	ADMIN AND GENERAL	10.50
	mileage 05/23/16-06/03/16	WASTE WATER FUND	ADMIN AND GENERAL	9.18
	mileage 05/23/16-06/03/16	ENVIRON SERVICES F	ADMIN AND GENERAL	10.26
	mileage 05/23/16-06/03/16	ELECTRIC FUND	ADMIN AND GENERAL	12.42
	mileage 05/23/16-06/03/16	STORMWATER FUND	ADMINISTRATION AND GEN	18.36
			TOTAL:	93.66
MTI DISTRIBUTING CO	#554 oil leak repair	GENERAL FUND	PARKS	2,616.87
			TOTAL:	2,616.87
MUNICIPAL EMERGENCY SERVICES, INC.	14in structural boot	GENERAL FUND	FIRE	8,672.76
	14in structural boot	GENERAL FUND	FIRE	341.30
	14in structural boot	GENERAL FUND	FIRE	2,337.39
	14in structural boot	GENERAL FUND	FIRE	341.24
	fire dept supplies	GENERAL FUND	FIRE	1,322.23
			TOTAL:	13,014.92
MVTL LABORATORIES INC	wwtf hg mercury study test	WASTE WATER FUND	SOURCE/TREATMENT	347.80
			TOTAL:	347.80
NAPA AUTO PARTS OF ST PETER	air filter & sway bar link	GENERAL FUND	POLICE	66.89
	battery, cleaner	GENERAL FUND	FIRE	112.38
	headlight, bulb	GENERAL FUND	FIRE	26.04
	cleaner, brakeline, hose c	GENERAL FUND	STREETS	11.88
	air reel, oil filter, air	GENERAL FUND	STREETS	625.18
	cleaner, brakeline, hose c	GENERAL FUND	PARKS	11.88
	charger	GENERAL FUND	PARKS	57.19
	cleaner, brakeline, hose c	WATER	DISTRIBUTION AND STORA	5.94
	hyd filter, battery	WATER	DISTRIBUTION AND STORA	432.54
	cleaner, brakeline, hose c	WASTE WATER FUND	SOURCE/TREATMENT	5.94
	cleaner, brakeline, hose c	ENVIRON SERVICES F	REFUSE DISPOSAL	5.94
	wiper blade	ENVIRON SERVICES F	REFUSE DISPOSAL	17.78
	cleaner, brakeline, hose c	ELECTRIC FUND	POWER DISTRIBUTION	11.88
	handle pitch pin	ELECTRIC FUND	POWER DISTRIBUTION	5.52
	cleaner, brakeline, hose c	STORMWATER FUND	TREATMENT	5.96
	seat cover, tractor fluid	STORMWATER FUND	TREATMENT	238.53
	brake rotor, pad, oil seal	TRANSIT	TRANSIT/TRANSPORTATION	242.30
			TOTAL:	1,883.77
NELSON PRINTING COMPANY	business cards	GENERAL FUND	POLICE	62.06
	brochures for riverside pa	GENERAL FUND	RECREATION/LEISURE SER	66.60
	name tags	GENERAL FUND	RECREATION/LEISURE SER	18.48
	letterhead	GENERAL FUND	ECONOMIC DEVMT	151.05
	name badges	LIBRARY FUND	LIBRARY	84.60
	traverse green cards	HOUSING DISTRICT #	ECONOMIC DEVMT	1,530.71
	ups	WATER	ADMIN AND GENERAL	14.96
	consumer confidence report	WATER	ADMIN AND GENERAL	318.75
	ups	ELECTRIC FUND	ADMIN AND GENERAL	15.19
	ups	ELECTRIC FUND	ADMIN AND GENERAL	13.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	2,275.40
NICOLLET COUNTY BANK	may ach entries	GENERAL FUND	FINANCE	7.19
	may ach entries	WATER	ADMIN AND GENERAL	1.79
	may ach entries	WATER	CUSTOMER ACCOUNTS	13.59
	may ach entries	WASTE WATER FUND	ADMIN AND GENERAL	1.79
	may ach entries	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.59
	may ach entries	ENVIRON SERVICES F	ADMIN AND GENERAL	1.79
	may ach entries	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.59
	may ach entries	ELECTRIC FUND	ADMIN AND GENERAL	1.79
	may ach entries	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.58
			TOTAL:	68.70
PET EXPO DIST.	routine aquarium mainten	LIBRARY FUND	LIBRARY	79.97
			TOTAL:	79.97
PIONEER RESEARCH CORP	release it	GENERAL FUND	STREETS	448.30
			TOTAL:	448.30
RONALD D. QUADE	minnesota state fire dept.	GENERAL FUND	FIRE	753.41
			TOTAL:	753.41
QUICK MART ST PETER	fuel	GENERAL FUND	POLICE	479.61
