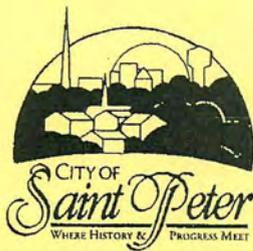


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, March 9, 2015
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **PUBLIC HEARING**
 - A. Currency Exchange Business
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
 - A. Registered Land Survey #68/Easements Correction
- VIII. **NEW BUSINESS**
 - A. Fire Relief Association Benefit Increase Request
 - B. Tri-County Mutual Aid Agreement
 - C. City Assistance Request: St. Patrick's Day Parade
 - D. Currency Exchange Business
 - E. 2015 Street Maintenance Plan
 - F. Spill Prevention Plan
- IX. **REPORTS**
 - A. **MAYOR**
 - 1. "Women's History Month" Proclamation
 - 2. Others
 - B. **CITY ADMINISTRATOR**
 - 1. Interim Water Utilities Superintendent Appointment
 - 2. Others
- X. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the February 9, 2015 regular Council meeting is attached for approval. A MOTION is in order.

IV. PUBLIC HEARING

A. **CURRENCY EXCHANGE BUSINESS LICENSE APPLICATION**

A public hearing has been scheduled at this time as required by Minnesota Statute 53A.04(a) to consider an application made to the Minnesota Department of Commerce for a currency exchange license for La Mexicana Market #1 LLC in Saint Peter. Notice of the hearing has been duly published in the St. Peter Herald. City Council action on the issue has been scheduled under NEW BUSINESS.

V. VISITORS

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

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

B. **General Visitor Comments**

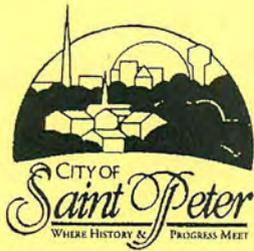
Any members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for February 19, 2015 through March 4, 2015 is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

A. **ADOPTION OF RESOLUTIONS CORRECTING PREVIOUS ACTION TAKEN TO ADOPT REGISTERED LAND SURVEY #68 AND ESTABLISHING EASEMENTS**



Following action to approve Registered Land Survey #68, staff attempted to record the Council action. The County Recorder's office indicated changes needed to be made to the documents to make them "recordable". Staff recommends the original resolution be rescinded and two new resolutions be adopted that will meet the standards necessary for recording purposes. Please see the attached staff report and RESOLUTIONS.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING INCREASE IN YEARLY FIRE RELIEF ASSOCIATION RETIREMENT BENEFIT AMOUNT

Staff recommends approval of a request to increase the annual benefit amount for Fire Relief Association members to \$2,800 per year of service for vested members in good standing. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF RENEWAL TRI-COUNTY MUTUAL AID AGREEMENT

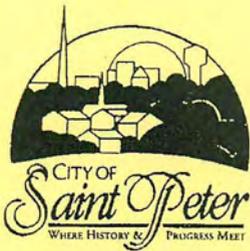
Staff recommends approval of a renewal mutual aid agreement with the Counties of Le Sueur, Blue Earth, and Nicollet and cities located within those counties. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR ST. PATRICK'S DAY PARADE

Staff recommends approval of a request for City assistance for the annual St. Patrick's Day parade organized by the St. Peter Ambassadors. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION SUPPORTING CURRENCY EXCHANGE LICENSE APPLICATION BY LA MEXICANA MARKET #1 LLC

La Mexicana Market in Saint Peter has submitted an application to the Minnesota Department of Commerce for operation of a currency exchange business in the market. As provided for in State Statute, the City Council was required to conduct a public hearing as provided for earlier in the Council meeting. Following the public hearing, it is appropriate for the City Council to consider adoption of a resolution regarding the license application. Please see the attached staff report and RESOLUTION.



E. ADOPTION OF A RESOLUTION APPROVING 2015 STREET MAINTENANCE PLAN

The Public Works Department has developed a street maintenance plan for 2015 which has been reviewed by the City Council at workshop. Staff recommends adoption. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING SPILL PREVENTION PLAN

As required by the Environmental Protection Agency (EPA), a review and update of the City's spill prevention plan has been completed. Staff recommends adoption. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR

1. "WOMEN'S HISTORY MONTH" PROCLAMATION

Mayor Strand will proclaim March, 2015 as "Women's History Month".

2. OTHERS

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

B. CITY ADMINISTRATOR

1. INTERIM WATER UTILITIES SUPERINTENDENT APPOINTMENT

A report will be provided at this time on the temporary appointment of an Interim Water Utilities Superintendent.

2. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 23, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on February 23, 2015.

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

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

Approval of Minutes – A motion was made by Kvamme, seconded by Carlin, to approve the minutes of the February 9, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 9, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Carlin, seconded by Brand, Resolution No. 2015-17 entitled "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-17 is contained in the City Administrator's book entitled Council Resolutions 20.

Tactical Team Joint Powers Agreement – Police Chief Peters requested approval for execution of an updated joint powers agreement for the River Valley Tactical Response Team of which the City is a member. Peters indicated the agreement between the cities of Saint Peter, Mankato, North Mankato and the counties of Blue Earth, Nicollet and Le Sueur outlined the responsibilities of the members and identified cost sharing of insurance for the armored vehicle and robot. Peters noted that the equipment is insured under the City of Saint Peter's insurance and each entity pays a share of the costs (\$250 per year by each member) for the additional coverage paid by the City. In motion by Carlin, seconded by Grams, Resolution No. 2015-18 entitled "Resolution Authorizing City Of Saint Peter Police Department Participation In The River Valley Tactical Response Team", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-18 is contained in the City Administrator's book entitled Council Resolutions 20.

2015 Equipment Certificate Purchase: Squad Cars – Police Chief Peters requested approval for the purchase of two 2015 Dodge Chargers from Lager's, Inc. in the amount of \$24,610 each plus taxes, licenses and fees and an additional \$4,000 per vehicle for transfer of equipment and graphics on the new squads. Peters indicated funding for the purchase was included in the 2015 equipment certificate. Peters also indicated that although the intent had been to gradually switch all the sedans to four-wheel drive Dodge Durangos, industry rumors were that the Durangos would no longer be manufactured beginning in 2016. Peters noted that if Durangos were no longer being made the equipment in the squads would be unable to be used in a different make/model vehicle. Councilmember Carlin questioned why Police vehicles are

traded when they reach 75,000 miles. Peters reported that Police use is much different than private driving with hard quick acceleration being done routinely, hours of idling and the Officers getting in and out of the vehicles numerous times each day with equipment on that wears down the interior of the vehicles. Peters also stated the vehicles the new Chargers would replace would either be sold through public auction or used by other City departments. In motion by Kvamme, seconded by Grams, Resolution No. 2015-19 entitled "Resolution Approving 2015 Equipment Certificate Purchase", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-19 is contained in the City Administrator's book entitled Council Resolutions 20.

Furnishing Electrical Materials Project Bid Award – Public Works Director Moulton recommended award of five separate bids for electric materials to be used for expansion at the Regional Treatment Center and for the new Nicollet County building. Moulton reported the bids had been evaluated by staff and the City's electrical engineers at DeWild Grant Reckert (DGR) based on the lowest actual bid and the lowest evaluated bid price which provided the lowest cost over the life of the transformer. City Administrator Prafke informed the Council that the work being done at the State Hospital was for enhancements on the west side of the campus (a new building) and the bids for the materials had come in at thirty percent (30%) less than budgeted. In motion by Grams, seconded by Carlin, Resolution No. 2015-20 entitled "Resolution Awarding Bids For 'Furnishing Electrical Materials Project' For Saint Peter Regional Treatment Center And Nicollet County Government Building", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-20 is contained in the City Administrator's book entitled Council Resolutions 20.

Department Director Salary Modifications – City Administrator Prafke presented a proposed resolution providing for approximately \$26,000 in salary increases for Department Director positions to put the salaries at the mid-level of the market place. Prafke noted he had provided information on comparable salaries from other Minnesota communities where the community size and the position responsibilities were close to Saint Peter. Prafke pointed out that the Public Works Director position was not included in the recommendation for salary modifications as Public Works Director Moulton had just been appointed to the position and a review of the salary would be made at the time Mr. Moulton completes his probationary period. Councilmember Carlin pointed out that the salary increases were being considered at the request of the City Council as Councilmembers felt the positions were integral to the work of the City and Department Directors would be difficult to replace at the existing salary levels. In motion by Kvamme, seconded by Carlin, Resolution No. 2015-21 entitled "Resolution Providing For Salary Modification For Department Directors", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-21 is contained in the City Administrator's book entitled Council Resolutions 20.

2015-2016 City Administrator Contract – City Attorney Brandt recommended approval of a two year (2015-2016) contract extension for City Administrator Prafke that would provide \$8,000 for continuation of Mr. Prafke's Master's degree program expenses as part of an annual salary of \$118,000. Brandt cited the accomplishments driven by City Administrator Prafke over the past year and the very positive evaluation given Mr. Prafke by the City Council as reasons for the increase in salary and the two-year contract recommendations. Councilmember Carlin again pointed out that the wage increase included in the contract was being done at the Council's direction and not at the request of Mr. Prafke. In motion by Grams, seconded by Kvamme, Resolution No. 2015-22 entitled "Resolution Modifying City Administrator's Employment Contract", was introduced. Upon roll call, with all in favor, the Resolution was declared passed

and adopted. A complete copy of Resolution No. 2015-22 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor pro tem's Report – Mayor pro tem Zieman's only report was a wish for warmer weather.

Job Fair – City Administrator Prafke reminded the public of the job fair being held on March 26th from 2-6:00 p.m. at Johnson Hall at the Fairgrounds. Prafke noted the Job Fair was jointly sponsored by the City's Economic Development Authority, St. Peter Ambassadors, and the Chamber of Commerce.

Councilmember Brand reported the Parks and Recreation Advisory Board had adopted a resolution of support for the plan proposed by the Veteran's Memorial Committee.

There being no further business, a motion was made by Brand, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:41 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

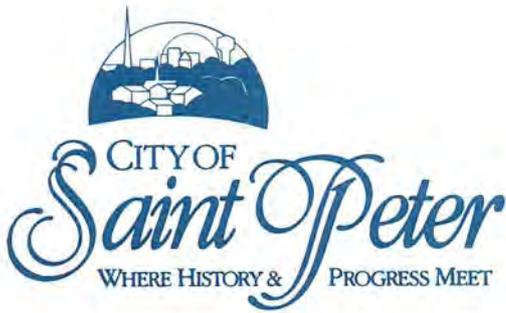
The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 4, 2015

FROM: Cindy Moulton
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

Keith Hanson, on behalf of the Softball Association, has applied for a Temporary Soft Drink and a Temporary On Sale Beer License. The licensing period for a Temporary Soft Drink license encompasses a 180 day period where as the Temporary On Sale Beer license is good for 90 days. The starting and ending dates will be different on the consent agenda.

The Nicollet County Agriculture Society has submitted their renewal application for the Consumption and Display Permit. The renewal date is April 1, 2015 – March 31, 2015.

The Nicollet County Historical Society is holding an event at the Cox House on March 13, 2015. The Historical Society has applied for a Temporary On Sale Liquor License in order to serve beer and wine.

Please place these item on the March 9, 2015 City Council consent agenda. Please feel free to contact me if you have any questions or concerns about these agenda items.

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/6/2015

FROM: Paula O'Connell
Finance Director

A handwritten signature in blue ink, appearing to be "PO", is written next to the name Paula O'Connell.

RE: Meter Reader Hire

ACTION/RECOMMENDATION

Approve the hire of Daniel Deschaine as a part-time meter reader at a wage of \$13.01 per hour or \$10.51 per hour with health insurance.

BACKGROUND

After the resignation of a meter reader in January, the job description was reviewed and advertisements were placed in February. Interviews and reference checks were conducted. Mr. Deschaine has cleared the background check and a physical exam will be required before the start of the job.

I am recommending the hire of Daniel Deschaine at a wage of \$13.01 per hour or \$10.51 per hour with health insurance. Following successful completion of the 1040 hours or one year probation (whichever is shorter), he would be eligible to receive \$13.24 per hour or \$10.74 per hour with health insurance, plus any adjustment offered for the 2016 year. An adjustment of this type is needed to ensure Daniel is compensated in line with his co-workers.

