

**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**
Regular City Council Meeting of Monday, March 28, 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. Front Street Substation Roof Improvements Project

- VII. NEW BUSINESS**
 - A. Revolving Loan Fund Request: Blaido, Inc.
 - B. General Fund Transfer
 - C. Farm Lease Renewal
 - D. Fire Department Benefit Policy Modification

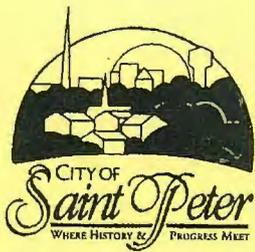
- VIII. EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION
 - B. Land Acquisition Negotiations
RETURN TO OPEN SESSION

- IX. NEW BUSINESS (continued)**
 - E. Land Acquisition Offer

- X. REPORTS**
 - A. **MAYOR pro tem**
 - B. **CITY ADMINISTRATOR**
 - 1. Board of Appeal and Equalization Meeting
 - 2. City/County Meeting Schedule
 - 3. Association Meeting Discussion
 - 4. Others

- XI. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

Mayor pro tem Parras 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 March 14, 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.

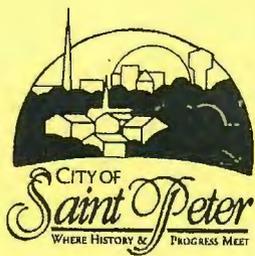
V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for March 10, 2016 through March 23, 2016, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING CHANGE ORDERS AND ACCEPTING FRONT STREET SUBSTATION ROOF IMPROVEMENTS PROJECT AS COMPLETED**

Staff recommends approval of two change orders for the Front Street substation project and acceptance of the project as completed with final payment to the contractor. Please see the attached staff report and RESOLUTION.



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING FAÇADE RENOVATION LOAN TO BLAIDO, INC.

The EDA recommends approval of a request for façade renovation loan funds to Blaido, Inc. for financing of new awnings for the business. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING \$450,000 TRANSFER FROM THE GENERAL FUND TO PARK LAND DEDICATION FUND

The City's fund balance policy limits fund balances to 50% of the following year's budgeted expenditures. The expected balance in the General Fund will be higher than that limit and the Council has directed staff to prepare for action to transfer of funds from the General Fund to the park land dedication fund which will be used for development of the new park. If approved, the transfer of \$450,000 would result in a fund balance in the General Fund of 50.4%. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING LEASE OF CITY OWNED PROPERTY TO BRETT ANNEXSTAD

The Council has previously taken to approve lease of City owned land that is not developed to Brett Annexstad. Staff recommends approval of a lease with Mr. Annexstad for Outlot A of the Magner Farm Subdivision which is not being developed at this time. Please see the attached staff report and RESOLUTION.

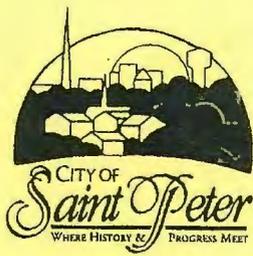
D. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO BENEFIT TIMELINE AS OUTLINED IN THE FIRE DEPARTMENT BYLAWS

Staff recommends the bylaws of the Fire Department be modified to indicate that benefit payout shall be done on an annual basis. Please see the attached staff report and RESOLUTION.

VIII. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS LAND ACQUISITION NEGOTIATIONS

State law allows for public meetings to be closed to discuss land acquisition negotiations. Staff recommends the meeting be closed at this time to discuss negotiations related to acquisition of land. Please see the attached RESOLUTION.



ADJOURN TO CLOSED SESSION

B. DISCUSSION OF LAND ACQUISITION NEGOTIATIONS

Discussion will take place at this time regarding land acquisition negotiations.

RETURN TO OPEN SESSION

IX. NEW BUSINESS (continued)

E. ADOPTION OF A RESOLUTION DIRECTING STAFF TO PURSUE LAND ACQUISITION

Following the closed session the Council may wish to consider action to direct staff to take action to acquire land. If action is considered, a staff report and RESOLUTION will be distributed at this time.

IX. REPORTS

A. MAYOR pro tem

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

B. CITY ADMINISTRATOR

1. REPORT ON BOARD OF APPEAL AND EQUALIZATION MEETING SCHEDULE

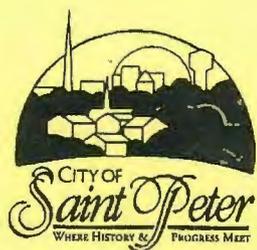
The City's Board of Appeal and Equalization meeting has been scheduled for Tuesday, April 5th at 6:00 p.m. at the Intergovernmental Center. Property owners who wish to object to the valuation assigned to their property by Nicollet County should contact the County Assessor's office to schedule a meeting before the Board. A report will be provided at this time.

2. REPORT ON CITY/COUNTY MEETING SCHEDULE

The next City/County meeting is scheduled for April 7th at 3:30 p.m. A report will be provided at this time.

3. REPORT ON ASSOCIATION MEETING

A report will be provided at this time on a meeting held with representatives from area athletic associations.



4. OTHERS

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

XI. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING
MARCH 14, 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 March 14, 2016.

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

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

Approval of Minutes – A motion was made by Kvamme, seconded by Parras, to approve the minutes of the February 22, 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 February 22, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

A motion was made by Grams, seconded by Parras, to approve the minutes of the February 29, 2016 special City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 29, 2016 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Parras, seconded by Grams, Resolution No. 2016-46 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-46 is contained in the City Administrator's book entitled Council Resolutions 21.

Councilmember Kvamme questioned whether the City has water meter issues similar to a recent story in a metro paper where cities discover meters have failed and resulted in hundreds of thousands of gallons of water lost and never billed for. City Administrator Prafke indicated that the City recently audited customer water meters and while some similar issues were found (where the remote reader didn't match the interior meter), staff was working with the customer to make arrangements for payment of back charges. Prafke also noted there were very few instances where the inside meters fail and there are policies in place to deal with those issues.

Verizon Small Cell lease at River's Edge Hospital and Clinic – City Administrator Prafke recommended approval of request by Verizon Wireless to expand their lease to have a small cell antenna on a pole at River's Edge Hospital and Clinic. Prafke noted the lease revenue would increase to \$1,500 per year and recommended approval. In motion by Kvamme, seconded by Parras, Resolution No. 2016-47 entitled "Resolution Approving Modification To Lease Agreement With Alltel Communications LLC (Dba Verizon Wireless) For Cell Antenna On City Owned Property At 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. 2016-47 is contained in the City Administrator's book entitled Council Resolutions 21.

Fire Department Bylaws Modification – City Administrator Prafke provided a recommendation for two changes to the Fire Department bylaws which included a modification to language about receipt of benefits and a second change regarding use of alcohol. Prafke pointed out that a previous change to the bylaws included modifications to indicate "annual" payment of benefits

and that change was omitted in the final version of the document. Prafke recommended the change be made at this time.

On the alcohol issue Prafke reported that after discussion with the Board of Fire Officers, he was recommending the bylaws be modified to require that Firefighters who have consumed alcohol or drugs within eight hours of a fire call not be allowed to respond to the call. Prafke noted the 8 hours was based on FAA regulations and is the same as the rules for airline pilots. Prafke also pointed out the League of Minnesota Cities draft regulations included recommendations for either 8 or 4 hour limitations and stated that making the modification would provide clear direction for all Firefighters and for the Board of Fire Officers in dealing with the members as well as providing for maximum safety for both the members of the Department and the community.

Mayor Zieman questioned what the benefit would be from a change to the alcohol policy and pointed out that current regulations require Firefighters to self-police and not respond to calls if they are drunk. Zieman also questioned why the Firefighters were being treated differently than Public Works employees.

Councilmember Parras questioned the language in the current policy which uses the phrase "under the influence" which requires the Firefighters to self-police.

Councilmember Brand recommended starting a campaign and/or training program to educate Firefighters to not drink and stated statistics showed that Firefighters tend to have twice the national average of binge drinking.

Councilmember Kvamme expressed reservations about allowing self-policing and pointed out that many people drive drunk even though they know it is against the law.

Firefighter Ed Johnson, 529 North Fifth Street, expressed his concern that the members of the Department did not have a chance to vote on the proposed change and stated his belief that not being able to drink for eight hours before responding to a call is a "little extreme".

Retired Fire Chief Windy Block, 1019 Old Minnesota Avenue, indicated that in his 35 years on the department only one alcohol related incident occurred and expressed his belief that Firefighters are intelligent enough to self-discipline and not respond if they have been drinking. Block also suggested that those who do are subject to peer pressure from the other members to solve the problem.

A motion was made by Brand, seconded by Parras to table action on the proposed bylaws change until the Council could have further discussion on the alcohol issue at a workshop session. With Councilmembers Brand and Parras and Mayor Zieman voting aye, the motion carried. (Councilmembers Grams and Kvamme did not cast votes.)

2016 Water Fund Budget – Finance Director O'Connell requested approval of the 2016 Water Fund budget in the total amount of \$3,973,819. O'Connell noted the proposed budget was similar to 2015 and would include use of \$414,000 from reserves with no rate change recommended. O'Connell noted the projected ending fund balance would be \$432,032. In motion by Brand, seconded by Parras, Resolution No. 2016-48 entitled "Resolution Approving 2016 Water Fund Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-48 is contained in the City Administrator's book entitled Council Resolutions 21.

2016 Wastewater Fund Budget – Finance Director O'Connell requested approval of the 2016 Wastewater Fund budget in the total amount of \$3,582,974. O'Connell stated the proposed budget was the same plan as in 2015 and no rate changes were recommended. O'Connell also noted the projected fund balance at the end of 2016 would be \$994,000 and approximately two-

thirds of that amount was restricted for plant upgrades as per the requirements of the PFA loan that financed construction of the facility. In motion by Grams, seconded by Parras, Resolution No. 2016-49 entitled "Resolution Approving 2016 Wastewater Fund Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-49 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

"Women's History Month" Proclamation – Mayor Zieman proclaimed March, 2016 as "Women's History Month" in the community.

"Vietnam Veteran's Day" Proclamation – Mayor Zieman proclaimed March 29, 2016 as "Vietnam Veteran's Day".

Mayor's Report – Mayor Zieman reported he and Councilmember Brand would be attending the Coalition of Greater Minnesota Cities Legislative Action Day on March 16th and he would be in the St. Patrick's Day parade. Zieman also noted he would be in Petatlan Mexico during the next Council meeting and Mayor pro tem Parras would chair the meeting.

APPA Legislative Rally Report – Councilmember Parras reported on the American Public Power Association Legislative Rally he attended in Washington D.C. with Public Works Director Moulton. Parras noted discussion with local legislators included discussion on the unintended consequences of legislative policies, a push for transportation issues and transportation funding including Highway 14 and Highway 169.

National League of Cities Conference Report – City Administrator Prafke reported on the National League of Cities congressional conference he attended in Washington D.C. which included training on budgeting, policy development and business practices as part of NLC University.

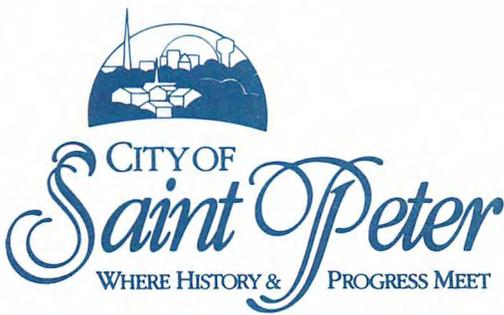
Goal Session Discussion Report – City Administrator Prafke directed Councilmembers attention to the report included in the Council packet on discussion at the last goal session. Prafke also noted an omission from the report regarding the cost and funding sources for development of the new park.

There being no further business, a motion was made by Brand, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:15 p.m.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/21/2016

FROM: Pete Moulton
Director of Public Works

RE: Purchase of a 1500 KVA Transformer

ACTION/RECOMMENDATION

Authorize purchase of a 1500 KVA three phase pad mount transformer from Border States Electric of Rochester, Minnesota in the amount of \$19,096.26.

BACKGROUND

St. Peter High School is constructing a new building adjacent to the City park on the west side of Saint Peter on Broadway Avenue. City staff has been working with the electrical engineers for the project and determined a 1500 kVA, three-phase, pad mount transformer is required to provide service to the new building.

The new high school is proposed to be constructed during the 2016/2017 year and the transformer will be needed later this summer. Once approved delivery will take approximately 16–18 weeks.