	fuel	GENERAL FUND	FIRE	86.81
			TOTAL:	566.42
RACO INDUSTRIES, INC.	receipt paper	LIBRARY FUND	LIBRARY	182.50
			TOTAL:	182.50
RAMY TURF PRODUCTS	seed	GENERAL FUND	STREETS	232.34
	tube socks	GENERAL FUND	STREETS	250.00
	seed	WATER	DISTRIBUTION AND STORA	232.33
	seed	WASTE WATER FUND	COLLECTOR/LIFT STAT	232.33
			TOTAL:	947.00
RED WING SHOE STORE	boots	GENERAL FUND	PARKS	191.24
			TOTAL:	191.24
RIVER'S EDGE HOSPITAL & CLINIC	pre-employment drug tests	GENERAL FUND	FIRE	14.50
	pre-employment drug tests	GENERAL FUND	STREETS	72.50
	pre-employment drug tests	GENERAL FUND	SWIMMING POOL	783.00
	pre-employment drug tests	GENERAL FUND	PARKS	87.00
	pre-employment drug tests	COMMUNITY CENTER	COMMUNITY CENTER	66.00
	pre-employment drug tests	WATER	ADMIN AND GENERAL	58.00
	pre-employment drug tests	WASTE WATER FUND	ADMIN AND GENERAL	58.00
	pre-employment drug tests	STORMWATER FUND	ADMINISTRATION AND GEN	116.00
			TOTAL:	1,255.00
ROCHESTER MIDLAND CORPORATION	monthly restroom supplies	COMMUNITY CENTER	COMMUNITY CENTER	76.01
			TOTAL:	76.01
ROYAL TIRE, INC	#112 tires	GENERAL FUND	STREETS	1,256.88
	#714 tires	STORMWATER FUND	TREATMENT	478.86
			TOTAL:	1,735.74
RYAN ELECTRIC OF ST PETER	pool solenoid hook-up	GENERAL FUND	SWIMMING POOL	75.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	75.00
SAM'S CLUB	pool concessions	GENERAL FUND	SWIMMING POOL	199.88
			TOTAL:	199.88
SHOPKO STORES OPERATING CO., LLC	create-a-camp supplies	GENERAL FUND	RECREATION/LEISURE SER	41.95
	lil' rascals supplies	GENERAL FUND	RECREATION/LEISURE SER	25.98
	vip supplies	GENERAL FUND	RECREATION/LEISURE SER	9.99
			TOTAL:	77.92
SHORELAND COUNTRY CLUB	instruction fees	GENERAL FUND	RECREATION/LEISURE SER	960.00
			TOTAL:	960.00
SOUTHERN MN CONSTRUCTION CO INC	asphalt patching	GENERAL FUND	STREETS	8,229.89
	asphalt patching	WATER	DISTRIBUTION AND STORA	1,058.20
	asphalt patching	WASTE WATER FUND	ADMIN AND GENERAL	538.48
			TOTAL:	9,826.57
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	609,545.49
			TOTAL:	609,545.49
SQUEEGEE SQAD	window cleaning	LIBRARY FUND	LIBRARY	450.00
	window cleaning	COMMUNITY CENTER	COMMUNITY CENTER	1,050.00
			TOTAL:	1,500.00
ST PETER AREA CHAMBER OF COMMERCE	prizes funded by donations	LIBRARY FUND	LIBRARY	250.00
			TOTAL:	250.00
ST PETER COMMUNITY & FAMILY EDUCATION	lifeguard training class	GENERAL FUND	SWIMMING POOL	76.85
	moving furniture from ecfe	COMMUNITY CENTER	COMMUNITY CENTER	317.92
			TOTAL:	394.77
ST PETER ROTARY	2016-2017 annual rotary cl	GENERAL FUND	ECONOMIC DEVMT	150.00
			TOTAL:	150.00
STANDARD & POOR'S	bond rating	HOUSING DISTRICT #	ECONOMIC DEVMT	10,500.00
			TOTAL:	10,500.00
STAPLES ADVANTAGE	paper & pens	GENERAL FUND	ELECTIONS	453.10
			TOTAL:	453.10
STATE INDUSTRIAL PRODUCTS	floor cleaner	LIBRARY FUND	LIBRARY	56.78
	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	227.15
			TOTAL:	283.93
STREICHER'S	uniform	GENERAL FUND	POLICE	259.96
			TOTAL:	259.96
SWANK MOTION PICTURES INC	movies in the park	GENERAL FUND	RECREATION/LEISURE SER	1,159.00
			TOTAL:	1,159.00
TACTICAL SOLUTIONS	ballistic vest	GENERAL FUND	POLICE	1,113.00
			TOTAL:	1,113.00
JANE TIMMERMAN-PETTY CASH	dance supplies and senior	GENERAL FUND	SENIOR COORDINATOR	28.48
			TOTAL:	28.48