If you have any further questions or need any additional information please contact me.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A.M. LEONARD, INC.	tree work ahead signs	ENVIRON SERVICES F	REFUSE DISPOSAL	196.97
			TOTAL:	196.97
ALL AMERICA PRESSURE WASHER MFG., INC.	pressure wshr/hose tester	GENERAL FUND	FIRE	415.00
	host tester/pressure washe	GENERAL FUND	FIRE	139.00
			TOTAL:	554.00
AMERICAN EXPRESS TRAVEL	flight paid with points	GENERAL FUND	NON-DEPARTMENTAL	45.98-
	flight paid with points	GENERAL FUND	NON-DEPARTMENTAL	51.77-
	flight paid with points	GENERAL FUND	NON-DEPARTMENTAL	18.21-
	hotel paid with point	GENERAL FUND	NON-DEPARTMENTAL	9.72-
	flight paid with points	WATER	NON-DEPARTMENTAL	188.06-
	flight paid with points	WATER	NON-DEPARTMENTAL	211.74-
	flight paid with points	WATER	NON-DEPARTMENTAL	74.46-
	hotel paid with point	WATER	NON-DEPARTMENTAL	39.75-
	flight paid with points	WASTE WATER FUND	NON-DEPARTMENTAL	164.83-
	flight paid with points	WASTE WATER FUND	NON-DEPARTMENTAL	185.59-
	flight paid with points	WASTE WATER FUND	NON-DEPARTMENTAL	65.26-
	hotel paid with point	WASTE WATER FUND	NON-DEPARTMENTAL	34.84-
	flight paid with points	ENVIRON SERVICES F	NON-DEPARTMENTAL	88.82-
	flight paid with points	ENVIRON SERVICES F	NON-DEPARTMENTAL	99.99-
	flight paid with points	ENVIRON SERVICES F	NON-DEPARTMENTAL	35.16-
	hotel paid with point	ENVIRON SERVICES F	NON-DEPARTMENTAL	18.77-
	flight for appa rally	ELECTRIC FUND	ADMIN AND GENERAL	487.69
	APPA rally flight	ELECTRIC FUND	ADMIN AND GENERAL	549.09
	appa flight msp - dca	ELECTRIC FUND	ADMIN AND GENERAL	193.09
	hotel for appa rally	ELECTRIC FUND	ADMIN AND GENERAL	103.08
			TOTAL:	0.00
AMERICAN PAYMENT CENTERS	qtrly drop box rent	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
ARROW ACE HARDWARE INC	drain boiler/caulk silicon	WATER	SOURCE OF SUPPLY	7.99
	drain boiler/caulk silicon	WATER	PURIFICATION AND TREAT	11.98
			TOTAL:	19.97
BAKER & TAYLOR INC	lg print lease prog 2/15-1	LIBRARY FUND	LIBRARY	2,338.50
			TOTAL:	2,338.50
BLACK HILLS AMMUNITION	ammunition	GENERAL FUND	POLICE	1,259.00
			TOTAL:	1,259.00
RAOUL BLACKMAN	isa certification	ENVIRON SERVICES F	ADMIN AND GENERAL	484.90
			TOTAL:	484.90
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,957.50
	criminal	GENERAL FUND	LEGAL SERVICES	9,100.00
	email	REVOLVING LOAN FUN	ECONOMIC DEVMT	15.00
	ritt st bldg	TORNADO DISASTER R	ECONOMIC DEVMT	195.00
	osha	ELECTRIC FUND	ADMIN AND GENERAL	105.00
			TOTAL:	12,372.50
C & S SUPPLY CO INC	uniform allow cred - power	GENERAL FUND	STREETS	12.00-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	unif allow/boots - passon	COMMUNITY CENTER	COMMUNITY CENTER	146.95
	uniform allow kleespies	WASTE WATER FUND	ADMIN AND GENERAL	131.96
	chainsaw support/parts	ENVIRON SERVICES F	ADMIN AND GENERAL	10.29
			TOTAL:	277.20
CARTEGRAPH SYSTEMS, INC.	annual maintenance fee	GENERAL FUND	POLICE	743.19
	annual maintenance fee	GENERAL FUND	FIRE	318.51
	annual maintenance fee	GENERAL FUND	STREETS	1,592.55
	annual maintenance fee	GENERAL FUND	PARKS	530.85
	annual maintenance fee	WATER	DISTRIBUTION AND STORA	2,123.40
	annual maintenance fee	WASTE WATER FUND	ADMIN AND GENERAL	1,804.89
	annual maintenance fee	ENVIRON SERVICES F	ADMIN AND GENERAL	424.68
	annual maintenance fee	ELECTRIC FUND	ADMIN AND GENERAL	2,229.57
	annual maintenance fee	STORMWATER FUND	ADMINISTRATION AND GEN	424.68
	annual maintenance fee	TRANSIT	TRANSIT/TRANSPORTATION	424.68
			TOTAL:	10,617.00
CENTERPOINT ENERGY MINNEGASCO	gas for ritt st 1/13-2/11/	TORNADO DISASTER R	ECONOMIC DEVMT	571.87
			TOTAL:	571.87
CENTRAL LANDSCAPE SUPPLY	rakes	ENVIRON SERVICES F	REFUSE DISPOSAL	159.70
			TOTAL:	159.70
CHEMSEARCH	lubricant contract	GENERAL FUND	STREETS	112.92
	lubricant contract	GENERAL FUND	PARKS	112.92
	lubricant contract	WATER	DISTRIBUTION AND STORA	56.46
	lubricant contract	WASTE WATER FUND	SOURCE/TREATMENT	56.46
	lubricant contract	ENVIRON SERVICES F	REFUSE DISPOSAL	56.46
	lubricant contract	ELECTRIC FUND	POWER DISTRIBUTION	112.92
	lubricant contract	STORMWATER FUND	TREATMENT	56.48
			TOTAL:	564.62
CITY OF MINNEAPOLIS	user fees for pawn system	GENERAL FUND	POLICE	204.00
			TOTAL:	204.00
CITY OF NORTH MANKATO	annual tactical response t	GENERAL FUND	POLICE	700.00
			TOTAL:	700.00
COALITION OF GREATER MN CITIES	2015 dues assessments	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	18,294.00
			TOTAL:	18,294.00
COLE PAPERS INC	tissue and wipes	GENERAL FUND	STREETS	44.78
	tissue and wipes	GENERAL FUND	PARKS	44.78
	tissue and wipes	WATER	DISTRIBUTION AND STORA	22.39
	tissue and wipes	WASTE WATER FUND	SOURCE/TREATMENT	22.39
	tissue and wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	22.39
	tissue and wipes	ELECTRIC FUND	POWER DISTRIBUTION	44.78
	tissue and wipes	STORMWATER FUND	TREATMENT	22.37
			TOTAL:	223.88
COMPUTER TECHNOLOGY SOLUTIONS, INC.	privacy filter for monitor	GENERAL FUND	CITY ADMINISTRATION	108.00
	leons monitor	GENERAL FUND	FINANCE	129.00
	computer	GENERAL FUND	POLICE	600.00
	computer	WATER	ADMIN AND GENERAL	600.00
	computer	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	1,158.00
			TOTAL:	2,595.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CREATIVE SAFETY SUPPLY, LLC	sign label printer	GENERAL FUND	STREETS	994.99
	label, street signs, warni	GENERAL FUND	STREETS	491.98
	TOTAL:			1,486.97
CULLIGAN	water softner salt	COMMUNITY CENTER	COMMUNITY CENTER	20.35
	TOTAL:			20.35
JASON DAHL	water utility mgmt course	WASTE WATER FUND	ADMIN AND GENERAL	110.00
	TOTAL:			110.00
DAVE'S ELECTRONIC SERVICE	2 way antenna installation	ENVIRON SERVICES F	REFUSE DISPOSAL	1,106.35
	TOTAL:			1,106.35
DGR ENGINEERING	2015 dist design MSH/SPRTC	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,292.00
	TOTAL:			2,292.00
DRANTTEL SALES & SERVICE	mix oil	ENVIRON SERVICES F	REFUSE DISPOSAL	39.90
	ear muffs	ENVIRON SERVICES F	ADMIN AND GENERAL	142.50
	TOTAL:			182.40
EMERGENCY RESPONSE SOLUTIONS	gas monitor	RESTRICTED CONTRIB	FIRE	884.42
	TOTAL:			884.42
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	arc gis back up media	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	19.95
	TOTAL:			19.95
ENVIRONMENTAL WOOD SUPPLY LLC	move tree brush	ENVIRON SERVICES F	REFUSE DISPOSAL	1,000.00
	TOTAL:			1,000.00
EVOQUA WATER TECHNOLOGIES LLC	worm gear blocks	WASTE WATER FUND	SOURCE/TREATMENT	294.98
	TOTAL:			294.98
FASTENAL COMPANY	plow bolts	GENERAL FUND	STREETS	21.51
	batteries	GENERAL FUND	STREETS	14.75
	batteries	GENERAL FUND	PARKS	14.75
	bolts for water meter	WATER	PURIFICATION AND TREAT	7.14
	batteries	WATER	DISTRIBUTION AND STORA	7.38
	bolts	WASTE WATER FUND	SOURCE/TREATMENT	1.87
	bolts	WASTE WATER FUND	SOURCE/TREATMENT	2.81
	nylon washer	WASTE WATER FUND	SOURCE/TREATMENT	0.77
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	7.38
	gas cans	ENVIRON SERVICES F	REFUSE DISPOSAL	197.58
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	7.38
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	14.75
	north lift bolts	STORMWATER FUND	TREATMENT	29.21
	batteries	STORMWATER FUND	TREATMENT	7.36
	TOTAL:			334.64
GALLS INC	police uniforms	GENERAL FUND	POLICE	133.57
	uniform exp/hughes	GENERAL FUND	POLICE	51.99
	TOTAL:			185.56
GLOCK PROFESSIONAL, INC.	armoror's course - hagen	GENERAL FUND	POLICE	250.00
	TOTAL:			250.00
GOPHER STATE ONE-CALL INC	locates for feb '12	WATER	DISTRIBUTION AND STORA	10.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	locates for feb '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	10.15
	locates for feb '12	ELECTRIC FUND	POWER DISTRIBUTION	10.15
			TOTAL:	30.45
GRAFIX SHOPPE	graphics for patrol vehicl	GENERAL FUND	POLICE	59.23
			TOTAL:	59.23
GREAT NORTHERN ENVIRONMENTAL LLC	wiper and seal kits	WASTE WATER FUND	SOURCE/TREATMENT	4,845.35
			TOTAL:	4,845.35
H & L MESABI	tool cat/snow blower/cutti	GENERAL FUND	STREETS	992.96
			TOTAL:	992.96
HAWKINS, INC.	water treatment chemicals	WATER	PURIFICATION AND TREAT	1,228.50
			TOTAL:	1,228.50
HOLIDAY COMMERCIAL	feb fuel	GENERAL FUND	POLICE	130.99
	Feb fuel	GENERAL FUND	BUILDING INSPECTOR	117.11
	feb fuel	GENERAL FUND	STREETS	6.92
	feb fuel0	GENERAL FUND	STREETS	29.42
	feb fuel	GENERAL FUND	STREETS	235.32
	feb fuel	GENERAL FUND	PARKS	5.53
	feb fuel	GENERAL FUND	PARKS	23.54
	feb fuel	GENERAL FUND	PARKS	107.35
	feb fuel	COMMUNITY CENTER	COMMUNITY CENTER	51.63
	feb fuel	WATER	SOURCE OF SUPPLY	18.45
	feb fuel	WATER	PURIFICATION AND TREAT	27.67
	feb fuel	WATER	DISTRIBUTION AND STORA	2.77
	feb fuel	WATER	DISTRIBUTION AND STORA	11.77
	feb fuel	WATER	DISTRIBUTION AND STORA	138.36
	feb fuel	WASTE WATER FUND	SOURCE/TREATMENT	2.77
	feb fuel	WASTE WATER FUND	SOURCE/TREATMENT	11.77
	feb fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	2.75
	feb fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	11.76
	feb fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	112.89
	feb fuel	ELECTRIC FUND	POWER DISTRIBUTION	6.92
	feb fuel	ELECTRIC FUND	POWER DISTRIBUTION	29.42
	feb fuel	ELECTRIC FUND	POWER DISTRIBUTION	127.59
	feb fuel	STORMWATER FUND	TREATMENT	128.67
			TOTAL:	1,341.37
INGRAM BOOK COMPANY	new lib materials	LIBRARY FUND	LIBRARY	1,271.81
			TOTAL:	1,271.81
INTERNATIONAL CODE COUNCIL, INC	Mn access code	GENERAL FUND	BUILDING INSPECTOR	74.66
			TOTAL:	74.66
JAVENS MECHANICAL CONTRACTING CO.	mua unit serv call	WASTE WATER FUND	SOURCE/TREATMENT	102.00
			TOTAL:	102.00
JOHN HENRY FOSTER	broadway/wtf air comp main	WATER	PURIFICATION AND TREAT	356.37
			TOTAL:	356.37
JOSHUA KLASEUS	UNIFORM EXP KLASEUS	GENERAL FUND	POLICE	105.98
			TOTAL:	105.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KENDELL DOORS & HARDWARE, INC.	repair, replace door closu	COMMUNITY CENTER	COMMUNITY CENTER	937.00
			TOTAL:	937.00
JEFF KNUTSON	education	STORMWATER FUND	ADMINISTRATION AND GEN	400.00
			TOTAL:	400.00
KEN KOEMICK	lineman license -kocmick	ELECTRIC FUND	ADMIN AND GENERAL	53.00
			TOTAL:	53.00
KWIK TRIP INC	feb fuel	GENERAL FUND	POLICE	1,004.15
	feb fuel	GENERAL FUND	BUILDING INSPECTOR	31.09
	ww feb fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	48.75
	feb fuel	TRANSIT	TRANSIT/TRANSPORTATION	129.73
			TOTAL:	1,213.72
LEAGUE OF MINNESOTA CITIES	storm water coalition	STORMWATER FUND	ADMINISTRATION AND GEN	760.00
			TOTAL:	760.00
LEAGUE OF MN CITIES INSURANCE TRUST	volunteer coverage	GENERAL FUND	CITY ADMINISTRATION	812.00
			TOTAL:	812.00
LJP ENTERPRISES INC	feb garbage and recycling	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	feb garbage and recycling	WATER	PURIFICATION AND TREAT	99.43
	feb garbage and recycling	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	feb garbage and recycling	ENVIRON SERVICES F	REFUSE DISPOSAL	576.32
			TOTAL:	1,248.52
MANTEK	grease	GENERAL FUND	STREETS	57.80
	fuel treatment	GENERAL FUND	STREETS	141.68
	55 gal drwn mkr-pool	GENERAL FUND	SWIMMING POOL	1,754.98
	grease	GENERAL FUND	PARKS	57.80
	fuel treatment	GENERAL FUND	PARKS	141.68
	grease	WATER	DISTRIBUTION AND STORA	28.90
	fuel treatment	WATER	DISTRIBUTION AND STORA	70.84
	grease	WASTE WATER FUND	SOURCE/TREATMENT	28.90
	fuel treatment	WASTE WATER FUND	SOURCE/TREATMENT	70.84
	grease	ENVIRON SERVICES F	REFUSE DISPOSAL	28.90
	fuel treatment	ENVIRON SERVICES F	REFUSE DISPOSAL	70.84
	grease	ELECTRIC FUND	POWER DISTRIBUTION	57.80
	fuel treatment	ELECTRIC FUND	POWER DISTRIBUTION	141.68
	grease	STORMWATER FUND	TREATMENT	28.90
	fuel treatment	STORMWATER FUND	TREATMENT	70.85
		TOTAL:	2,752.39	
MARCO, INC.	copier serv 1/23-2/22	GENERAL FUND	CITY ADMINISTRATION	13.19
	copier serv 1/23-2/22	GENERAL FUND	CITY CLERK	13.19
	copier serv 1/23-2/22	GENERAL FUND	FINANCE	8.79
	copier serv 1/23-2/22	GENERAL FUND	POLICE	7.03
	copier serv 1/23-2/22	GENERAL FUND	BUILDING INSPECTOR	3.52
	copier serv 1/23-2/22	GENERAL FUND	PUBLIC WORKS ADMIN	1.76
	copier serv 1/23-2/22	GENERAL FUND	ECONOMIC DEVMT	0.88
	copier serv 1/23-2/22	WATER	ADMIN AND GENERAL	7.91
	copier serv 1/23-2/22	WASTE WATER FUND	ADMIN AND GENERAL	7.90
	copier serv 1/23-2/22	ELECTRIC FUND	ADMIN AND GENERAL	23.74
			TOTAL:	87.91

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MATHESON TRI-GAS INC	gas cylinders	GENERAL FUND	STREETS	23.36	
	cylinder rental	GENERAL FUND	STREETS	17.04	
	gas cylinders	GENERAL FUND	PARKS	23.36	
	cylinder rental	GENERAL FUND	PARKS	17.04	
	gas cylinders	WATER	DISTRIBUTION AND STORA	11.68	
	cylinder rental	WATER	DISTRIBUTION AND STORA	8.52	
	gas cylinders	WASTE WATER FUND	SOURCE/TREATMENT	11.68	
	cylinder rental	WASTE WATER FUND	SOURCE/TREATMENT	8.52	
	gas cylinders	ENVIRON SERVICES F	REFUSE DISPOSAL	11.68	
	cylinder rental	ENVIRON SERVICES F	REFUSE DISPOSAL	8.52	
	gas cylinders	ELECTRIC FUND	POWER DISTRIBUTION	23.36	
	cylinder rental	ELECTRIC FUND	POWER DISTRIBUTION	17.04	
	gas cylinders	STORMWATER FUND	TREATMENT	11.66	
	cylinder rental	STORMWATER FUND	TREATMENT	8.51	
			TOTAL:	201.97	
MENARDS	hot water line	GENERAL FUND	FIRE	24.20	
	water line	GENERAL FUND	FIRE	9.84	
	water line	GENERAL FUND	FIRE	95.93	
	bolts and lumber	GENERAL FUND	PARKS	72.81	
	well house/plugs, nipples	WATER	SOURCE OF SUPPLY	42.42	
			TOTAL:	245.20	
STEVE MENKE	annual allotment	WATER	CUSTOMER ACCOUNTS	25.00	
	annual allotment	WASTE WATER FUND	CUSTOMER ACCOUNTS	25.00	
	annual allotment	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	25.00	
	annual allotment	ELECTRIC FUND	CUSTOMER ACCOUNTS	25.00	
			TOTAL:	100.00	
MID AMERICA METER, INC.	test prop meter/labor	WATER	SOURCE OF SUPPLY	549.96	
			TOTAL:	549.96	
MIDWEST FIRE EQUIPMENT & REPAIR COMPAN	light sockets	GENERAL FUND	FIRE	49.16	
			TOTAL:	49.16	
MILLER'S REFRIGERATION	soda machine cleaning	GENERAL FUND	STREETS	10.20	
	soda machine cleaning	GENERAL FUND	PARKS	10.20	
	soda machine cleaning	WATER	DISTRIBUTION AND STORA	5.10	
	soda machine cleaning	WASTE WATER FUND	SOURCE/TREATMENT	5.10	
	soda machine cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	5.10	
	soda machine cleaning	ELECTRIC FUND	POWER DISTRIBUTION	10.20	
	soda machine cleaning	STORMWATER FUND	TREATMENT	5.10	
			TOTAL:	51.00	
MISC VENDOR	APPLIED AIR SYSTEMS	APPLIED AIR SYSTEMS: PRESS	GENERAL FUND	STREETS	125.71
	APPLIED AIR SYSTEMS	APPLIED AIR SYSTEMS: PRESS	GENERAL FUND	PARKS	125.71
	APPLIED AIR SYSTEMS	APPLIED AIR SYSTEMS: PRESS	WATER	DISTRIBUTION AND STORA	62.86
	APPLIED AIR SYSTEMS	APPLIED AIR SYSTEMS: PRESS	WASTE WATER FUND	SOURCE/TREATMENT	62.86
	APPLIED AIR SYSTEMS	APPLIED AIR SYSTEMS: PRESS	ENVIRON SERVICES F	REFUSE DISPOSAL	62.86
	APPLIED AIR SYSTEMS	pressure switch	ELECTRIC FUND	POWER DISTRIBUTION	125.71
	APPLIED AIR SYSTEMS	APPLIED AIR SYSTEMS: PRESS	STORMWATER FUND	TREATMENT	62.85
	HUGHES AUTO	REPAIR OF VEHICLE 1-14	GENERAL FUND	POLICE	1,000.00
	HUGHES AUTO	REPAIR OF VEHICLE 1-14	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	2,387.60
	KRANZ, JACQUELINE	refund for canceled shelte	GENERAL FUND	NON-DEPARTMENTAL	42.75
	S&C Electric	S&C Electric:switch	ELECTRIC FUND	POWER DISTRIBUTION	1,402.85
	SW CRISIS CENTER	conference fee - Matt Groc	GENERAL FUND	POLICE	35.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TAPCO	TAPCO: chip seal marker	GENERAL FUND	STREETS	729.11
WARES DIRECT	WARES: SAFETY GLASSES	GENERAL FUND	STREETS	48.21
WARES DIRECT	WARES: SAFETY GLASSES	GENERAL FUND	PARKS	38.57
WARES DIRECT	WARES: SAFETY GLASSES	WATER	ADMIN AND GENERAL	19.28
WARES DIRECT	WARES: SAFETY GLASSES	WASTE WATER FUND	ADMIN AND GENERAL	19.28
WARES DIRECT	WARES: SAFETY GLASSES	ENVIRON SERVICES F	ADMIN AND GENERAL	19.29
WARES DIRECT	WARES: SAFETY GLASSES	ELECTRIC FUND	ADMIN AND GENERAL	48.21
			TOTAL:	6,418.71
MN LIBRARY ASSOCIATION	pld day, non member	LIBRARY FUND	LIBRARY	35.00
			TOTAL:	35.00
MN RURAL WATER ASSOCIATION	mrwa membership	WATER	ADMIN AND GENERAL	250.00
			TOTAL:	250.00
MN SEX CRIMES INVESTIGATORS ASSOCIATIO	one day training klaseus	GENERAL FUND	POLICE	60.00
			TOTAL:	60.00
MN STATE UNIVERSITY	mt simon monitoring	WATER	SOURCE OF SUPPLY	355.00
			TOTAL:	355.00
PETE MOULTON	pw operations-mileage 2/6-	GENERAL FUND	PUBLIC WORKS ADMIN	17.25
	pw operations-mileage 2/6-	GENERAL FUND	STREETS	16.10
	pw operations-mileage 2/6-	GENERAL FUND	ECONOMIC DEVMT	9.20
	pw operations-mileage 2/6-	WASTE WATER FUND	ADMIN AND GENERAL	126.50
	pw operations-mileage 2/6-	ELECTRIC FUND	ADMIN AND GENERAL	22.43
	pw operations-mileage 2/6-	STORMWATER FUND	ADMINISTRATION AND GEN	8.05
			TOTAL:	199.53
MTI DISTRIBUTING CO	cover, valve, gasket	GENERAL FUND	PARKS	106.09
			TOTAL:	106.09
MUNICIPAL EMERGENCY SERVICES, INC.	vventilator	GENERAL FUND	FIRE	1,983.87
			TOTAL:	1,983.87
NICOLLET SOIL & WATER CONSERV. DIST.	trees 2015	ENVIRON SERVICES F	REFUSE DISPOSAL	359.50
			TOTAL:	359.50
NORTH CENTRAL INTERNATIONAL	oring kit	GENERAL FUND	STREETS	56.99
	ball joints	ENVIRON SERVICES F	REFUSE DISPOSAL	27.59
			TOTAL:	84.58
NORTH CENTRAL MOSQUITO CONTROL ASSOCIA	registration fees - recert	ENVIRON SERVICES F	ADMIN AND GENERAL	80.00
			TOTAL:	80.00
NUTTER CLOTHING CO	hughes uniforms	GENERAL FUND	POLICE	45.00
	jeans - neary	GENERAL FUND	FIRE	92.80
			TOTAL:	137.80
OFFICEMAX	speakers, wrist rest, keyb	GENERAL FUND	CITY ADMINISTRATION	16.99
	speakers, wrist rest, keyb	GENERAL FUND	PUBLIC WORKS ADMIN	48.18
			TOTAL:	65.17
OUTDOOR NEWS	1 yr renwal	LIBRARY FUND	LIBRARY	36.00
			TOTAL:	36.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PEPSI-COLA OF MANKATO INC	vending machine product	COMMUNITY CENTER	COMMUNITY CENTER	420.35
			TOTAL:	420.35
PROFESSIONAL WATER TECHNOLOGIES	anti scalent	WATER	PURIFICATION AND TREAT	10,000.00
			TOTAL:	10,000.00
QUALITY FLOW SYSTEMS, INC	service checks and station	WATER	PURIFICATION AND TREAT	300.00
	service checks and station	WASTE WATER FUND	COLLECTOR/LIFT STAT	400.00
			TOTAL:	700.00
QUILL	toner cartridges	GENERAL FUND	STREETS	59.25
	toner cartridges	GENERAL FUND	PARKS	47.40
	toner cartridges	LIBRARY FUND	LIBRARY	312.98
	toner cartridges	WATER	ADMIN AND GENERAL	23.70
	toner cartridges	WASTE WATER FUND	ADMIN AND GENERAL	23.70
	toner cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	23.68
	toner cartridges	ELECTRIC FUND	ADMIN AND GENERAL	59.25
			TOTAL:	549.96
RDO EQUIPMENT CO.	trencher parts	ELECTRIC FUND	POWER DISTRIBUTION	647.84
			TOTAL:	647.84
RECREATION SUPPLY COMPANY	pool, maint and pit backwa	GENERAL FUND	SWIMMING POOL	930.71
			TOTAL:	930.71
RELIANCE ELECTRIC OF SOUTHERN MN	rep motor air handler	COMMUNITY CENTER	COMMUNITY CENTER	1,430.84
			TOTAL:	1,430.84
RIVER'S EDGE HOSPITAL & CLINIC	lab specimen - streets	GENERAL FUND	STREETS	29.00
	lab specimen - parks	GENERAL FUND	PARKS	29.00
	lab specimen - Comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	66.00
	lab specimen - waste water	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	lab specimen - electric	ELECTRIC FUND	ADMIN AND GENERAL	29.00
	lab specimen - transit	TRANSIT	TRANSIT/TRANSPORTATION	29.00
			TOTAL:	211.00
ROCHESTER MIDLAND CORPORATION	restroom deodorizer	COMMUNITY CENTER	COMMUNITY CENTER	73.81
			TOTAL:	73.81
RYAN ELECTRIC OF ST PETER	work on ballast	COMMUNITY CENTER	COMMUNITY CENTER	490.50
	replace contactors in dehu	WATER	PURIFICATION AND TREAT	742.00
			TOTAL:	1,232.50
ARTHUR E SIDNER	backdrop photos	GENERAL FUND	RECREATION/LEISURE SER	300.00
			TOTAL:	300.00
SPECIAL OPERATIONS TRAINING ASSOCIATIO	basic tactical officer cou	GENERAL FUND	POLICE	675.00
			TOTAL:	675.00
SPRINT SOLUTIONS, INC.	usage 1/15-2/14/15	GENERAL FUND	FIRE	16.77
	usage 1/15-2/14/15	COMMUNITY CENTER	COMMUNITY CENTER	16.55
	usage 1/15-2/14/15	WATER	ADMIN AND GENERAL	39.99
	usage 1/15-2/14/15	WATER	ADMIN AND GENERAL	16.55
	usage 1/15-2/14/15	WASTE WATER FUND	ADMIN AND GENERAL	17.95
	usage 1/15-2/14/15	ELECTRIC FUND	ADMIN AND GENERAL	44.00
			TOTAL:	151.81