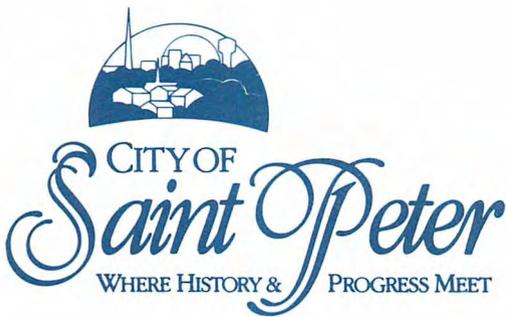
Formal written proposals were requested of vendors via advertisement on the City's website as per the purchasing policy. Two vendors, Border States and WESCO submitted proposals as shown below:

Company	Written Proposal	Freight/Delivery	Total
Border States	\$19,096.26	Included	\$19,096.26
WESCO	\$21,223.00	Included	\$21,223.00

This purchase would be funded through the Electric budget.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/22/2016

FROM: Pete Moulton
Public Works Director

RE: Hermel Building Roof Coating System

ACTION/RECOMMENDATION

Authorize Ballman Roofing & Coating, LLC of Kasota, Minnesota to apply a roof coating on the Hermel Building at the Public Works site for \$9,323.

BACKGROUND

“Building H” (aka the “Hermel” building) at Public Works is currently used to house stormwater pumps, tractors and trucks. The building was moved to the Public Works site in 1988. This building is heated and has a work area that is insulated and used to perform maintenance on a variety of equipment.

This past fall, staff discovered that the roof has multiple leaks and is in need of repairs. The roof tin is held down by screws which use rubber grommets to seal the penetration. Over the years, ultraviolet rays have dried out the grommets and allowed water to penetrate around the screw and leak inside the building. Staff is recommending that all grommets and seams receive a sealer and a silicone coating be placed over the entire roof to prevent the roof from leaking.

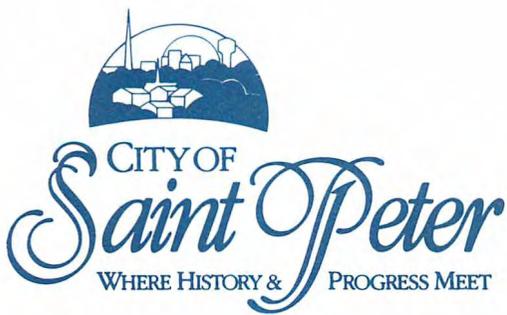
As required under the City's purchasing policy, Staff advertised for formal written proposals on the City's website. Four written proposals were received as follows:

Contractor	Labor/Material for Installation	Total
Ballman Roofing & Coating, LLC	\$9,323.00	\$9,323.00
Greener World Solutions, LLC	\$9,850.00	\$9,850.00
Kato Roofing, INC.	\$12,525.00	\$12,525.00
Gag Sheet Metal, INC.	\$21,150.00	\$21,150.00

Staff recommends acceptance of the proposal from Ballman Roofing & Coating with funding from the General and Utilities Funds.

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

PM/AK/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/25/16

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary Licenses

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

BACKGROUND

The City has received temporary license applications for City Council approval.

The St. Peter Softball Association will again operate the concession stand at Jefferson Fields. The Association has applied for Temporary Soft Drink and Temporary On-Sale 3.2 Beer licenses in order to sell these beverages at softball events. The licensing period for soft drinks will be April 1, 2016 – August 31, 2016 and the period for Temporary Beer will be from May 16, 2016 – August 15, 2016.

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
A PLUS SECURITY, INC.	video surveillance sftwr/m	COMMUNITY CENTER	COMMUNITY CENTER	978.00
			TOTAL:	978.00
ALPHA WIRELESS COMMUNICATIONS CO	replacement charger pager	GENERAL FUND	FIRE	46.13
			TOTAL:	46.13
AMERICAN EXPRESS	american express membershi	GENERAL FUND	FINANCE	55.00
			TOTAL:	55.00
ANDERSON, LORI	paws paint party	RESTRICTED CONTRIB	COMMUNITY SERVICE	1,000.00
			TOTAL:	1,000.00
BAKER & TAYLOR INC	1yr renewal of regular pri	LIBRARY FUND	LIBRARY	5,277.00
	1 yr renewal for large pri	LIBRARY FUND	LIBRARY	2,338.80
			TOTAL:	7,615.80
BGMN, INC	oil & additives	GENERAL FUND	STREETS	130.52
	oil & additives	GENERAL FUND	PARKS	130.52
	oil & additives	WATER	DISTRIBUTION AND STORA	65.26
	oil & additives	WASTE WATER FUND	SOURCE/TREATMENT	65.26
	oil & additives	ENVIRON SERVICES F	REFUSE DISPOSAL	65.26
	oil & additives	ELECTRIC FUND	POWER DISTRIBUTION	130.52
	oil & additives	STORMWATER FUND	TREATMENT	65.26
			TOTAL:	652.60
BOBCAT OF MANKATO	#908 shoe skid & latch	GENERAL FUND	STREETS	263.77
	#908b ring/drive	GENERAL FUND	PARKS	50.52
			TOTAL:	314.29
BOLTON & MENK INC	staff mtg	GENERAL FUND	STREETS	90.00
	brdwy atp	GENERAL FUND	STREETS	2,970.00
	lrip grant	GENERAL FUND	STREETS	60.00
	gardner rd improvements	GENERAL FUND	STREETS	2,050.10
	gd/bd round-a-bout	GENERAL FUND	STREETS	840.00
	staff mtg	GENERAL FUND	PARKS	72.00
	zoning map update & trsf to	GENERAL FUND	ECONOMIC DEVMT	914.50
	new hs construction admin	PARK LAND DEDICATI	PARKS	910.00
	affordable housing ph. 1	HOUSING DISTRICT #	ECONOMIC DEVMT	37,499.90
	standard detail #7004	WATER	CAPITAL-WATER DISTRIBU	122.50
	update watermain base map	WATER	CAPITAL-WATER DISTRIBU	367.50
	record drawing gd rd	WATER	CAPITAL-WATER DISTRIBU	215.00
	record drawing trav rd	WATER	CAPITAL-WATER DISTRIBU	215.00
	staff mtg	WATER	ADMIN AND GENERAL	36.00
	update sewer base map	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	332.50
	record drawing trav rd	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	215.00
	staff mtg	WASTE WATER FUND	ADMIN AND GENERAL	36.00
	staff mtg	ENVIRON SERVICES F	ADMIN AND GENERAL	36.00
	staff mtg	ELECTRIC FUND	ADMIN AND GENERAL	90.00
	2012 brown st. deten basin	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	140.00
	361 st sw pipe type cost i	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	840.00
	new park storm sewer	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	280.00
	npdes premitting	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	70.00
			TOTAL:	48,402.00
BORDER STATES ELECTRIC SUPPLY	#489, #490, #491 ground ro	ELECTRIC FUND	NON-DEPARTMENTAL	884.70
	#441 4/0 triplex 8000 wire	ELECTRIC FUND	NON-DEPARTMENTAL	3,402.44

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#446 hole safety sub	ELECTRIC FUND	NON-DEPARTMENTAL	794.40
	#446 hole safety hub	ELECTRIC FUND	NON-DEPARTMENTAL	264.80
			TOTAL:	5,346.34
BRAUN INTERTEC CORPORATION	housing subdivision	HOUSING DISTRICT #	ECONOMIC DEVMT	2,970.00
			TOTAL:	2,970.00
CARQUEST AUTO PARTS STORES	#614 wipers	GENERAL FUND	PARKS	39.99
	oil for mixer	WASTE WATER FUND	SOURCE/TREATMENT	758.10
			TOTAL:	798.09
CDW GOVERNMENT, INC.	ups	GENERAL FUND	FINANCE	55.97
	ups	GENERAL FUND	FINANCE	55.97
	ups	ENVIRON SERVICES F	ADMIN AND GENERAL	55.97
			TOTAL:	167.91
CENTERPOINT ENERGY MINNEGASCO	gas bill	GENERAL FUND	FIRE	457.51
	gas bill	GENERAL FUND	STREETS	382.18
	gas bill	GENERAL FUND	SWIMMING POOL	45.43
	gas bill	GENERAL FUND	PARKS	305.75
	gas bill	LIBRARY FUND	LIBRARY	1,052.04
	gas bill	COMMUNITY CENTER	COMMUNITY CENTER	2,426.57
	gas bill	WATER	PURIFICATION AND TREAT	1,147.59
	gas bill	WATER	PURIFICATION AND TREAT	111.18
	gas bill	WATER	ADMIN AND GENERAL	152.87
	gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.85
	gas bill	WASTE WATER FUND	SOURCE/TREATMENT	7,005.98
	gas bill	WASTE WATER FUND	ADMIN AND GENERAL	152.87
	gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	152.88
	gas bill	ELECTRIC FUND	ADMIN AND GENERAL	382.18
			TOTAL:	13,790.88
CERTIFIED LABORATORIES	hydraulic oil 55g	GENERAL FUND	STREETS	193.69
	hydraulic oil 55g	GENERAL FUND	PARKS	193.69
	hydraulic oil 55g	WATER	DISTRIBUTION AND STORA	96.84
	hydraulic oil 55g	WASTE WATER FUND	SOURCE/TREATMENT	96.84
	hydraulic oil 55g	ENVIRON SERVICES F	REFUSE DISPOSAL	96.84
	hydraulic oil 55g	ELECTRIC FUND	POWER DISTRIBUTION	193.69
	hydraulic oil 55g	STORMWATER FUND	TREATMENT	96.84
			TOTAL:	968.43
CINTAS CORPORATION #754	feb cleaning	GENERAL FUND	STREETS	1.13
	feb cleaning	GENERAL FUND	PARKS	1.13
	feb cleaning	WATER	DISTRIBUTION AND STORA	0.57
	feb cleaning	WASTE WATER FUND	SOURCE/TREATMENT	0.57
	feb cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	0.57
	feb cleaning	ELECTRIC FUND	POWER DISTRIBUTION	1.13
	feb cleaning	ELECTRIC FUND	ADMIN AND GENERAL	653.40
	feb cleaning	STORMWATER FUND	TREATMENT	0.55
			TOTAL:	659.05
CINTAS FIRST AID & SAFETY	vehicle safety kits	GENERAL FUND	STREETS	33.61
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	20.90
	vehicle safety kits	GENERAL FUND	PARKS	26.89
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	22.72
	service charge credit	COMMUNITY CENTER	COMMUNITY CENTER	5.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	vehicle safety kits	WATER	ADMIN AND GENERAL	13.44
	vehicle safety kits	WASTE WATER FUND	ADMIN AND GENERAL	13.44
	vehicle safety kits	ENVIRON SERVICES F	ADMIN AND GENERAL	13.44
	vehicle safety kits	ELECTRIC FUND	ADMIN AND GENERAL	33.61
			TOTAL:	172.51
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	185.03
	towels, wipes, bags, & plat	GENERAL FUND	STREETS	162.94
	towels & tp	GENERAL FUND	STREETS	41.73
	paper	GENERAL FUND	RECREATION/LEISURE SER	242.04
	towels, wipes, bags, & plat	GENERAL FUND	PARKS	130.35
	tissue, wipes, & glasss cl	GENERAL FUND	PARKS	958.23
	cleaner handwash	GENERAL FUND	PARKS	387.60
	towels & tp	GENERAL FUND	PARKS	33.39
	cleaning supplies	LIBRARY FUND	LIBRARY	144.55
	paper	LIBRARY FUND	LIBRARY	136.88
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	578.21
	floor cleaner	WATER	ADMIN AND GENERAL	317.72
	towels, wipes, bags, & plat	WATER	ADMIN AND GENERAL	65.18
	towels & tp	WATER	ADMIN AND GENERAL	16.69
	towels, wipes, bags, & plat	WASTE WATER FUND	ADMIN AND GENERAL	65.18
	towels & tp	WASTE WATER FUND	ADMIN AND GENERAL	16.69
	towels, wipes, bags, & plat	ENVIRON SERVICES F	ADMIN AND GENERAL	65.18
	towels & tp	ENVIRON SERVICES F	ADMIN AND GENERAL	16.70
	towels, wipes, bags, & plat	ELECTRIC FUND	ADMIN AND GENERAL	162.94
	towels & tp	ELECTRIC FUND	ADMIN AND GENERAL	41.73
			TOTAL:	3,768.96
CONSOLIDATED COMMUNICATIONS	phone bill	GENERAL FUND	CITY ADMINISTRATION	86.87
	phone bill	GENERAL FUND	CITY CLERK	17.18
	phone bill	GENERAL FUND	FINANCE	135.23
	phone bill	GENERAL FUND	MUNICIPAL BUILDING	8.03
	phone bill	GENERAL FUND	POLICE	389.78
	phone bill	GENERAL FUND	FIRE	151.54
	phone bill	GENERAL FUND	BUILDING INSPECTOR	50.42
	phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	87.59
	phone bill	GENERAL FUND	STREETS	58.44
	phone bill	GENERAL FUND	SENIOR COORDINATOR	6.73
	phone bill	GENERAL FUND	RECREATION/LEISURE SER	208.80
	phone bill	GENERAL FUND	SWIMMING POOL	31.34
	phone bill	GENERAL FUND	PARKS	97.06
	phone bill	GENERAL FUND	ECONOMIC DEVMT	33.24
	phone bill	LIBRARY FUND	LIBRARY	102.15
	phone bill	PUBLIC ACCESS	PUBLIC ACCESS	16.17
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	phone bill	WATER	ADMIN AND GENERAL	174.50
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	198.84
	phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	37.13
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	164.10
	phone bill	TRANSIT	TRANSIT/TRANSPORTATION	52.07
			TOTAL:	2,228.31
CONSTRUCTION MIDWEST INC.	stone treatment	ENVIRON SERVICES F	REFUSE DISPOSAL	571.72
			TOTAL:	571.72
CREDIT RIVER TOOLS	rachets	GENERAL FUND	STREETS	30.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	rachets	GENERAL FUND	PARKS	30.99
	rachets	WATER	DISTRIBUTION AND STORA	15.50
	rachets	WASTE WATER FUND	SOURCE/TREATMENT	15.50
	rachets	ENVIRON SERVICES F	REFUSE DISPOSAL	15.50
	rachets	ELECTRIC FUND	POWER DISTRIBUTION	30.99
	rachets	STORMWATER FUND	TREATMENT	15.48
			TOTAL:	154.95
CRYSTEEL TRUCK EQUIPMENT INC	#207 strobe light	GENERAL FUND	STREETS	450.00
	mud flaps	GENERAL FUND	STREETS	104.00
			TOTAL:	554.00
DANCE CONSERVATORY	dance instructor	GENERAL FUND	RECREATION/LEISURE SER	575.00
			TOTAL:	575.00
RICHARD DELESTRE	safety lens for msa facepi	GENERAL FUND	FIRE	106.80
			TOTAL:	106.80
DON'S APPLIANCE & TV	replace dishwasher	COMMUNITY CENTER	COMMUNITY CENTER	734.99
			TOTAL:	734.99
EDC EDUCATIONAL SERVICES	new juvenile materials	LIBRARY FUND	LIBRARY	174.82
			TOTAL:	174.82
EMERGENCY RESPONSE SOLUTIONS	5" storz fitting	GENERAL FUND	FIRE	196.33
			TOTAL:	196.33
ENVIRONMENTAL WOOD SUPPLY LLC	mobilization charge	ENVIRON SERVICES F	REFUSE DISPOSAL	1,500.00
	mulch	ENVIRON SERVICES F	REFUSE DISPOSAL	500.00
			TOTAL:	2,000.00
FASTENAL COMPANY	lights	GENERAL FUND	STREETS	60.19
	latches	GENERAL FUND	STREETS	1.42
	safety glasses	GENERAL FUND	STREETS	1.62
	ear plugs	GENERAL FUND	STREETS	37.71
	battiers	GENERAL FUND	STREETS	0.75
	lights	GENERAL FUND	PARKS	48.15
	latches	GENERAL FUND	PARKS	1.13
	safety glasses	GENERAL FUND	PARKS	1.30
	ear plugs	GENERAL FUND	PARKS	30.17
	battiers	GENERAL FUND	PARKS	0.75
	battiers	WATER	DISTRIBUTION AND STORA	0.37
	lights	WATER	ADMIN AND GENERAL	24.07
	latches	WATER	ADMIN AND GENERAL	0.57
	safety glasses	WATER	ADMIN AND GENERAL	0.65
	ear plugs	WATER	ADMIN AND GENERAL	15.08
	battiers	WASTE WATER FUND	SOURCE/TREATMENT	0.37
	lights	WASTE WATER FUND	ADMIN AND GENERAL	24.07
	latches	WASTE WATER FUND	ADMIN AND GENERAL	0.57
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	0.65
	ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	15.08
	battiers	ENVIRON SERVICES F	REFUSE DISPOSAL	0.37
	lights	ENVIRON SERVICES F	ADMIN AND GENERAL	24.07
	latches	ENVIRON SERVICES F	ADMIN AND GENERAL	0.55
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	0.65
	ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	15.09