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TIRE ASSOCIATES	#112 equal balance	GENERAL FUND	STREETS	<u>28.00</u>
			TOTAL:	28.00
TRANE	maintenance agreement for	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,084.75</u>
			TOTAL:	1,084.75
UNITED RENTALS AERIAL EQUIPMENT	motor speed patch	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>124.50</u>
			TOTAL:	124.50
UTILITY CONSULTANTS, INC.	coliform	WATER	DISTRIBUTION AND STORA	<u>121.00</u>
			TOTAL:	121.00
VERIZON WIRELESS	cell phone charger	GENERAL FUND	POLICE	341.90
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.02
	jet packs	GENERAL FUND	STREETS	8.75
	jet packs	GENERAL FUND	PARKS	7.00
	jet packs	WATER	ADMIN AND GENERAL	3.50
	jet packs	WATER	ADMIN AND GENERAL	35.01
	jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	jet packs	ELECTRIC FUND	ADMIN AND GENERAL	<u>8.75</u>
			TOTAL:	481.94
VOSS LIGHTING	ballasts	LIBRARY FUND	LIBRARY	388.50
	lightbulbs	COMMUNITY CENTER	COMMUNITY CENTER	<u>264.00</u>
			TOTAL:	652.50
THE WALL STREET JOURNAL	1 year subscription	LIBRARY FUND	LIBRARY	<u>395.88</u>
			TOTAL:	395.88
THE WATSON CO	concessions	GENERAL FUND	SWIMMING POOL	1,385.99
	pool concessions	GENERAL FUND	SWIMMING POOL	710.88
	credit for pool concession	GENERAL FUND	SWIMMING POOL	<u>71.39-</u>
			TOTAL:	2,025.48
WESCO DISTRIBUTION INC	#609/608 fuses	ELECTRIC FUND	NON-DEPARTMENTAL	301.50
	#378 1/0 15 kv alum wire	ELECTRIC FUND	NON-DEPARTMENTAL	26,391.21
	#623/632 poles & bases	ELECTRIC FUND	NON-DEPARTMENTAL	11,707.60
	#425/ #505 box pad	ELECTRIC FUND	NON-DEPARTMENTAL	1,808.62
	#422/#492 wraps & sleeves	ELECTRIC FUND	NON-DEPARTMENTAL	1,235.10
	#422/#492 wraps & sleeves	ELECTRIC FUND	NON-DEPARTMENTAL	127.50
	meter battery	ELECTRIC FUND	POWER DISTRIBUTION	<u>19.41</u>
			TOTAL:	41,590.94
TOM WINSELL	charger, battiers, & lens	GENERAL FUND	POLICE	<u>134.98</u>
			TOTAL:	134.98
ZACK'S INC	rakes, scrapers, & chains	GENERAL FUND	STREETS	575.92
	compound, rake, pliers, st	GENERAL FUND	PARKS	369.90
	#1 shovel, tape, handles	STORMWATER FUND	TREATMENT	<u>116.94</u>
			TOTAL:	1,062.76