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER COMMUNITY & FAMILY EDUCATION	printing winter brochure	GENERAL FUND	RECREATION/LEISURE SER	775.62
			TOTAL:	775.62
ST PETER LUMBER CO	mtg supplies	GENERAL FUND	CITY ADMINISTRATION	29.99
	election supplies	GENERAL FUND	ELECTIONS	59.98
			TOTAL:	89.97
STAPLES ADVANTAGE	flags, binder clips, label	GENERAL FUND	STREETS	13.86
	flags, binder clips, label	GENERAL FUND	PARKS	11.09
	flags, binder clips, label	WATER	ADMIN AND GENERAL	5.54
	flags, binder clips, label	WASTE WATER FUND	ADMIN AND GENERAL	5.54
	flags, binder clips, label	ENVIRON SERVICES F	ADMIN AND GENERAL	5.55
	flags, binder clips, label	ELECTRIC FUND	ADMIN AND GENERAL	13.86
			TOTAL:	55.44
STONEBROOKE EQUIPMENT INC	V-Plow	GENERAL FUND	STREETS	5,891.55
			TOTAL:	5,891.55
TIMOTHY STRAND	parking/hotel night/mileag	GENERAL FUND	MAYOR & COUNCIL	270.85
			TOTAL:	270.85
STREICHER'S	uniform expense/struckman	GENERAL FUND	POLICE	196.96
			TOTAL:	196.96
TASER INTERNATIONAL	taser cartridges	GENERAL FUND	POLICE	149.71
			TOTAL:	149.71
TIGERDIRECT.COM	new monitor for barb	GENERAL FUND	CITY ADMINISTRATION	140.45
	new monitor	GENERAL FUND	PUBLIC WORKS ADMIN	140.62
	ext hard drive	ENVIRON SERVICES F	REFUSE DISPOSAL	99.19
			TOTAL:	380.26
UNITED SURFACE PREPARATION	sand blaster window	GENERAL FUND	STREETS	14.99
	sand blaster window	GENERAL FUND	PARKS	14.99
	sand blaster window	WATER	DISTRIBUTION AND STORA	7.50
	sand blaster window	WASTE WATER FUND	SOURCE/TREATMENT	7.50
	sand blaster window	ENVIRON SERVICES F	REFUSE DISPOSAL	7.50
	sand blaster window	ELECTRIC FUND	POWER DISTRIBUTION	14.99
	sand blaster window	STORMWATER FUND	TREATMENT	7.50
			TOTAL:	74.97
UTILITY CONSULTANTS, INC.	feb coliform testing	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
VISA	lunch with lesueur admin	GENERAL FUND	CITY ADMINISTRATION	22.70
	election supplies	GENERAL FUND	ELECTIONS	44.86
	cont educat - hagen/grocho	GENERAL FUND	POLICE	70.00
	usb hub	GENERAL FUND	POLICE	25.98
	fire line equip/fire truck	GENERAL FUND	FIRE	56.99
	fire line equip/fire truck	GENERAL FUND	FIRE	97.04
	Direct lunch	GENERAL FUND	PUBLIC WORKS ADMIN	132.87
	pw director candidate lunc	GENERAL FUND	STREETS	44.52
	texas good gloves	GENERAL FUND	STREETS	80.00
	pw director candidate lunc	GENERAL FUND	PARKS	35.62
	texas good gloves	GENERAL FUND	PARKS	64.00
	holland-1st direct ws	GENERAL FUND	PARKS	40.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	kennedy-1st direct ws	GENERAL FUND	PARKS	40.00
	meyer-1st direct ws	GENERAL FUND	PARKS	40.00
	zulsdorf-1st direc ws	GENERAL FUND	PARKS	40.00
	downtown xmas decor repair	GENERAL FUND	PARKS	158.99
	consult in faribault/netwo	GENERAL FUND	ECONOMIC DEVMT	45.86
	consult in faribault/netwo	GENERAL FUND	ECONOMIC DEVMT	12.40
	summer reading grant	LIBRARY FUND	LIBRARY	20.50
	battery/charger/ac adapter	PUBLIC ACCESS	PUBLIC ACCESS	93.27
	fitting for clavals/well h	WATER	SOURCE OF SUPPLY	157.38
	pw director candidate lunc	WATER	ADMIN AND GENERAL	17.81
	texas good gloves	WATER	ADMIN AND GENERAL	32.00
	power supplies	WATER	ADMIN AND GENERAL	87.62
	pw director candidate lunc	WASTE WATER FUND	ADMIN AND GENERAL	17.81
	texas good gloves	WASTE WATER FUND	ADMIN AND GENERAL	32.00
	pw director candidate lunc	ENVIRON SERVICES F	ADMIN AND GENERAL	17.81
	texas good gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	32.00
	knight- 1st direct ws	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
	pw director candidate lunc	ELECTRIC FUND	ADMIN AND GENERAL	44.52
	texas good gloves	ELECTRIC FUND	ADMIN AND GENERAL	80.00
	lineman license fee	ELECTRIC FUND	ADMIN AND GENERAL	53.00
	crown plaza/mmua leg rally	ELECTRIC FUND	ADMIN AND GENERAL	291.04
	meals 2/9/15	STORMWATER FUND	ADMINISTRATION AND GEN	46.14
	meals 2/10/15	STORMWATER FUND	ADMINISTRATION AND GEN	45.76
	meals 2/11/15	STORMWATER FUND	ADMINISTRATION AND GEN	20.32
	hotel 2 nights	STORMWATER FUND	ADMINISTRATION AND GEN	404.32
	radio replace HFR	RESTRICTED CONTRIB	RECREATION/LEISURE SER	300.00
	parks replace slide	RESTRICTED CONTRIB	PARKS	772.59
			TOTAL:	3,657.72
VON ESSEN TOWING	towing serv	GENERAL FUND	POLICE	140.00
	tire repair	GENERAL FUND	POLICE	36.00
	labor	GENERAL FUND	PARKS	15.00
			TOTAL:	191.00
VOSS LIGHTING	light bulbs	LIBRARY FUND	LIBRARY	180.00
			TOTAL:	180.00
WESCO DISTRIBUTION INC	meter	ELECTRIC FUND	NON-DEPARTMENTAL	382.00
	meter socket	ELECTRIC FUND	NON-DEPARTMENTAL	183.00
	cable grips	ELECTRIC FUND	POWER DISTRIBUTION	594.00
			TOTAL:	1,159.00
WILSON DEVELOPMENT SERVICES, LLC	roundabout consult service	PERM IMPROVMENT RE	STREETS	437.30
			TOTAL:	437.30
WOLF MOTOR COMPANY, INC.	exhaust part	TRANSIT	TRANSIT/TRANSPORTATION	138.34
			TOTAL:	138.34
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	58.20
			TOTAL:	58.20
ZEP SALES & SERVICE	zep or zorb	GENERAL FUND	STREETS	84.07
	zep or zorb	GENERAL FUND	PARKS	84.07
	zep or zorb	WATER	DISTRIBUTION AND STORA	42.04
	zep or zorb	WASTE WATER FUND	SOURCE/TREATMENT	42.04
	zep or zorb	ENVIRON SERVICES F	REFUSE DISPOSAL	42.04

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	zep-o-zorb	ELECTRIC FUND	POWER DISTRIBUTION	84.07
	zep or zorb	STORMWATER FUND	TREATMENT	42.02
			TOTAL:	420.35
ZIEGLER INC	socket and plug	GENERAL FUND	STREETS	21.48
	couplings and hose	GENERAL FUND	STREETS	112.56
			TOTAL:	134.04

----- FUND TOTALS -----

101	GENERAL FUND	61,532.08
201	PROPERTY INSURANCE	2,387.60
211	LIBRARY FUND	4,194.79
213	PUBLIC ACCESS	93.27
217	COMMUNITY CENTER	4,098.44
230	REVOLVING LOAN FUND	15.00
240	TORNADO DISASTER REV LOAN	766.87
401	PERM IMPROVMENT REVOLVING	437.30
601	WATER	17,266.30
602	WASTE WATER FUND	8,093.71
603	ENVIRON SERVICES FUND	6,474.58
604	ELECTRIC FUND	10,797.14
606	STORMWATER FUND	2,590.75
610	TRANSIT	721.75
820	RESTRICTED CONTRIBUTIONS	1,957.01
GRAND TOTAL:		121,426.59

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

Temporary Soft Drink

St. Peter Softball Association 1401 Nicollet Ave. 5/4/15 – 10/31/15

Temporary On Sale Beer

St. Peter Softball Association 1401 Nicollet Ave. 5/27/15 – 8/14/15

Consumption & Display Permit

Nicollet County Ag Society 400 Union Street 4/1/15 – 3/31/16

Temporary On Sale Liquor

Nicollet County Historical Society 500 N Washington Ave 3/13/15

2. The following employee appointment is approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Daniel Deschaine	PT Meter Reader	\$10.51 or \$13.01*

(*Lower wage includes single health insurance benefits)

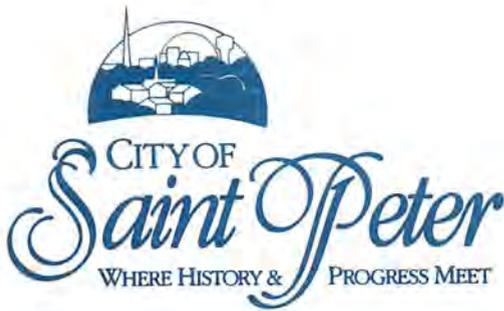
3. The schedule of disbursements for February 19, 2015 through March 5, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/05/15

FROM: Russ Wille
Community Development Director

RE: Registered Land Survey #68/Easement Correction

ACTION/RECOMMENDATION

Adopt the attached resolution rescinding Resolution 2015-13 and adopting two replacement Resolutions.

BACKGROUND

On February 9, 2015, the City Council adopted Resolution 2015-13 regarding Dr. Richard Marlow's requested Registered Land Survey #68 (RLS#68).

When Resolution 2015-13 was delivered to Nicollet County for recording, County Recorder Kathy Conlon determined that the Resolution was un-recordable in its original format. The Resolution had accepted RLS#68, vacated interior drainage easements and accepted replacement drainage easements along the new interior lot lines all in the same document. Ms. Conlon noted that all three actions could not be recorded with only one document.

As such, two replacement Resolutions have been prepared. The first rescinds the original resolution and provides for acceptance of RLS#68 including vacation of the original interior drainage easements. The second replacement Resolution accepts the new interior drainage easements contingent upon receipt of an easement agreement from the property owner.

Ms. Conlon has reviewed drafts of the two replacement Resolutions and has indicated that they are in the proper format for recording. In addition, the City Attorney has reviewed the resolution and believes it meets the intent of the Council, the needs of the Recorder and the request by the property owner. As noted, the easement Resolution is being recommended contingent upon receipt of an easement agreement from Dr. Marlow.

I recommend the Council rescind the original resolution and adopt the two new Resolutions to facilitate recording with the County.

FISCAL IMPACT:

An additional \$46 recording fee will be incurred to record the second Resolution.

ALTERNATIVES/VARIATIONS:

No action: Should the Council choose to take no action, the action requested by the property owner which was previously approved by the Council will not take effect.

Denial: Resolution 2015-13 cannot be recorded and a de facto denial of RLS#68 would result.

Modification of the Resolution: This is always an option of the Council, however any modifications by the City Council may jeopardize our ability to record the Resolutions.

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

RW

DRAINAGE AND UTILITY EASEMENT

All that part of Registered Land Surveyor No. 68 described as follows:

The North and South 6.00 feet of Tract A;

The North and South 6.00 feet of Tract B;

The West 12.00 feet of Tract A and B;

The East 12.00 feet of Tract A and B adjoining Pine Pointe Curve and Rockbend Parkway as dedicated per the recorded plat of Pine Pointe Subdivision No. 3.

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.

Janele Fowlds
Janele Fowlds
License Number 26748

1-16-15
Date

©Bolton & Menk, Inc. 2014, All Rights Reserved

SHEET 2 OF 2

CERTIFICATE OF EASEMENT
CITY OF SAINT PETER, MINNESOTA

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

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

25

TRACT A & TRACT B, RLS NO. 68, CITY OF SAINT PETER, MINNESOTA

FOR: RICHARD MARLOW
EASEMENTS FOR TRACT A & B, RLS NO. 68



H:\PRIV_SURVEY\M34109256\CAD\C3D\109256EX1.DWG 01-13-2015 2:03p.m.

JOB NUMBER: M34.109256

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION VACATING EASEMENTS IN LOTS 5-9, BLOCK 2, PINE POINTE
SUBDIVISION NO. 3 AND TRACT B, REGISTERED LAND SURVEY #65, CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA**

WHEREAS, a request has been made by Dr. Richard Marlow to approve Registered Land Survey No. 68 as outlined in the City Code; and

WHEREAS, the applicant would seek to combine Lots 5-9, Block 2, Pine Pointe Subdivision No. 3 with Tract B, Registered Land Survey #65 to create two developable parcels of land; and

WHEREAS, to satisfy the regulations of the Saint Peter City Code, the interior drainage easements between the individual lots would need to be vacated to allow for the full development of the remaining parcels of land; and

WHEREAS, upon the approval of Registered Land Survey #68, the interior drainage easements contained within Lots 5-9, Block 2, Pine Pointe Subdivision No. 3 with Tract B, Registered Land Survey #65, will not benefit the City.

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

1. City Council Resolution No. 2015-13, previously adopted by the City Council on February 9, 2015, cannot be recorded as drafted and is hereby repealed.
2. The following interior drainage easements are hereby vacated:

All the drainage and utility easements dedicated per the recorded plat of Pine Pointe Subdivision No. 3 lying within the below described land:

Lots 5, 6, 7, 8 and 9, Block Two of said Pine Pointe Subdivision No. 3

and

All that part of Lot 4, Block Two of said Pine Pointe Subdivision No. 3 lying south of the following described line:

Beginning at the most easterly corner of said Lot 4, thence South 50 degrees 22 minutes 08 seconds West, bearing based on said recorded plat, a distance of 4.04 feet; thence South 89 degrees, 59 minutes 12 seconds West, along the North line of Tract B, Registered Land Survey No. 65, a distance of 249.54 feet to the west line of said Lot 4 and there terminating.

3. The resolution shall take effect and be recorded at such time as the City receives the required easements from the property owner subject to approval of the City Attorney and City Administrator.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION ACCEPTING REGISTERED LAND SURVEY NO. 68

WHEREAS, a request has been made by Dr. Richard Marlow to approve Registered Land Survey No. 68 as allowed in the City Code; and

WHEREAS, the applicant seeks to combine Lots 5-9, Block 2, Pine Pointe Subdivision No. 3 with Tract B, Registered Land Survey #65 to create two developable parcels of land; and

WHEREAS, to satisfy the regulations of the City Code, new interior drainage easements would need to be provided within Tract A and Tract B of Registered Land Survey #68; and

WHEREAS, the City Code allows for Registered Land Surveys; and

WHEREAS, granting the requested Registered Land Survey will not be detrimental to the public welfare or injurious to other properties in the locale in which the property is located; and

WHEREAS, the Planning Commission has determined that granting the requested Registered Land Survey is not contrary to the provisions of the comprehensive plan for the development of the City.

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

1. Registered Land Survey #68 submitted by Dr. Richard Marlow to combine Lots 5-9, Block 2, Pine Pointe Subdivision No. 3 and Tract B of Registered Land Survey #65, is accepted and the resulting two parcels of land shall be legally described as:

Tract A, Registered Land Survey #68, City of Saint Peter, Nicollet County, Minnesota.

and

Tract B, Registered Land Survey #68, City of Saint Peter, Nicollet County, Minnesota.

2. The Easement submitted by Dr. Richard Marlow is hereby accepted and the following easements established:

All that part of Registered Land Survey No. 68 described as follows:

The North and South 6.00 feet of Tract A;
The North and South 6.00 feet of Tract B;
The West 12.00 feet of Tract A and B;

The East 12.00 feet of Tract A and B adjoining Pine Pointe Curve and Rockbend Parkway as dedicated per the recorded plat of Pine Pointe Subdivision No. 3.