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	battiers	ELECTRIC FUND	POWER DISTRIBUTION	0.75
	lights	ELECTRIC FUND	ADMIN AND GENERAL	60.19
	latches	ELECTRIC FUND	ADMIN AND GENERAL	1.42
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	1.62
	ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	37.71
	battiers	STORMWATER FUND	TREATMENT	0.38
			TOTAL:	407.47
FERGUSON ENTERPRISES, INC.	12 pvc hub cap	GENERAL FUND	FIRE	85.54
			TOTAL:	85.54
FIRE PROTECTION SERVICES, INC.	msh review shop drawings &	GENERAL FUND	BUILDING INSPECTOR	357.17
			TOTAL:	357.17
FIRST NATIONAL BANK	2012 equip cert	2012 EQUIPMENT CER	DEBT SERVICE PAYMENTS	48,000.00
	2012 equip cert	2012 EQUIPMENT CER	DEBT SERVICE PAYMENTS	2,712.00
			TOTAL:	50,712.00
FREEDOM VALUE CENTERS, INC.	fuel	WASTE WATER FUND	SOURCE/TREATMENT	53.43
			TOTAL:	53.43
WILLIAM GERHART	embroidery & 2 hats	GENERAL FUND	POLICE	49.24
	holster & belt	GENERAL FUND	POLICE	144.64
			TOTAL:	193.88
GOPHER STATE ONE-CALL INC	feb. goph state one calls	WATER	DISTRIBUTION AND STORA	11.11
	feb. goph state one calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	11.11
	feb. goph state one calls	ELECTRIC FUND	POWER DISTRIBUTION	11.13
			TOTAL:	33.35
GRAYBAR ELECTRIC COMPANY INC	#642 10-2 wire	ELECTRIC FUND	NON-DEPARTMENTAL	1,164.57
			TOTAL:	1,164.57
JAMES GRUHOT	class b wastewater operato	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
GUSTAVUS ADOLPHUS COLLEGE	quarterly student employe	GENERAL FUND	RECREATION/LEISURE SER	172.70
	quarterly student employe	LIBRARY FUND	LIBRARY	680.67
			TOTAL:	853.37
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	28.73
	postage	GENERAL FUND	CITY CLERK	9.63
	postage	GENERAL FUND	ELECTIONS	28.36
	postage	GENERAL FUND	FINANCE	106.74
	postage	GENERAL FUND	POLICE	34.77
	postage	GENERAL FUND	BUILDING INSPECTOR	39.51
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.07
	postage	GENERAL FUND	STREETS	6.42
	postage	GENERAL FUND	RECREATION/LEISURE SER	39.59
	postage	GENERAL FUND	SWIMMING POOL	16.59
	postage	GENERAL FUND	PARKS	4.82
	postage	GENERAL FUND	ECONOMIC DEVMT	32.07
	postage	LIBRARY FUND	LIBRARY	4.82
	postage	COMMUNITY CENTER	COMMUNITY CENTER	1.61
	postage	WATER	ADMIN AND GENERAL	6.34
	postage	WATER	CUSTOMER ACCOUNTS	98.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	WASTE WATER FUND	ADMIN AND GENERAL	2.64
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	98.31
	postage	ENVIRON SERVICES F	ADMIN AND GENERAL	0.54
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	98.31
	postage	ELECTRIC FUND	ADMIN AND GENERAL	0.54
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	98.31
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	16.59
	postage	TRANSIT	TRANSIT/TRANSPORTATION	<u>6.55</u>
			TOTAL:	781.17
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,033.50
	bleach azone 15	WATER	PURIFICATION AND TREAT	218.12
	caustic soda	WATER	PURIFICATION AND TREAT	<u>1,072.50</u>
			TOTAL:	2,324.12
HERMEL WHOLESale	concessions	COMMUNITY CENTER	COMMUNITY CENTER	<u>401.44</u>
			TOTAL:	401.44
HILLYARD/HUTCHINSON	vac parts	LIBRARY FUND	LIBRARY	125.23
	vac parts	COMMUNITY CENTER	COMMUNITY CENTER	187.85
	vacuum cleaner parts	COMMUNITY CENTER	COMMUNITY CENTER	<u>214.94</u>
			TOTAL:	528.02
IDEXX DISTRIBUTION, INC	vessels	WASTE WATER FUND	SOURCE/TREATMENT	<u>146.56</u>
			TOTAL:	146.56
IMPACT	printing, postage, & flyer	WATER	CUSTOMER ACCOUNTS	161.41
	printing, postage, & flyer	WATER	CUSTOMER ACCOUNTS	379.40
	printing, postage, & flyer	WASTE WATER FUND	CUSTOMER ACCOUNTS	161.41
	printing, postage, & flyer	WASTE WATER FUND	CUSTOMER ACCOUNTS	379.40
	printing, postage, & flyer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	161.41
	printing, postage, & flyer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	379.41
	printing, postage, & flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	161.40
	printing, postage, & flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	379.40
	printing, postage, & flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>171.26</u>
			TOTAL:	2,334.50
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	<u>656.57</u>
			TOTAL:	656.57
BRENDA ISLEY	meals excel training in bl	GENERAL FUND	FINANCE	<u>40.04</u>
			TOTAL:	40.04
JAVENS MECHANICAL CONTRACTING CO.	rpz testing	LIBRARY FUND	LIBRARY	112.00
	rpz testing	COMMUNITY CENTER	COMMUNITY CENTER	112.00
	rpz testing	WATER	PURIFICATION AND TREAT	343.37
	rpz testing	WATER	PURIFICATION AND TREAT	1,176.00
	rpz testing	WASTE WATER FUND	COLLECTOR/LIFT STAT	56.00
	rpz testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>168.00</u>
			TOTAL:	1,967.37
KENDELL DOORS & HARDWARE, INC.	bldg locks	COMMUNITY CENTER	COMMUNITY CENTER	348.70
	bldg locks	WASTE WATER FUND	ADMIN AND GENERAL	<u>348.70</u>
			TOTAL:	697.40
MARK KREYKES	state fire school	GENERAL FUND	FIRE	70.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	70.00	
LEXIS NEXIS	march subscription fee	GENERAL FUND	POLICE	100.00	
			TOTAL:	100.00	
LJP ENTERPRISES INC	feb. 2016 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	19,279.64	
			TOTAL:	19,279.64	
MANKATO MOON DOGS	summer vip trip	GENERAL FUND	RECREATION/LEISURE SER	420.00	
	summer vip trip	RESTRICTED CONTRIB	RECREATION/LEISURE SER	420.00	
			TOTAL:	840.00	
MATHESON TRI-GAS INC	cylinder	GENERAL FUND	STREETS	47.49	
	cylinder	GENERAL FUND	PARKS	47.49	
	cylinder	WATER	DISTRIBUTION AND STORA	23.75	
	cylinder	WASTE WATER FUND	SOURCE/TREATMENT	23.75	
	cylinder	ENVIRON SERVICES F	REFUSE DISPOSAL	23.75	
	cylinder	ELECTRIC FUND	POWER DISTRIBUTION	47.49	
	cylinder	STORMWATER FUND	TREATMENT	23.74	
			TOTAL:	237.46	
MAYO CLINIC HEALTH SYSTEM - MANKATO	dot physical	TRANSIT	TRANSIT/TRANSPORTATION	162.00	
			TOTAL:	162.00	
MCGRANN SHEA CARNIVAL STRAUGHN & LAMB,	electric service territory	PARK LAND DEDICATI	PARKS	615.38	
	electric service territory	PARK LAND DEDICATI	PARKS	1,570.56	
	electric service territory	HOUSING DISTRICT #	ECONOMIC DEVMT	205.12	
	electric service territory	HOUSING DISTRICT #	ECONOMIC DEVMT	523.44	
			TOTAL:	2,914.50	
MENARDS	baseboxes	GENERAL FUND	PARKS	74.94	
	wood for baseboxes	GENERAL FUND	PARKS	73.90	
	baseboxes	GENERAL FUND	PARKS	426.05	
	preen	ENVIRON SERVICES F	REFUSE DISPOSAL	197.94	
			TOTAL:	772.83	
METERING & TECHNOLOGY SOLUTIONS	#811/#810 meters	WATER	NON-DEPARTMENTAL	912.00	
			TOTAL:	912.00	
METRO JANITORIAL SUPPLY INC.	chemicals	COMMUNITY CENTER	COMMUNITY CENTER	101.28	
			TOTAL:	101.28	
MISC VENDOR	BERHOW, BUD	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	150.00
	BOOKBINS	2 book bins for children's	LIBRARY FUND	LIBRARY	1,290.00
	DZINE LLC.	powder coat signs brackets	GENERAL FUND	STREETS	495.00
	FRESHWATER SOCIETY	road salt symposium regist	GENERAL FUND	STREETS	270.00
	MIDWEST TAPE	digital media for library	LIBRARY FUND	LIBRARY	6,000.00
	MONARCH WATCH C/O NBS	monarch waystation cert.	ENVIRON SERVICES F	ADMIN AND GENERAL	40.95
			TOTAL:	8,245.95	
MN DEPT OF COMMERCE	cip 4th qrt fy 2016 indire	ELECTRIC FUND	ADMIN AND GENERAL	1,501.61	
	4th qrt fy 2016 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	358.19	
			TOTAL:	1,859.80	
MN DEPT OF LABOR & INDUSTRY	water pressure vessel & bo	WATER	PURIFICATION AND TREAT	30.00	
			TOTAL:	30.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN IRON & METAL COMPANY	plate snow blower	GENERAL FUND	STREETS	344.70
			TOTAL:	344.70
MN SOCIETY OF ARBORICULTURE	d. knight & r. blackman 20	ENVIRON SERVICES F	ADMIN AND GENERAL	80.00
			TOTAL:	80.00
MN STATE FIRE CHIEFS ASSOCIATION	membership renewal	GENERAL FUND	FIRE	378.00
			TOTAL:	378.00
PETE MOULTON	02/29/16-03/11/16 mileage	GENERAL FUND	PARKS	26.46
	02/29/16-03/11/16 mileage	WATER	ADMIN AND GENERAL	7.02
	meals, taxi, luggage smmpa	ELECTRIC FUND	ADMIN AND GENERAL	243.10
	02/29/16-03/11/16 mileage	ELECTRIC FUND	ADMIN AND GENERAL	84.24
	02/29/16-03/11/16 mileage	STORMWATER FUND	ADMINISTRATION AND GEN	8.64
			TOTAL:	369.46
MVTL LABORATORIES INC	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
			TOTAL:	41.00
JAMES NEARY	mn state fire school	GENERAL FUND	FIRE	50.00
			TOTAL:	50.00
RON NEARY JR.	fire school	GENERAL FUND	FIRE	97.00
			TOTAL:	97.00
NELSON PRINTING COMPANY	paper clip dispenser	GENERAL FUND	POLICE	4.89
	ink pads & clip boards	GENERAL FUND	BUILDING INSPECTOR	14.54
	ups	WATER	ADMIN AND GENERAL	28.11
	voeltz cards	WATER	ADMIN AND GENERAL	24.50
	transit ticket books	TRANSIT	TRANSIT/TRANSPORTATION	776.00
			TOTAL:	848.04
NEW ULM QUARTZITE QUARRIES	seal coat chips	GENERAL FUND	STREETS	6,442.22
			TOTAL:	6,442.22
NICOLLET COUNTY BANK	2011 equip cert - final	2011 EQUIPMENT CER	DEBT SERVICE PAYMENTS	18,960.00
	2011 equip cert - final	2011 EQUIPMENT CER	DEBT SERVICE PAYMENTS	644.64
			TOTAL:	19,604.64
NICOLLET CTY PUBLIC HEALTH	senior center coord. contr	GENERAL FUND	SENIOR COORDINATOR	2,535.65
	senior newsletters	GENERAL FUND	SENIOR COORDINATOR	155.36
			TOTAL:	2,691.01
NICOLLET COUNTY RECORDER/ABSTRACTER	housing subdivision	HOUSING DISTRICT #	ECONOMIC DEVMT	46.00
			TOTAL:	46.00
NICOLLET SOIL & WATER CONSERV. DIST.	2016 trees	ENVIRON SERVICES F	REFUSE DISPOSAL	457.00
			TOTAL:	457.00
NORTH CENTRAL INTERNATIONAL	#44 air dryer cart.	GENERAL FUND	STREETS	168.69
	#44 pedal bushings	GENERAL FUND	STREETS	142.11
	#44 gasket & cover	GENERAL FUND	STREETS	92.70
	#44 core credit	GENERAL FUND	STREETS	55.00
			TOTAL:	348.50
NORTHLAND BUSINESS SYSTEMS, INC.	services agreement 4/16-4/	GENERAL FUND	POLICE	1,388.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,388.60</u>
OVERDRIVE, INC.	overdrive fee 3/16-2/17	LIBRARY FUND	LIBRARY	<u>3,000.00</u>
			TOTAL:	<u>3,000.00</u>
OVERHEAD DOOR COMPANY OF MANKATO INC	garage door repair	TRANSIT	TRANSIT/TRANSPORTATION	<u>109.48</u>
			TOTAL:	<u>109.48</u>
OWL ENGINEERING & EMC TEST LABS INC	brdwy tower at&t study	WATER	DISTRIBUTION AND STORA	<u>800.00</u>
			TOTAL:	<u>800.00</u>
PAAPE COMPANIES, INC.	replace leaking control va	COMMUNITY CENTER	COMMUNITY CENTER	<u>732.50</u>
			TOTAL:	<u>732.50</u>
PENWORTHY	new juvenile book	LIBRARY FUND	LIBRARY	<u>337.05</u>
			TOTAL:	<u>337.05</u>
DARRELL PETTIS	state fire school	GENERAL FUND	FIRE	<u>70.00</u>
			TOTAL:	<u>70.00</u>
RONALD D. QUADE	mn valley regional meeting	GENERAL FUND	FIRE	<u>60.00</u>
			TOTAL:	<u>60.00</u>
QUICK MART ST PETER	fuel	GENERAL FUND	POLICE	<u>625.79</u>
	fuel	GENERAL FUND	FIRE	<u>67.30</u>
			TOTAL:	<u>693.09</u>
RED WING SHOE STORE	m. weicherding safety foot	GENERAL FUND	MUNICIPAL BUILDING	<u>271.99</u>
			TOTAL:	<u>271.99</u>
RESEARCH TECHNOLOGY INTERNATIONAL	cleaning kit for dvd's & c	LIBRARY FUND	LIBRARY	<u>76.20</u>
			TOTAL:	<u>76.20</u>
ROCHESTER MIDLAND CORPORATION	monthly service-restroom s	COMMUNITY CENTER	COMMUNITY CENTER	<u>76.01</u>
			TOTAL:	<u>76.01</u>
TOM ROESSLER JR.	state fire school	GENERAL FUND	FIRE	<u>95.92</u>
			TOTAL:	<u>95.92</u>
ROYAL TIRE, INC	#207 tire disposal	GENERAL FUND	STREETS	<u>14.00</u>
	#207 tires	GENERAL FUND	STREETS	<u>1,075.86</u>
	#207 tire disposal	GENERAL FUND	STREETS	<u>14.00</u>
	tires #140	TRANSIT	TRANSIT/TRANSPORTATION	<u>669.18</u>
			TOTAL:	<u>1,773.04</u>
RYAN ELECTRIC OF ST PETER	new light fixtures install	LIBRARY FUND	LIBRARY	<u>840.48</u>
	replace balbs on roof ligh	LIBRARY FUND	LIBRARY	<u>468.84</u>
	repair 7 replace ballast	COMMUNITY CENTER	COMMUNITY CENTER	<u>511.25</u>
	work to repiar outside lig	COMMUNITY CENTER	COMMUNITY CENTER	<u>895.00</u>
	well 1 drawdown power	WATER	SOURCE OF SUPPLY	<u>75.00</u>
	ballasts	WATER	PURIFICATION AND TREAT	<u>326.78</u>
			TOTAL:	<u>3,117.35</u>
RYAN PLUMBING & HEATING	men's restroom toilet repa	GENERAL FUND	MUNICIPAL BUILDING	<u>86.03</u>
	maint. on furnace	GENERAL FUND	FIRE	<u>160.00</u>
			TOTAL:	<u>246.03</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SAM'S CLUB	coffee & coffee cups	GENERAL FUND	SENIOR COORDINATOR	41.84
	coffee & coffee cups	COMMUNITY CENTER	COMMUNITY CENTER	<u>61.20</u>
			TOTAL:	103.04
SHIFFLER EQUIPMENT SALES, INC.	parts for bathroom door	COMMUNITY CENTER	COMMUNITY CENTER	213.72
	parts to fix tables	COMMUNITY CENTER	COMMUNITY CENTER	13.30
	parts to fix tables	COMMUNITY CENTER	COMMUNITY CENTER	<u>57.70</u>
		TOTAL:	284.72	
SHOPKO STORES OPERATING CO., LLC	training/break room t.v.	GENERAL FUND	PUBLIC WORKS ADMIN	399.99
	putty	GENERAL FUND	RECREATION/LEISURE SER	<u>7.02</u>
			TOTAL:	407.01
ARTHUR E SIDNER	daddy daughter photography	GENERAL FUND	RECREATION/LEISURE SER	<u>198.00</u>
			TOTAL:	198.00
SIMPLEX GRINNELL	fire alarm system test & i	LIBRARY FUND	LIBRARY	505.14
	annual service to test & i	COMMUNITY CENTER	COMMUNITY CENTER	<u>2,592.75</u>
			TOTAL:	3,097.89
SOUTHERN MN CONSTRUCTION CO INC	gravel	GENERAL FUND	STREETS	185.81
	gravel	GENERAL FUND	PARKS	148.65
	gravel	WATER	ADMIN AND GENERAL	74.33
	gravel	WASTE WATER FUND	ADMIN AND GENERAL	74.33
	gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	74.32
	gravel	ELECTRIC FUND	ADMIN AND GENERAL	<u>185.81</u>
			TOTAL:	743.25
SOUTHERN MN MUNICIPAL POWER AGENCY	smmap purchased power	ELECTRIC FUND	POWER SUPPLY	<u>586,497.04</u>
			TOTAL:	586,497.04
SPRING TOUCH	lawn care prepay cc-lib	LIBRARY FUND	LIBRARY	223.98
	lawn care prepay cc-lib	COMMUNITY CENTER	COMMUNITY CENTER	<u>335.98</u>
			TOTAL:	559.96
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.86
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	23.72
	phone bill	WATER	ADMIN AND GENERAL	39.99
	phone bill	WATER	ADMIN AND GENERAL	23.72
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	23.73
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	<u>23.72</u>
			TOTAL:	152.74
SPS COMPANIES, INC. MANKATO	pvc elbow	GENERAL FUND	STREETS	12.00
	plumbing parts & tools	COMMUNITY CENTER	COMMUNITY CENTER	165.86
	elbow & bushing	WATER	SOURCE OF SUPPLY	<u>57.37</u>
			TOTAL:	235.23
ST CLOUD STATE UNIVERSITY	staff development	GENERAL FUND	POLICE	<u>395.00</u>
			TOTAL:	395.00
ST PETER SOFTBALL ASSOCIATION	over payment	GENERAL FUND	NON-DEPARTMENTAL	<u>250.00</u>
			TOTAL:	250.00
STAPLES ADVANTAGE	phone wipes, tape, plastic	GENERAL FUND	CITY ADMINISTRATION	24.11
	phone wipes, tape, plastic	GENERAL FUND	CITY CLERK	24.11