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			179,963.60
211	LIBRARY FUND			4,711.65
213	PUBLIC ACCESS			30.25
217	COMMUNITY CENTER			5,879.16
401	PERM IMPROVMENT REVOLVING			116.25
460	HOUSING DISTRICT #20			12,208.96
601	WATER			8,432.78
602	WASTE WATER FUND			9,439.74
603	ENVIRON SERVICES FUND			41,994.03
604	ELECTRIC FUND			680,424.84
606	STORMWATER FUND			3,815.49
610	TRANSIT			6,793.48
820	RESTRICTED CONTRIBUTIONS			1,950.26
-----				
	GRAND TOTAL:			955,760.49
-----				

TOTAL PAGES: 14

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
B & L Utility	Hydrant Painting	\$9,500	Water

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

Temporary On Sale Liquor

St. Peter Lions Club	Minnesota Square Park	9/10/16 – 9/11/16
Nicollet County Ag Society	400 W. Union	8/14/16

Four Wheeled Vehicle/Golf Cart on City Streets

Leon Tellijohn		6/28/16 – 6/27/17
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Temporary Gambling License

Gustavus Adolphus College	800 College Ave.	10/1/16
Gustavus Adolphus College	800 College Ave.	12/10/16

Soft Drink License

Nicollet County Ag Society	400 W. Union	6/27/16 – 12/31/16
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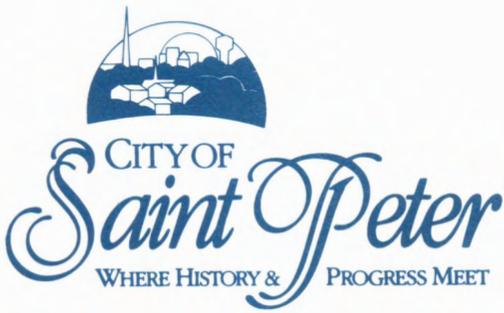
- 3. The schedule of disbursements for June 9, 2016 through June 22, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27th day of June, 2016.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 06/23/16

**FROM:** Russ Wille  
Community Development Director

**RE:** Annexation Petition (Wenner – Underwood Farms)

### **ACTION/RECOMMENDATION**

Adopt the attached ordinance providing for the annexation of the Wenner – Underwood Farms property as petitioned by the owners.

### **BACKGROUND**

In May, 2016 the Planning Commission recommended that the City Council approve a Wenner-Underwood Farms petition for annexation of a portion of their property. The property subject to that annexation action was expected to include all of the property within Right-of-Way Plat No. 4 which would establish the confines of the Gardner Road and the new High School roundabout improvements. The City Council provided for the annexation by ordinance at their May 9, 2016 meeting.

The land that was annexed at that time was based on an annexation petition that was submitted by the applicable property owners in 2013. The City Council did not act on the petitioned annexation in 2013 given that a source of funds to improve Gardner Road had not been identified.

In 2015, the City made application on behalf of Oshawa Township for State transportation dollars to improve Gardner Road. The application was approved providing construction financing. As such, the City accepted the annexation petitions and annexed the lands into the City limits in anticipation of a 2017 road improvement.

Subsequent to the original 2013 annexation petitions, Nicollet County determined that the entrance to the new high school would most appropriately be accomplished via construction of a roundabout on County Road #5 (Broadway Avenue).

The amount of land necessary for the roundabout construction is larger than the amount of land that was deemed necessary for the Gardner Road improvement. When the decision was made to include a roundabout at the entrance to the school, the original petitions should have been amended to include the additional right-of-way necessary for the roundabout. That change was overlooked so an additional annexation action must be accomplished prior to adoption of a right-of-way plat establishing the confines of the road improvement project.

As such, additional land would need to be annexed into the City of Saint Peter so that all of the property proposed to be included in Right-of-Way Plat No. 4 is within the City limits. It is recommended that an additional annexation action be undertaken to include the additional land for the roundabout right-of-way. Wenner–Underwood Farms has petitioned the City for the annexation of the additional property necessary for the right-of-way.

The Planning Commission considered the additional annexation action at their June 2<sup>nd</sup> meeting. The Commission has recommended that the City Council approve the annexation as petitioned.

**FISCAL IMPACT:**

The \$5 per acre fee will be paid to the Administrative Law Judge when the matter is sent to Saint Paul for their approval and ratification.

**ALTERNATIVES/VARIATIONS:**

Do not act: The Council would be asked to reconsider the annexation at a later date.

Negative Votes: The City would not have sufficient land to adopt Right-of-Way Plat No. 4.

Modification of the Resolution: This is always an option of the Council however any change must not impact the property description or a legal challenge could result if the property petitioned and planned for annexation do not match.