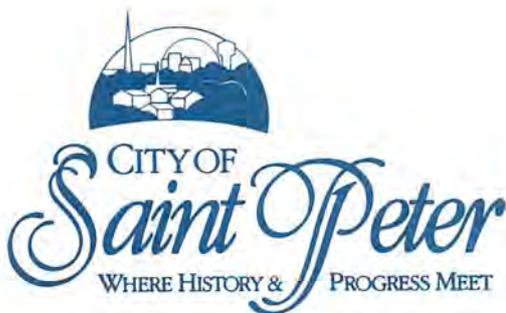
3. Staff is directed to record the resolution at such time as the City receives the required easements from the property owner subject to approval of the City Attorney and City Administrator.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/5/2015

FROM: Todd Prafke
City Administrator

RE: Fire Relief Association Benefit Request

ACTION/RECOMMENDATION

Approve an increase in the Fire Relief Association annual benefit level to \$2,800 per year of service.

BACKGROUND

Members may know that a retirement benefit is provided to Fire Department members as a cash payment pension. That pension is based on years of service and what we call a "service year amount". That amount has been unchanged at \$2,400 per service year since 2008.

The Fire Relief Association, which administers that fund, has requested an increase in the service year amount of \$400 per service year. Once vested (after five years of service and minimum of 50 years of age) a retiree is paid out the cash amount at their retirement. For example, if you have 20 years of service in good standing at retirement, you would receive 20 years x \$2,400 per year for a total of \$48,000. You must be vested and a member in good standing to receive this benefit. The fund is managed by the Relief Association Board. The Board is made up of a few Firefighters, the Mayor and your Finance Director.

Funding for this benefit is allowed for under Minnesota Statute and what is commonly called "2% money". That money is generated by a fee the State charges fire insurance policies on premiums. (The amount of the charge is 2%, hence the term "2% money"). It is required that the funding be used for this purpose and it generally covers all costs associated with this benefit. You may also remember the City budgets from \$8,000 to \$15,000 yearly to cover any deficiencies in that fund. Under the rules, while you do not manage the resources, the City has a fiduciary responsibility to cover shortfalls. Along with that responsibility comes the choice to approve any change in the fees.

The fund is audited by the Relief Association's auditing firm and allocations and liquidity levels are also reviewed by the State Auditor. The yearly report submitted to the State is signed by the City Administrator.

As is indicated in the memo attached from the Association, the fund is very sound, has been managed well and is able to fund this increase in benefit.

It may be important to note that Firefighters in Saint Peter are volunteers and this is one of the benefits that can and I believe does, impact willingness to serve and longevity. I think the main issue for you here may be helping to ensure continued good management of the fund so that the benefit continues to be an enticement for the many hours of service that is required from your volunteers in the Department.

I recommend approval of the increase.

FISCAL IMPACT:

While there is no direct fiscal impact to your action, it has the potential to impact your levy if investments are unable to keep pace with the liquidity needs of the fund.

ALTERNATIVES/VARIATIONS:

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

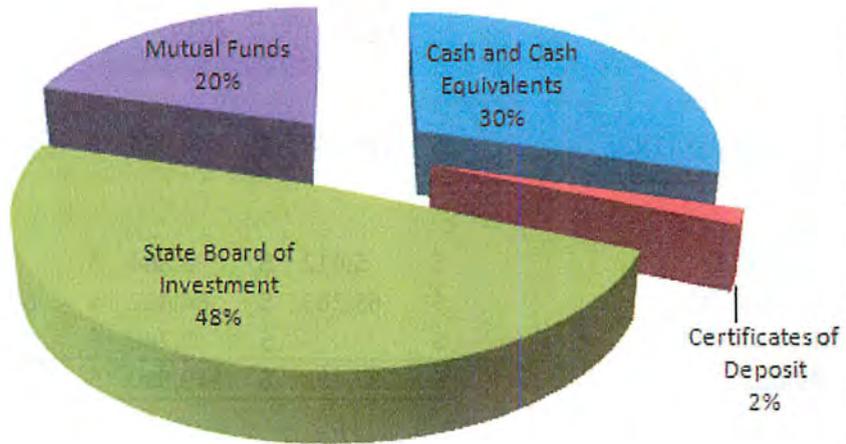
Denial: The Relief Association will be notified of your action.

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

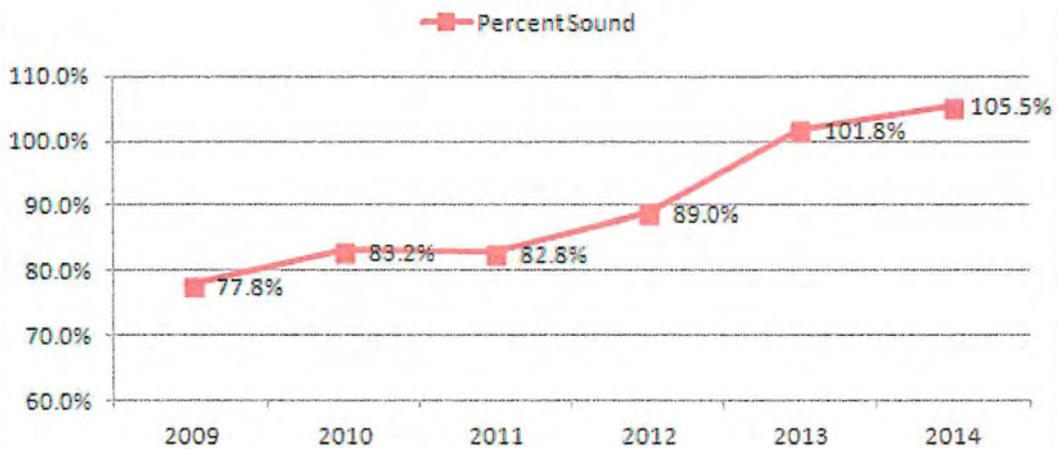
Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

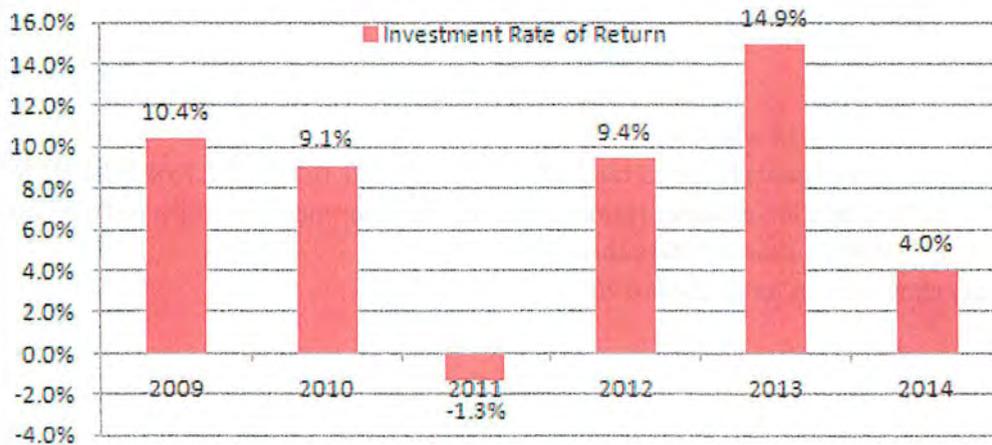
Investments



Funding Status



Investment Rate of Return



Projections based on Current \$2,400 per year Benefit Level

	(Actual) <u>2013</u>	(Actual) <u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Additions:					
Investment Earnings (1)(2)	\$ 129,508	\$ 42,954	\$ 69,725	\$ 73,273	\$ 76,605
Contributions					
City (5)	\$ 5,012	\$ 8,864	\$ -	\$ -	\$ -
State (4)	\$ 63,263	\$ 64,452	\$ 64,452	\$ 64,452	\$ 64,452
State Retiree Refund	\$ -	\$ 3,280	\$ 1,000	\$ 1,390	\$ 1,655
Total Additions	\$ 197,783	\$ 119,550	\$ 135,177	\$ 139,115	\$ 142,712
Deductions:					
Benefits (3)	\$ -	\$ 179,444	\$ 79,200	\$ 86,212	\$ 93,100
Expenses	\$ 4,923	\$ 5,296	\$ 5,296	\$ 5,296	\$ 5,296
Total Deductions	\$ 4,923	\$ 184,740	\$ 84,496	\$ 91,508	\$ 98,396
Assets as of January 1	\$ 848,404	\$ 1,061,264	\$ 996,074	\$ 1,046,755	\$ 1,094,362
Assets as of December 31	\$ 1,061,264	\$ 996,074	\$ 1,046,755	\$ 1,094,362	\$ 1,138,678
Obligations as of December 31	\$ 1,042,986	\$ 943,707	\$ 926,521	\$ 918,711	\$ 904,013
Percent Sound	101.8%	105.5%	113.0%	119.1%	126.0%
Benefit Level per year of Service	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Membership					
Vested	<u>2013</u> 26	<u>2014</u> 24	<u>2015</u> 23	<u>2016</u> 22	<u>2017</u> 25
Non-vested	4	9	9	9	5
Active Firefighters	30	33	32	31	30
Deferred Members	6	4	5	4	3

Comments:

- (1) Return on investment for 2014 was 4.0%
- (2) Estimated return on investments for 2015 thru 2017 is 7% (average return of 7.75% from '09 to '14)
- (3) 2015 to 2017 benefit deduction assumes retirement of most senior member+ deferred member payout
- (4) Assumes same state contribution for 2014 thru 2017
- (5) Assumes no city contribution for 2015 thru 2017

Projection Based on \$400 per year benefit increase to \$2,800 per year

	(Actual) <u>2013</u>	(Actual) <u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Additions:					
Investment Earnings (1)(2)	\$ 129,508	\$ 42,954	\$ 69,725	\$ 72,349	\$ 74,693
Contributions					
City (5)	\$ 5,012	\$ 8,864	\$ -	\$ -	\$ -
State (4)	\$ 63,263	\$ 64,452	\$ 64,452	\$ 64,452	\$ 64,452
State Retiree Refund	\$ -	\$ 3,280	\$ 1,000	\$ 1,390	\$ 1,655
Total Additions	\$ 197,783	\$ 119,550	\$ 135,177	\$ 138,191	\$ 140,800
Deductions:					
Benefits (3)	\$ -	\$ 179,444	\$ 92,400	\$ 99,412	\$ 106,700
Expenses	\$ 4,923	\$ 5,296	\$ 5,296	\$ 5,296	\$ 5,296
Total Deductions	\$ 4,923	\$ 184,740	\$ 97,696	\$ 104,708	\$ 111,996
Assets as of January 1	\$ 848,404	\$ 1,061,264	\$ 996,074	\$ 1,033,555	\$ 1,067,038
Assets as of December 31	\$ 1,061,264	\$ 996,074	\$ 1,033,555	\$ 1,067,038	\$ 1,095,842
Obligations as of December 31	\$ 1,046,686	\$ 943,707	\$ 1,060,081	\$ 1,051,095	\$ 1,034,821
Percent Sound	101.4%	105.5%	97.5%	101.5%	105.9%
Benefit Level per year of Service	\$ 2,400.00	\$ 2,400.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
Membership					
Vested	<u>2013</u> 26	<u>2014</u> 24	<u>2015</u> 23	<u>2016</u> 22	<u>2017</u> 25
Non-vested	4	9	9	9	5
Active Firefighters	30	33	32	31	30
Deferred Members	6	4	5	4	3

Comments:

- (1) Return on investment for 2014 was 4.0%
- (2) Estimated return on investments for 2015 thru 2017 is 7% (average return of 7.75% from '09 to '14)
- (3) 2015 to 2017 benefit deduction assumes retirement of most senior member+ deferred member payout
- (4) Assumes same state contribution for 2014 thru 2017
- (5) Assumes no city contribution for 2015 thru 2017

2012 Fire Relief Annual Pension Amounts

State Population Rank	City	Estimated 2013 Population	2012 Annual Pensions
77	North Mankato	13,439	\$ 3,000
80	New Ulm	13,210	\$ 3,750
83	Worthington	12,943	\$ 2,750
88	East Bethel	11,607	\$ 3,400
89	Alexandria	11,580	\$ 6,503
90	Waconia	11,480	\$ 2,500
91	St Peter	11,439	\$ 2,400
92	Mendota Heights	11,172	Balance
93	Grand Rapids	10,989	\$ 5,000
94	Farimont	10,439	\$ 3,800
100	Waseca	9,345	\$ 3,100
121	Belle Plaine	6,625	\$ 2,200
130	Jordan	5,560	\$ 2,050
169	Le Sueur	4,041	\$ 3,000
	Nicollet		\$ 1,300
	Kasota		\$ 1,300
	Gaylord		\$ 1,350

Past SPFD Relief Association Benefit Changes

Date	Benefit Amount per Year of Service
January 1, 1995	\$ 1,500
December 1, 1996	\$ 1,600
April 1, 1999	\$ 1,800
April 1, 2000	\$ 1,900
April 1, 2001	\$ 1,950
May 1, 2004	\$ 2,150
May 1, 2006	\$ 2,200
May 1, 2007	\$ 2,350
May 1, 2008	\$ 2,400



**SAINT PETER VOLUNTEER
FIRE DEPARTMENT
FIRE RELIEF ASSOCIATION**

227 West Mulberry Street
Saint Peter, MN 56082

November 11, 2014

Dear Honorable Mayor and City Council

The Saint Peter Fire Relief Association desires to submit the following concerns, objectives and projections to the Mayor and City Council. The following information is to help the City and the Relief Association understand the future. We desire to have a close working relationship with the City to assure the citizens have the most efficient fire department possible.

Concerns and Objectives:

1. As of November 11, 2014 the City of Saint Peter has 27 firefighters and five new members on probation.
2. The training requirement for firefighters continues to increase due to new technology and state and federal requirements.
3. In 2013, the SPFRA investments had a positive return of 14.9%.
4. In 2013, the SPFRA pension fund was 101.8 percent sound.
5. Future projections indicate adequate funding.
6. The last lump sum benefit increase was a \$50.00 per year of service increase in 2008.

In accordance with the information provided, the Saint Peter Fire Relief Association Board of Trustees asks for your approval to increase the current retirement benefit \$400.00 per year of service or to the total sum of \$2,800.00 per year of service. This request was approved by the SPFFA Board of Trustee's at it August 14, 2014 meeting. In approving this increase, this would set the City of Saint Peter yearly contribution to the Relief Association at \$0.00 for 2015.

Thank you for your consideration of this matter.

Sincerely,

Darrell Pettis,
SPFRA Secretary

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING FIRE RELIEF ASSOCIATION RETIREMENT BENEFIT
INCREASE**

WHEREAS, Minnesota Statutes allow for retirement benefits for Volunteer Fire Fighters; and

WHEREAS, funding for this benefit is provided through "2%" money which is collected from insurance premiums; and

WHEREAS, the Fire Relief Association manages the benefit fund; and

WHEREAS, the City of Saint Peter has a fiduciary responsibility to ensure the fund remains sound; and

WHEREAS, the fund is in good standing at this time; and

WHEREAS, the Fire Relief Association has requested an increase in the yearly benefit amount to \$2,400; and

WHEREAS, the benefit amount was last increased in 2008; and

WHEREAS, staff recommends approval of the request.

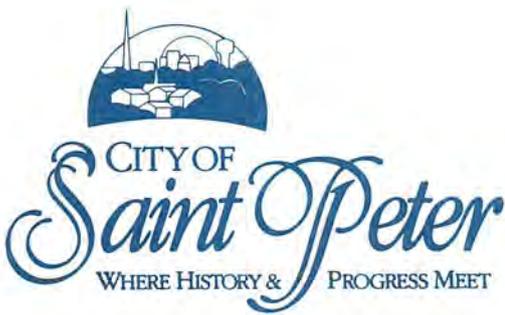
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the retirement benefit for members of the Fire Relief Association who are in good standing is hereby increased to \$2,800 per year of service effective April 1, 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/5/2015

FROM: Todd Prafke
City Administrator

RE: Tri-County Mutual Aid Agreement

ACTION/RECOMMENDATION

Approve execution of an updated Mutual Aid Agreement with Le Sueur, Nicollet, and Blue Earth Counties and the cities within.

BACKGROUND

As you are aware, the City has been party to a Mutual Aid agreement with our neighboring counties and communities for many years. The most recent agreement expired in December of 2014 and this agreement is meant as a replacement.

There are no significant changes to this agreement nor are their additional costs for you to accept.

The importance of this agreement is three-fold.

- It puts in place rules for how we engage with each other in the event of need for mutual aide.
- It is an agreement that is looked for by FEMA should you have a disaster and receive assistance from others. Without it some costs you may have could be excluded from reimbursement.
- No one knows better than us about the need for help from others after a disaster.

This agreement not only covers natural disasters, but also covers such things as fire calls, law enforcement assistance and other issues that occur more frequently. Generally this lays out how help is called for, who is in charge at the scene, and how assistance is paid for.

If approved the agreement will be in place until the end of 2025.

FISCAL IMPACT:

Execution of the agreement itself does not have any fiscal impact. However, the agreement does lay out who will be responsible for costs should the agreement be implemented.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council. As noted above, should the City experience a disaster, FEMA will look to a mutual aid agreement as they determine reimbursement amounts for the City and those who may come to our aid.

Denial: No further action will be taken. As noted above, should the City experience a disaster, FEMA will look to a mutual aid agreement as they determine reimbursement amounts for the City and those who may come to our aid.

Modification of the Resolution: This is always an option of the Council, however any changes made to the agreement would need to be mutually agreed to by all parties which would delay implementation of the agreement.

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

TP/bal

Workers' compensation

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend, indemnify and hold harmless the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. For purposes of determining total liability for damages, the participating parties are considered a single governmental unit and the total liability for the participating governmental units shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 3.736 or Minn. Stat. § 466.04, subdivision 1,

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges to the Requesting Party

Subd. 1 No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 48 hours. If assistance provided under this agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 48 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of federal or state government funds.

Duration

This agreement shall be in force for a period beginning January 1, 2015, for all parties executing the agreement before January 1, 2015.

This agreement shall be in force for a period beginning on the date and time of execution for all parties executing this agreement on or after January 1, 2015.

This agreement shall continue in force for all parties until January 1, 2025.

Any party may withdraw from this agreement upon thirty (30) days written notice to the other parties to the agreement.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one in the same instrument.

Mutual Aid Agreement

Signature Page

The undersigned county/city hereby joins in this Mutual Aid Agreement. The collective copies of this agreement, executed by the various parties, shall have the same force and effect as if all parties had signed on a single page in a single document.