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone wipes, tape, plastic	GENERAL FUND	FINANCE	16.08
	phone wipes, tape, plastic	GENERAL FUND	POLICE	12.86
	phone wipes, tape, plastic	GENERAL FUND	BUILDING INSPECTOR	6.43
	phone wipes, tape, plastic	GENERAL FUND	PUBLIC WORKS ADMIN	3.22
	sds binders & clipboards	GENERAL FUND	STREETS	72.17
	sds binders & clipboards	GENERAL FUND	PARKS	57.74
	phone wipes, tape, plastic	GENERAL FUND	ECONOMIC DEVMT	1.61
	phone wipes, tape, plastic	WATER	ADMIN AND GENERAL	14.47
	sds binders & clipboards	WATER	ADMIN AND GENERAL	28.87
	phone wipes, tape, plastic	WASTE WATER FUND	ADMIN AND GENERAL	14.46
	sds binders & clipboards	WASTE WATER FUND	ADMIN AND GENERAL	28.87
	sds binders & clipboards	ENVIRON SERVICES F	ADMIN AND GENERAL	28.86
	phone wipes, tape, plastic	ELECTRIC FUND	ADMIN AND GENERAL	43.41
	sds binders & clipboards	ELECTRIC FUND	ADMIN AND GENERAL	72.17
			TOTAL:	449.44
STATE INDUSTRIAL PRODUCTS	plastic repair kit	GENERAL FUND	STREETS	54.81
	plastic repair kit	GENERAL FUND	PARKS	54.81
	plastic repair kit	WATER	DISTRIBUTION AND STORA	27.41
	plastic repair kit	WASTE WATER FUND	SOURCE/TREATMENT	27.41
	plastic repair kit	ENVIRON SERVICES F	REFUSE DISPOSAL	27.41
	plastic repair kit	ELECTRIC FUND	POWER DISTRIBUTION	54.81
	plastic repair kit	STORMWATER FUND	TREATMENT	27.40
			TOTAL:	274.06
TIRE ASSOCIATES	#85 tires	GENERAL FUND	PARKS	119.90
			TOTAL:	119.90
TRANE	service agreement	COMMUNITY CENTER	COMMUNITY CENTER	1,084.75
			TOTAL:	1,084.75
MATT ULMAN	state fire school	GENERAL FUND	FIRE	97.00
			TOTAL:	97.00
US POSTMASTER	postage for mailing 2016 s	GENERAL FUND	RECREATION/LEISURE SER	560.29
			TOTAL:	560.29
VERIZON WIRELESS	cell phone	GENERAL FUND	POLICE	341.96
	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	8.75
			TOTAL:	482.00
CHRIS VOELTZ	postage	WATER	ADMIN AND GENERAL	22.95
			TOTAL:	22.95
VOSS LIGHTING	light bulbs	LIBRARY FUND	LIBRARY	463.80
			TOTAL:	463.80
WESCO DISTRIBUTION INC	#380 4/0 alum. cable 7500'	ELECTRIC FUND	NON-DEPARTMENTAL	16,648.63
	#384 elbows & test points	ELECTRIC FUND	NON-DEPARTMENTAL	1,431.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#618 400w bulb	ELECTRIC FUND	NON-DEPARTMENTAL	124.86
	#767 covers	ELECTRIC FUND	NON-DEPARTMENTAL	3,034.24
	#482 marking flags	ELECTRIC FUND	NON-DEPARTMENTAL	853.00
	#767 basement	ELECTRIC FUND	NON-DEPARTMENTAL	<u>2,994.24</u>
			TOTAL:	25,085.97
WESTMAN FREIGHTLINER	#44 fuel tank	GENERAL FUND	STREETS	<u>935.00</u>
			TOTAL:	935.00
YOUTH ENRICHMENT LEAGUE	instructor fees	GENERAL FUND	RECREATION/LEISURE SER	2,768.00
	instructor fees	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>397.00</u>
			TOTAL:	3,165.00
ZIEGLER INC	#45 pump & gasket	GENERAL FUND	STREETS	<u>111.35</u>
			TOTAL:	111.35