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

RJW

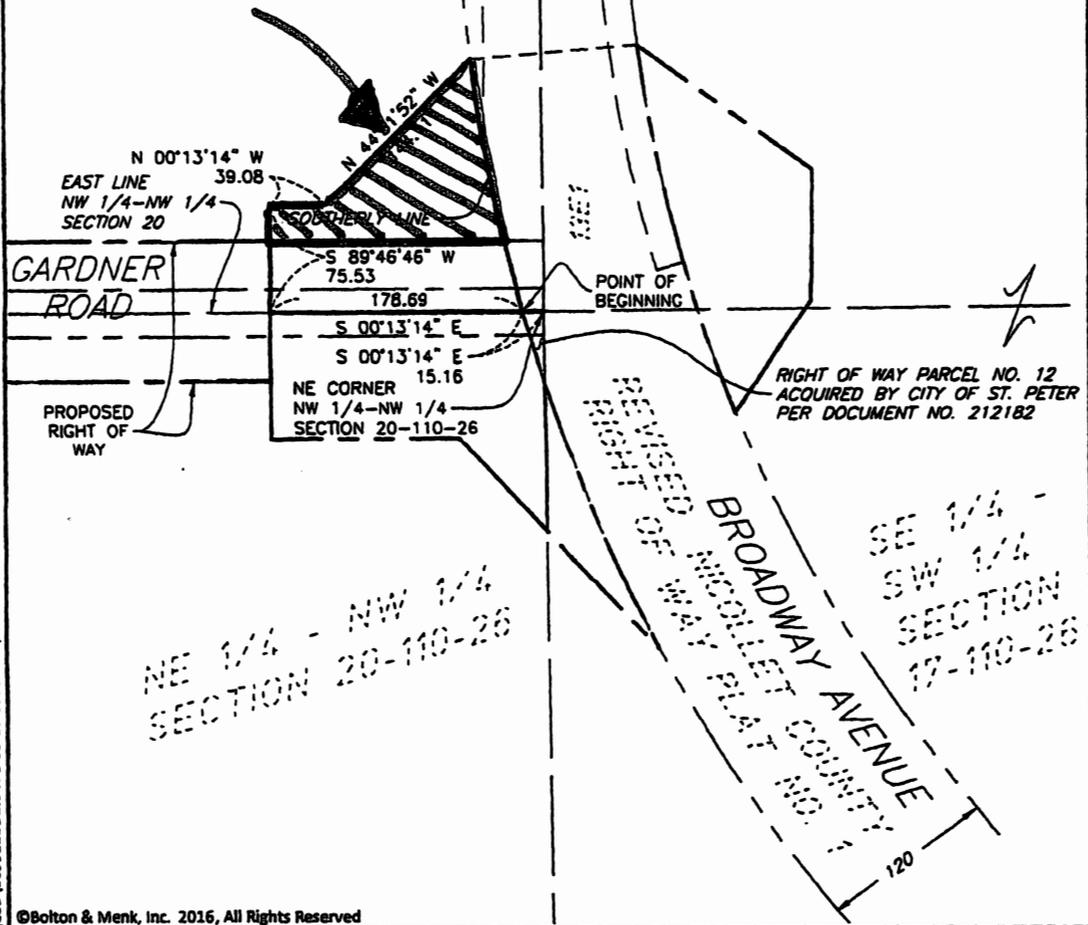


NW 1/4 - NW 1/4  
SECTION 20-110-26

SW 1/4 - SW 1/4  
SECTION 17-110-26

**Subject  
Parcel**

PARCEL 17 NICOLLET  
C.S.A.H. NO. 5 COUNTY  
(FORT ROAD) RIGHT OF WAY  
PARCEL # PLAT NO. 27



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**ANNEXATION EXHIBIT  
SAINT PETER, MINNESOTA**

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001  
(507) 625-4171

PART OF THE NW 1/4 - NW 1/4,  
SECTION 20-110-26

FOR: CITY OF SAINT PETER

JOB NUMBER: M14.109982

**216**

ORDINANCE NO. \_\_\_\_\_, THIRD SERIES

**AN ORDINANCE ANNEXING LAND LOCATED WITHIN THE TOWN OF OSHAWA  
TOWNSHIP, NICOLLET COUNTY, MINNESOTA PURSUANT TO MINN. STAT. 414.033,  
SUBD. 2(3), PERMITTING ANNEXATION BY ORDINANCE**

WHEREAS, the territory described below is not presently within the corporate limits of any incorporated city and abuts the corporate limits of the City of Saint Peter, Minnesota; and

WHEREAS, this territory is deemed to be urban or suburban in character; and

WHEREAS, this territory is wholly owned by Wenner-Underwood Farms which has petitioned for the annexation of their property into the City of Saint Peter; and

WHEREAS, the territory to be annexed is not currently served by City owned water or sanitary sewer services; and

WHEREAS, there are no human inhabitants residing within the land subject to the annexation petition; and

WHEREAS, the property subject to the annexation petition contains less than 120 acres of land; and

WHEREAS, upon recommendation of the Planning and Zoning Commission, the City Council has determined that the annexation of the subject territory is in conformance with the Comprehensive Plan of the City of Saint Peter.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA DOES HEREBY ORDAIN:

Section 1. Territory Annexed: Pursuant to Minnesota Statute 414.033, Subd. 2(3) the corporate limits of the City of Saint Peter is hereby extended by annexation of the property described as follows:

Part of the NW Quarter of the NW Quarter of Section 20, Township 110 North, Range 26 West, Nicollet County, Minnesota described as:

Commencing at the NE corner of said NW Quarter of the NW Quarter of Section 20; thence South 00 degrees 13 minutes 14 seconds East on the east line of said NW Quarter of the NW Quarter, a distance of 15.16 feet to the southerly line of Revised Nicollet County Right of Way Plat No 1 and the point of beginning; thence continuing South 00 degrees 13 minutes 14 seconds East on said east line of the NW Quarter of the NW quarter, a distance of 178.69 feet; thence South 89 degrees 46 minutes 46 seconds West, a distance of 75.53 feet; thence North 00 degrees 13 minutes 14 seconds West, a distance of 39.08 feet; thence North 44 degrees 31 minutes 52 seconds West, a distance of 144.11 feet to said southerly line of Revised Nicollet County Right of Way Plat No. 1; thence easterly along said southerly line to the point of beginning.

Section 2. Filing: The City Administrator is directed to file certified copies of this ordinance with the Secretary of State, the County Auditor of Nicollet County, the Town Clerk of Oshawa Township and Minnesota Planning Boundary Adjustments.

Section 3. Effective Date of Annexation: This ordinance takes effect upon its passage, publication and the filing of certified copies as directed in Section 2, and its approval by the Minnesota Planning Municipal Boundary Adjustments.

Section 4. Official Map: The Community Development Director is directed to change the Official Zoning Map to reflect the new boundary of the City resulting from annexation of the property and to depict its zoning classification as (EID) Educational/Institutional District.

Section 5. Adoption of General Provisions: All the provisions of Chapter 1, of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27th day of June, 2016.

ATTEST:

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

\_\_\_\_\_  
Charles Ziemann  
Mayor

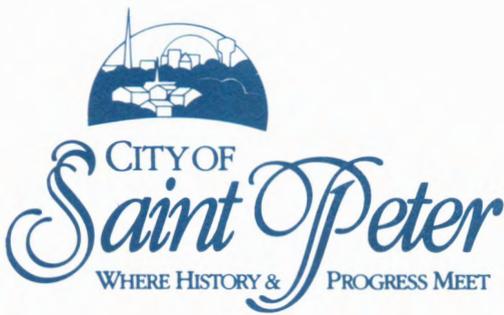
Published in the Saint Peter Herald on July \_\_\_\_\_, 2016.

The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Abstain:



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 6/22/2016

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

**RE:** Final Acceptance of Gardner Road Watermain Construction 2015 Project

### **ACTION/RECOMMENDATION**

Accept the Gardner Road Watermain Construction 2015 project as completed and authorize final payment to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$10,852.86.

### **BACKGROUND**

As you will recall, last fall the City Council authorized Bolton and Menk to prepare plans and specifications, and to receive bids to install a 12" watermain east of Gardner Road adjacent to the Gustavus Arboretum. The new 12" watermain connects water distribution mains on West Jefferson Avenue with the new watermain proposed for West Broadway Avenue which will serve the new high school and create a loop feed. The newly created watermain loop will improve fire protection and water distribution throughout the southwest section of the community.

This project bid was awarded to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$189,348. The final project cost was \$181,688.64 which was \$7,659.36 below the bid amount. The reduction was based on a couple of construction maintenance line items not being needed to complete the project.

The City Engineer has indicated that the final paperwork is in order and has recommended the project be accepted as completed and final payment made to the contractor.

### **FISCAL IMPACT:**

Funding for the project is from the 2015 Water Fund.

### **ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further instruction and will not make final payment to Chard Tiling and Excavating.

Negative Votes: Staff will not make final payment. If the Council does not wish to accept the project as completed staff would ask for additional direction on what items need to be addressed.

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.

PM/amg



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

June 22, 2016

Pete Moulton  
Director of Public Works  
City of Saint Peter  
405 W. St. Julien Street  
Saint Peter, MN 56082

RE: Acceptance and Final Payment Recommendation  
Gardner Road Watermain Improvements - 2015  
BMI Project No. M14.109985

Dear Pete:

Enclosed are signed copies of Contractor's Estimate No. 3-Final in the amount of \$10,852.86, along with the Consent of Surety to Final Payment and IC-134 certifying the withholding of income tax. The project included the installation of 12-inch watermain along the east side of Gardner Road between Jefferson and Broadway Avenue.

The final project cost of \$181,688.64 was less than the project bid amount of \$189,348.00.