COUNTY OF _____

By: _____

Date: _____

By: _____
Chairperson of the County Board

Date: _____

By: _____
Administrator/Auditor

Date: _____

CITY OF _____

By: _____
Mayor

Date: _____

By: _____
Administrator/Clerk

Date: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING EXECUTION OF UPDATED MUTUAL AID AGREEMENT WITH
LE SUEUR, BLUE EARTH, AND NICOLLET COUNTY AND CITIES WITHIN THE TRI-
COUNTY AREA**

WHEREAS, Minnesota Statutes 471.59 authorizes joint and cooperative exercise of powers common to contracting parties; and

WHEREAS, mutual aid agreements allow equipment, personnel and other resources to be available to other political subdivisions in the event of emergencies; and

WHEREAS, the City has previously entered into a mutual aid agreement with the Counties of Le Sueur, Blue Earth, and Nicollet and the Cities located within those counties; and

WHEREAS, the agreement expired on December 31, 2014; and

WHEREAS, staff recommends execution of a new mutual aid agreement to outline liability issues, funding sources, command structure, and other issues.

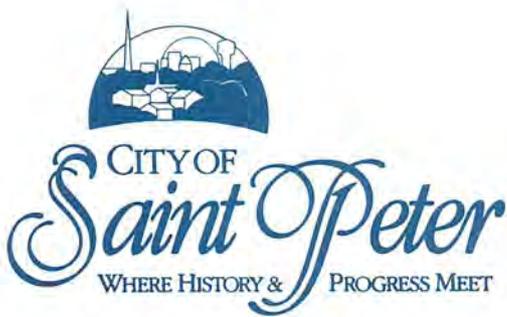
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to enter into "Blue Earth, Nicollet, and Le Sueur County Mutual Aid Agreement", the term of which shall be through December 1, 2025.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/5/2015

FROM: Todd Prafke
City Administrator

RE: Request For City Assistance

ACTION/RECOMMENDATION

Provide authorization for City assistance associated with the St. Patrick's Day parade.

BACKGROUND

The Saint Peter Ambassadors have requested City assistance for the annual St. Patrick's Day parade on Monday, March 17, 2015. The requested assistance includes:

- Traffic control along the parade route from approximately 5:00 p.m. until the parade has ended.
- Use of South Third Street from one block north of Broadway Avenue for parade line-up and then south to Mulberry Street for the parade itself.
- City staff putting up "No Parking" signs on South Third Street from Broadway Avenue to Mulberry Street prior to the parade.

As is our practice for community events such as this, staff has requested from the Ambassador's a certificate of insurance naming the City as an additional insured in the amount of \$1,500,000 per occurrence. This is the amount of the City's Statutory tort liability.

FISCAL IMPACT:

The fiscal impact for approval of this request would be minimal. Police Reserves will be used to supplement licensed Officers providing traffic control.

ALTERNATIVES/VARIATIONS:

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

Denial: No further action will be taken without additional direction from the Council. The Ambassadors will be notified of the Council's decision.

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

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

TP/bal

**ST. PETER AMBASSADORS, INC.
P. O. BOX 301
ST. PETER, MN 56082**

February 16, 2015



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

Re: St. Patrick's Day Parade

Dear Todd:

The St. Peter Ambassadors would, again, request the assistance of, and permission of, the City of St. Peter to hold the annual St. Patrick's Day Parade on March 17, 2015, at 5:30 p.m. The lineup would be scheduled to start at 5 p.m. at the corner of Third and Broadway, with the parade proceeding down Third Street to Mulberry Street at that time. If the City could possibly assist us, again, in providing "no parking" signs on Third Street from Third and Broadway to Mulberry for that afternoon, we would greatly appreciate it.

Should you need anything further, please feel free to contact me. I, again, wish to thank your office and that of the Police Department and the City Council for their past cooperation in making this an appropriate family event.

ST. PETER AMBASSADORS PARADE COMMITTEE

Michael K. Riley, Sr. *MR*
John Mayer
Joe Kienlen
Dan Welp
Greg Borchert
Chad DeBlicke
Mike Volk
Arlo Lehtinen
Matt Brostrom
Mike Bresnahan

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR ST. PATRICK'S DAY PARADE

WHEREAS, a request has been submitted by the St. Peter Ambassadors, Inc., requesting City assistance for the St. Patrick's Day parade on March 17, 2015; and

WHEREAS, the St. Patrick's Day parade is an event that provides entertainment for community members and brings others the community; and

WHEREAS, the City has assisted the St. Patrick's Day parade organizers in past years; and

WHEREAS, the St. Patrick's Day parade continues to be a successful event in the community.

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

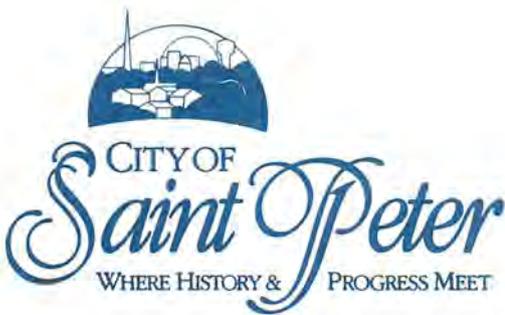
1. The City will provide assistance to the Saint Peter Ambassadors, Inc. for the St. Patrick's Day parade contingent upon receipt of a certificate of insurance naming the City as an additional insured in the amount of not less than \$1,500,000 per occurrence.
2. The authorized assistance shall include the following:
 - Police Officers and Police Reserves will assist with traffic control.
 - Traffic control will be provided from approximately 5:00 p.m., on March 17th until the parade has ended.
 - "NO PARKING" designations shall be provided for the following areas on March 17th:
 - Along the parade staging area along North Third Street from Broadway Avenue to West Madison Street.
 - Along the parade route from West Broadway Avenue to West Mulberry Street from 12:00 noon until the conclusion of the parade.
 - The Public Works Department will provide traffic direction cones and "No Parking" signs as needed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/6/2015

FROM: Todd Prafke
City Administrator

RE: La Mexicana Market Currency Exchange Application Approval

ACTION/RECOMMENDATION

Approve the attached resolution supporting issuance of a Currency Exchange license from the Minnesota Department of Commerce for La Mexicana Market #1 LLC located at 215 South Minnesota Avenue.

BACKGROUND

As a part of the State's regulation of currency exchange businesses, the Commissioner of the Department of Commerce must submit to the governing body of the local unit of government (us) any application for this type of business activity. If action regarding the license is not given within 60 days of receipt of the notice from the Department of Commerce, it is presumed that concurrence for (support of) the license is provided.

A currency exchange business is defined as:

"A business that allows customers to exchange one currency for another currency. A currency exchange may be a stand-alone business or may be part of the services offered by a bank or other financial institution. The currency exchange profits from its services either through adjusting the exchange rate or taking a commission."
<http://www.investopedia.com/terms/c/currency-exchange.asp>

As Staff discussed previously, we see no reason to withhold support for the proposed license. A copy of the application to the State is attached for your review.

FISCAL IMPACT:

There is no financial impact to your action as a part of this agenda item.

ALTERNATIVE/VARIATIONS:

Do not act. If you wait to act past March 24th the concurrence will be assumed by the Department of Commerce.

Negative vote. Staff will inform the Department of Commerce of your action. Specific reasons for the rejection should be articulated in that correspondence and as a part of your resolution.

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

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

TP/bal

January 22, 2015

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

RE: La Mexicana Market #1 LLC
Currency Exchange License Application

CERTIFIED MAIL

Dear Mr. Prafke:

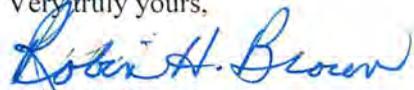
Enclosed is a copy of an application submitted by Douglas Johnson on behalf of La Mexicana Market #1 LLC. The company intends to operate a currency exchange business at 215 South Minnesota Avenue, in St. Peter, Minnesota.

Minnesota Statute 53A.04 (a) states:

“Within 30 days after the receipt of a complete application, the commissioner shall deny the application or submit the application to the governing body of the local unit of government in which the applicant is located or is proposing to be located. The commissioner may not approve the application without the concurrence of the governing body. The governing body shall give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the applicant is located or is proposing to be located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The commissioner must approve or disapprove the application within 30 days from receiving the decision of the governing body. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision.”

Please respond in writing within 60 days of the receipt of this notice as to the decision of the governing body regarding the application for the currency exchange operation. If a response is not received within 60 days, approval will be presumed and the license will be issued. If you have any questions, please feel free to contact me.

Very truly yours,



Robin H. Brown
Financial Institutions Division
(651) 539-1721
(651) 539-1548 (Fax)

Enclosure

cc: Douglas Johnson

STATE OF MINNESOTA
 DEPARTMENT OF COMMERCE
 DIVISION OF FINANCIAL INSTITUTIONS
 85 7th PLACE EAST, SUITE 500
 ST. PAUL, MINNESOTA 55101-2198
 (651) 539-1721



CURRENCY EXCHANGE
 LICENSE APPLICATION

OFFICE USE ONLY
 Deputy _____
 Asst. _____
 Chief _____
 Review _____
 Data Entry _____
 Currency Exchange

CASHTER USE ONLY
 State of Minnesota
 Dept. of Commerce

SEP 16 2014
 Rec'd \$ 1650
 4004-1000 8215-150
 4007-500

License Number	Processing Date
Surety Bond Number	
Insurance Company	NAIC Number

The data, which you furnish on this form, will be used by the Department of Commerce to assess your qualifications for a license. Disclosure of your social security number is voluntary. You are not legally required to provide this data; however, if you do not provide your social security number, the Department of Commerce may be unable to grant a license. The Department may use social security numbers for revenue recapture as authorized by Minnesota Statutes, Chapter 270A and for identification purposes. After issuance of a license, all information contained in this application, except your social security number, is public pursuant to Minnesota Statutes, Chapter 13.

A. TYPE OF LICENSE (check one)

NEW AMENDED LICENSE

B. APPLICANT INFORMATION

NAME OF CURRENCY EXCHANGE			
NAME OF CORPORATION OR PARTNERSHIP <i>La Mexicana Market #1 LLC</i>			
BUSINESS ADDRESS (No Post Office Boxes) <i>215 South Minnesota Ave</i>			
CITY <i>St. Peter</i>	STATE <i>MN</i>	ZIP CODE <i>56082</i>	COUNTY <i>Nicollet</i>
NAME OF INDIVIDUAL MANAGING THIS LOCATION <i>Douglas Johnson</i>			STATE TAX ID NUMBER <i>2916733</i>
TELEPHONE NUMBER <i>(507) 931 7935</i>	FAX NUMBER <i>()</i>	E-MAIL ADDRESS	
Check one: <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION		<input type="checkbox"/> ASSOCIATION <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP <input checked="" type="checkbox"/> LIMITED LIABILITY COMPANY	
Date of Incorporation or Organization	Place of Incorporation	County	State

C. Additional licensed currency exchange locations operated by the applicant (use separate sheet if additional space is needed).

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

D. Please provide the names and complete business addresses of owners, partners, officers, stockholders (owning 10% or more of the corporate stock), and employees with authority to exercise management or policy control over the company.

Full Name	Official Title	Percent Ownership	Residence Address	Social Security Number	Birth Date
Douglas Alexander Johnson	owner	100%	215 S. Minnesota Ave. St Peter MN 56082		11-1985

E. **ALL applicants must answer the following questions. If any questions are answered "YES," you MUST attach a detailed written explanation and any legal documentation, if applicable.**

Have you, any of the owners, partners, officers, managers, directors, or shareholders owning more than 10% of the corporate stock:

YES NO

- YES NO 1. Held a currency exchange license in any other state other than Minnesota? If YES, the new license application must include a verification of license certified by the state(s); all other applicants must verify that the certification(s) previously submitted is accurate.
- YES NO 2. Been the subject of any inquiry or investigation by any division of the Minnesota Department of Commerce?
- YES NO 3. Had any occupational license censured, suspended, revoked, cancelled, terminated or been the subject of any type of administrative action in any state including Minnesota?
- YES NO 4. Have you ever been charged with, or convicted of, or been indicted for, or entered a plea to, any criminal offense (felony, gross misdemeanor or misdemeanor), other than traffic violations, in any State or Federal Court?
- YES NO 5. Been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds or breach of contract?
- YES NO 6. Been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes, Section 270A.72, that you currently owe the State of Minnesota taxes?
- YES NO 7. Have any unclaimed property (unclaimed funds or property over 3 years old) to report under Minnesota Statutes, Section 345.37?
- YES NO 8. Filed for bankruptcy or protection from creditors or currently have outstanding unsatisfied judgment(s)?
- YES NO 9. Been affiliated with any other currency exchange?
- YES NO 10. Will the applicant sell lottery tickets at the licensed location?

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION AND ANY ACCOMPANYING DOCUMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT THIS DOCUMENT HAS NOT BEEN ALTERED OR CHANGED IN ANY MANNER FROM THE FORM ADOPTED BY THE DEPARTMENT OF COMMERCE.

Douglas Johnson _____

7-30-14

Signature of Owner, Partner or Corporate Officer

Date

Douglas Johnson _____

7-30-14

Print Name of Owner, Partner, or Corporate Officer

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION SUPPORTING CURRENCY EXCHANGE LICENSE APPLICATION FOR LA
MEXICANA MARKET #1 LLC**

WHEREAS, an application has been submitted to the Minnesota Department of Commerce for a currency exchange license for La Mexicana Market #1 LLC at 215 South Minnesota Avenue; and

WHEREAS, State Statutes require the Commerce Commissioner to first submit the application to the governing body of the local government where the applicant is located; and

WHEREAS, the Statutes require a public hearing to be conducted prior to City Council action on the license application; and

WHEREAS, a public hearing was duly held by the Saint Peter City Council on March 9, 2015; and

WHEREAS, the City Council finds no reason to oppose the currency exchange license application.

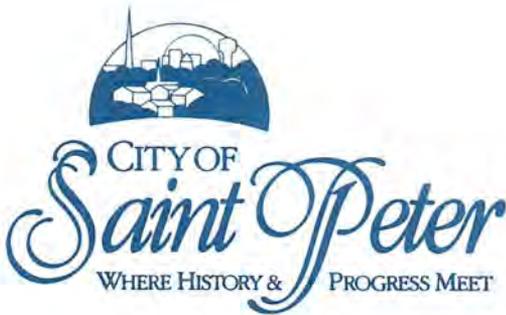
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Saint Peter City Council supports the currency exchange license application to the Minnesota Department of Commerce submitted by La Mexicana Market #1 LLC located at 215 South Minnesota Avenue in Saint Peter, Minnesota.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/05/15

FROM: Pete Moulton
Director of Public Works

RE: 2015 Street Maintenance Program

ACTION/RECOMMENDATION

Approve the proposed 2015 Street Maintenance Program.

BACKGROUND

The street maintenance program regularly consists of crack sealing, full depth asphalt patching, seal coating, curb, gutter and sidewalk repairs, and replacement of some handicapped ramps with truncated domes in the downtown area. Lesser amounts of funding are allocated for winter roadway salt, paint for pavement markings, gravel for patching, and asphalt mix for patching potholes from winter. The budget remains flexible year-to-year to allow staff to address the immediate maintenance needs identified in the spring of the year. As Councilmembers may note, this past winter included lower amounts of snow with stretches of cold temperatures.

Staff expects the cost for asphalt will increase approximately 3% to 5% from 2014. This cost has more than doubled in the last 10 years while the streets maintenance budget has increased only 40% since 2005. Allocations for funding sources in the 2015 budget are shown in the attached table.

Staff is proposing the following work plan for the street maintenance program for 2015. It is the maintenance program which has been adjusted based on the conditions of the streets with one slight modification. That addition is the paving of Union Street from Old Minnesota Avenue to North Fifth Street.

2015 Street Maintenance Budget Program Details:

1. Winter Salt: The 2015 winter has been mild with below average snowfall. Staff originally predicted usage at 305 tons of salt at a cost of \$71.00 per ton. Staff continues to purchase salt in bulk quantities with through MnDOT. While \$22,000 was budgeted, the mild winter provides for significantly less amounts of salt to be used. \$15,000 is the adjusted number for salt spending this year.

2. Cold Mix: To fix and repair potholes throughout the community, approximately 10 tons is used from late fall when the asphalt plants close to spring when the plants begin production.
3. Gravel: Class 5 gravel is needed to complete repairs to base materials. \$1,000 is planned for cost in 2015.
4. Quartzite Stone: Approximately 1,475 tons will be hauled in and used in combination with our existing quartzite stone inventory. The reddish colored quartzite is purchased directly from the New Ulm quarry and hauled to Saint Peter. Quartzite is very hard and has a high density, high compression strength which is also resistant to abrasion caused by activities such as snow plowing. The stone cost is \$26 per ton. \$38,500 is budgeted.
5. Stone Delivery: This will be completed in-house by Public Works staff (depending on timing of purchase) or will be contracted. Cost is approximately \$4.53 per ton to get from New Ulm to Saint Peter.
6. Seal Coating: The 2015 proposed route is shown on *the attached map* that includes approximately 86 blocks. Public Works staff will also coordinate improvements for the River's Edge Hospital & Clinic parking lots. Staff will order approximately 4,700 gallons of oil to install seal coating in their parking lot. Staff also plans to coordinate all the necessary work related to this project and will invoice River's Edge Hospital & Clinic upon completion.
 - A. Line item #19 indicates income from the Hospital. Their actual expenses are in the proposed quantities of line items (#4, #5, and #6).
 - B. Oil cost is identified above and there will be additional expenses for rock and labor to pick up the materials. Adjustments will be made to the spreadsheet when these costs are known.
7. Crosswalk Paint: Staff continues to install (paint) crosswalks and street markings and parking lot spaces. \$15,000 is budgeted for this expense in 2015 and staff will look at timing to complete and possibly contract due to the timing of installation cost.
8. Asphalt Full Depth Patching: Staff plans to install approximately 1,800 tons of asphalt, primarily on the 2015 proposed seal coat route of 86 blocks, but also city-wide as needed. \$110,000 in material costs is budgeted.
9. Asphalt Full Block Replacement: In 2015, staff will begin selecting certain blocks based on maintenance criteria for complete replacement of the roadway surface. The scope of work includes milling and reclaiming the street surface, base preparation and reinstallation of asphalt. This year the following areas (8 blocks) have been selected:
 - A. Myrtle Street from South Fourth Street to South Fifth Street (\$13,000 – 213 tons)
 - B. Myrtle Street from South Washington Avenue to South Seventh Street (\$14,000 – 233 tons)
 - C. Union Street from Old Minnesota Avenue to North Fifth Street (\$75,500 – 1,238 tons)
 - D. Milling, tack oil, roller rental and mobilization (\$9,750)
 - E. Total material and rental cost of \$112,250 is expected

10. Crack Sealing: No crack sealing is proposed for the 2015 year due to mild winter.
11. Alley Entrance Replacement: Two entrances are scheduled for replacement. \$10,000 is budgeted.
12. Sidewalk, Curb and Handicap Access: In areas where full blocks are being replaced it is proposed to correct sidewalk, curb and accesses as required. Additional areas within the city may be funded based on funding availability. \$23,700 is included.
13. Sidewalk Program: Approximately 2,500 linear feet of sidewalk is proposed to be installed. \$35,000 is budgeted for this improvement.
 - A. North Third Street between Ramsey Street and Union Street (\$20,250)
 - B. Union Street between North Third Street and Ronell Street (\$14,750)
 - C. We are now working through the process to prioritize as Council requested for 2016
14. Stormwater Permits: Street projects require about \$4,000 in permit fees on an annual basis.
15. Weed Spray: Weed spraying is done by the City in the areas of the street where the asphalt meets the concrete curb to keep cracks from developing. \$1,500 is budgeted.
16. Screener: Staff plans to rent a screener in the spring to separate larger asphalt chunks and foreign material from the 2,000 square yards of millings that were reclaimed from previous 2014 street projects. Once screened, the product can be reused as base material. \$5,000 for rental equipment is budgeted.
17. Sign Replacement Program: Staff has replaced all regulatory, warning, and information signs within the City with new DG3 reflective signs. The City is in year three of the program for street nameplate replacement. Older street nameplates are 6" high and are being replaced to a new standard of 9" high DG3 reflective signs. I hope to allocate more time to this replacement plan and complete 363 signs. \$9,500 is budgeted.
18. Contingency Funds: A small reserve of remaining funds from the original scope of \$520,500. This money will be used as the projects are planned to meet budget.
19. Materials from the Hospital: This is a credit for the cost of the materials used by River's Edge Hospital and Clinic. This number will fluctuate slightly with the project cost and does not include labor and equipment used on their project. River's Edge will pay for labor and equipment time as well.