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

101	GENERAL FUND	39,370.46
211	LIBRARY FUND	24,011.02
213	PUBLIC ACCESS	16.17
217	COMMUNITY CENTER	12,987.61
371	2011 EQUIPMENT CERTIFICAT	19,604.64
372	2012 EQUIPMENT CERTIFICAT	50,712.00
404	PARK LAND DEDICATION	3,095.94
460	HOUSING DISTRICT #20	41,244.46
601	WATER	10,251.92
602	WASTE WATER FUND	10,691.97
603	ENVIRON SERVICES FUND	24,020.97
604	ELECTRIC FUND	623,525.24
606	STORMWATER FUND	1,584.88
610	TRANSIT	1,775.28
820	RESTRICTED CONTRIBUTIONS	1,817.00

	GRAND TOTAL:	864,709.56

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>
Border States Electric	1500 KVA transformer	\$19,096.26	Electric
Ballman Roofing & Coatings, LLC	Hermel building roof coating	\$9,323.00	Utilities/ General Fund

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

<u>Temporary Soft Drink License</u> St. Peter Softball Assn.	1401 Nicollet Ave.	4/1/16 – 8/31/16
<u>Temporary On Sale Beer</u> St. Peter Baseball Assn.	1401 Nicollet Ave.	5/16/16 – 8/15/16

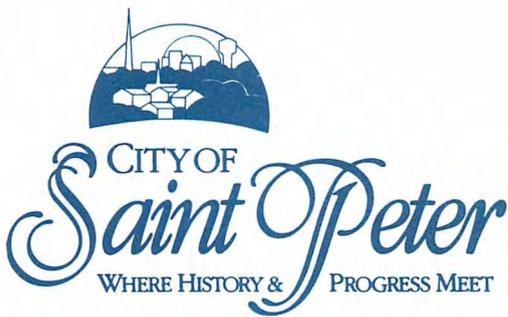
3. The schedule of disbursements for March 10, 2016 through March 23, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/11/2016

FROM: Pete Moulton
Public Works Director

RE: Front Street Substation Renovation Project Change Orders and Final Acceptance

ACTION/RECOMMENDATION

Approve Change Orders #1 and #2, accept the project as completed, and authorize final payment of \$3,022.90 to WEB Construction of Mankato, Minnesota for the Front Street Substation Renovation Project which included roofing and structural corrections.

BACKGROUND

In the summer of 2015, the City worked with I & S Group (ISG) to complete engineering on corrections needed to the City's Front Street Substation walls and roof. The bid for the project was awarded to WEB Construction and the scope of work included correction of a structural defect to the parapet wall and to install a new roof.

There were two changes orders during this project:

Change Order #1 – Changes were required to the roof joist to the top of the parapet wall where the roof was to be installed and involved removal and replacement with 2x8 wood construction at an additional cost of \$1,869.

Change Order #2 – Involved installation of a new header by removing 2x6 wood construction, grouting around an "I" beam and refinishing along the east wall at an additional cost of \$2,469.

The project was completed to the design standards and specifications outlined in the bid specifications and staff recommends acceptance of both Change Orders, final acceptance of the project as completed and authorization to make final payment to the contractor as shown below:

Total Bid Approved	\$56,120.00
Change Order #1	\$ 1,869.00
Change Order #2	\$ 2,469.00
Total Project Cost	\$60,458.00
<u>Previous Payments from City</u>	<u>\$57,435.10</u>
Final Payment Due	\$ 3,022.90

FISCAL IMPACT:

Total project funds of \$60,458 are allocated in the Electric Budget for this project.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken without additional direction from the Council. It should be noted that staff has already provided authorization for the change orders.

Negative Votes: No further action will be taken without additional direction from the Council. Should the Council not approve the change orders and final payment, the contractor would likely then pursue their right to payment under the contract. Staff will seek Council direction.

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

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

PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING CHANGE ORDERS #1 AND #2, ACCEPTING FRONT STREET
SUBSTATION PROJECT AS COMPLETED AND AUTHORIZING FINAL PAYMENT TO THE
CONTRACTOR**

WHEREAS, the City hired WEB Construction to make corrections to the roof, wall and interior of the Front Street Substation; and

WHEREAS, during the course of the project two change orders totaling \$3,022.90 were approved by staff; and

WHEREAS, the project has now been completed as per the plans and specifications at a total project cost of \$60,458; and

WHEREAS, staff recommends approval of the change orders, acceptance of the project as completed and authorization for final payment to the contractor.

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

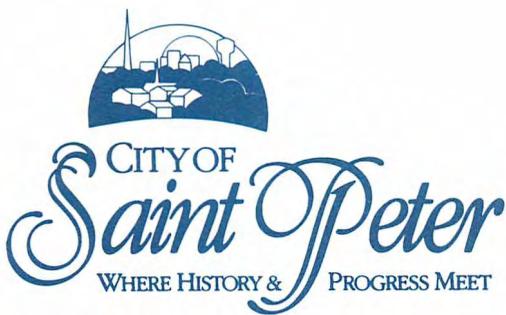
1. Change Orders #1 and #2 of the Front Street Substation Project are hereby approved in the amount of \$3,022.90.
2. The project is accepted as completed.
3. Staff is directed to make final payment to the contractor in the amount of \$3,022.90 with funding from the Electric Utility Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor Pro Tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/25/16

FROM: Russ Wille
Community Development Director

RE: Blaido, Inc. – Façade Renovation Revolving Loan Request

ACTION/RECOMMENDATION

Adopt the attached resolution approving a \$6,650 loan to Blaido, Inc. to partially finance the installed awnings as approved by the Heritage Preservation Commission and recommended by the Economic Development Authority.

BACKGROUND

Bridget Blaido opened 4 the Team in 2011 at 217 West Park Row. The store was recently relocated to the southwest corner of the Minnesota Avenue and Broadway Avenue intersection.

Hoping to identify her new location and improve the exterior aesthetics of the property, Ms. Blaido sought, and received the approval of the Heritage Preservation Commission for the installation of the two awnings.

The cost of the awnings, including installation, had been quoted by Sign Pro at \$7,392.19. In anticipation of an alteration to the loan guidelines, Ms. Blaido is requesting that the EDA finance up to 90% of the historic façade enhancement. She has requested a \$6,650 loan at 0% interest. The request was originally made in late 2015.

Ms. Blaido has established an unblemished repayment history with the EDA. In 2011, when opening on West Park Row, Ms. Blaido received a \$20,000 loan from the traditional revolving loan program. Each payment was provided when due and in the amount due as established by the applicable promissory note. The loan has been repaid in full.

Early in 2015, the City Council considered the merits of establishing a “minimum maintenance” ordinance which would authorize the City Council to order certain repairs to buildings within the historic district. After Council discussion, it was determined that rather than use mandated repairs to address the conditions of buildings, the Council suggested enhancing the Façade Renovation loan program to make it more attractive to potential borrowers. As such, the EDA was asked to undertake a review of the loan policies and to make a recommendation as to how they may be altered.

While reviewing the policies of the Façade Renovation Loan Program, the EDA has recommended that the policies be changed to allow partial loan forgiveness. It is hoped that

such a change would encourage utilization of the program helping to maintain the significant historical assets within the downtown.

The City Council will consider the EDA's recommended alterations at an upcoming April workshop session. Should the City Council accept the partial forgiveness recommended by the EDA, the EDA suggests that the benefit be retroactively applied to the Blaido, Inc. loan. That suggestion is incorporated into the proposed resolution.

FISCAL IMPACT:

A \$6,650 revolving loan would be provided to Blaido, Inc. to partially finance the awning installation. The note would be amortized on a seven year schedule and be provided at 0% interest.

ALTERNATIVES/VARIATIONS:

Do not act: The Council would be asked to consider the matter at a future meeting.

Negative vote: Blaido, Inc. will be notified of the denial.

Modification of the Resolution: This is always an option of the Council, however any alteration to the suggested terms would need to be acceptable to Blaido, Inc.

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING A \$6,650 FAÇADE RENOVATION REVOLVING LOAN TO
BLAIDO, INC (d.b.a. 4 the Team) TO PARTIALLY FINANCE THE INSTALLATION OF
AWNINGS AT 108 SOUTH MINNESOTA AVENUE**

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

WHEREAS, the City has established the Façade Renovation Revolving Loan Program to make interest free loans to renovate properties within the Saint Peter Heritage Preservation District; and

WHEREAS, the EDA was granted power to administer all of the loan programs, including the Façade Renovation Revolving Loan Program, and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, Blaido, Inc. (d.b.a. 4 the Team) submitted an application requesting funds to partially finance the installation of window awnings at 108 South Minnesota Avenue; and

WHEREAS, the project is an eligible activity of the façade renovation loan program; and

WHEREAS, the Heritage Preservation Commission reviewed the awnings and provided their consent as required by ordinance; and

WHEREAS, a subcommittee of the EDA has reviewed the business financial reports of 4 the Team and have suggested that the business operations and cash flows are sufficient to merit loan approval; and

WHEREAS, the EDA has reviewed the loan request submitted by Blaido, Inc. and has recommended loan approval subject to the terms and conditions contained in this resolution.

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

1. A \$6,650 façade renovation revolving loan is hereby awarded to Blaido, Inc. to partially finance the window awnings constructed at 108 South Minnesota Avenue subject to the following conditions:
 - A. The loan shall be amortized on a straight seven (7) year schedule.
 - B. The interest rate of the loan shall be fixed at 0%.