We believe the project has been constructed according to the plans and specifications and, therefore, can recommend acceptance and final payment to Chard Tiling & Excavating, Inc.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.  
Project Engineer

Enclosures

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ACCEPTING GARDNER ROAD WATERMAIN CONSTRUCTION 2015  
PROJECT AND AUTHORIZING FINAL PAYMENT TO CONTRACTOR**

WHEREAS, the City wishes to provide a reliable source of water for all utility customers; and

WHEREAS, the City Council authorized Bolton and Menk to prepare plans and specifications for Gardner Road to receive bids for the installation of a 12" watermain east of Gardner Road; and

WHEREAS, the new main connected mains on West Jefferson Avenue and West Broadway Avenue to complete a main feeder loop; and

WHEREAS, Chard Tiling and Excavating of Belle Plaine, Minnesota was the contractor and has completed the project as required by the plans and specifications; and

WHEREAS, staff recommends the project be accepted as completed and final payment be authorized to the contractor.

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 Gardner Road Watermain Construction 2015 Project as completed.
2. Staff is directed to make final payment to Chard Tiling & Excavating in the amount of \$10,852.86.
3. Funding for this project will be from 2015 Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, and this 27th day of June, 2016.

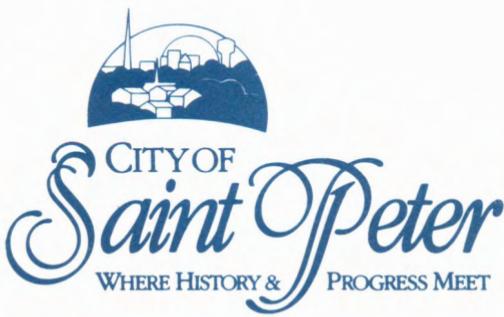
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** June 22, 2016

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

**RE:** Resolution Accepting 2015 Financial Statements

### ACTION/RECOMMENDATION

Approve the resolution accepting the 2015 Financial Statements and the Independent Auditor's Report.

### BACKGROUND

An addition to the packet is a draft of the 2015 Annual Financial Report, the special purpose report and the Management Report from our audit firm, Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR). MMKR CPA Jim Eichten will be attending the City Council meeting to present and discuss his findings of Saint Peter's financial position. The Auditor has given an unmodified (clean) opinion on the 2015 Financial Statements and will be bringing the final report to the meeting.

The General fund data also includes data from the Insurance and Old Hospital Funds. These funds are combined because the fund balances are unassigned.

As a part of discussions on the General Fund one tool we used to measure financial strength is the amount of reserves. We strive to maintain cash to cover five months of expenses, which comes out to 42%. As of December 31, 2015 the following balances make up the General Fund Balance in the Financial Statements:

General Fund	\$3,495,489	50.6% of the 2016 General Fund Budget
Insurance Fund	\$ 296,023	
Old Hospital Fund	<u>\$ 33,309</u>	
Total:	\$3,824,821	52.4% of all 2016 General Fund Budgets

The 2015 increase in the General Fund reserve (without the additional funds) was \$11,713. There was a variety of activity that influenced this final value including additional building permits issued, departments that came in under budget, as well as the planned Council approval to transfer General Fund reserves to the Parkland Dedication Fund. The transfer was to provide funding for the development of a new park on the western edge of the City limits.

Special Revenue Funds include the library, community center, public access, fireman's relief,

Revolving loans, and tax increment financing districts.

Debt Service Funds are doing as projected.

Capital Project Funds include the Permanent Improvement Fund, Parkland Dedication Fund, Equipment Certificates, Nicollet Meadows and Washington Terrace Housing, and the Industrial Park. These funds are also performing as projected.

Enterprise Funds consist of electric, refuse, water, wastewater and storm water utilities, transit system, telecommunications conduit, Long Term Care Facility Lease fund, and the Medical Office Building. The Unrestricted category of net assets shown in the utility funds are a good indicator of how funds are doing from year to year. This is the amount of money that the utility has available for future operations.

Trust Funds are set up when money is designated for a specific use. We have funds set up to use interest only for the purchase of library books, to record donations, DARE activity and employee flexible benefit proceeds.

**FISCAL IMPACT:**

Should the Council accept the audit findings Staff will submit the 2015 Financial Report to the State Auditor and we will continue discussions for maintaining fund balances at adequate levels.

**ALTERNATIVES AND VARIATIONS:**

Do not act: Our goal is to have acceptance from the City Council prior to the June 30<sup>th</sup> submittal deadline.

Negative vote: Staff will wait for further direction from the City Council.

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

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

PO/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016-**

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

**RESOLUTION ACCEPTING 2015 FINANCIAL STATEMENTS TOGETHER WITH  
INDEPENDENT AUDITOR'S REPORT**

WHEREAS, preparation of the financial statements has been completed for the fiscal year ended December 31, 2015; and

WHEREAS, the content of these statements has been disclosed to the City Council and to the public in a public presentation; and

WHEREAS, the information contained in these statements will be available for public review at the Saint Peter Public Library and on the City of Saint Peter website.

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

1. The "City of Saint Peter, Minnesota - Financial Statements together with the Independent Auditor's Report" with opinion dated June 22, 2016 for the fiscal year ended December 31, 2015 are hereby accepted and approved as an official and permanent record.
2. The closing entries and adjusting transactions made in connection with the audit of the financial statements are also accepted and approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of June, 2016.

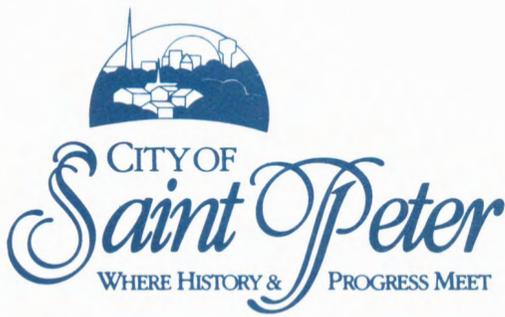
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 06/13/2016

**FROM:** Pete Moulton  
Public Works Director

**RE:** Hallett's Pond Natural Resource Area Trail

### ACTION/RECOMMENDATION

Authorize installation of a trail around Hallett's Pond.

### BACKGROUND

During the past year, the Parks Board has been working to update the Parks Master Plan. As part of the adoption of an updated Parks Master Plan, the Hallett's Pond area is proposed to be identified as a "Natural Resource Area" and would include a funding plan which identifies a goal of installing trail from the stormwater detention basin on the west side of Hallett's Pond and connecting it to the existing 10' concrete walk on the east side of the Pond which connects to Saint Julien Street.

Recently a community gathering was held by a group of citizens to suggest ideas for improvements in the area of Hallett's Pond. One such idea was to improve accessibility to Hallett's Pond by adding connecting sidewalks and trails adjacent to the Pond. A new trail would meet that need and would improve accessibility to the area. This corresponds with a plan the Council approved in 2000 that suggested a trail and other improvements to the area around Hallett's Pond.

To develop a trail, the following steps would need to be taken:

1. Obtain a private property land disturbing permit;
2. Check with the appropriate state agency's regarding construction along a shoreline; and
3. Shaping and tree removal to accommodate a gravel trail to be located approximately one foot (1') off the property line in most areas.

Staff recommends the trail remain gravel for the summer; however the base material will be installed in this first phase and asphalt could be considered for a later phase with Council direction.

Improvements are only planned on existing City property at this time, but the Council should be aware that based on comments expressed at the community gathering some residents wish to see the addition of additional property and future development to the south area of Hallett's Pond.

**FISCAL IMPACT:**

Funding of \$4,500 is allocated in the General Fund budget for this improvement.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further instruction and will not construct the trail at this time.

Negative Vote: Staff will not construct the trail.

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

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

PM/amg

**Legend**

- Proposed 10' Wide Trail
- Existing Concrete Walk/Trail
- Existing Gravel Trail
- Parcels

0 50 Feet

Source: Aerial Imagery 2015, 2016; NAD83; 2015; Google; Google Earth 2016



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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING DESIGN AND INSTALLATION OF TRAIL AT HALLETT'S POND**

WHEREAS, the draft Parks Master Plan identifies a goal of improving access to Hallett's Pond; and

WHEREAS, some Councilmembers and City staff participated in a community gathering which identified access to Hallett's Pond as an opportunity to improve access to the area for community members; and

WHEREAS, in 2000 the City Council designed a plan for improvements and construction of a trail around the Pond to improve access; and

WHEREAS, the City Council wishes to provide general access for the betterment of the community.

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

1. The proposed project for construction of a trail around Hallett's Pond is hereby approved. The trail shall be constructed in phases with the initial phase consisting of a gravel travel on City owned property only.
2. Staff is directed to initiate removal of trees as necessary to accommodate trail construction and improve general access.
3. Funding for the trail project shall be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of June, 2016.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

## Community Development

# TRAVERSE GREEN TIMELINE

### June:

- 23<sup>rd</sup> (Noon) EDA Reviews Spec Home Plans & Lots.
- 29<sup>th</sup> (2:00 pm) City / SWMHP Project Planning & Update
- (5:30 pm) Traverse Green Open House at Comm. Center

### July:

- 13<sup>th</sup> (8:00 am) Land Rush Reservations
- 27<sup>th</sup> (Noon) EDA Authorizes Solicitation of Spec Home Construction Bids

### August:

- 22<sup>nd</sup> (10:00 am) Spec Home Construction Bid Opening
- 25<sup>th</sup> (Noon) EDA Awards Spec Home Construction Contract

### September:

- 1<sup>st</sup> Spec Home Construction Commences