Staff continues to monitor and evaluate new products that may preserve asphalt streets while extending the time period for redoing the asphalt preservation. The maintenance program was previously based on resealing asphalt streets on a five-year plan. As newer products are developed, we hope to stretch the current five-year plan upwards towards eight years before a street requires resealing. Currently, the program provides for resealing streets on a 6 or 7 year cycle, which is effective due to the full depth patching and crack sealing completed annually.

Please be advised that application rates, conditional changes, pricing changes, and/or even physical changes in the road surface can all change as the work progresses. This can result in small changes to quantities and the number of blocks covered.

Approval of the plan means generalized acceptance of the plan and budget approval. While we endeavor to follow the approved plan, slight changes in the actual work completed do sometimes take place. Major changes or elimination of entire work categories would come back to the Council prior to modification.

Looking ahead to 2016, 2017 and beyond:

Staff continues to review opportunities and timing for activities that have been discussed by the Council previously. Gardner Road and changes based on current use level or those driven by any additional park land development or school development will impact our thinking.

Gardner Road is currently the responsibility of the Township although substantial amounts of the traffic are citizens of Saint Peter. The road right-of-way would need to be annexed and we are positioned to do that. A grant application has been submitted by the Township with the intent to put a hard surface down. Should the grant not be successful, the Streets Crew could complete installation of an asphalt surface, without curb and gutter, at a cost of about \$100,000 to \$125,000. In the long- term, Gardner Road could be included in the City's Municipal State Aid (MSA) mileage, but there is currently not enough mileage allocation to cover the entire length.

In 2015, the Council increased the street maintenance budget by \$42,000.

FISCAL IMPACT:

Funding of \$525,500 has been allocated in the General Fund Budget.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will not proceed with the 2015 Street Maintenance Program.

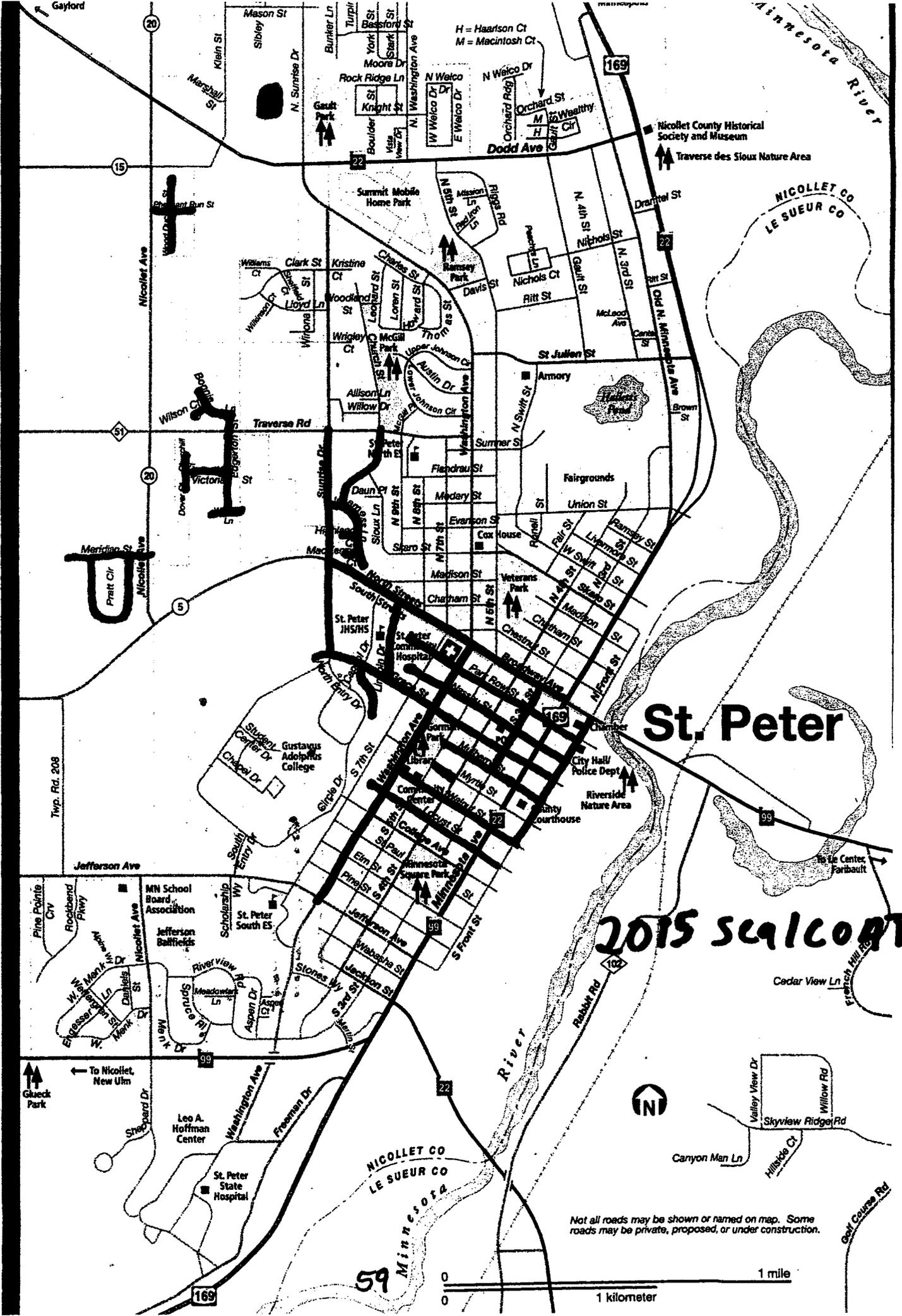
Negative Votes: Staff will await further direction regarding the Street Maintenance Program.

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.

TP/PM/amg

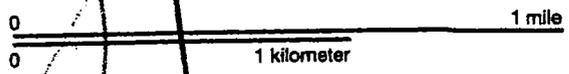
Item #	Item	Budgeted Funding		Proposed Program	
		Quantity	Cost	Quantity	Cost
1	Winter Salt (\$71/T)	305 tons	\$22,000	205 tons	\$15,000
2	Cold Mix	10 tons	\$1,500	10 tons	\$1,500
3	Gravel	90 tons	\$1,000	90 tons	\$1,000
4	Quartzite Stone Only (\$26/T)	1,600 tons	\$42,000	1,475 tons	\$38,500
5	Stone Delivery (\$4.53)	1,600 tons	\$7,250	1,475 tons	\$6,682
6	Seal Coat (\$2.91/G)	102 blks	\$150,000	86 blks + Hosp.	\$142,118
7	Crosswalk Paint (gallons)	400 G	\$6,000	paint / labor	\$15,000
8	Asphalt Full Depth Patch (\$61/T)	2,460 tons	\$150,000	1,800 tons	\$110,000
9	Asphalt Full Block Replacement	980 tons	\$60,000	1,700 tons	\$112,250
10	Crack Sealing	20,000 lbs	\$36,750	0	\$0
11	Alley Entrance Replacement	2	\$10,000	2	\$10,000
12	Sidewalk, Curb & Handicap				\$23,700
13	Sidewalk Program (N 3rd and Union)		\$25,000		\$35,000
14	Stormwater Permits	Lump Sum	\$4,000	Lump Sum	\$4,000
15	Weed Spray	Lump Sum	\$1,500	Lump Sum	\$1,500
16	Screener Rental	N/A	\$0	2,000 sq. yds.	\$5,000
17	Sign Replacement Program	132 signs	\$3,500	363 signs	\$9,500
18	<i>Unallocated Funds</i>			0.8%	\$3,975
19	Materials from Hospital				\$14,200
	Total		\$520,500		\$520,525



St. Peter

2015 seal coat

Not all roads may be shown or named on map. Some roads may be private, proposed, or under construction.



6/19

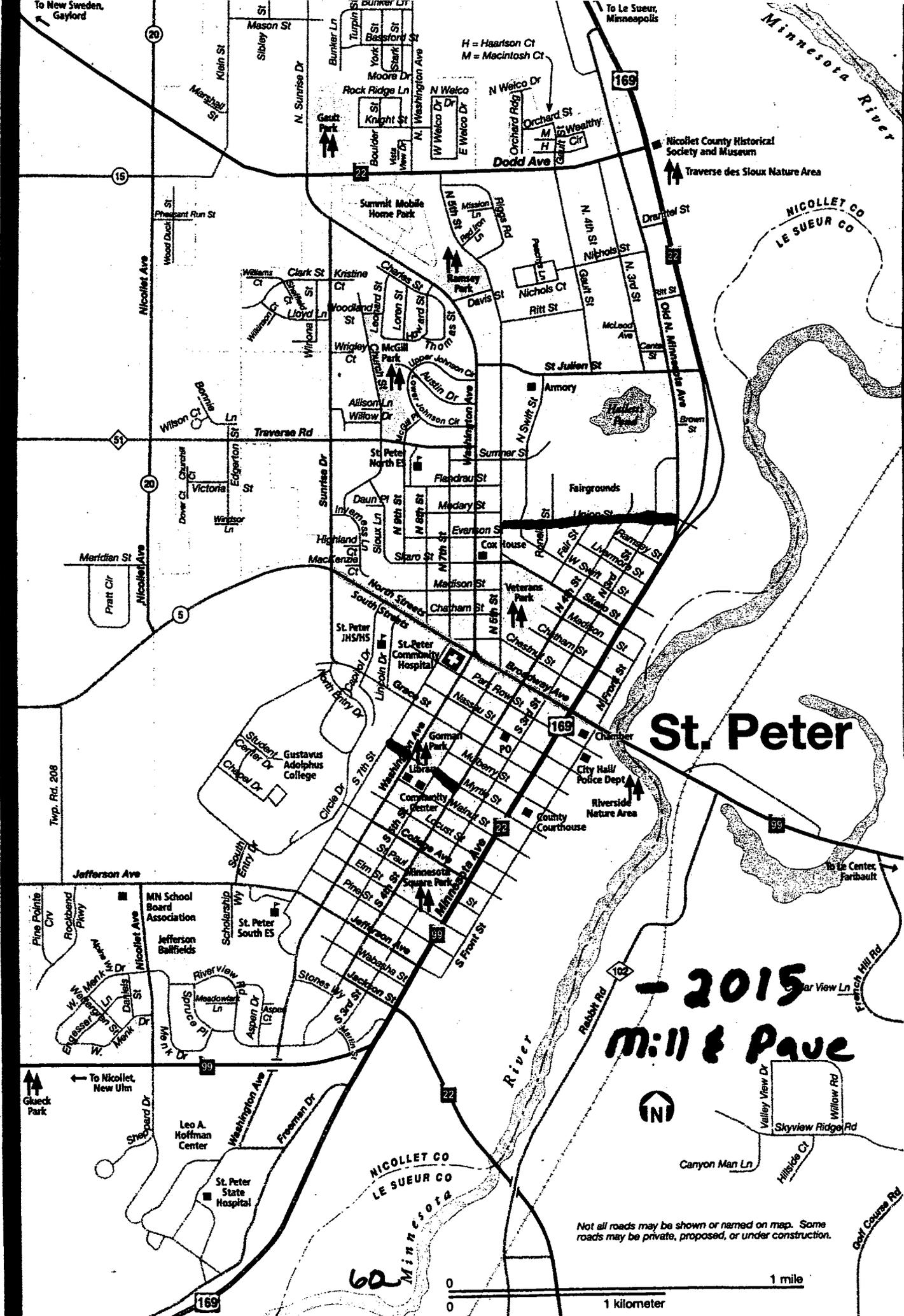
CITY OF SAINT PETER, PUBLIC WORKS
RIVERS EDGE HOSPITAL SEAL COAT - QUOTE
(16,259 Square Yards)

	Estimated Quantity	Unit Price	Total Price
*CRS 2 (OIL)	4,878 Gallons	\$2.91	\$14,194.98
Red Rock	211 Tons	\$30.28	\$6,389.00
Elgin Sweeper	5Hrs	\$125.00	\$625.00
Sweep Pro Sweeper	3Hrs	\$90.00	\$270.00
Yellow Traffic Paint	30 Gallons	\$15.07	\$452.10
White Traffic Paint	5 Gallons	\$14.61	\$73.05
Paint Stalls/ Helipad	8Hrs	\$50.00	\$400.00
Remark for Painting	4 Hrs	\$50.00	\$200.00
Chip Seal Markers	250	\$1.60	\$400.00
TOTAL			\$23,004.13

**Oil price may change*

61
33

9



St. Peter

- 2015
Mill & Pave



Not all roads may be shown or named on map. Some roads may be private, proposed, or under construction.



9

2015 MILLING AND PAVEMENT PROJECTS

Description:	Estimated Quantity	Unit Price	Total Price
400 Block Myrtle	200 Tons	\$61.00	\$12,200.00
600 Block Myrtle	233 Tons	\$61.00	\$14,213.00
Union Street	1,238 Tons	\$61.00	\$75,518.00
Mill Mobilization			\$500.00
Mill	12 Hrs	\$540.00	\$6,480.00
Concrete Curb Repair	458 Lineal Feet	\$21.80	\$9,984.00
		TOTAL	\$118,895.0

6B

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION APPROVING 2015 STREET MAINTENANCE PROGRAM

WHEREAS, the Public Works Department has developed a street maintenance program for 2015 which includes full-depth asphalt patching, seal coating, sidewalks repairs, and sign replacement; and

WHEREAS, the budget for the street maintenance program was increased by the City Council by approximately \$42,000 in 2015; and

WHEREAS, approximately eighty-six (86) blocks of roadway are proposed to be seal coated; and

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

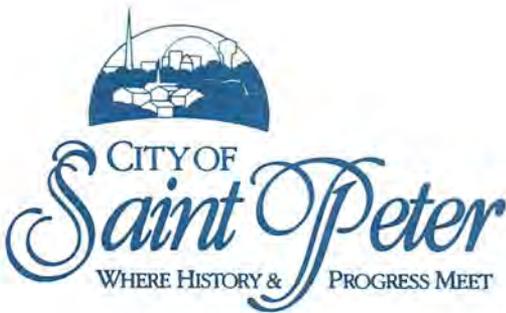
1. The 2015 Street Maintenance Program, as proposed by staff in an amount not to exceed \$520,500 is hereby approved.
2. Funding for the work shall be from the General Fund, Utility Funds and Rivers Edge Hospital.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/25/2015

FROM: Pete Moulton
Director of Public Works

RE: Spill Prevention Plan Update (SPCC)

ACTION/RECOMMENDATION

Approve the updated Spill Prevention, Control and Countermeasures Plan (SPCC).

BACKGROUND

In 2002, the Environmental Protection Agency (EPA) set out requirements for cities to retain a certified engineer to prepare a Spill Prevention Control and Countermeasures Plan (SPCC). DeWild, Grant and Reckert Engineers (DGR) was retained in 2007 to develop a plan based on the protection measures installed and implemented by the City.

The EPA requires annual inspections of the control devices and for updates to be provided every five years by a certified engineer. In 2012, the City was installing a new substation on Sunrise Drive at the time the EPA was making minor changes to the interpretation of the plan, so the update was completed after the substation was constructed. The new plan has a chapter devoted to the Sunrise Substation which meets the new requirements.

Beginning in 2015, the City must identify all potential oil spill situations, prepare a plan for spill protection, and make the necessary physical changes to provide spill protection. For the purposes of this plan, oil is defined as anything that will create sheen on water. The City is also required to identify any facility that has products onsite in excess of 1,320 gallons and to identify any area of the impacted area that has fifty gallons or more of "oil".

This SPCC plan includes the followings sites for spill prevention:

1. Main Substation
2. Broadway Water Plant
3. Broadway Electric Generation Plant
4. Broadway Substation
5. Sunrise Substation
6. Public Works Shop and Storage Yard
7. Wastewater Treatment Facility

The City's engineers have evaluated each of these sites and have reviewed spill protection infrastructure in place to facilitate a response. The SPCC plan must be approved and ready for action. Physical structures are required to provide spill protection and minimize environmental impact. The City is required to inspect all these facilities on a regular basis and maintain them.

FISCAL IMPACT:

While there was a cost of \$6,500 for the plan, which was budgeted and approved back in 2012, there is no cost to implementation. This plan does not require any additional infrastructure development. Staff will continue to carry out regular inspections as in the past and contemplated in the plan.

ALTERNATIVES AND VARIATIONS:

No action: No further action will be taken without additional Council direction. Without action to adopt the updated plan, the City will be out of compliance with EPA regulations.

Negative Vote: No further action will be taken without additional Council direction. Without action to adopt the updated plan, the City will be out of compliance with EPA regulations.

Modification to 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

SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN

CITY OF SAINT PETER SAINT PETER, MINNESOTA

Adopted by the Saint Peter City Council on _____, 2015

Date of Facility's First Plan: November, 2007

Date of Last Plan Amendment/P.E. Certification: November, 2007/Chad Rasmussen, P.E. – DGR
Engineering

Date of Last Plan Review: February, 2015

Designated staff person responsible for spill prevention: Pete Moulton

EMERGENCY TELEPHONE NUMBERS:

Notification Contacts:

- | | | |
|----|---|----------------------------------|
| 1. | City of Saint Peter Director of Public Works –Office Hours
–After Hours | (507) 934-0670
(507) 469-0761 |
| 2. | National Response Center (United States
Environmental Protection Agency) | (800) 424-8802 |
| 3. | Minnesota Duty Officer (Minnesota Pollution
Control Agency) | (800) 422-0798 |
| 4. | Saint Peter Fire Department | 911 |
| 5. | Electric on call cell | (507) 779-5581 |
| 6. | Water/Wastewater on call cell | (507) 779-5566
(507) 382-0297 |
| 7. | Director of Public Works cell | (507) 469-0761 |
| 8. | Saint Peter Police Department | (507) 931-1550
911 |

Clean-up Contractors:

- | | | |
|----|--|----------------------------------|
| 1. | Local – South Minnesota Construction Co. Inc. | (507) 625-4848 |
| 2. | Limited Service – Nova Consulting Group (Chaska) | (952) 448-9393
(800) 482-4092 |

Certified Petroleum Release Remediator Consultant/Contractor:

- | | | |
|----|---|--|
| 1. | Full Service – West Central Environmental Consultants
(Morris) | (320) 589-2039
(800) 422-8356 |
| 2. | Bioremediation – the MiL, inc. Saint Louis, Missouri | (314) 645-2177 x 100
(800) 688-9144 |

Supplies and Equipment:

In the event of an oil spill the City of Saint Peter, Minnesota has equipment for use in limiting the spread of oil at each site. The equipment available includes:

<u>Material/Equipment</u>	<u>Location</u>
1. Absorbent Materials	Department of Public Works Shop
2. Two Backhoes	Department of Public Works Shop
3. Dump Trucks	Department of Public Works Shop
4. Two Pay Loaders	Department of Public Works Shop
5. Two Skid Steer Loaders	Department of Public Works Shop
6. Vacuum Truck #27	Wastewater Treatment Facility
7. Vacuum Trailer #57	Department of Public Works Shop

Distribution of Copies:

Copies of the Spill Prevention, Control and Countermeasures Plan are located at the following locations:

- | | | |
|----|--------------------------------------|--|
| 1. | Department of Public Works | 405 West Saint Julien St., Saint Peter, MN 56082 |
| | • Office of Director of Public Works | |
| | • Employee Break Room | |
| 2. | City of Saint Peter | 227 South Front St, Saint Peter, MN 56082 |
| 3. | Main Substation | 227 South Front St., Saint Peter, MN 56082 |
| 4. | Broadway Water Plant | 1312 West Broadway Ave., Saint Peter, MN 56082 |
| 5. | Broadway Generation Plant | 1308 West Broadway Ave., Saint Peter, MN 56082 |
| | • Switchroom | |
| 6. | Broadway Substation | 1304 West Broadway Ave., Saint Peter, MN 56082 |
| 7. | Sunrise Substation | 2001 North Sunrise Dr., Saint Peter, MN 56082 |
| 8. | Wastewater Treatment Plant | 400 West Saint Julien St., Saint Peter, MN 56082 |

TABLE OF CONTENTS

PROFESSIONAL ENGINEERING CERTIFICATION 1
 SPILL PREVENTION, CONTROL AND COUNTERMEASURE PLAN MANAGEMENT APPROVAL..... 1
 CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA CHECKLIST 1
 SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN COMPLIANCE REVIEW PAGE..... 2
 INTRODUCTION 3

MAIN SUBSTATION

FACILITY INFORMATION 4
 DISCUSSION OF THE FACILITY CONFORMANCE..... 4
 FACILITY DESCRIPTION AND SITE DIAGRAM 4
 SECONDARY CONTAINMENT 5
 COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP 5
 METHODS OF DISPOSAL OF RECOVERED MATERIALS..... 6
 CONTACT LIST AND PHONE NUMBERS 6
 DISCHARGE REPORTING PROCEDURES 7
 PAST SPILL EXPERIENCE 7
 POTENTIAL EQUIPMENT FAILURES 7
 CONTAINMENT AND DIVERSIONARY STRUCTURES 8
 DEMONSTRATION OF PRACTICABILITY 8
 INSPECTION AND RECORDS 8
 PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES 8
 SECURITY 8
 FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS 9
 ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF
 SERVICE..... 9
 CONFORMANCE WITH ADDITIONAL STANDARDS..... 9
 SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES 9
 FACILITY DRAINAGE..... 9
 BULK STORAGE TANKS..... 9
 TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES..... 9

ATTACHMENTS:

Attachment A1: Certification of the Applicability of the Substantial Harm Criteria Checklist
 Attachment B1: Facility Layout and Spill Flow Patterns
 Attachment C1: Monthly Inspections Report
 Attachment D1: Spill Prevention, Control Countermeasures Discharge Report
 Attachment F1: Spill Containment Details

BROADWAY WATER PLANT

FACILITY INFORMATION..... 10
DISCUSSION OF THE FACILITY CONFORMANCE..... 10
FACILITY DESCRIPTION AND SITE DIAGRAM 10
SECONDARY CONTAINMENT 11
COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP..... 11
METHODS OF DISPOSAL OF RECOVERED MATERIALS..... 12
CONTACT LIST AND PHONE NUMBERS 12
DISCHARGE REPORTING PROCEDURES 13
PAST SPILL EXPERIENCE 13
POTENTIAL EQUIPMENT FAILURES 13
CONTAINMENT AND DIVERSIONARY STRUCTURES 13
DEMONSTRATION OF PRACTICABILITY 13
INSPECTION AND RECORDS..... 14
PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES 14
SECURITY 14
FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS 14
ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE..... 15
CONFORMANCE WITH ADDITIONAL STANDARDS..... 15
SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES 15
FACILITY DRAINAGE..... 15
BULK STORAGE TANKS..... 15
TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES 15

ATTACHMENTS:

- Attachment A2: Certification of the Applicability of the Substantial Harm Criteria Checklist
Attachment B2: Facility Layout and Spill Flow Patterns
Attachment C2: Monthly Inspections Report
Attachment D2: Spill Prevention, Control Countermeasures Discharge Report
Attachment F2: Spill Containment Details

BROADWAY GENERATION PLANT

FACILITY INFORMATION..... 16
DISCUSSION OF THE FACILITY CONFORMANCE..... 16
FACILITY DESCRIPTION AND SITE DIAGRAM 16
SECONDARY CONTAINMENT 17
COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP..... 18
METHODS OF DISPOSAL OF RECOVERED MATERIALS..... 19
CONTACT LIST AND PHONE NUMBERS 19

DISCHARGE REPORTING PROCEDURES 19

PAST SPILL EXPERIENCE 20

POTENTIAL EQUIPMENT FAILURES 20

CONTAINMENT AND DIVERSIONARY STRUCTURES 20

DEMONSTRATION OF PRACTICABILITY 21

INSPECTION AND RECORDS 21

PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES 21

SECURITY 21

FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS 22

 ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF
SERVICE 22

CONFORMANCE WITH ADDITIONAL STANDARDS 22

SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES 22

FACILITY DRAINAGE 23

BULK STORAGE TANKS 23

TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES 23

ATTACHMENTS:

- Attachment A3: Certification of the Applicability of the Substantial Harm Criteria Checklist
- Attachment B3: Facility Layout and Spill Flow Patterns
- Attachment C3: Monthly Inspections Report
- Attachment D3: Spill Prevention, Control Countermeasures Discharge Report
- Attachment F3: Spill Containment Details
- Attachment F3A: Spill Containment Details

BROADWAY SUBSTATION

FACILITY INFORMATION 24

DISCUSSION OF THE FACILITY CONFORMANCE 24

FACILITY DESCRIPTION AND SITE DIAGRAM 24

SECONDARY CONTAINMENT 25

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP 25

METHODS OF DISPOSAL OF RECOVERED MATERIALS 26

CONTACT LIST AND PHONE NUMBERS 26

DISCHARGE REPORTING PROCEDURES 26

PAST SPILL EXPERIENCE 27

POTENTIAL EQUIPMENT FAILURES 27

CONTAINMENT AND DIVERSIONARY STRUCTURES 27

DEMONSTRATION OF PRACTICABILITY 27

INSPECTION AND RECORDS 28

PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES 28

SECURITY 28

FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS	28
ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE.....	28
CONFORMANCE WITH ADDITIONAL STANDARDS.....	28
SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES.....	29
FACILITY DRAINAGE.....	29
BULK STORAGE TANKS.....	29
TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES.....	29

ATTACHMENTS:

- Attachment A4: Certification of the Applicability of the Substantial Harm Criteria Checklist
- Attachment B4: Facility Layout and Spill Flow Patterns
- Attachment C4: Monthly Inspections Report
- Attachment D4: Spill Prevention, Control Countermeasures Discharge Report
- Attachment F4: Spill Containment Details

SUNRISE SUBSTATION

FACILITY INFORMATION.....	30
DISCUSSION OF THE FACILITY CONFORMANCE.....	30
FACILITY DESCRIPTION AND SITE DIAGRAM	30
SECONDARY CONTAINMENT	31
COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP.....	31
METHODS OF DISPOSAL OF RECOVERED MATERIALS.....	32
CONTACT LIST AND PHONE NUMBERS	32
DISCHARGE REPORTING PROCEDURES	32
PAST SPILL EXPERIENCE	33
POTENTIAL EQUIPMENT FAILURES	33
CONTAINMENT AND DIVERSIONARY STRUCTURES	33
DEMONSTRATION OF PRACTICABILITY	33
INSPECTION AND RECORDS.....	34
PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES	34
SECURITY	34
FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS	34
ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE.....	34
CONFORMANCE WITH ADDITIONAL STANDARDS.....	34
SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES.....	35
FACILITY DRAINAGE.....	35
BULK STORAGE TANKS.....	35
TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES.....	35

JB 72

ATTACHMENTS:

- Attachment A5: Certification of the Applicability of the Substantial Harm Criteria Checklist
- Attachment B5: Facility Layout and Spill Flow Patterns
- Attachment C5: Monthly Inspections Report
- Attachment D5: Spill Prevention, Control Countermeasures Discharge Report
- Attachment F5: Spill Containment Details

PUBLIC WORKS SHOP AND STORAGE YARD

FACILITY INFORMATION.....36

DISCUSSION OF THE FACILITY CONFORMANCE.....36

FACILITY DESCRIPTION AND SITE DIAGRAM36

SECONDARY CONTAINMENT37

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP.....38

METHODS OF DISPOSAL OF RECOVERED MATERIALS.....39

CONTACT LIST AND PHONE NUMBERS39

DISCHARGE REPORTING PROCEDURES40

PAST SPILL EXPERIENCE40

POTENTIAL EQUIPMENT FAILURES41

CONTAINMENT AND DIVERSIONARY STRUCTURES41

DEMONSTRATION OF PRACTICABILITY42

INSPECTION AND RECORDS.....42

PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES42

SECURITY42

FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS43

 ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE.....43

CONFORMANCE WITH ADDITIONAL STANDARDS.....43

SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES43

FACILITY DRAINAGE.....43

BULK STORAGE TANKS.....43

TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES.....43

ATTACHMENTS:

- Attachment A6: Certification of the Applicability of the Substantial Harm Criteria Checklist
- Attachment B6: Facility Layout and Spill Flow Patterns
- Attachment C6: Monthly Inspections Report
- Attachment D6: Spill Prevention, Control Countermeasures Discharge Report
- Attachment F6: Spill Containment Details

WASTEWATER TREATMENT FACILITY

FACILITY INFORMATION.....44

DISCUSSION OF THE FACILITY CONFORMANCE.....44

FACILITY DESCRIPTION AND SITE DIAGRAM	44
SECONDARY CONTAINMENT	45
COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP	45
METHODS OF DISPOSAL OF RECOVERED MATERIALS	46
CONTACT LIST AND PHONE NUMBERS	46
DISCHARGE REPORTING PROCEDURES	47
PAST SPILL EXPERIENCE	47
POTENTIAL EQUIPMENT FAILURES	48
CONTAINMENT AND DIVERSIONARY STRUCTURES	48
DEMONSTRATION OF PRACTICABILITY	48
INSPECTION AND RECORDS	48
PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES	48
SECURITY	49
FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS	49
ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE	49
CONFORMANCE WITH ADDITIONAL STANDARDS	49
SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES	49
FACILITY DRAINAGE	50
BULK STORAGE TANKS	50
TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES	50

ATTACHMENTS:

- Attachment A7: Certification of the Applicability of the Substantial Harm Criteria Checklist
- Attachment B7: Facility Layout and Spill Flow Patterns
- Attachment C7: Monthly Inspections Report
- Attachment D7: Spill Prevention, Control Countermeasures Discharge Report
- Attachment F7: Spill Containment Details

GENERAL ATTACHMENTS:

- Attachment G: Spill Prevention, Control and Countermeasures Training Session Records

PROFESSIONAL ENGINEERING CERTIFICATION

CERTIFICATION: I hereby certify that either I or my designated agent has examined the facility and, being familiar with the provisions of 40 CFR Part 112, attest that this Spill Prevention, Control and Countermeasures Plan has been prepared in accordance with good engineering practices.

Engineer: Chad Rasmussen

License Number: 41434

State: Minnesota

Signature: _____

Date of Plan Certification: _____

**SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN
MANAGEMENT APPROVAL**

I hereby certify that the necessary resources to implement this Plan have been committed.

Pete Moulton, Director of Public Works

Date

Todd Prafke, City Administrator

Date

**CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA
CHECKLIST**

Please see Attachment A for the respective facility.

**SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN COMPLIANCE
REVIEW PAGE**

In accordance with 40 CFR 112.5(b), a review and evaluation of this Spill Prevention, Control and Countermeasures Plan is conducted at least once every five (5) years, when there is a change in the amount of oil capacity, spill potential, or a change in countermeasures. The reviews and evaluations are recorded below:

<u>Reviewer (signature)</u>	<u>Reviewer (print)</u>	<u>Date</u>	<u>Is P.E. re- certification required?</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

INTRODUCTION

Spill Prevention, Control, and Countermeasures (SPCC) Plan for facilities are prepared and implemented as required by the United States Environmental Protection Agency (U.S. EPA) Regulation contained in Title 40, Code of Federal Regulations, Part 112, (40 CFR 112). A non-transportation related facility is subject to Spill Prevention, Control and Countermeasures regulations if: the total aboveground storage capacity exceeds 1,320 gallons; or the underground storage (UST) capacity exceeds 42,000 gallons; and if, due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters or adjoining shorelines of the United States, or affecting certain natural resources.

A SPCC Plan is not required to be filed with the United States Environmental Protection Agency, but a copy must be available for on-site review by the Regional Administrator (RA) during normal working hours. The Spill Prevention, Control and Countermeasures Plan must be submitted within 60 days to the United States Environmental Protection Agency Region 7, Regional Administrator and the State agency along with the other information specified in Section 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon the navigable waters of the United States or adjoining shorelines in a single spill event; or
2. The facility discharges oil in quantities of 42 U.S. gallons, or one barrel in each of the two spill events within any twelve-month period.

The following spill information must be reported within 60 days if either of the above thresholds is reached. This report is to contain the following information (see attachment D for the respective facility):

1. Name of the facility.
2. Name(s) of the owner or operator of the facility.
3. Location of the facility.
4. Maximum storage or handling capacity of the facility and normal daily throughput.
5. Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements.
6. An adequate description of the facility including maps, flow diagrams, and topographical maps.
7. The cause(s) of such discharge, including a failure analysis of system or subsystem in which the failure occurred.
8. Additional preventive measures taken or contemplated to minimize the possibility of recurrence.
9. Such other information as the Regional Administrator may reasonably require pertinent to the Plan or spill event(s).

The SPCC Plan must be amended by the City within six (6) months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The Spill Prevention, Control and Countermeasures Plan must be reviewed at least once every five (5) years and amended to include any changes in oil capacity, spill potential, change in countermeasures, or more effective prevention and control technology included in the facility.

The City is the owner and operator of a facility that is required to prepare a SPCC Plan; therefore the City is not required to submit the Facility Response Plan to any Federal or State Agency. The Plan must be maintained at the facility and available to the Regional Administration for an onsite review during normal working hours. The Spill Prevention, Control and Countermeasures Plan should include a signed certification form, Attachment A for the respective facility (source is Appendix C to 40 CFR 112).

The City is required to train its employees in the existence and use of this Plan and shall keep a record of this training available for inspection. See Attachment G.

MAIN SUBSTATION

FACILITY INFORMATION

Street Address: 227 South Front Street
Saint Peter, MN 56082

Owner: City of Saint Peter, MN

Facility Contact: 1. Ken Kocmick, Electric Foreman
2. Pete Moulton, Director of Public Works

Location: UTM 15 423866 E 4908292N

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: February, 2015

The Main Substation is in compliance with CFR 112 with the secondary containment measures that are installed. A liner has been installed under the oil filled equipment in this station that has enough capacity to hold the oil if one of the pieces of equipment should fail.

The Main Substation is in conformance with all other parts of CFR 112 that are clearly applicable to this type of facility. The engineer has made every effort to interpret the intent of CFR 112 and apply this to the compilation of this Spill Prevention, Control and Countermeasures Plan.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

The Main Substation is an electrical facility used to provide electric service to the citizens of Saint Peter, Minnesota. The Substation has several pieces of oil filled equipment. The equipment consists of two main substation transformers, and 19 voltage regulators.

Fixed and Mobile Storage:

Tank ID No.	Description	Location	Capacity (Gal.)	Product Stored
1BK	Power Transformer	Southeast	2,164	Mineral Oil
2BK	Power Transformer	Northeast	3,110	Mineral Oil
2BK-LTC	Power Transformer LTC	Northeast	100	Mineral Oil
R1	Bay 1 Regulators (3 tanks)	Northwest	149/tank	Mineral Oil
R2	Bay 2 Regulators (3 tanks)	Northwest	111/tank	Mineral Oil
R3	Bay 3 Regulators (3 tanks)	Northwest	110/tank	Mineral Oil
R4	Bay 4 Regulators (3 tanks)	North	111/tank	Mineral Oil
R5	Bay 5 Regulators (3 tanks)	North	111/tank	Mineral Oil
R6	Bay 6 Regulators (3 tanks)	North	111/tank	Mineral Oil
G1	Generator	Southwest	250	Diesel

The transformers and regulators that are located in the substation may need to be replaced someday with transformers or regulators that are not made by the same manufacturer. The amount of oil the transformer or regulator holds will vary from one manufacturer to the next.

See Attachment B1 – Site Plan for the location of the oil filled equipment and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest navigable water.

See Attachment F1 for Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Tank ID No.	Description	Location	Capacity (Gal.)	Secondary Containment
1BK	Power Transformer	Southeast	2,164	Spill Containment Liner
2BK	Power Transformer	Northeast	3,110	
2BK-LTC	Power Transformer LTC	Northeast	100	
R1	Bay 1 Regulators (3 tanks)	Northwest	149/tank	
R2	Bay 2 Regulators (3 tanks)	Northwest	111/tank	
R3	Bay 3 Regulators (3 tanks)	Northwest	110/tank	
R4	Bay 4 Regulators (3 tanks)	North	111/tank	
R5	Bay 5 Regulators (3 tanks)	North	111/tank	
R6	Bay 6 Regulators (3 tanks)	North	111/tank	
G1	Generator	Southwest	250	

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP– 40 CFR 112.7 (a)(3)(iv)

Detection of Spills:

1. An electrical outage would eventually occur as a result of the oil loss, which would be reported to the City of Saint Peter by consumers on the system.
2. Alternately, detection of an oil discharge may be the result of the monthly equipment inspections. The general public may observe the discharge and report the incident to the City of Saint Peter. Police and other City of Saint Peter employees may also detect a discharge while performing their normal duties.

Response to an oil discharge:

1. **Safety First** – Identify potential danger with energized equipment, and de-energize if possible.
2. Identify the equipment that is leaking, and verify the equipments status – energized / de-energized.
3. Use any available materials to stop the flow and contain the oil to the substation property. Divert spilled oil away from waterways, storm drains, and other routes that might spread the oil. Close valve directly to the East of the oil bead filled manhole, to outfall pipe.
4. Notify your supervisor. If the spill is too large to contain, the facility supervisor will contact an Emergency Response Team. Emergency contact numbers are listed on the front page of the document.
5. If you have not been properly trained in spill cleanup, your job is to contain the spill and try to avoid further contamination until help arrives.

Cleanup:

1. Cleanup of any spill should be administered by one of the facility contacts. If the spill meets the requirement for reporting to the United States Environmental Protection Agency (1,000 gallons or two 42-gallon discharges in 12 months) or to the Minnesota Pollution Control Agency (five gallons), management should contact them at this time (contact numbers are listed on the front page). Consult your supervisor as to the proper means of cleanup and disposal of the contaminated soil and materials.
2. Cleanup of small oil spills will be the responsibility of City of Saint Peter personnel properly trained in spill cleanup and disposal. Materials and equipment present at the facility or mobilized from the City of Saint Peter shops will be used. Absorbent materials, shovels, and heavy equipment are available.
3. Cleanup of large spills will be performed by an Emergency Response Team that is contacted by the Facility Contact or Management.
4. Discharged oil that is contained by the liner will be removed by properly trained personnel. The containment structure stormwater is filtered through an oil absorbent filter before it is released.

METHODS OF DISPOSAL OF RECOVERED MATERIALS— 40CFR 112.7 (a)(3)(v)

1. Recovered materials from small scale discharges will be transported in Minnesota Department of Transportation approved drums and buckets only. Contact the State Duty Officer to find a location that is suitable for material disposal.
2. In the case of a large scale spill, an Emergency Response Team will recover and dispose of the contaminated material. Only transporters with an Environmental Protection Agency identification number to collect and ship used oil should be used.

CONTACT LIST AND PHONE NUMBERS— 40CFR 112.7 (a)(3)(vi)

Facility Contacts:

1. Pete Moulton, Director of Public Works (507) 934-0670
2. Ken Kocmick, Electric Foreman (507) 934-0670
3. After Hours Contact:
Director of Public Works Cell (507) 469-0761
Electric On Call Cell (507) 779-5581
Electric Foreman Cell (507) 779-0693

Emergency Contacts:

1. Minnesota Duty Officer (Minnesota Pollution Control Agency) (800) 422-0798
2. Saint Peter Fire Department 911
3. National Response Center (800) 424-8802

The emergency contact list with phone numbers is also shown on the front page of this document.

DISCHARGE REPORTING PROCEDURES— 40CFR 112.7 (a)(4)

1. Fill out the following checklist, and have the information available for use during report of a discharge to the EPA: See Attachment D1.
2. Minnesota Statute 115.061 requires any person or facility that has a spill over five gallons, contact the Minnesota Pollution Control Agency to notify them of the spill. Report the spill to the Department of Public Safety Duty Officer at 651-649-5451 or 800-422-0798. The duty officer will contact the appropriate State agencies.
3. If the release exceeds a Federal Reportable Quantity of one 1,000 gallon discharge or two 42-gallon discharges in 12 months, immediately report Federal Reportable Quantity to the National Response Center at 800-424-8802.
4. If surface water or wetlands are impacted by the release of a regulated substance, the responsible person must also immediately notify the United States Environmental Protection Agency (EPA). United States Environmental Protection Agency can be contacted by calling the National Response Center (NRC) at 800-424-8802. Other agencies or parties that may need to be notified include: downstream water users and cities, adjacent state environmental agencies, if the surface water borders another state; local emergency managers; and United States Fish and Wildlife Services.

PAST SPILL EXPERIENCE – 40 CFR 112.7 (a)

<u>Description of Spill</u>	<u>Corrective Actions Taken</u>	<u>Plan for Preventing Recurrence</u>
Voltage Regulator failure March 1994	The affected area was excavated and hauled to an appropriate landfill.	A liner has been installed under the oil filled equipment

POTENTIAL EQUIPMENT FAILURES – 40 CFR 112.7 (b). (See Attachment B1 for tank arrangements and spill flow patterns.)

<u>Tank ID No.</u>	<u>Potential Failure</u>	<u>Volume Released (Gal.)</u>	<u>Spill Rate</u>	<u>Spill Direction</u>
1BK	Tank Failure	2,164	Instantaneous	East
2BK	Tank Failure	3,110	Instantaneous	East
2BK-LTC	Tank Failure	100	Instantaneous	East
R1	Tank Failure	149/tank	Instantaneous	East
R2	Tank Failure	111/tank	Instantaneous	East
R3	Tank Failure	110/tank	Instantaneous	East
R4	Tank Failure	111/tank	Instantaneous	East
R5	Tank Failure	111/tank	Instantaneous	East
R6	Tank Failure	111/tank	Instantaneous	East
G1	Tank Failure	250	Instantaneous	East

CONTAINMENT AND DIVERSIONARY STRUCTURES – 40 CFR 112.7 (c)(1)

1. The method of containment used for the substation transformers is to retain the oil within a designed and constructed containment structure. The secondary containment structure has the capacity of the tank plus sufficient additional capacity for rainfall, or other forms of moisture.
2. The method of containment used for the Substation regulators is to retain the oil within a designed and constructed containment structure. The secondary containment structure has the capacity of the tank plus sufficient additional capacity for rainfall, or other forms of moisture.
3. The method of containment used for the generator is to retain the oil within a designed and constructed containment structure. The secondary containment structure has the capacity of the tank plus sufficient additional capacity for rainfall, or other forms of moisture.

Equipment	Detailed Description of Constructed Containment Structure	Date of Completion
Transformers, Regulators, and Generator	The containment is a membrane liner under the oil filled equipment with a sump pit containing swellable polymer oil stop beads. The rain water is drained to the Mill Pond through the beads.	November 1996

DEMONSTRATION OF PRACTICABILITY – 40 CFR 112.7 (d)

1. The use of the containment and diversionary structures and the use of readily available spill equipment and absorbent materials to prevent discharged oil from reaching navigable water are practical and effective at this facility.

INSPECTION AND RECORDS – 40 CFR 112.7 (e)

1. Monthly visual inspections consist of a complete walk-through of the facility. The facility checklist must be signed by the appropriate supervisor or inspector and kept on record for a minimum of three years. See Attachment C1 for the Check List.

PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES – 40 CFR 112.7 (f)

1. Facility personnel have been instructed by management in the operation and maintenance of pollution prevention equipment and applicable pollution control laws and regulations.
2. Yearly spill prevention briefings are provided by management for operating personnel to ensure adequate understanding of the Spill Prevention, Control and Countermeasures Plan. These briefings highlight any past spill events or failures and recently developed precautionary measures. Training includes oil spill prevention, containment, and retrieval methods. Records of these briefings and spill prevention training are kept on the form shown in Attachment G. New employees are trained in Spill Prevention, Control and Countermeasures within six months of starting work.
3. Instructions and phone numbers regarding the reporting of a spill to the National Response Center and the State are listed on the cover page of this plan.

SECURITY – 40 CFR 112.7 (g)

1. The substation is enclosed by a seven foot high chain link fence, with one foot of barbwire.

2. The substation is normally unattended. The fence and gates are securely locked while the substation is unattended.
3. The fence and gates are conspicuously marked with posted signs as a warning to intruders that high voltage equipment is located inside the fence.
4. The substation has permanent lighting available. Portable lighting is also available from the Public Works Shop and trucks. The lighting will assist in the cleanup of spills occurring during hours of darkness.

FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS – 40 CFR 112.7 (h)

1. Not applicable, the substation does not have a loading/ unloading rack.

ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE – 40 CFR 112.7 (i)

1. Before any repairs are made to the transformer tanks, the necessary precautions will be taken to not cause a discharge or failure of the tanks.

CONFORMANCE WITH ADDITIONAL STANDARDS – 40 CFR 112.7 (j)

1. In addition to the general requirements listed in CFR 112.7, this facility is subject to the requirements of CFR 112.8.

SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES – 40 CFR 112.8 (a)

1. The facility conforms to the additional specific standards of this section.

FACILITY DRAINAGE– 40 CFR 112.8 (b)

1. The rain water is filtered through oil absorbent beads and then flows to a pond through a drain pipe.

BULK STORAGE TANKS – 40 CFR 112.8 (c)

1. There are no bulk storage tanks present at this facility.

TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES – 40 CFR 112.8 (d)

1. During normal use of the facility the oil is not transferred or pumped from the oil filled equipment. If the oil filled equipment would need the oil changed, filtered, or retro filled, a quick drainage system will be used for containment. The process will be observed by a City of Saint Peter employee that is trained for spill containment.

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA CHECKLIST

FACILITY NAME: Main Substation

FACILITY ADDRESS: 227 South Front Street
Saint Peter, MN 56082

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?
Yes _____ No X
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?
Yes _____ No X
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the formula in Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula¹) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Environments" (Section 10, Appendix E, 40 CFR 112 for availability) and the applicable Area Contingency Plan.
Yes _____ No X
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula²) such that a discharge from the facility would shut down a public drinking water intake?
Yes _____ No X
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?
Yes _____ No X

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Pete Moulton _____

Name

Signature

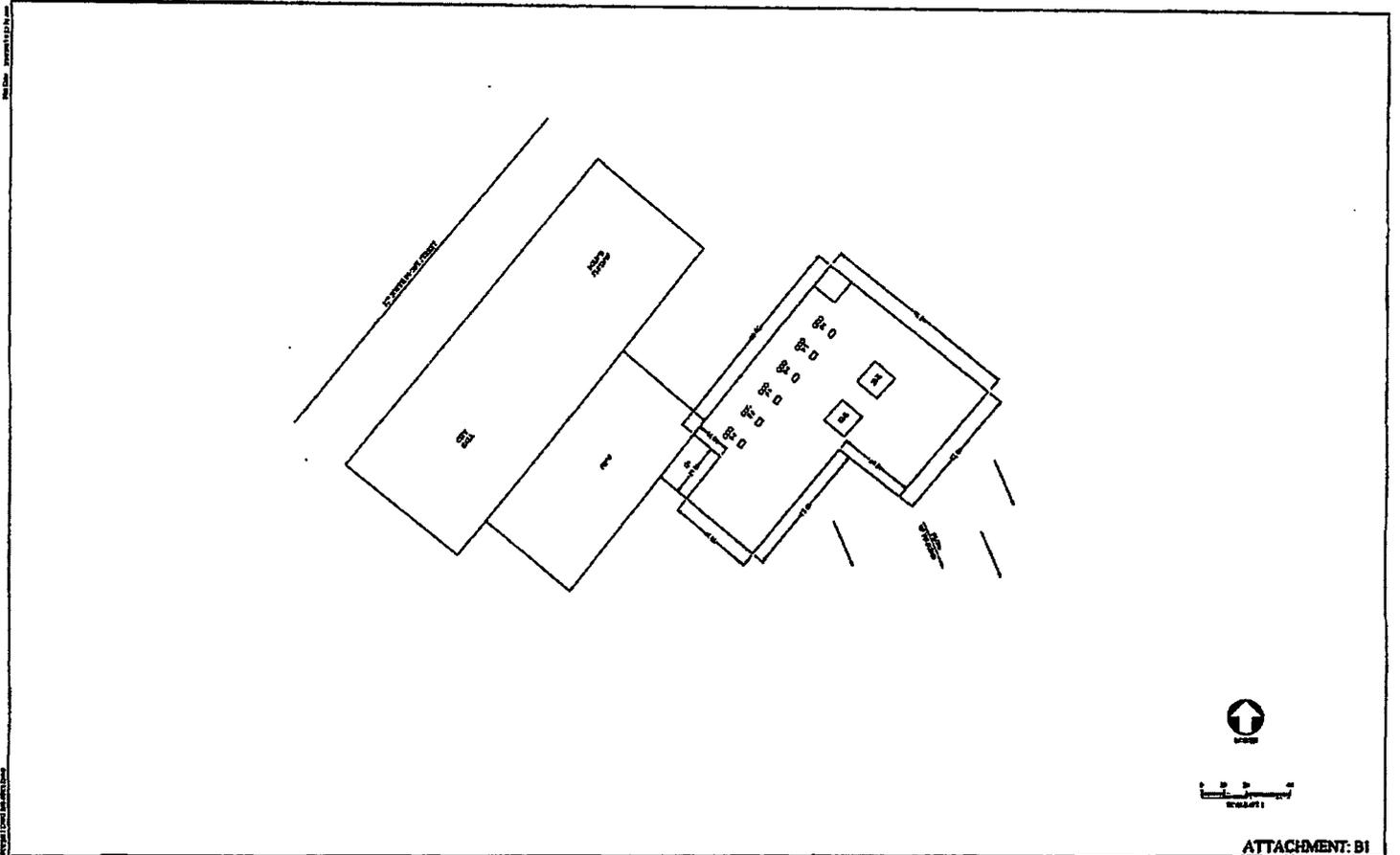
Director of Public Works _____

Title

Date

¹ If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

² For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2 (c). (from 40 CFR 112 Appendix C, Attachment C-II)



ATTACHMENT: B1

<table border="1"> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	REV	DATE	DESCRIPTION											Project Manager: CAR Designer: TAD Project Number: 61180 Phone: (727) 452-2111	CITY OF SAINT PETER SAINT PETER, MINNESOTA	FACILITY LAYOUT AND SPILL FLOW PATTERN MAIN SUBSTATION	MS-SPC1
REV	DATE	DESCRIPTION															

CITY OF SAINT PETER

Facility Inspection Checklist

Location: Main Substation

Date Inspection: _____

Inspected by: _____

(Licensed Electrical Lineman)

Explain Corrective Action Required

- First aid & health equipment _____
- Identify & eliminate from further use all unsafe equipment _____
- Protective devices - availability, proper maintenance & operating condition _____
- Housekeeping - clean working area _____
- Lighting for adequacy and safety (test emergency lighting) _____
- Yard clear of weeds _____
- Head protection, respiratory devices, safety belts, life lines _____
- Safety Committee has inspected the fire protection equipment _____
- Open yard and interior storage, No storage allowed _____
- Store of flammable liquids (Should be none) _____
- Electrical system & ground fault protection _____
- Openings secured -floor, wall, railing _____
- Check water level in batteries, acid level _____
- Broken porcelain, dead critters _____
- Visible leaks from oil filled tanks or equipment _____
- Physical damage to oil filled tanks or equipment _____
- Spill response kit _____
- Security: Gates locked & fence in good condition _____
- Warning signs in place _____
- Outdoor lighting: _____
- Battery charger DC Volts: _____
- Battery charger DC Amps: _____
- Bead & Sump are Viable (Inspect May & Oct.) _____
- Replacement Beads available _____
- Valve normally open (Test in June) _____
- Copy of Spill Prevention, Control and Countermeasures Plan available _____

Comments on Back:

**SPILL PREVENTION, CONTROL AND COUNTERMEASURES
DISCHARGE REPORT**

Facility Address: Main Substation
227 South Front Street
Saint Peter, MN 56082

Phone Number:

Date and time of discharge:

Type of Material Discharged:

Total Estimated Quantity Discharged:

Source of the Discharge:

Affected Media:

Cause of the Discharge:

Damages or Injuries:

Action Taken:

Evacuation Y/N:

Names of Individuals and Agencies Contacted:

Signed Reporting Employee

Date

Send a copy of this report to the Director of Public Works within 24 hours.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

**RESOLUTION ADOPTING UPDATED SPILL PREVENTION CONTROL AND
COUNTERMEASURES PLAN (SPCC)**

WHEREAS, the Environmental Protection Agency (EPA) established requirements for cities to have a certified engineer prepare a spill prevention control and countermeasures plan in 2002; and

WHEREAS, the City has previously (2012) retained the engineering firm of DeWild, Grant and Reckert (DGR) to complete upgrades to the City's spill prevention control plan which meet EPA requirements; and

WHEREAS, the City must monitor, inspect and complete updates to the plan on an annual basis; and

WHEREAS, DGR has identified seven (7) major areas of monitoring and documentation for inclusion in the City's plan including the main Substation (Front Street), Broadway Water Plant, Broadway Electric Generation Plant, Broadway Substation, Sunrise Substation, Public Works shop and storage yard, and Wastewater Treatment Facility; and

WHEREAS, the plan identifies hazards within the City and establishes response procedures to address a spill at these locations; and

WHEREAS, staff recommends adoption of the plan as updated.

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

1. The City Council hereby adopts the updated Spill Plan Control and Countermeasures Plan for the City.
2. Copies of the plan are available for public review and inspection at the Public Works Department.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

“WOMEN’S HISTORY MONTH”

WHEREAS, women of Saint Peter of every race, class, and ethnic background have made historic contributions to the growth and strength of our City in countless recorded and unrecorded ways; and

WHEREAS, women of Saint Peter have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the City by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, women of Saint Peter have played a unique role throughout the history of the city by providing a large portion of the volunteer labor force; and

WHEREAS, women of Saint Peter were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our City; and

WHEREAS, women of Saint Peter of every race, class, and ethnic background have helped shape every major progressive social change movement; and

WHEREAS, women of Saint Peter have been leaders for the betterment of the City.

NOW, THEREFORE, I, Timothy Strand, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim March, 2015 as “WOMEN’S HISTORY MONTH” in the City and hereby do call upon the citizens of Saint Peter to participate in Women’s History Month programs, ceremonies and activities. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 9th day of March, 2015..

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