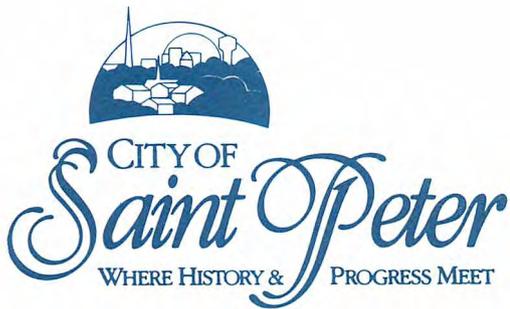
- C. The loan shall be secured by a personal guarantee executed by Bridget and Tom Blaido.
- 2. The Council directs staff to apply any modification of the Historic Preservation Accessibility Enhancement Loan Program, including partial loan forgiveness, to this loan should that program be modified by the Council in April or May of 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 24, 2016

FROM: Paula O'Connell
Director of Finance

RE: General Fund Transfer to Parkland Dedication Fund

ACTION/RECOMMENDATION

Transfer unassigned General Fund reserves to the Parkland Dedication Fund.

BACKGROUND

In 2011, the City adopted a fund balance policy which indicates the City will strive to maintain an unassigned fund balance in the General Fund in the range of 35%- 50% of the following year's budgeted expenditures.

In 2013, the City purchased 75.06 acres of land on the west side of Saint Peter from the Marion Lambert estate. A park facility in this area has been contemplated in the Park Plan for a number of years.

We continue to plan and work with the School District to provide for a combined City/School campus which would include athletic fields and facilities. After a review of all funds at the Goal Session on February 29th, the City Council expressed their desire for the construction of facilities with funding from the unassigned General Fund balance. The projected 2015 unassigned General Fund balance will be in excess of 50% (see the attached GF1). Although the 2015 financial year has not been closed out, at this time our projections indicate that transferring \$450,000 from the reserves will lower the fund balance to 50.4% (see the attached GF2), which is at the top of our fund balance policy. With Council approval, this makes possible the amount of transfer that is being discussed. The proposed resolution is written reflecting the transfer as effective for the 2015 fiscal year.

While we have gained more cost information, we do not know the exact final cost of improvements today. It is clear, based on our best current information, that funds of this amount will likely be used for the development.. The attached table indicates construction costs, but there are additional soft costs that are also contributing to the project. Depending on the final bid numbers and completion of the project, there may be additional funding needs.

FISCAL IMPACT:

The reduction of the unassigned General Fund balance by \$450,000 will leave an approximately 50.4% fund balance reserve for 2015 operations. Provided the 2016 operations go according to budget plans, the ending 2016 fund balance will increase to 58.3% of expenditures.

This action would not prohibit the Council from transferring money back to the General Fund if needed. This is a part of our planning and the overall financial plan for the project.

ALTERNATIVES/VARIATIONS:

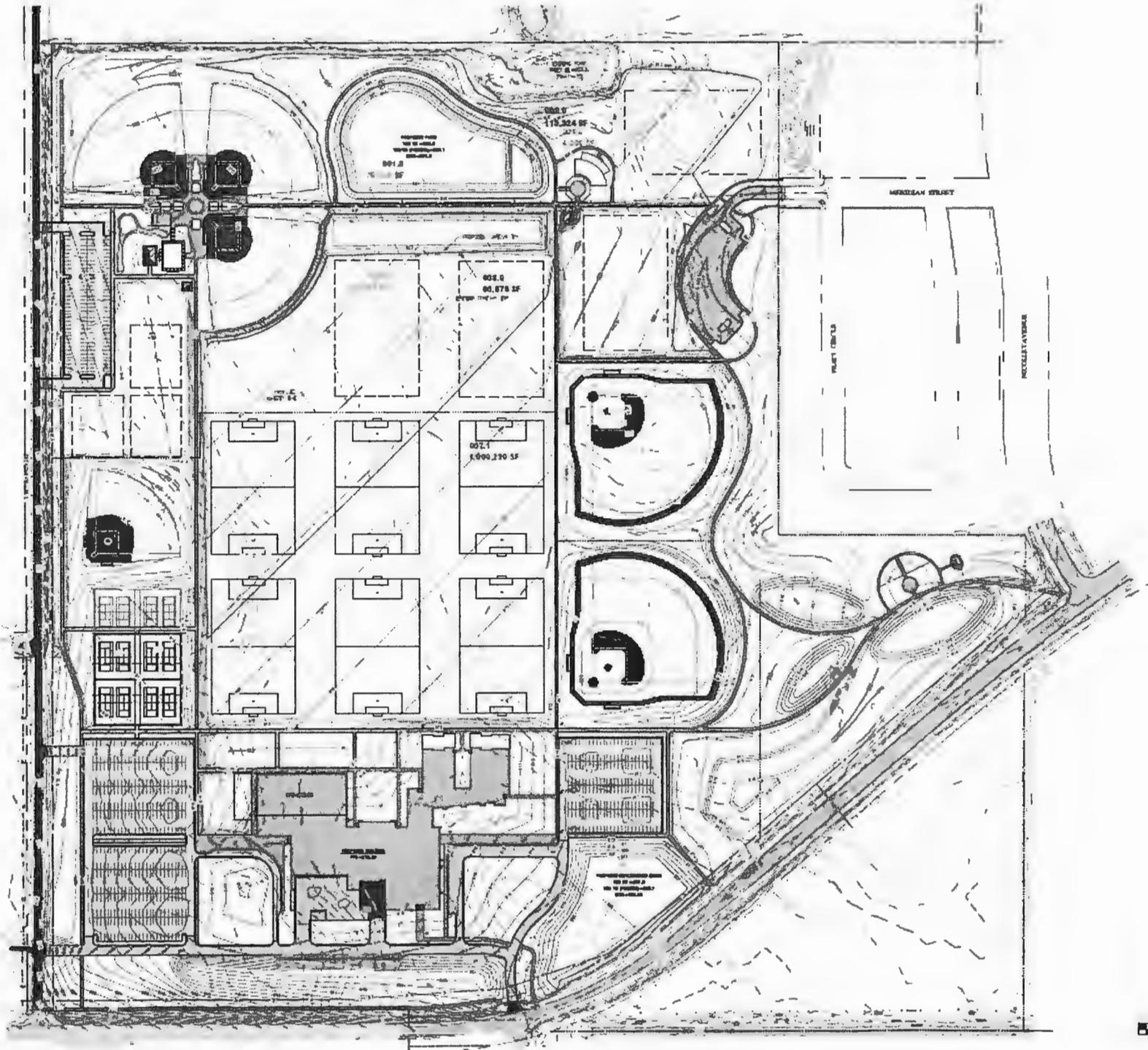
Do not act: The 2015 audit will reflect a fund balance of over 50% and another plan should be put in place to maintain finances within our policy. No money will transfer from the General Fund.

Negative Vote: The 2015 audit will reflect a fund balance of over 50%, and another plan should be put in place to maintain compliance with fund balance policy. The money will remain in the General Fund.

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.

PO



without transfer

General Fund Revenue Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Proposed Budget
Property Taxes	1,324,535	1,282,135	1,333,157	1,308,614	1,345,824	1,416,614
Other Taxes	79,274	82,647	87,652	76,600	89,114	81,700
Licenses & Permits	163,689	191,506	316,846	280,140	244,556	1,463,480
State Grants and Aids	3,042,061	3,025,225	3,054,414	3,070,681	3,088,096	3,070,681
Administrative Fees	40,584	57,502	141,058	111,196	116,540	103,690
Police & Fire	129,908	134,344	138,727	123,500	141,386	123,200
Streets /Refuse Sales	18,534	20,064	21,010	14,800	20,155	14,800
Recreation	176,778	186,909	167,181	169,500	190,026	166,500
Fines & Penalties	91,342	75,969	67,015	79,000	56,279	69,000
Interest & Misc Income	168,316	141,708	112,604	41,752	148,756	41,752
Transfer from other Funds	0	0	0	0	10,053	0
Utility Fund Transfers	1,284,974	1,340,239	1,397,660	1,290,000	1,299,239	1,300,000
Total Revenues	6,519,995	6,538,248	6,837,324	6,565,783	6,750,024	7,851,417
% increase (decrease) over prior year:	11.24%	0.28%	4.57%	-3.97%	-1.28%	16.32%
% increase (decrease) over prior year budget:						19.58%

ONE TIME REVENUES

School permits	(405,000)
permits	(900,000)
Annual Revenue	6,546,417

General Fund Expenditure Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Proposed Budget
Mayor and Council	41,541	37,163	38,177	41,480	43,258	56,148
City Administrator	162,336	169,953	179,621	176,237	204,177	197,767
City Clerk	60,582	61,058	62,688	67,011	62,750	69,112
Elections	17,819	22,443	14,134	21,590	26,590	30,442
Finance Department	213,277	221,268	233,813	266,052	238,418	272,910
Legal Services	155,631	130,006	140,406	141,000	130,880	141,000
Municipal Building	90,665	91,866	97,651	109,382	166,248	115,280
Police Department	1,956,079	1,973,503	2,072,157	2,128,643	2,056,752	2,153,503
Fire Department	565,048	563,372	317,252	366,659	332,053	374,375
Building Inspections	171,248	181,748	194,430	209,552	204,507	205,771
Emergency Management	1,086	2,411	1,018	7,770	1,039	7,772
Community Service	79,714	80,620	80,295	85,646	80,215	89,552
Public Works Administration	80,956	79,340	89,949	88,257	85,594	88,148
Streets	1,028,945	1,091,035	1,085,857	1,237,127	1,100,232	1,345,804
Street Lighting	104,103	98,428	87,112	130,000	104,225	130,000
Senior Coordinator	29,921	31,580	33,578	35,425	31,108	35,470
Recreation and Leisure Services	329,414	338,531	349,293	384,344	391,100	405,822
Swimming Pool	169,272	193,456	173,231	175,367	157,331	185,190
Skating Rinks	9,121	14,093	16,233	12,530	16,446	16,743
Parks	598,018	630,008	671,087	699,748	668,962	773,051
Community Development	139,788	187,287	150,815	162,080	158,229	167,924
Unallocated - Insurance	18,636	7,327	7,880	4,225	8,733	5,650
Unallocated - Memberships	24,801	25,524	27,364	28,400	28,892	28,400
Unallocated - Miscellaneous	0	0	289,560	2,500	2,500	2,500
Total Expenditures	6,048,001	6,232,020	6,413,601	6,581,025	6,300,239	6,898,334
Other Transfers Out (In)	50,863	273,308	466,069	0	0	405,000
NET OPERATIONS:	421,131	32,920	(42,346)	(15,242)	449,785	548,083
% increase (decrease) over prior year:	6.64%	3.04%	2.91%	2.61%	-1.77%	9.49%
% increase (decrease) over prior year budget:						4.82%

Beginning Fund Balance	3,061,943	3,483,074	3,515,994	3,473,648	3,473,648	3,923,433
Ending Fund Balance	3,483,074	3,515,994	3,473,648	3,458,406	3,923,433	4,471,516
Percent of next year budget	55.9%	54.8%	52.8%	50.1%	56.9%	64.8%
Percent of same year budget						

GFI

with proposed transfer

General Fund Revenue Summary

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Other Taxes	79,274	82,647	87,652	76,600	89,114	81,700
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State Grants and Aids	3,042,061	3,025,225	3,054,414	3,070,681	3,088,096	3,070,681
Administrative Fees	40,584	57,502	141,058	111,196	116,540	103,690
Police & Fire	129,908	134,344	138,727	123,500	141,386	123,200
Streets /Refuse Sales	18,534	20,064	21,010	14,800	20,155	14,800
Recreation	176,778	186,909	167,181	169,500	190,026	166,500
Fines & Penalties	91,342	75,969	67,015	79,000	56,279	69,000
Interest & Misc Income	168,316	141,708	112,604	41,752	148,756	41,752
Transfer from other Funds	0	0	0	0	10,053	0
Utility Fund Transfers	1,284,974	1,340,239	1,397,660	1,290,000	1,299,239	1,300,000
Total Revenues	6,519,995	6,538,248	6,837,324	6,565,783	6,750,024	7,851,417
% increase (decrease) over prior year:	11.24%	0.28%	4.57%	-3.97%	-1.28%	16.32%
% increase (decrease) over prior year budget:						19.58%

ONE TIME REVENUES

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permits	(900,000)
Annual Revenue	6,546,417

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Elections	17,819	22,443	14,134	21,590	26,590	30,442
Finance Department	213,277	221,268	233,813	266,052	238,418	272,910
Legal Services	155,631	130,006	140,406	141,000	130,880	141,000
Municipal Building	90,665	91,866	97,651	109,382	166,248	115,280
Police Department	1,956,079	1,973,503	2,072,157	2,128,643	2,056,752	2,153,503
Fire Department	565,048	563,372	317,252	366,659	332,053	374,375
Building Inspections	171,248	181,748	194,430	209,552	204,507	205,771
Emergency Management	1,086	2,411	1,018	7,770	1,039	7,772
Community Service	79,714	80,620	80,295	85,646	80,215	89,552
Public Works Administration	80,956	79,340	89,949	88,257	85,594	88,148
Streets	1,028,945	1,091,035	1,085,857	1,237,127	1,100,232	1,345,804
Street Lighting	104,103	98,428	87,112	130,000	104,225	130,000
Senior Coordinator	29,921	31,580	33,578	35,425	31,108	35,470
Recreation and Leisure Services	329,414	338,531	349,293	384,344	391,100	405,822
Swimming Pool	169,272	193,456	173,231	175,367	157,331	185,190
Skating Rinks	9,121	14,093	16,233	12,530	16,446	16,743
Parks	598,018	630,008	671,087	699,748	668,962	773,051
Community Development	139,788	187,287	150,815	162,080	158,229	167,924
Unallocated - Insurance	18,636	7,327	7,880	4,225	8,733	5,650
Unallocated - Memberships	24,801	25,524	27,364	28,400	28,892	28,400
Unallocated - Miscellaneous	0	0	289,560	2,500	2,500	2,500
Total Expenditures	6,048,001	6,232,020	6,413,601	6,581,025	6,300,239	6,898,334
Other Transfers Out (In)	50,863	273,308	466,069	0	450,000	405,000
NET OPERATIONS:	421,131	32,920	(42,346)	(15,242)	(215)	548,083
% increase (decrease) over prior year:	6.64%	3.04%	2.91%	2.61%	-1.77%	9.49%
% increase (decrease) over prior year budget:						4.82%

Beginning Fund Balance	3,061,943	3,483,074	3,515,994	3,473,648	3,473,648	3,473,433
Ending Fund Balance	3,483,074	3,515,994	3,473,648	3,458,406	3,473,433	4,021,516
Percent of next year budget	55.9%	54.8%	52.8%	50.1%	50.4%	
Percent of same year budget						58.3%

GF 2

2015 / 2016 Project Financing

City Park / High School		
Funding Sources		Amount
Ponds / DNR	\$	425,000
General Fund Reserves (\$465,000)	\$	465,000
Building Permit / Reserves	\$	405,000
General Fund Reserves (2015)	\$	450,000
Parkland Dedication (12%)	\$	60,000
Water/Sewer Utilities	\$	291,000
* MSA - City Roundabout	\$	250,000
* School Share Roundabout	\$	250,000
^ Bond/City (Ditch 361)	\$	-
^ Bond/Assessment to School (Ditch 361)	\$	125,000
Welco / Assessment (SW) Benefit of Pond	\$	22,000
TOTALS	\$	2,743,000

Expenses		
Site Development (KA (BP #1))	\$	1,013,279
* Broadway Roundabout	\$	500,000
^ Ditch 361 Pipe/Installation	\$	250,000
<i>Alternate Bids</i>		
BP2 - #2 Softball SE	\$	118,313
BP2 - #2.1 Softball SE Drainage	\$	13,425
BP2 - #5 City Baseball Field	\$	166,172
BP2 - #5.1 City Baseball Field Drainage	\$	23,200
BP2 - #6 City West Parking Lot	\$	152,641
BP2 - #7 City East Parking Lot	\$	137,717
BP2 - #8 Asphalt and Concrete Trails	\$	105,076
BP2 - #12 Irrigation N of Soccer	\$	31,200
BP2 - #13 Irrigation NW of E Park Lot	\$	34,000
BP2 - #14 Irrigation SE of W Park Lot	\$	32,550
BP2 - #15 Shared Storm Sewer	\$	32,008
BP2 - #16 City Storm Sewer	\$	180,215
BP2 - #17 City Seeding	\$	285,650
TOTAL EXPENSES	\$	3,075,446
Funds Remaining / Needed	\$	(332,446)

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION TRANSFERING \$450,000 GENERAL FUND RESERVES TO PARK LAND
DEDICATION FUND**

WHEREAS, the City Council purchased land for park facilities on the west edge of the community in accordance with the 2005 Parks Plan; and

WHEREAS, funding for development of a new park is needed; and

WHEREAS, the City adopted a fund balance policy in 2011; and

WHEREAS, the General Fund has an unassigned reserve balance in excess of the fund balance policy; and

WHEREAS, excess General Fund reserves could be used to finance park land development.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to transfer \$450,000 of General Fund (#101) reserves to the Parkland Dedication Fund (#404) in the 2015 fiscal year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

MEMORANDUM



**City of
Saint
Peter**

TO: Mayor Zieman and Council Members
FROM: James W. Brandt 
DATE: March 23, 2016
RE: Lease of Farmland

Action/Recommendation: Approve the attached Farm Lease to Brett R. Annexstad

BACKGROUND

In fall, 2013, the City purchased approximately 75 acres west of the city limits for the purpose of developing future parkland. The following year, the School District was able to purchase the 60 acres lying adjacent and north of the City land. In spring of 2015, the School District passed a bond referendum to construct a new high school. Since that time, the City and School District have passed joint resolutions to develop the new high school and the City Park jointly and have begun site preparations.

Since the school and city park is being developed on Block 1, Magner Farm Second Subdivision and there are no development plans for the triangle piece east of the Old Fort Road (Outlot A, Magner Farm Second Subdivision), it is appropriate to lease the City property for the current crop year.

Last year Brett Annexstad leased the property and accommodated the School and the City's goals to commence site development for last fall. Mr. Annexstad has been very interested in leasing this land again and has been in discussions with me since early February.

Prior to discussing the Lease with Mr. Annexstad, I reviewed other rental properties within the St. Peter river valley. Since the soil in the St. Peter river valley is sandy, the rentals are substantially less than the heavier clay soils above the ridgeline to the west of the City.

Since commodity prices have not improved, overall land rents have not gone up over the last year. Also, this is a small triangular piece of ground which makes farming with today's large equipment more difficult. Given

Home of Gustavus
Adolphus College

County Seat of
Historic Nicollet County

City Attorney
James W. Brandt

Assistant City Attorney
Christopher P. Grean

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



March 23, 2016

2

the other river valley rentals and the above factors, both Mr. Annexstad and I believe that the same \$150.00 per acre rate as paid last year is a very fair rental and I would suggest the Council approve the rental.

With that in mind, Brett has committed to execute the Lease and submit the full amount of rental payment prior to the Council Meeting.

FISCAL IMPACT

The tenant has committed to pay the \$1,650.00 rental fee prior to the Council Meeting. Further the City will not be required to expend funds to maintain the property.

ALTERNATIVES/VARIATIONS

Do not act; the tenant will be notified of the Council's decision not to act in the matter and the City will return the tenant's check.

NEGATIVE VOTES

The tenant will be notified of the City Council's denial of the Lease

MODIFICATION/RESOLUTIONS

Given that Brett Annexstad has executed the Lease and submitted payment, any alteration would need to be acceptable to Mr. Annexstad.

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

FARM LEASE

On this _____ day of March, 2016, it is agreed the City of Saint Peter, a Minnesota municipal corporation, as Lessor, hereby leases and rents to Brett R. Annexstad, as Lessee, the farm land lying in Nicollet County, Minnesota, described as follows, to-wit:

Outlot A, Magner Farm Second Subdivision, according to the Plat on file and of record in the Office of the County Recorder, Nicollet County, Minnesota;

for the term of one crop year beginning the first day of April, 2016, and ending upon the removal of the crop no later than November 30, 2016.

Said Lessee, in consideration of said lease, hereby covenants with said Lessor as follows, to-wit:

RENT: That Lessee will pay to said Lessor rent for said land the sum of \$1,650.00 in cash, the receipt of which is hereby acknowledged.

OPERATION: That Lessee will farm said land according to the best practices in the locality thereof and furnish all hired help, tools, implements and machinery necessary to that end.

SEED: That Lessee will use only the best seed at his own expense.

HARVESTING: That Lessee will promptly pay all cost of harvesting grain.

WEEDS: That Lessee will keep down all weeds each year and will not allow the same to mature seed at any time. Lessee must provide Lessor with a written list of all chemicals and fertilizers used on the leased property.

STRAW AND MANURE: That Lessee may remove or sell any straw.

PLOWING: That Lessee shall be required to plow back said land, unless waived in writing by the Lessor.

REPAIRS: That Lessee will at once, at his own expense, replace and repair all damages to improvements on said land caused by his want of care or negligence.

ENTRY BY LESSOR: That said Lessor may enter upon said land at any time to inspect the same and to make such soil tests, inspections, repairs and improvements as Lessor shall deem necessary, provided Lessor shall not damage crops and other property of said Lessee. Lessor shall reimburse Lessee for any crop damage under the following formula: acres damaged times average yield for the farm land above described times cash corn price at Traverse Elevator on October 1, 2016.

ASSIGNMENT AND SUBLETTING: That no party will assign this lease nor sublet any part of said land.

SURRENDER OF POSSESSION AND HOLDING OVER: That at the termination of said term and upon re-entry by said Lessor as herein provided, he will peaceably surrender possession of all said land to said Lessor; and that in case he shall remain in possession thereof after expiration of said term or after re-entry as herein provided it shall not be construed as a renewal of this lease, and that, in such case, he will surrender such possession to said Lessor upon demand.

(The words “Lessor” and “Lessee” shall, where the context so permits, be interpreted to mean the heirs, executors, administrators, legal representatives, successors and assigns of the respective parties hereto and where applicable, words used in this instrument in the masculine gender include the feminine and neuter, the singular number includes the plural and plural the singular.)

After the Lessee has harvested his crops at the end of this lease, Lessee hereby agrees to allow the Lessor, their assigns, or the Lessor’s future tenants to enter upon the premises for the purpose of preparation for spring crops.

Lessee may not grow unusual crops such as sunflowers, etc., without the written consent of the Lessor.

(The words “Lessor” and “Lessee” shall, where the context so permits, be interpreted to mean the heirs, executors, administrators, legal representatives, successors and assigns of the respective parties hereto and where applicable, words used in this instrument in the masculine gender include the feminine and neuter, the singular number includes the plural and plural the singular.)

In testimony whereof, both parties have hereunto set their hands and seals the day and year hereinbefore written.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

**RESOLUTION AUTHORIZING EXECUTION OF A ONE-YEAR LEASE OF THE LAMBERT
PROPERTY BY AND BETWEEN THE CITY OF SAINT PETER AND BRETT R. ANNEXSTAD**

WHEREAS, the City owns property west of the City limits and adjacent to West Broadway Avenue; and

WHEREAS, the City has begun to develop the property jointly with School District #508 as a combination park and high school; and

WHEREAS, the City does not have development plans for the triangle tract on the south side of West Broadway Avenue, referred to as Outlot A, Magner Farm Second Subdivision; and

WHEREAS, Brett Annexstad is willing to lease Outlot A, Magner Farm Second Subdivision for the 2016 crop year; and

WHEREAS, the Lease will eliminate City costs for maintaining the site and controlling weeds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Mayor and City Administrator are authorized to execute a Lease by and between the City of Saint Peter and Brett R. Annexstad for the following parcel of City owned land for the term April 1, 2016 through no later than November 30, 2016:

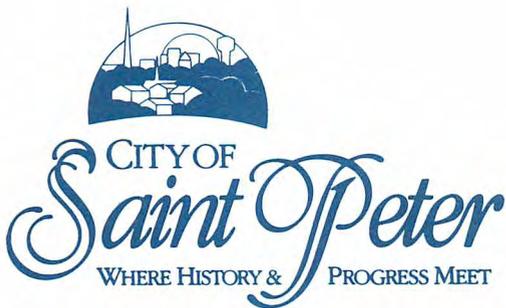
Outlot A, Magner Farm Second Subdivision

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor pro tem Parras
Members of the City Council

DATE: 3/25/2016

FROM: Todd Prafke
City Administrator

RE: Fire Department By-Law Modifications

ACTION/RECOMMENDATION

Approve the attached resolution providing for one change in the Fire Department By-Laws related to benefit payout.

BACKGROUND

The City Council has discussed two proposed changes to the Fire Department By-Laws on previous occasions. At your last meeting the issue was tabled and you asked that it be brought to workshop for additional discussion. That occurred on March 21st.

The first and most significant change relates to an attempt to provide clearer direction to Firefighters and the Board of Fire Officers with all of them being responsible for the following of and enforcement of rules on a day in day out basis within the Department. The Council directed me to provide correspondence to the Fire Department related to putting in place mandatory training related to the use of and impact of alcohol on ability to perform tasks. In addition, the Council directed that I ask Firefighters to turn off their pagers if they have been consuming alcohol in an effort to eliminate the temptation to respond to a fire call after recent consumption of alcohol. Lastly, the letter was to express that the City Council planned to monitor the situation very carefully and at the end of this year review whether the suggestions and a change in culture had an impact and that if these issues were not improved additional steps may be considered.

The second change discussed, and the one that is part of the resolution on the agenda for the March 28th regular Council meeting, relates to a clarification on the timeline basis by which benefits will be distributed. The modification is to match the practice of annual distribution rather than semi-annual as is in the current policy. This is a change that occurred previously, but was overlooked in the last revision of the By-Laws. This is considered a continuity correction.

The change is as follows:

ARTICLE XII - DUTIES AND PRIVILEGES

- M. Failing to meet the minimum standards of attendance at meetings, drills, alarms, or training shall require members to appear before the Fire Chief to determine if the member should be subject to disciplinary action. Any member adjudicated to be in violation of these standards shall forfeit his/her ~~semi~~-annual benefit.

FISCAL IMPACT:

There is no fiscal impact to the City resulting from this change.

ALTERNATIVES AND VARIATIONS:

Do no act. Staff will wait for further direction.

Negative vote. Staff will communicate this to the Fire Relief Association and will work to ensure other related polices that indicate an "annual" basis are changed to "semi-annual".

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION APPROVING MODIFICATION TO FIRE DEPARTMENT BYLAWS

WHEREAS, the City of Saint Peter has a Volunteer Fire Department; and

WHEREAS, the Department has written by-laws regulating operation of the Department; and

WHEREAS, the by-laws must be approved by the City Council; and

WHEREAS, the City Administrator recommends modifications to the by-laws providing clarification on timeline for forfeiture of benefits to ensure continuity with previously adopted version.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: effective immediately, Article XII "Duties and Privileges" of the by-laws of the Saint Peter Fire Department are hereby modified by the replacement of Paragraph 2(M) as follows:

ARTICLE XII
DUTIES AND PRIVILEGES

2. *The Fire Chief has the right to impose disciplinary action upon any member for just cause. Just cause includes, but is not limited to, the following:*

M. Failing to meet the minimum standards of attendance at meetings, drills, alarms, or training shall require members to appear before the Fire Chief to determine if the member should be subject to disciplinary action. Any member adjudicated to be in violation of these standards shall forfeit his/her annual benefit.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including land acquisition negotiations; and

WHEREAS, the City Administrator recommends a closed session be called for discussion regarding acquisition of land.

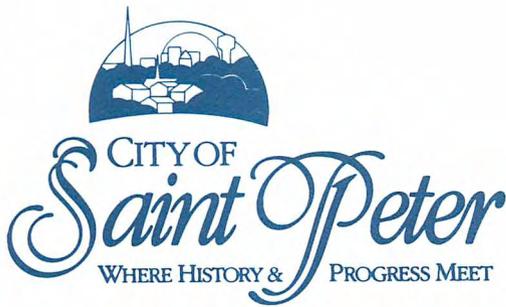
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes for discussion of land acquisition negotiations.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/28/16

FROM: Russ Wille
Community Development Director

RE: National Retail Properties Land Acquisition – Authorize Last Written Offer

ACTION/RECOMMENDATION

Approve a resolution providing a last written offer regarding the acquisition of 2,721 square feet of land from National Retail Properties.

BACKGROUND

The City of Saint Peter has successfully negotiated the acquisition of property at the intersection of West St. Julien Street/Old Minnesota Avenue from Northern Con-Agg, McDonalds and Holiday. The acquisitions were necessary to provide the land for the implementation of future traffic control measures at the intersection.

The only property on the corner that the City has not been able to negotiate the acquisition of is the National Retail Properties (NRP) site at the northwest corner of the intersection. Right-of-Way Plat #3, which was previously adopted by the City Council, would suggest that it would be appropriate to acquire a 2,721 square foot parcel from National Retail Properties to complete the right-of-way acquisition.

In addition to the permanent acquisition, successful completion of the traffic control improvements would require the acquisition of a very small, temporary, construction easement which would be relinquished upon the completion of the project.

Future traffic control measures have been suggested due to the anticipated increase in vehicular traffic at the Old Minnesota and St. Julien intersection. Counts from the 2012 year established average daily traffic (ADT) counts on St. Julien Street of 2,500 vehicles in the one block area between Highway 169 and Old Minnesota Avenue. By 2030, as more development occurs, ADT at this site is expected to increase to 10,300, a 412% increase over 2012 counts. The Council has discussed, and staff is very cognizant of, the need to be ready to make an improvement when development starts to occur, but not too far in advance. That strategy relies on having all of the property assembled in advance.

National Retail Properties currently leases the site and facilities to Advanced Auto Parts which assumed the lease of Carquest Auto.

Dan Wilson, of Wilson Development Services, has been attempting to negotiate the acquisition on behalf of the City. His attempts have been unsuccessful and National Retail Properties (NRP) has repeatedly indicated that the land would need to be acquired via the eminent domain process.

It is my suggestion, and Mr. Wilson concurs, that future negotiations with National Retail Properties would be futile and I recommend the City Council initiate eminent domain proceedings in the near future. To begin the process it would be appropriate for the City Council to authorize Mr. Wilson to make a "last written offer". If NPR were to reject the offer, the matter would be settled via the eminent domain process.

A February 2014 appraisal of the property to be acquired suggested a purchase price of \$21,500. NPR raised objections to the proposed design and indicated that they would not accept the appraised value due to the concerns of their tenant.

Acknowledging the NRP concerns, the plan was altered to reduce the land needed for a temporary construction easement. The land was re-appraised given the altered design and reduced temporary easement encumbrance. The new October 2015 appraisal established a value of \$16,400.

Staff recommends that Mr. Wilson be authorized to provide National Retail Properties with what would be considered to be the City's "last written offer" based on discussion at the closed session held earlier.

The amount of the last written offer is important in that there are financial ramifications imposed by 2006 State legislation if the City's last written offer is artificially low.

If the matter is not settled before the court proceedings, the Judge may require the City to pay NRP's legal costs if the court's final value is 120% of the City's last written offer. If the final court value is 140% of the last written offer, the Judge "shall" require the City's payment of NRP's legal costs.

Mr. Wilson's considerable experience suggests that these small value eminent domain acquisitions would typically settle before court intervention is necessary.

FISCAL IMPACT:

The amount of the offer will be determined by the City Council in closed session.

ALTERNATIVES/VARIATIONS:

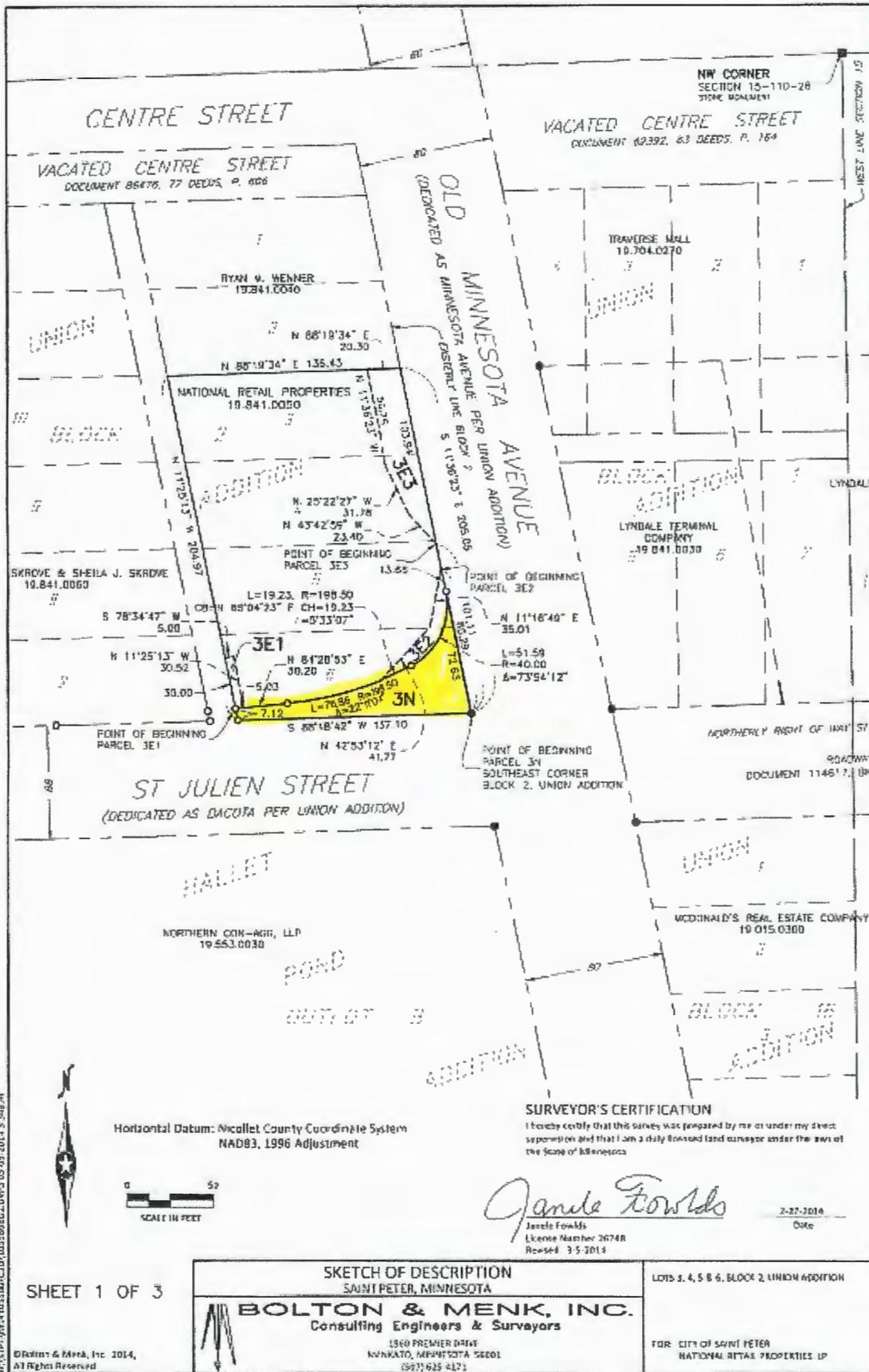
Do not act: Staff will wait for further instruction from the City Council.

Negative Votes: Staff will wait for further instructions from the City Council. Should the City Council vote be negative, staff will review the implications of previous actions and provide additional information to the Council at a later.

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.

RW/



Horizontal Datum: Nicollet County Coordinate System
 NAD83, 1996 Adjustment



SURVEYOR'S CERTIFICATION
 I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Janelle Fowlds
 Janelle Fowlds
 License Number 26748
 Renewed 3-5-2014

2-27-2014
 Date

SHEET 1 OF 3

SKETCH OF DESCRIPTION
 SAINT PETER, MINNESOTA

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors

1560 PREMIER DRIVE
 WYKATO, MINNESOTA 55001
 (952) 925-6171

LOTS 4, 5 & 6, BLOCK 2, UNION ADDITION

FOR: CITY OF SAINT PETER
 NATIONAL RETAIL PROPERTIES LP

Bolton & Menk, Inc. 2014,
 All Rights Reserved

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AUTHORIZING WILSON DEVELOPMENT SERVICES TO MAKE A LAST
WRITTEN OFFER TO NATIONAL RETAIL PROPERTIES FOR THE ACQUISITION OF A
2,721 SQUARE FOOT PARCEL OF LAND**

WHEREAS, the City of Saint Peter is in possession of a traffic study which projects a significant increase in the vehicular traffic on West St. Julien Street between U.S. Highway 169 and Old Minnesota Avenue; and

WHEREAS, the study suggest that additional traffic controls will be necessary as traffic increases to ensure the safe and efficient movements of vehicular traffic; and

WHEREAS, to ensure that sufficient land is available to implement future traffic controls, it is necessary to acquire additional property; and

WHEREAS, the City has successfully negotiated the acquisition of property from Northern Con-Agg, McDonalds and Holiday at the West St. Julien Street and Old Minnesota Avenue intersection; and

WHEREAS, the City has been unsuccessful in efforts to acquire the final parcel at the intersection from National Retail Properties; and

WHEREAS, representatives of National Retail Properties have indicated that the City would need to initiate eminent domain proceedings to acquire the necessary property; and

WHEREAS, to begin the eminent domain process the City would need to make a last written offer to National Retail Properties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Wilson Development Services is authorized to make a last written offer on behalf of the City in the amount of \$_____ to National Retail Properties to initiate eminent domain proceedings necessary to acquire a 2,721 square foot parcel of land for future traffic controls at the West St. Julien Street and Old Minnesota Avenue intersection.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of March, 2016.

Roger Parras
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator