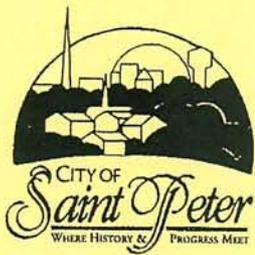


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, May 13, 2013  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
  - A. April 22, 2013 Regular Meeting
  - B. April 23, 2013 Board of Appeal and Equalization Meeting
- IV. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
    - 1. Centerpoint Energy Grant Presentation
    - 2. Others
- V. **APPROVAL OF CONSENT AGENDA ITEMS**
- VI. **UNFINISHED BUSINESS**
  - A. Air Pollution Control Equipment Bid Award
- VII. **NEW BUSINESS**
  - A. 2013 Equipment Certificate Purchase: In-Car Camera System
  - B. 2013 North Third Street Improvement Project Bid Award
  - C. City Assistance Request: Relay For Life
  - D. City Assistance Request: Ambassador's Bluesfest
  - E. Fire Relief Association Bylaws Modification
  - F. School District #508 Memorandum Of Understanding
  - G. City/School District Statement of Understanding
  - H. Business License Applications
- VIII. **REPORTS**
  - A. **MAYOR**
  
  - B. **CITY ADMINISTRATOR**
    - 1. City/County Committee Meeting Discussion
    - 2. City/School/Gustavus Committee Meeting Discussion
    - 3. Others
- IX. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

Copies of the minutes of the April 22, 2013 regular Council meeting and April 23, 2013 Board of Appeal and Adjustments meetings are attached for approval. MOTIONS are in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

1. **CENTERPOINT ENERGY DONATION PRESENTATION**

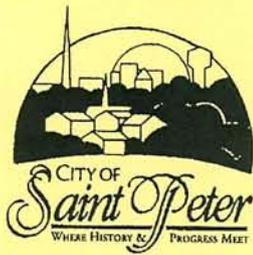
Mark Novak, Supervisor of Plant Services for Centerpoint Energy, will be at the meeting on Monday evening to make a donation to the City to be used for purchase of an AED for Gault Park.

2. **OTHERS**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for April 18, 2013 through May 8, 2013, is attached. Please see the attached staff reports and RESOLUTION.



**VI. UNFINISHED BUSINESS**

**A. ADOPTION OF A RESOLUTION AWARDDING BID FOR AIR POLLUTION CONTROL EQUIPMENT**

Staff recommends awarding the bid for the Air Pollution Control Equipment Re-Bid to Ziegler Power Systems for Option A. Please see the attached staff report and RESOLUTION.

**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING 2013 EQUIPMENT CERTIFICATE PURCHASE: IN-CAR VIDEO SYSTEM**

Staff request authorization be provide for purchase of a replacement in-car video system to be used by the Police Department. Funding for the purchase was included in the original 2013 equipment certificate budget. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION AWARDDING BID FOR 2013 NORTH THIRD STREET IMPROVEMENT PROJECT**

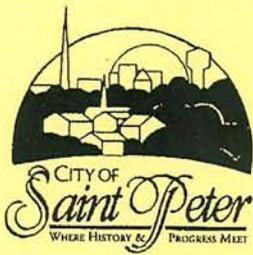
Bids were received for the 2013 North Third Street Improvement Project. Staff recommends awarding the bid to Douglas-Kerr Underground LLC. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE REQUEST: RELAY FOR LIFE**

Staff recommends approval for City assistance for a request submitted by the organizers of the American Cancer Society Relay for Life. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANE REQUEST: AMBASSADOR'S BLUESFEST**

Staff recommends approval of a request by the St. Peter Ambassadors for City assistance for the Bluesfest event. Please see the attached staff report and RESOLUTION.



**E. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO FIRE RELIEF ASSOCIATION BYLAWS**

The Fire Relief Association wishes to modify their bylaws as it relates to retirement from the department. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF SCHOOL DISTRICT #508 MEMORANDUM OF UNDERSTANDING**

The City has entered into a memorandum of understanding with School District #508 for a number of years. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING CITY/SCHOOL DISTRICT STATEMENT OF UNDERSTANDING**

In 1998 the City and School District #508 entered into a statement of understanding regarding operation of a joint committee. Staff recommends the statement of understanding be updated and approved. Please see the attached staff report and RESOLUTION.

**H. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS**

Applications have been received for liquor and business licenses from the new owners of a downtown liquor establishment. Following a background investigation by the Police Department, staff as found nothing that would prohibit issuance of the licenses. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

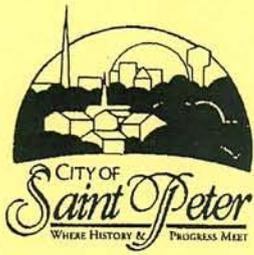
**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/COUNTY MEETING DISCUSSION**

A report will be provided at this time on discussion at the April 24<sup>th</sup> City/County meeting.



2. **REPORT ON CITY/SCHOOL/GUSTAVUS COMMITTEE MEETING DISCUSSION**

A report will be provided at this time on discussion at the May 8<sup>th</sup> City/School/Gustavus Committee meeting.

3. **OTHERS**

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

IX. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING**

**APRIL 22, 2013**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on April 22, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:03 p.m. The following members were present: Councilmembers Pfeifer, Kvamme, Zieman, Eichmann, Carlin, Brand and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

City Administrator Prafke reviewed the rules adopted by the City Council for conducting a public hearing.

**Public Hearing: Tax Increment Financing District No. 1-19** – Mayor Strand opened the public hearing on establishment of Tax Increment Financing District No. 1-19 at 7:07 p.m. Shannon Sweeney of David Drown Associates indicated staff had originally suggested creation of a redevelopment Tax Increment Financing District at the site of the old hospital but after further discussion with Nicollet County and reviewing recent legislation, staff was recommending a housing district be established instead. Sweeney reported Nicollet County had valued the structures on the lot prior to demolition at \$4.5 million, however staff believed the actual value was substantially less and rather than dispute the valuation, staff believed it was simpler to do a housing district instead of a redevelopment district. Sweeney recommended the process for the redevelopment district be stopped and notices re-issued for a public hearing on May 28<sup>th</sup>. Sweeney pointed out that the new hearing date would not provide a substantial delay for development of the project. Councilmember Carlin asked for more explanation as to how tax increment financing works and Sweeney provided that information. There being no further speakers, the hearing was closed at 7:14 p.m.

**Public Hearing: Ewing Street Vacation** – Mayor Strand opened the public hearing on a request to vacate a portion of Ewing Street at 7:14 p.m. Community Development Director Wille provided a review of the issues related to the petition to vacate a portion of Ewing Street which had originally been heard and acted upon by the City Council in 1970. Wille indicated the Mayor at that time had refused to sign the resolution and the vacation was never recorded although staff action since that time had been with the understanding that the alley was vacated. Wille also pointed out that the original action included maintaining a 16' easement for the City but Wille noted the resolution language was not clear enough to determine where the easement was placed within the 80' right-of-way.

Wille reported all property owners within 350' of the roadway to be vacated had been notified of the public hearing and notice was duly published in the St. Peter Herald. City Administrator Prafke indicated the Council would have three possible actions related to the petition to vacate the roadway including tabling any action until a future meeting; more clearly defining the 16' easement provided in the 1970 Council action; or approving vacation of the entire right-of-way.

Leon Tellijohn, 1021 North Washington Avenue, addressed the Council as one of the petitioners for the vacation. Tellijohn asked for the roadway to be completely vacated and indicated the City would "always have access to his and his neighbor's property". Tellijohn also indicated his desire to plant wildflowers and native grasses as an oasis in the area and a safe zone for children to play. There being no further speakers, the hearing was closed at 7:25 p.m.

**Public Hearing: Nash Finch Tax Abatement Request** – Mayor Strand opened the public hearing on a request by Nash Finch (Econofoods) for tax abatement of \$40,000 at 7:26 p.m. Community Development Director Wille reported the proposed tax abatement would be an incentive for further development of an undeveloped lot and while the City hesitates to consider tax abatements, in this particular instance it was a workable alternative to tax increment financing. Wille indicated the abatement would be provided as \$25,000 in cash which would be repaid by the City's share of taxes at \$3,000 a year for the next nine years; removal of \$8,100 in water, sewer, and electric access charges that would be funded by a transfer from the General Fund to the utility funds; and \$6,900 in in-kind services and materials by the City to patch the parking lot, provide river rock, and remove a fence that currently separates Econofoods from the St. Peter Food Coop. Wille also noted the City would be able to keep the fence which was valued at more than \$15,000. Wille indicated the proposed development agreement stipulated Nash Finch would agree to a \$390,000 minimum valuation of the liquor store being built; Nash Finch would give up claim to a curb cut agreement which was provided as part of the Highway 169 renovation project; Nash Finch would provide the Coop access to a drainage pipe on the Econofoods property; and the Arts Center would be engaged to develop a mural on the South Third Street wall of the new liquor store which was being built with a building permit valued at \$495,417. There being no further speakers, the hearing was closed at 7:30 p.m.

**Approval of Minutes** – A motion was made by Brand, seconded by Eichmann, to approve the minutes of the April 8, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the April 8, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

City Administrator Prafke indicated a correction would be made to the special meeting minutes to reflect that Councilmember Eichmann was in attendance and Councilmember Carlin arrived four minutes late. A motion was made by Carlin, seconded by Zieman, to approve the minutes of the April 15, 2013 special City Council meeting. With all in favor, the motion carried and the minutes were approved as corrected. A complete copy of the minutes of the April 15, 2013 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Visitors** – Leon Tellijohn, 1021 North Washington Avenue, addressed the Council to thank City staff and the Council for assistance provided to him on his petition to vacate a portion of Ewing Street.

**Consent Agenda** – In motion by Kvamme, seconded by Pfeifer, Resolution No. 2013-57 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-57 is contained in the City Administrator's book entitled Council Resolutions 19.

**Ewing Street Vacation Request** – Community Development Director Wille recommended approval of a request to vacate the entire width of the portion of Ewing Street between the

north-south alley of Block 27 of Skaro and Evenson's Addition and North Washington Avenue. City Attorney Brandt pointed out that Ewing Street had originally been platted going westerly through Capital Heights Subdivision, but replatting of the subdivision eliminated the extension of the roadway. Councilmember Eichmann questioned who would own the property if the roadway was vacated and staff indicated each of the abutting property owners would get 40' which would result in a marginal increase to the value of their properties. Councilmember Zieman questioned if the road would actually be closed off. City Administrator Prafke indicated the City would do nothing to close off the roadway, but improvements to North Washington Avenue would most likely result in curb and gutter being installed. Councilmember Carlin asked staff to take action to make the rest of the 1970 Council action, which had vacated the entire length of Ewing Street between North Fifth Street and North Washington Avenue, legal.

In motion by Pfeifer, seconded by Brand, Resolution No. 2013-58 entitled "Resolution Vacating That Portion Of Ewing Street Lying Between North Washington Avenue And The North-South Alley Within Block 27, Skaro And Evenson's Addition", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-58 is contained in the City Administrator's book entitled Council Resolutions 19.

**Eminent Domain Proceedings** – City Administrator Prafke recommended the City Attorney be directed to begin eminent domain proceedings on property owned by Summit Park MHC, LLC as part of the Washington Avenue Link Project. Prafke noted that although staff was negotiating with the park owners for purchase of the property, initiating eminent domain proceedings would guarantee the City's timeline for property acquisition for the Washington Avenue Link Project continues to be met and funding for the land purchase is not jeopardized. In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-59 entitled "Resolution Directing The City Attorney To Initiate Eminent Domain Proceedings", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-59 is contained in the City Administrator's book entitled Council Resolutions 19.

**Land Acquisition: Andresen Property** – City Administrator Prafke recommended authorization be provided for purchase of property owned by James Andresen, which is located in the path of the Washington Avenue Link Project. Prafke indicated the purchase price would be \$60,000. Councilmember Zieman expressed his belief that the owner of the property should feel very fortunate that the City needed the property for the Washington Avenue Link Project because there was very little value to the property without it being needed and the City would be paying \$40,000 per acre. In motion by Douglas, seconded by Brand, Resolution No. 2013-60 entitled "Resolution Approving Purchase Of Real Estate Owned By James W. Andresen As Part Of The Washington Avenue Link Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-60 is contained in the City Administrator's book entitled Council Resolutions 19.

**Nash Finch Tax Abatement Request** – Community Development Director Wille reviewed the tax abatement request for Nash Finch and recommended approval. Councilmember Zieman questioned if the sale of property from Nielsen/Rislove to Nash Finch had been completed. Craig Root of Nash Finch (7600 France Avenue South in Edina), indicated closing was scheduled for April 23<sup>rd</sup> and easements for stormwater were in place with the St. Peter Food Coop. Zieman objected to the utility access fees being waived and expressed his belief that Nash Finch was gaining more and City would not recoup the value of what is being provided to them. Zieman also indicated concern that home owners in Saint Peter have to pay the utility fees and stated Nash Finch should be footing the bill for what the City is paying. Wille responded that the City would receive value by Nash Finch relinquishing the curb cut agreement

and providing recordable easements that the City currently does not have. In motion by Eichmann, seconded by Kvamme, Resolution No. 2013-61 entitled "Resolution Approving Property Tax Abatement For Certain Property In The City Of Saint Peter", was introduced. Upon roll call, Councilmembers Pfeifer, Kvamme, Eichmann, Carlin, Brand and Mayor Strand voting aye, Councilmember Zieman voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-61 is contained in the City Administrator's book entitled Council Resolutions 19.

**Unbudgeted Purchase: Wastewater Treatment Plant Conveyor Repairs** – Public Works Director Giesking requested approval of the emergency conveyor repairs which were needed at the Wastewater Treatment Plant. Giesking indicated the failed conveyor required biosolids to be trucked to New Ulm for treatment and the emergency repairs to the conveyor system, including trucking costs, totaled \$20,296.88 which would be funded by wastewater fund reserves. Councilmember Kvamme pointed out that the City of New Ulm treated the biosolids at no cost to the City of Saint Peter. In motion by Pfeifer, seconded by Brand, Resolution No. 2013-62 entitled "Resolution Authorizing Unbudgeted Emergency Repairs For The Conveyor At The Wastewater Treatment Plant", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-62 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Street Maintenance Program** – Public Works Director Giesking requested approval of the 2013 street maintenance program which included crack sealing, full depth patching, curb, gutter and sidewalk replacement, handicap access replacement, 114 blocks of seal coating, and the beginning of a street sign replacement program in the total amount of \$459,500. In motion by Pfeifer, seconded by Zieman, Resolution No. 2013-63 entitled "Resolution Approving Street Maintenance Program For 2013", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-63 is contained in the City Administrator's book entitled Council Resolutions 19.

**Construction Standard Detail Updates** – Public Works Director Giesking requested approval of modifications to several construction standard detail plates related to handicap sidewalks and new banner standards. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-64 entitled "Resolution Approving Modifications To City Construction Standard Details", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-64 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 North Third Street Project Approval** – Public Works Director Giesking requested approval of the 2013 North Third Street Project design and requested authorization to receive bids for the project on May 7<sup>th</sup>. City Administrator Prafke noted that the sidewalk in front of the Lager's dealership had been changed to be set back from the curb line at the direct request of the property owner. Councilmembers questioned whether the boulevard would be paved or sodded and whether trees will be planted as part of the project. Staff indicated policy was to plant sod in the City owned right-of-way and trees would be planted north of the Third Street/Old Minnesota intersection. Councilmember Zieman questioned whether the City would haul away snow that accumulates on the boulevard. Staff indicated the City would not. City Engineer Domras reviewed the proposed bid and construction schedule for the project. Giesking responded to a Council question about ponding on North Fourth Street by indicating that the storm sewer would be televised to determine if an obstruction was present and if not, the Engineer's would address the issue. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-65 entitled "Resolution Approving 2013 North Third Street Improvement Project And

Authorizing Receipt Of Bids", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-65 is contained in the City Administrator's book entitled Council Resolutions 19.

**Reports**

**"Arbor Month" Proclamation** – Mayor Strand proclaimed May as "Arbor Month" in the community.

**"Police Officer Memorial Day" Proclamation** – Mayor Strand proclaimed May 15<sup>th</sup> as "Police Officer Memorial Day" and May 12-18, 2013 as "Police Officer Memorial Week"

**Mayor's Reports** - Mayor Strand reported that since the last Council meeting he was to have attended Region Nine Development Commission meetings which had been cancelled due to inclement weather.

**City/School District #508 Committee Meeting Schedule** – City Administrator Prafke reminded Councilmembers of the April 23<sup>rd</sup> City/School District #508 meeting at City Hall at 12:00 noon.

**City/County Committee Meeting Schedule** – City Administrator Prafke reminded Councilmembers of the April 24<sup>th</sup> City/County Meeting at City Hall at 3:30 p.m.

**Board of Appeals and Equalization Meeting** – City Administrator Prafke reminded Councilmembers of the April 23<sup>rd</sup> Board of Appeals meeting at the Nicollet County Government Center.

**Park Use Problems** – City Administrator Prafke implored local residents to stay out of the City's parks until the City provides notice that the parks are officially open. Prafke noted that the recent snowfalls had made the turf mushy and indicated the parks could easily be damaged resulting in even lengthier closures. Prafke encouraged all area athletic organizations to schedule use of the parks and ball fields with the Recreation and Leisure Services Department.

In light of the heavy snowfall that occurred during the Council meeting, City Administrator Prafke encouraged everyone to drive safely on the way home.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:35 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE BOARD OF APPEAL AND EQUALIZATION MEETING  
APRIL 23, 2013**

Pursuant to due call and notice thereof, a regular meeting of the Board of Appeal and Equalization of the City of Saint Peter was conducted in the Commissioners' Room of the Nicollet County Government Center on April 23, 2013.

A quorum present, Mayor Strand called the meeting to order at 6:03 p.m. The following members were present: Mayor Strand and Councilmembers Kvamme, Eichmann, Pfeifer and Brand. Absent were Councilmembers Zieman and Carlin. County officials present were: Nicollet County Assessor Doreen Pehrson and Deputy Assessor Michelle Wills.

County Assessor Pehrson indicated there were no scheduled appeals, no written appeal letters, and no further recommendations from the Assessor's Office. Pehrson also indicated her office had received very few calls regarding valuations from Saint Peter property owners.

Councilmembers discussed the appropriate length of time to continue the meeting with no one present. Mayor Strand declared a recess at 6:05 p.m. to wait for any walk-in appeals.

There being no appeals presented, a motion was made by Brand, seconded by Pfeifer to adjourn. Mayor Strand declared the meeting adjourned at 6:17 p.m.

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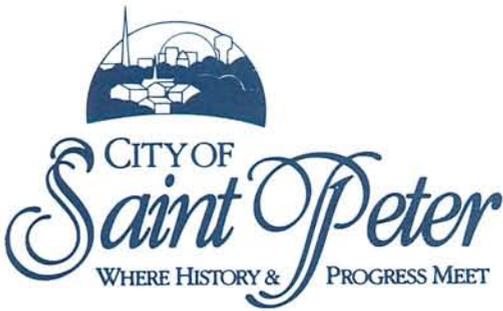
Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator





## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/07/13

**FROM:** Lewis Giesking *Lew*  
Director of Public Works

**RE:** Sanitary Sewer Replacement

### ACTION/RECOMMENDATION

Authorize PSC Construction of Madison Lake, Minnesota to replace the sewer service located at 417 Nassau Street in the amount of \$11,355.75.

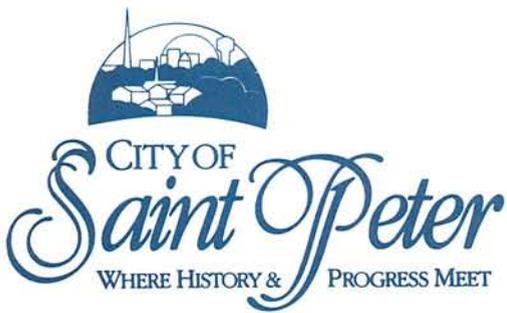
### BACKGROUND

City staff was contacted by the homeowner at 417 Nassau Street with sewer problems. Staff televised the sewer service and found an old clay sewer service in poor condition with extensive roots at each joint. The homeowner is interested in total replacement of the service and worked with City staff to develop a formal written proposal.

Contractors were contacted and a scope of work was reviewed, the plan is to replace the entire private sewer service along with the tap at the sewer main to make a water tight connection to eliminate the root problem. The cost of this project would be assessed to the homeowner. This project would be completed by June 27, 2013.

Formal written proposals were received from:

PSC Construction	\$11,355.75
Rehnelt Excavating LLC	\$11,380.10
Veith Construction	\$11,565.00



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** May 8, 2013

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** 2013 Street Maintenance Program

### **ACTION/RECOMMENDATION**

Approve two bulk purchase orders for materials for the 2013 Street Maintenance Program.

### **BACKGROUND**

In 2013, the initial street maintenance program identified \$100,000 for asphalt material to be used for patching on City roadways. This year we will use \$90,000 at the SMC River Bend plant and \$10,000 at the Sibley plant for in full depth patching within the City.

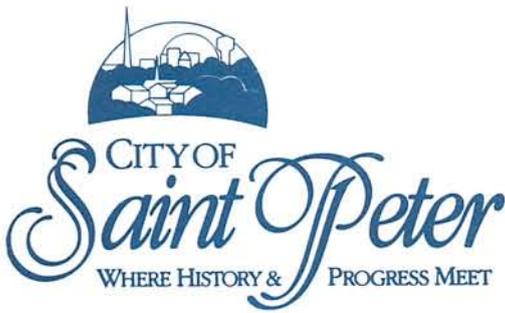
Staff was able to lock in two prices for asphalt as shown below. Staff is recommending purchasing from the SMC plant for the majority of the material purchase to save on fuel and labor costs because the Sibley plant is approximately 40 miles away which just isn't cost effective. If the SMC plant is busy or down for repairs, staff will reschedule or plan accordingly for the drive to the Sibley plant. This option of two plants has worked well to keep us flexible for our workload each week.

<b><u>VENDORS</u></b>	<b><u>PRICE</u></b>
SMC River Bend of Kasota	\$56.00 per ton plus tax
Sibley Aggregates of Belle Plaine	\$53.25 per ton plus tax

The purchases are funded from the 2013 streets maintenance budget.

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

LGG



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/10/13

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Purchase of 4-inch Conduit

### ACTION/RECOMMENDATION

Authorize the purchase of 4,560 linear feet of 4-inch diameter conduit from WESCO Distribution Incorporated in the amount of \$7,700.13.

### BACKGROUND

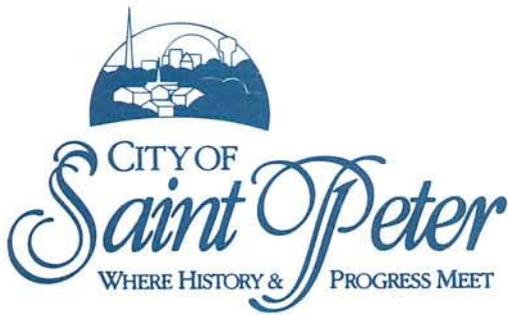
The utility needs to purchase 4,560 lineal feet of 4-inch diameter conduit, schedule 40 PVC, for the installation of distribution lines throughout the city. Three quotes have been obtained:

<u>Company</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>With Sales Tax</u>
WESCO Distribution	\$1.58/ LF	\$7,204.80	\$7,700.13
Border States	\$1.595/LF	\$7,273.20	\$7,773.23
Graybar	\$2.263/LF	\$10,319.28	\$11,028.73
JT Services	No quote		

The purchase of this conduit will be funded from the electric utility fund.

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

LGG/vwt



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/7/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Washington Avenue Link Project Acquisition Funds

### **ACTION/RECOMMENDATION**

Provide for an additional deposit into the Wilson Development Services Trust Account as part of the acquisition process for the Washington Avenue Link Project.

### **BACKGROUND**

The Council previously established a process for acquisition of properties related to the Washington Avenue Link Project. This authorization included providing \$10,000 to be placed into the trust account with Wilson Development Services to fund smaller cost moving expenses associated with relocation of residents. The authorization also indicated that when additional funds are needed, Council authorization would be obtained. The second \$10,000 deposit was authorized by the Council on March 25<sup>th</sup>.

\$1,500 is all that remains from the second deposit and additional funding is needed to keep the process moving forward. Wilson Development Services has provided regular accounting for the funds that have been deposited to this point and we expect that same accounting to be provided with this deposit. Funding for these expenses will be from the project fund.

At this time I recommend an additional \$10,000 deposit be authorized.

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**FROM:** Cindy Moulton *Cindy*  
Administrative Secretary

**RE:** Licenses

**DATE:** 5/9/2013

### ACTION/RECOMMENDATION

Provide approval of licenses.

### BACKGROUND

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

The Saint Peter Softball Association has submitted a Temporary On Sale 3.2 Beer license application in order to sell 3.2 beer at Jefferson Fields located at 1401 Nicollet Avenue. The license will be in effect from May 1, 2013 – July 29, 2013.

The St. Peter Ambassadors will be hosting the Annual Blues Fest on June 8, 2013 at Minnesota Square Park. They have submitted a Temporary On Sale Wine and Temporary On Sale Beer license application in order to sell these beverages at their event.

The Knights of Columbus have submitted an LG240B Application to Conduct Excluded Bingo. They would again like to conduct bingo at the Nicollet County Fair (400 Union Street) from August 8, 2013 – August 11, 2013.

Leon Tellijohn, 1021 N Washington, has submitted a renewal Application For Use Of Four Wheeled Vehicle/Golf Cart On City Streets. Mr. Tellijohn has submitted all of the required documentation and paid the appropriate fee.

Ann Volk, on behalf of Relay for Life, has submitted a Temporary Soft Drink and Temporary Show License application for their event on June 1, 2013. The event will take place at Minnesota Square Park.

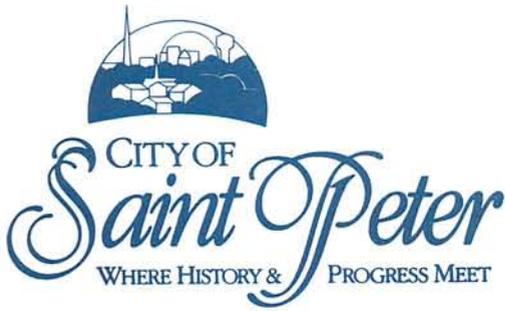
The Nicollet County Ag Society has submitted an Annual Soft Drink and a Temporary Show license application in order to sell pop and hold several shows throughout the Nicollet County Fair. The Fair will take place from August 7 – 11, 2013 at 400 Union Street (Nicollet County Fairgrounds).

Please place these items on the May 13, 2013 City Council consent agenda.

### FISCAL IMPACT:

16

None other than receipt of the permit fees.



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/8/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointment

### **ACTION/RECOMMENDATION**

Provide for the appointment of an advisory board members as a part of the consent agenda.

### **BACKGROUND**

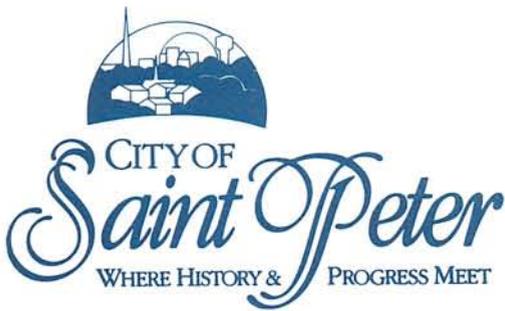
Mayor Strand has recommended the appointment of the following City Council advisory board member for the term indicated:

**LIBRARY BOARD**  
Sally Geary (2012-2014)

The candidate has indicated her willingness to be appointed and has committed to making the regular meetings of the board.

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/8/2013

**FROM:** Matt Peters  
Chief of Police

**RE:** Consent Agenda—Surplus Bicycles

### ACTION/RECOMMENDATION

Declare the following list of unclaimed bicycles as surplus property.

### BACKGROUND

Unclaimed bicycles are for the most part not usable. Once the bicycles are declared surplus they are turned over to Key City Bikes. Key City Bikes rebuilds bikes and then donates them to various charitable organizations for distribution to children.

<u>BICYCLE DESCRIPTION</u>	<u>PROPERTY CARD NUMBER</u>
Red BMX 20"	PC 15187
Bruly Red Recumbent	PC 15244
Huffy Santa Fe Blue	PC 15080
Kent Freestyle Orange	PC 15204
Magna Glacier purple	PC 15179
Magna Gridiron yellow	PC 15190
Mongoose DX33 orange	PC 15256
Next Chaos green	PC 15235
Next Magestic pink/pur	PC 15239
Rhino Misfit silver	PC 15177
Roadmaster Granite Peak blue	PC 15207
Rocky 300 Eclipse pur	PC 15191
Schwinn blue/silver	PC 15216
Schwinn Ranger blue	PC 15182
Schwinn Ridge Alum	PC 15178
Schwinn sidewinder Sil	PC 15192
Trek Jazz Black	PC 15256

Please include this surplus property declaration on the consent agenda.

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



*Saint Peter Volunteer Fire Department  
227 West Mulberry Street, Saint Peter, Minnesota 56082  
507-934-1120  
Office of the Fire Chief- Ronald D. Quade*

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/3/13

**FROM:** Ronald D. Quade  
Fire Chief

**RE:** Discontinued use portable and mobile fire department  
radios/pump engine

#### **ACTION/RECOMMENDATION**

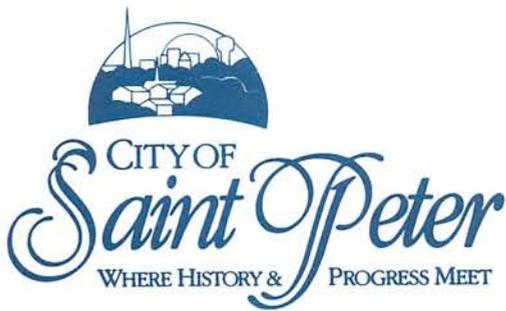
Recommendation to declare old radio equipment and used grass rig 1988 18hp Briggs and Stratton gas engine pump motor as surplus equipment. See attached list.

#### **BACKGROUND**

Saint Peter Fire Department has migrated to 800 ARMER system making the following equipment obsolete according to FCC regulation on the attached list radios. There is value to these radios on the State of Minnesota auction block as experienced by the Saint Peter Police Department with their old radios. This option has shown to be more lucrative in value than other options explored in disposal.. Surplus pump motor comes off of grass rig and is operational but was more economical to replace both pump and motor than as single units.

Respectfully:

Ronald D. Quade  
Fire Chief  
Saint Peter Fire Department  
227 Mullberry  
Saint Peter, Mn 56082



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/8/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Fencing Donation

### **ACTION/RECOMMENDATION**

Accept the donation of approximately \$15,000 worth of wooden fencing from Nash Finch.

### **BACKGROUND**

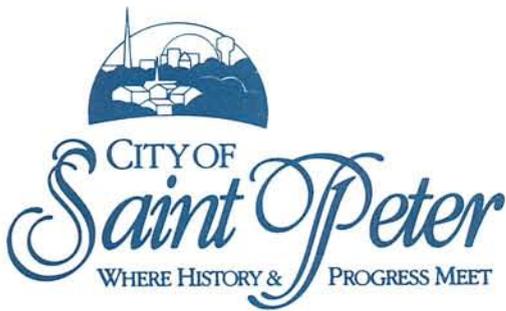
In keeping with the City's donation policy, Council action is required to accept donations valued higher than \$5,000.

Nash Finch (dba Econofoods) has agreed to donate approximately \$15,000 of wooden fencing to the City. The materials will be used by the Public Works Department to control traffic patterns and delineate boundaries in the City's parks.

Staff recommends acceptance of the donation as part of the consent agenda for the May 13, 2013 regular Council meeting.

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/09/13

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Hiring a Replacement Construction Maintenance Worker

### **ACTION/RECOMMENDATION**

Appoint Jacob Powers to fill the position of Construction Maintenance Worker at a starting wage of \$15.97 per hour.

### **BACKGROUND**

Twenty-six (26) candidates applied for the position of Construction Maintenance Worker. Five (5) candidates were interviewed. Jacob Powers is the top candidate meeting all the requirements to fill the position.

Please include this appointment on the consent agenda for the May 13, 2013 regular Council meeting.

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

LGG/vwt

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	clothing allowance tim f	COMMUNITY CENTER	COMMUNITY CENTER	13.00
			TOTAL:	13.00
A. H. HERMEL WHOLESAL	concessions	COMMUNITY CENTER	COMMUNITY CENTER	176.29
	concessions return	COMMUNITY CENTER	COMMUNITY CENTER	69.17-
			TOTAL:	107.12
ALPHA WIRELESS COMMUNICATIONS CO	pager service	GENERAL FUND	FIRE	138.72
	pager cases	GENERAL FUND	FIRE	57.71
	remote spkr mic	RESTRICTED CONTRIB	FIRE	264.36
			TOTAL:	460.79
AMAZON	library materials	LIBRARY FUND	LIBRARY	606.35
			TOTAL:	606.35
AMERICAN EXPRESS	mem rwd's annual prog fee 2	ELECTRIC FUND	ADMIN AND GENERAL	90.00
			TOTAL:	90.00
AUDIO EDITIONS	cd & binders	LIBRARY FUND	LIBRARY	22.79
			TOTAL:	22.79
BARNUM GATE SERVICES, INC.	gate alarm	WATER	DISTRIBUTION AND STORA	76.22
			TOTAL:	76.22
BLUE EARTH COUNTY	patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOLTON & MENK INC	staff mtg	GENERAL FUND	STREETS	52.50
	atp app,msa,gault/union	GENERAL FUND	STREETS	1,811.25
	fas	GENERAL FUND	STREETS	338.00
	staff mtg	GENERAL FUND	PARKS	42.00
	old mn vac,gardner rd anne	GENERAL FUND	ECONOMIC DEVMT	1,347.50
	wash ave link 2/16-3/15	PERM IMPROVMENT RE	STREETS	46,050.00
	295/333 turnbacks 12/8/12-	PERM IMPROVMENT RE	STREETS	605.00
	north end 169 2/16-3/15	PERM IMPROVMENT RE	STREETS	1,278.00
	2014 old mn/stjulien2/16-3	PERM IMPROVMENT RE	STREETS	3,675.00
	n 3rd st 12/12/12-3/15/13	WATER	CAPITAL-WATER DISTRIBU	5,539.16
	update maps, base	WATER	DISTRIBUTION AND STORA	378.17
	staff mtg	WATER	ADMIN AND GENERAL	21.00
	n 3rd st 12/12/12-3/15/13	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	5,539.17
	update sanitary base	WASTE WATER FUND	COLLECTOR/LIFT STAT	190.67
	staff mtg	WASTE WATER FUND	ADMIN AND GENERAL	21.00
	compost site 2/16-3/15	ENVIRON SERVICES F	ADMIN AND GENERAL	577.50
	staff mtg	ENVIRON SERVICES F	ADMIN AND GENERAL	21.00
	staff mtg	ELECTRIC FUND	ADMIN AND GENERAL	52.50
	n 3rd st 12/12/12-3/15/13	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	5,539.17
	pk row storm design, maps	STORMWATER FUND	COLLECTIONS/LIFT STATI	378.16
			TOTAL:	73,456.75
BORDER STATES ELECTRIC SUPPLY	vapor proof lens latch	GENERAL FUND	STREETS	5.45
	vapor proof lens latch	GENERAL FUND	PARKS	4.36
	vapor proof lens latch	WATER	ADMIN AND GENERAL	2.18
	vapor proof lens latch	WASTE WATER FUND	ADMIN AND GENERAL	2.18
	vapor proof lens latch	ENVIRON SERVICES F	ADMIN AND GENERAL	2.19
	vapor proof lens latch	ELECTRIC FUND	ADMIN AND GENERAL	5.45
			TOTAL:	21.81

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOYER TRUCKS	#45 motor assy	GENERAL FUND	STREETS	149.57
			TOTAL:	149.57
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,145.00
	criminal	GENERAL FUND	LEGAL SERVICES	9,484.00
	nash finch	GENERAL FUND	ECONOMIC DEVMT	504.00
	hunter hardwood	REVOLVING LOAN FUN	ECONOMIC DEVMT	245.00
	movie theater	REVOLVING LOAN FUN	ECONOMIC DEVMT	28.00
	volk electric	REVOLVING LOAN FUN	ECONOMIC DEVMT	546.00
	welco west	2004 SUBDIVISIONS	ECONOMIC DEVMT	42.00
	wash ave link	PERM IMPROVMENT RE	STREETS	2,751.00
	batson forclosure	HOUSING PROJECT200	ECONOMIC DEVMT	28.00
	green valley	WATER	ADMIN AND GENERAL	42.00
	prof svc	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	70.00
			TOTAL:	15,885.00
BRANDT LAW OFFICE TRUST	BRANDT LAW OFFICE TRUST	PERM IMPROVMENT RE	STREETS	25,422.79
	doerr adjustment	PERM IMPROVMENT RE	STREETS	1,000.00-
			TOTAL:	24,422.79
C & S SUPPLY CO INC	clothing jared h	GENERAL FUND	PARKS	50.58
	clothing wayne p	COMMUNITY CENTER	COMMUNITY CENTER	63.98
	chem sprayer,chainsaw filt	ENVIRON SERVICES F	REFUSE DISPOSAL	624.94
	clothing dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	36.99
			TOTAL:	776.49
TAMI CALDWELL	clothing allowance	GENERAL FUND	POLICE	95.00
			TOTAL:	95.00
CENTRAL FIRE PROTECTION INC	#413 2-1/2# fire exting	GENERAL FUND	STREETS	10.42
	#413 2-1/2# fire exting	GENERAL FUND	PARKS	8.34
	#313 2-1/2# fire exting	GENERAL FUND	PARKS	41.68
	#413 2-1/2# fire exting	WATER	ADMIN AND GENERAL	4.17
	#413 2-1/2# fire exting	WASTE WATER FUND	ADMIN AND GENERAL	4.17
	#413 2-1/2# fire exting	ENVIRON SERVICES F	ADMIN AND GENERAL	4.16
	#413 2-1/2# fire exting	ELECTRIC FUND	ADMIN AND GENERAL	10.42
			TOTAL:	83.36
CENTRAL LANDSCAPE SUPPLY	spring back rakes	ENVIRON SERVICES F	REFUSE DISPOSAL	75.34
			TOTAL:	75.34
CINTAS FIRST AID & SAFETY	vehicle kits,first aid sup	GENERAL FUND	STREETS	45.12
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	13.53
	vehicle kits,first aid sup	GENERAL FUND	PARKS	36.09
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	13.54
	vehicle kits,first aid sup	WATER	ADMIN AND GENERAL	18.05
	vehicle kits,first aid sup	WASTE WATER FUND	ADMIN AND GENERAL	18.05
	vehicle kits,first aid sup	ENVIRON SERVICES F	ADMIN AND GENERAL	18.03
	vehicle kits,first aid sup	ELECTRIC FUND	ADMIN AND GENERAL	45.12
			TOTAL:	207.53
CLARKE MOSQUITO CONTROL PRODUCTS INC.	cr/rebill sales tax mosqui	ENVIRON SERVICES F	REFUSE DISPOSAL	666.60-
	cr/rebill sales tax mosqui	ENVIRON SERVICES F	REFUSE DISPOSAL	195.00-
	rebill to pay s. tax mosqu	ENVIRON SERVICES F	REFUSE DISPOSAL	920.84
			TOTAL:	59.24

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COLE PAPERS INC	tissue	GENERAL FUND	FIRE	62.05
	box,roll towel,soap,fork,p	GENERAL FUND	STREETS	140.05
	box,roll towel,soap,fork,p	GENERAL FUND	PARKS	140.05
	cleaning supplies	LIBRARY FUND	LIBRARY	154.00
	new size toilet paper	LIBRARY FUND	LIBRARY	82.93
	towels, cleaner	LIBRARY FUND	LIBRARY	114.59
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	616.04
	new size toilet paper	COMMUNITY CENTER	COMMUNITY CENTER	331.74
	towels, cleaner	COMMUNITY CENTER	COMMUNITY CENTER	458.38
	returned tissue	COMMUNITY CENTER	COMMUNITY CENTER	491.13-
	finish, micro fiber cloths	COMMUNITY CENTER	COMMUNITY CENTER	112.85
	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	275.62
	finish, micro fiber cloths	WATER	PURIFICATION AND TREAT	79.96
	box,roll towel,soap,fork,p	WATER	DISTRIBUTION AND STORA	70.02
	floor machine batteries &	WASTE WATER FUND	SOURCE/TREATMENT	917.84
	finish, micro fiber cloths	WASTE WATER FUND	SOURCE/TREATMENT	79.96
	box,roll towel,soap,fork,p	WASTE WATER FUND	SOURCE/TREATMENT	70.11
	box,roll towel,soap,fork,p	ENVIRON SERVICES F	REFUSE DISPOSAL	70.02
	box,roll towel,soap,fork,p	ELECTRIC FUND	POWER DISTRIBUTION	140.05
	box,roll towel,soap,fork,p	STORMWATER FUND	TREATMENT	70.09
			TOTAL:	3,495.22
COLOR DYNAMICS LLC	2013 pool painting downpay	2013 EQUIPMENT CER	SWIMMING POOL	25,000.00
			TOTAL:	25,000.00
COPIER BUSINESS SOLUTIONS	contract overage 3/10-4/9	GENERAL FUND	RECREATION/LEISURE SER	99.49
	contract overage 3/10-4/9	COMMUNITY CENTER	COMMUNITY CENTER	99.50
			TOTAL:	198.99
COURT SPORTS AND MORE	safety vests logos	GENERAL FUND	STREETS	12.02
	safety vests logos	GENERAL FUND	PARKS	9.62
	safety vests logos	WATER	ADMIN AND GENERAL	4.81
	safety vests logos	WATER	ADMIN AND GENERAL	21.38
	safety vests logos	WASTE WATER FUND	ADMIN AND GENERAL	4.81
	safety vests logos	ENVIRON SERVICES F	ADMIN AND GENERAL	4.81
	safety vests logos	ELECTRIC FUND	ADMIN AND GENERAL	12.02
	safety vests logos	STORMWATER FUND	ADMINISTRATION AND GEN	10.69
			TOTAL:	80.16
CREDIT RIVER TOOLS	flshlite chgr,air grinder	GENERAL FUND	STREETS	67.00
	tool set,brk adjustrs,dril	GENERAL FUND	STREETS	65.18
	flshlite chgr,air grinder	GENERAL FUND	PARKS	67.00
	tool set,brk adjustrs,dril	GENERAL FUND	PARKS	65.18
	flshlite chgr,air grinder	WATER	DISTRIBUTION AND STORA	33.50
	tool set,brk adjustrs,dril	WATER	DISTRIBUTION AND STORA	32.59
	flshlite chgr,air grinder	WASTE WATER FUND	SOURCE/TREATMENT	33.54
	tool set,brk adjustrs,dril	WASTE WATER FUND	SOURCE/TREATMENT	32.63
	flshlite chgr,air grinder	ENVIRON SERVICES F	REFUSE DISPOSAL	33.50
	tool set,brk adjustrs,dril	ENVIRON SERVICES F	REFUSE DISPOSAL	32.59
	flshlite chgr,air grinder	ELECTRIC FUND	POWER DISTRIBUTION	67.00
	tool set,brk adjustrs,dril	ELECTRIC FUND	POWER DISTRIBUTION	65.18
	flshlite chgr,air grinder	STORMWATER FUND	TREATMENT	33.52
	tool set,brk adjustrs,dril	STORMWATER FUND	TREATMENT	32.62
			TOTAL:	661.03
CRYSTEEL TRUCK EQUIPMENT INC	trade in1993 gmc,spreader	GENERAL FUND	NON-DEPARTMENTAL	1,700.00-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	boss vee angle cylinder	GENERAL FUND	STREETS	154.97
	elec hopper sander w/box	GENERAL FUND	PARKS	<u>4,057.21</u>
			TOTAL:	2,512.18
CUES	motor cable assembly	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>198.57</u>
			TOTAL:	198.57
DGR ENGINEERING	sub imp 3/31/13	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,098.00
	brdwy lump sum 3/31/13 lbi	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,477.50
	spcc plan update 3/31/13	ELECTRIC FUND	POWER DISTRIBUTION	<u>387.00</u>
			TOTAL:	2,962.50
DH ATHLETICS LLC	volleyball nets	GENERAL FUND	PARKS	<u>405.07</u>
			TOTAL:	405.07
DIRKS, BLAKE T.	safety glasses disp fee	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>15.00</u>
			TOTAL:	15.00
DPC INDUSTRIES, INC.	potasium permaganate	WATER	PURIFICATION AND TREAT	<u>1,076.00</u>
			TOTAL:	1,076.00
EARL F ANDERSEN INC	street nameplates	GENERAL FUND	STREETS	3,538.78
	signs-util wk,detour,turn	GENERAL FUND	STREETS	170.37
	signs-util wk,detour,turn	GENERAL FUND	PARKS	170.37
	signs-util wk,detour,turn	WATER	DISTRIBUTION AND STORA	85.18
	signs-util wk,detour,turn	WASTE WATER FUND	SOURCE/TREATMENT	85.28
	signs-util wk,detour,turn	ENVIRON SERVICES F	REFUSE DISPOSAL	85.18
	signs-tree wk,standw/legs,	ENVIRON SERVICES F	REFUSE DISPOSAL	734.34
	signs-util wk,detour,turn	ELECTRIC FUND	POWER DISTRIBUTION	170.37
	signs-util wk,detour,turn	STORMWATER FUND	TREATMENT	<u>85.26</u>
			TOTAL:	5,125.13
ED'S PLUMBING	replaced pw water htr	GENERAL FUND	STREETS	48.43
	replaced pw water htr	GENERAL FUND	PARKS	38.74
	replaced pw water htr	WATER	ADMIN AND GENERAL	19.37
	replaced pw water htr	WASTE WATER FUND	ADMIN AND GENERAL	19.37
	replaced pw water htr	ENVIRON SERVICES F	ADMIN AND GENERAL	19.36
	replaced pw water htr	ELECTRIC FUND	ADMIN AND GENERAL	<u>48.43</u>
			TOTAL:	193.70
ENVIRONMENTAL RESOURCE ASSOCIATES	coliforms & inorganics	WASTE WATER FUND	SOURCE/TREATMENT	<u>665.20</u>
			TOTAL:	665.20
FASTENAL COMPANY	1-1/8" metal hole saw	GENERAL FUND	STREETS	2.11
	small tool repair bosch gr	GENERAL FUND	STREETS	8.76
	butt connectors & step dr	GENERAL FUND	STREETS	20.23
	pipe couplings	GENERAL FUND	STREETS	3.24
	cable ties & batteries	GENERAL FUND	STREETS	80.55
	load binder ratchets,chain	GENERAL FUND	STREETS	99.94
	connectors,washers,fuses,b	GENERAL FUND	STREETS	49.66
	1-1/8" metal hole saw	GENERAL FUND	PARKS	2.11
	small tool repair bosch gr	GENERAL FUND	PARKS	8.76
	butt connectors & step dr	GENERAL FUND	PARKS	20.23
	u-bolt plate&round bent u-	GENERAL FUND	PARKS	2.16
	pipe couplings	GENERAL FUND	PARKS	3.24
	cable ties & batteries	GENERAL FUND	PARKS	80.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	reciprocating saw blade	GENERAL FUND	PARKS	31.68
	18v battery 2 pack	GENERAL FUND	PARKS	128.24
	load binder ratchets,chain	GENERAL FUND	PARKS	99.94
	connectors,washers,fuses,b	GENERAL FUND	PARKS	49.66
	tennis courts mh lamps	GENERAL FUND	PARKS	322.88
	drop in anchors	WATER	PURIFICATION AND TREAT	2.63
	1-1/8" metal hole saw	WATER	DISTRIBUTION AND STORA	1.05
	small tool repair bosch gr	WATER	DISTRIBUTION AND STORA	4.38
	butt connectors & step dr	WATER	DISTRIBUTION AND STORA	10.12
	pipe couplings	WATER	DISTRIBUTION AND STORA	1.62
	cable ties & batteries	WATER	DISTRIBUTION AND STORA	40.27
	load binder ratchets,chain	WATER	DISTRIBUTION AND STORA	49.96
	connectors,washers,fuses,b	WATER	DISTRIBUTION AND STORA	24.83
	1-1/8" metal hole saw	WASTE WATER FUND	SOURCE/TREATMENT	1.06
	small tool repair bosch gr	WASTE WATER FUND	SOURCE/TREATMENT	4.39
	butt connectors & step dr	WASTE WATER FUND	SOURCE/TREATMENT	10.13
	pipe couplings	WASTE WATER FUND	SOURCE/TREATMENT	1.62
	cable ties & batteries	WASTE WATER FUND	SOURCE/TREATMENT	40.32
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	17.62
	load binder ratchets,chain	WASTE WATER FUND	SOURCE/TREATMENT	50.03
	connectors,washers,fuses,b	WASTE WATER FUND	SOURCE/TREATMENT	24.86
	1-1/8" metal hole saw	ENVIRON SERVICES	F REFUSE DISPOSAL	1.05
	small tool repair bosch gr	ENVIRON SERVICES	F REFUSE DISPOSAL	4.38
	butt connectors & step dr	ENVIRON SERVICES	F REFUSE DISPOSAL	10.12
	pipe couplings	ENVIRON SERVICES	F REFUSE DISPOSAL	1.62
	cable ties & batteries	ENVIRON SERVICES	F REFUSE DISPOSAL	40.27
	load binder ratchets,chain	ENVIRON SERVICES	F REFUSE DISPOSAL	49.96
	connectors,washers,fuses,b	ENVIRON SERVICES	F REFUSE DISPOSAL	24.83
	anchor shackles	ELECTRIC FUND	POWER DISTRIBUTION	92.62
	ss flat washers	ELECTRIC FUND	POWER DISTRIBUTION	1.27
	1-1/8" metal hole saw	ELECTRIC FUND	POWER DISTRIBUTION	2.11
	small tool repair bosch gr	ELECTRIC FUND	POWER DISTRIBUTION	8.76
	butt connectors & step dr	ELECTRIC FUND	POWER DISTRIBUTION	20.23
	pipe couplings	ELECTRIC FUND	POWER DISTRIBUTION	3.24
	cable ties & batteries	ELECTRIC FUND	POWER DISTRIBUTION	80.55
	load binder ratchets,chain	ELECTRIC FUND	POWER DISTRIBUTION	99.93
	connectors,washers,fuses,b	ELECTRIC FUND	POWER DISTRIBUTION	49.66
	1-1/8" metal hole saw	STORMWATER FUND	TREATMENT	1.05
	small tool repair bosch gr	STORMWATER FUND	TREATMENT	4.39
	butt connectors & step dr	STORMWATER FUND	TREATMENT	10.13
	pipe couplings	STORMWATER FUND	TREATMENT	1.61
	cable ties & batteries	STORMWATER FUND	TREATMENT	40.34
	load binder ratchets,chain	STORMWATER FUND	TREATMENT	50.01
	connectors,washers,fuses,b	STORMWATER FUND	TREATMENT	24.86
			TOTAL:	1,921.82
FINANCE AND COMMERCE	n 3rd street bid advertise	WATER	CAPITAL-WATER DISTRIBU	12.62
	n 3rd street bid advertise	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	12.63
	n 3rd street bid advertise	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	12.63
			TOTAL:	37.88
FIRE PROTECTION SERVICES, INC.	fire sprinkler review	GENERAL FUND	BUILDING INSPECTOR	154.88
			TOTAL:	154.88
FOUR SEASONS OVERHEAD DOOR, LLC	shop doors hinges & roller	GENERAL FUND	STREETS	163.91
	shop doors hinges & roller	GENERAL FUND	PARKS	131.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	shop doors hinges & roller	WATER	ADMIN AND GENERAL	65.56
	shop doors hinges & roller	WASTE WATER FUND	ADMIN AND GENERAL	65.56
	shop doors hinges & roller	ENVIRON SERVICES F	ADMIN AND GENERAL	65.56
	shop doors hinges & roller	ELECTRIC FUND	ADMIN AND GENERAL	<u>163.91</u>
			TOTAL:	655.63
GELDNER UNDERGROUND, INC.	904 menk dr repair	ELECTRIC FUND	POWER DISTRIBUTION	<u>900.00</u>
			TOTAL:	900.00
GENESIS	april diesel	GENERAL FUND	FIRE	284.83
	april diesel	GENERAL FUND	STREETS	3,647.75
	april diesel	GENERAL FUND	PARKS	392.19
	april diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	231.15
	april diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	131.46
	april diesel	ELECTRIC FUND	POWER DISTRIBUTION	297.98
	april diesel	STORMWATER FUND	TREATMENT	48.75
	april diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>581.44</u>
			TOTAL:	5,615.55
GILLLUND ENTERPRISES INC	mech bay cleaner & degreas	GENERAL FUND	STREETS	79.40
	mech bay cleaner & degreas	GENERAL FUND	PARKS	79.40
	mech bay cleaner & degreas	WATER	DISTRIBUTION AND STORA	39.69
	mech bay cleaner & degreas	WASTE WATER FUND	SOURCE/TREATMENT	39.74
	mech bay cleaner & degreas	ENVIRON SERVICES F	REFUSE DISPOSAL	39.69
	mech bay cleaner & degreas	ELECTRIC FUND	POWER DISTRIBUTION	79.40
	mech bay cleaner & degreas	STORMWATER FUND	TREATMENT	<u>39.74</u>
			TOTAL:	397.06
GOODTIMES MANUFACTURING	soccer camp shirts	GENERAL FUND	RECREATION/LEISURE SER	<u>445.50</u>
			TOTAL:	445.50
GOPHER STATE ONE-CALL INC	april 2013 locates	WATER	DISTRIBUTION AND STORA	24.20
	april 2013 locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	24.20
	april 2013 locates	ELECTRIC FUND	POWER DISTRIBUTION	<u>24.20</u>
			TOTAL:	72.60
GRAINGER	safety glasses	GENERAL FUND	STREETS	15.50
	safety glasses	GENERAL FUND	PARKS	12.40
	safety glasses	WATER	ADMIN AND GENERAL	6.20
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	6.20
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	6.20
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	<u>15.50</u>
			TOTAL:	62.00
GRAYBAR ELECTRIC COMPANY INC	wall sconces in cc hallway	COMMUNITY CENTER	COMMUNITY CENTER	281.74
	brdwy wp lighting--hps lam	WATER	PURIFICATION AND TREAT	<u>110.34</u>
			TOTAL:	392.08
HACH COMPANY	ascorbic acid&iron reagent	WATER	PURIFICATION AND TREAT	<u>253.65</u>
			TOTAL:	253.65
HARTFIEL AUTOMATION	air compressor valve	WASTE WATER FUND	SOURCE/TREATMENT	<u>204.47</u>
			TOTAL:	204.47
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,599.00
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	<u>5,124.51</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	6,723.51
HD SUPPLY FACILITIES MAINTENANCE	toilet parts	COMMUNITY CENTER	COMMUNITY CENTER	103.34
			TOTAL:	103.34
HEIMAN INC.	sure step mounting bracket	GENERAL FUND	FIRE	53.30
			TOTAL:	53.30
HICKORY TECH	phone svc 5/8-6/7/13	GENERAL FUND	CITY ADMINISTRATION	77.73
	phone svc 5/8-6/7/13	GENERAL FUND	CITY CLERK	15.37
	phone svc 5/8-6/7/13	GENERAL FUND	FINANCE	121.01
	phone svc 5/8-6/7/13	GENERAL FUND	MUNICIPAL BUILDING	7.19
	phone svc 5/8-6/7/13	GENERAL FUND	POLICE	361.86
	phone svc 5/8-6/7/13	GENERAL FUND	FIRE	150.25
	phone svc 5/8-6/7/13	GENERAL FUND	BUILDING INSPECTOR	45.12
	phone svc 5/8-6/7/13	GENERAL FUND	PUBLIC WORKS ADMIN	84.32
	phone svc 5/8-6/7/13	GENERAL FUND	STREETS	52.29
	phone svc 5/8-6/7/13	GENERAL FUND	SENIOR COORDINATOR	5.13
	phone svc 5/8-6/7/13	GENERAL FUND	RECREATION/LEISURE SER	128.34
	phone svc 5/8-6/7/13	GENERAL FUND	SWIMMING POOL	31.37
	phone svc 5/8-6/7/13	GENERAL FUND	PARKS	93.51
	phone svc 5/8-6/7/13	GENERAL FUND	ECONOMIC DEVMT	29.74
	phone svc 5/8-6/7/13	LIBRARY FUND	LIBRARY	91.56
	phone svc 5/8-6/7/13	PUBLIC ACCESS	PUBLIC ACCESS	15.37
	phone svc 5/8-6/7/13	COMMUNITY CENTER	COMMUNITY CENTER	47.60
	phone svc 5/8-6/7/13	WATER	ADMIN AND GENERAL	237.97
	phone svc 5/8-6/7/13	WASTE WATER FUND	ADMIN AND GENERAL	192.79
	phone svc 5/8-6/7/13	ENVIRON SERVICES F	ADMIN AND GENERAL	33.23
	phone svc 5/8-6/7/13	ELECTRIC FUND	ADMIN AND GENERAL	150.24
	phone svc 5/8-6/7/13	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	49.83
			TOTAL:	2,021.82
HILLYARD/HUTCHINSON	vac bags,brush roller,filt	GENERAL FUND	STREETS	43.05
	vac repair parts	GENERAL FUND	STREETS	47.98
	vac bags,brush roller,filt	GENERAL FUND	PARKS	43.05
	vac repair parts	GENERAL FUND	PARKS	38.39
	copier maint for august	LIBRARY FUND	LIBRARY	411.48
	copier maint for august	COMMUNITY CENTER	COMMUNITY CENTER	411.49
	replace brush motors	COMMUNITY CENTER	COMMUNITY CENTER	250.17
	vac bags,brush roller,filt	WATER	DISTRIBUTION AND STORA	21.52
	vac repair parts	WATER	ADMIN AND GENERAL	19.19
	vac bags,brush roller,filt	WASTE WATER FUND	SOURCE/TREATMENT	21.55
	vac repair parts	WASTE WATER FUND	ADMIN AND GENERAL	19.19
	vac bags,brush roller,filt	ENVIRON SERVICES F	REFUSE DISPOSAL	21.52
	vac repair parts	ENVIRON SERVICES F	ADMIN AND GENERAL	19.20
	vac bags,brush roller,filt	ELECTRIC FUND	POWER DISTRIBUTION	43.05
	vac repair parts	ELECTRIC FUND	ADMIN AND GENERAL	47.98
	vac bags,brush roller,filt	STORMWATER FUND	TREATMENT	21.53
			TOTAL:	1,480.34
HOLIDAY COMMERCIAL	april fuel	GENERAL FUND	POLICE	253.22
	car washes	GENERAL FUND	POLICE	24.55
	april fuel	GENERAL FUND	BUILDING INSPECTOR	72.57
	april fuel	GENERAL FUND	STREETS	293.24
	april fuel	GENERAL FUND	PARKS	284.97
	april fuel	COMMUNITY CENTER	COMMUNITY CENTER	77.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	april fuel	WATER	SOURCE OF SUPPLY	50.61
	april fuel	WATER	PURIFICATION AND TREAT	75.93
	april fuel	WATER	DISTRIBUTION AND STORA	379.63
	april fuel	WATER	CUSTOMER ACCOUNTS	41.17
	april fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	254.75
	april fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	41.17
	april fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	257.10
	april fuel	ELECTRIC FUND	POWER DISTRIBUTION	339.75
	april fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	41.17
	april fuel	STORMWATER FUND	TREATMENT	297.55
			TOTAL:	2,785.16
LINCOLN HOOPER	lineman license	ELECTRIC FUND	ADMIN AND GENERAL	53.00
			TOTAL:	53.00
INFRATECH	tripod pkg & winch	WASTE WATER FUND	CAPITAL-GENERAL PLANT	3,177.55
			TOTAL:	3,177.55
INGRAM BOOK COMPANY	library materials	LIBRARY FUND	LIBRARY	313.17
	adult non-fiction	LIBRARY FUND	LIBRARY	19.68
	new children's materials	LIBRARY FUND	LIBRARY	1,195.86
	new library materials	LIBRARY FUND	LIBRARY	519.58
	adult fiction	LIBRARY FUND	LIBRARY	335.64
	new adult non fiction	LIBRARY FUND	LIBRARY	140.18
	new children's, ya	LIBRARY FUND	LIBRARY	33.39
			TOTAL:	2,557.50
JAVENS MECHANICAL CONTRACTING CO.	annual rpz tsting,rep labo	LIBRARY FUND	LIBRARY	227.18
	annual rpz tsting,rep labo	COMMUNITY CENTER	COMMUNITY CENTER	158.04
	annual rpz tsting,rep labo	WATER	PURIFICATION AND TREAT	227.19
	cln relief assy,lube,rpz t	WATER	DISTRIBUTION AND STORA	155.00
	annual rpz tsting,rep labo	WASTE WATER FUND	COLLECTOR/LIFT STAT	217.31
	annual rpz tsting,rep labo	WASTE WATER FUND	SOURCE/TREATMENT	158.04
			TOTAL:	1,142.76
JEFFERSON FIRE & SAFETY INC	facesheild,shell	GENERAL FUND	FIRE	200.98
			TOTAL:	200.98
TERRY KAMM	class a renewal	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
STACY KURTH	facility rental refund	GENERAL FUND	NON-DEPARTMENTAL	300.00
			TOTAL:	300.00
LAGER'S INC	coolant res #110	GENERAL FUND	POLICE	92.02
	"10 wrangler repr	GENERAL FUND	POLICE	150.73
	2013 durango hitch & wirin	2013 EQUIPMENT CER	POLICE	467.00
	2013 dodge durango	2013 EQUIPMENT CER	POLICE	27,903.75
			TOTAL:	28,613.50
LE SUEUR COUNTY TREASURER	conditional use permit fil	ENVIRON SERVICES F	REFUSE DISPOSAL	46.00
			TOTAL:	46.00
LEAGUE OF MINNESOTA CITIES	council conf registration	GENERAL FUND	MAYOR & COUNCIL	295.00
			TOTAL:	295.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LEAGUE OF MN CITIES INSURANCE TRUST	reserves	GENERAL FUND	POLICE	221.00
	fire audit adjmt	GENERAL FUND	FIRE	221.00
	TOTAL:			442.00
LOOKOUT BOOKS	new children's	LIBRARY FUND	LIBRARY	62.90
	TOTAL:			62.90
MACQUEEN EQUIPMENT INC	#33str sweep dirt deflectr	GENERAL FUND	STREETS	412.82
	#27 ball valves	WASTE WATER FUND	COLLECTOR/LIFT STAT	210.53
	TOTAL:			623.35
MADDEN, GALANTER, HANSEN, LLP	3/1-3/31/13 labor rel. svc	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	852.53
	TOTAL:			852.53
MANKATO-SPS COMPANIES, INC.	assy rod,nut assy,pckg nut	WATER	DISTRIBUTION AND STORA	67.22
	TOTAL:			67.22
MARCO, INC.	3/23-4/22 contract	GENERAL FUND	CITY ADMINISTRATION	24.84
	3/23-4/22 contract	GENERAL FUND	CITY CLERK	24.84
	3/23-4/22 contract	GENERAL FUND	FINANCE	16.56
	3/23-4/22 contract	GENERAL FUND	POLICE	13.25
	3/23-4/22 contract	GENERAL FUND	BUILDING INSPECTOR	6.62
	3/23-4/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	3.31
	3/23-4/22 contract	GENERAL FUND	ECONOMIC DEVT	1.66
	3/23-4/22 contract	WATER	ADMIN AND GENERAL	14.90
	3/23-4/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	14.90
	3/23-4/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	44.71
	TOTAL:			165.59
	MATHESON TRI-GAS INC	5 yr cylinder lease acetyl	GENERAL FUND	STREETS
cylinder rental		GENERAL FUND	STREETS	25.53
5 yr cylinder lease acetyl		GENERAL FUND	PARKS	31.85
cylinder rental		GENERAL FUND	PARKS	20.42
5 yr cylinder lease acetyl		WATER	ADMIN AND GENERAL	15.92
cylinder rental		WATER	ADMIN AND GENERAL	10.21
5 yr cylinder lease acetyl		WASTE WATER FUND	ADMIN AND GENERAL	15.92
cylinder rental		WASTE WATER FUND	ADMIN AND GENERAL	10.21
5 yr cylinder lease acetyl		ENVIRON SERVICES F	ADMIN AND GENERAL	15.93
cylinder rental		ENVIRON SERVICES F	ADMIN AND GENERAL	10.22
5 yr cylinder lease acetyl		ELECTRIC FUND	ADMIN AND GENERAL	39.81
cylinder rental		ELECTRIC FUND	ADMIN AND GENERAL	25.53
TOTAL:			261.36	
MENARDS	anchor,drill bit,alum flat	GENERAL FUND	FIRE	28.45
	anti-fatigue mats	GENERAL FUND	STREETS	13.66
	vehicle air freshener tree	GENERAL FUND	STREETS	3.75
	water heater	GENERAL FUND	STREETS	30.49
	anti-fatigue mats	GENERAL FUND	PARKS	13.66
	vehicle air freshener tree	GENERAL FUND	PARKS	3.75
	water heater	GENERAL FUND	PARKS	24.39
	dowel pins,bolt,cleat,hing	GENERAL FUND	PARKS	41.92
	anti-fatigue mats	WATER	DISTRIBUTION AND STORA	6.83
	vehicle air freshener tree	WATER	DISTRIBUTION AND STORA	1.88
	water heater	WATER	ADMIN AND GENERAL	12.19
	anti-fatigue mats	WASTE WATER FUND	SOURCE/TREATMENT	6.84
	vehicle air freshener tree	WASTE WATER FUND	SOURCE/TREATMENT	1.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	water heater	WASTE WATER FUND	ADMIN AND GENERAL	12.19	
	anti-fatigue mats	ENVIRON SERVICES F	REFUSE DISPOSAL	6.83	
	vehicle air freshener tree	ENVIRON SERVICES F	REFUSE DISPOSAL	1.88	
	water heater	ENVIRON SERVICES F	ADMIN AND GENERAL	12.19	
	anti-fatigue mats	ELECTRIC FUND	POWER DISTRIBUTION	13.66	
	vehicle air freshener tree	ELECTRIC FUND	POWER DISTRIBUTION	3.75	
	water heater	ELECTRIC FUND	ADMIN AND GENERAL	30.49	
	anti-fatigue mats	STORMWATER FUND	TREATMENT	6.82	
	vehicle air freshener tree	STORMWATER FUND	TREATMENT	1.88	
			TOTAL:	279.38	
METRO FIRE	air mask device-icm 2000,	GENERAL FUND	FIRE	1,604.66	
			TOTAL:	1,604.66	
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	467.87	
			TOTAL:	467.87	
DEREK MEYER	summit pk cheks 40,42,58,6	PERM IMPROVMENT RE	STREETS	48.00	
	summit pk chks 40,42,58,65	PERM IMPROVMENT RE	STREETS	48.00	
			TOTAL:	96.00	
MID-AMERICA SPORTS ADVANTAGE	vets#1 ball field fence gu	GENERAL FUND	PARKS	145.35	
			TOTAL:	145.35	
MISC VENDOR	ALL SAVIORS LUTHERAN C	don prafke mem donat bldg	GENERAL FUND	MAYOR & COUNCIL	50.00
	COMPLIANCE SERVICES	emissions testing	ELECTRIC FUND	POWER PRODUCTION	2,295.00
	GENERATIONS PHOTOGRAPY	decal	WATER	CUSTOMER ACCOUNTS	8.33
	GENERATIONS PHOTOGRAPY	decal	WASTE WATER FUND	CUSTOMER ACCOUNTS	8.33
	GENERATIONS PHOTOGRAPY	decal	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.34
	GRANITE CITY TOOL	stone paint dark brown	GENERAL FUND	PARKS	66.39
	LUNDBERG, LYNN	party refund	GENERAL FUND	NON-DEPARTMENTAL	69.47
			TOTAL:	2,505.86	
MN MUNICIPAL UTILITIES ASSOCIATION	2nd qtr prog	GENERAL FUND	FIRE	130.22	
	2nd qtr prog	GENERAL FUND	PUBLIC WORKS ADMIN	780.24	
	2nd qtr prog	GENERAL FUND	STREETS	780.79	
	2nd qtr prog	GENERAL FUND	PARKS	651.10	
	2nd qtr prog	COMMUNITY CENTER	COMMUNITY CENTER	390.66	
	2nd qtr prog	WATER	ADMIN AND GENERAL	520.88	
	2nd qtr prog	WASTE WATER FUND	ADMIN AND GENERAL	780.79	
	2nd qtr prog	ENVIRON SERVICES F	ADMIN AND GENERAL	260.44	
	2nd qtr prog	ELECTRIC FUND	ADMIN AND GENERAL	651.10	
	2nd qtr elec training	ELECTRIC FUND	ADMIN AND GENERAL	687.50	
	1st qtr member dues 2013	ELECTRIC FUND	ADMIN AND GENERAL	3,466.75	
	sub-school 4/23-25 lincoln	ELECTRIC FUND	ADMIN AND GENERAL	440.00	
	undrgrnd school 5/14-17 br	ELECTRIC FUND	ADMIN AND GENERAL	440.00	
	2nd qtr prog	STORMWATER FUND	ADMINISTRATION AND GEN	390.66	
			TOTAL:	10,371.13	
MN POLLUTION CONTROL AGENCY	wwt tech seminar 6/11-13 j	WATER	ADMIN AND GENERAL	300.00	
			TOTAL:	300.00	
PETE MOULTON	mileage-rates,bills,water	WATER	ADMIN AND GENERAL	54.80	
	mileage grd watr conv,ops	WATER	ADMIN AND GENERAL	109.05	
	ops review,meters,pln revi	WASTE WATER FUND	ADMIN AND GENERAL	22.04	
	mileage ops	WASTE WATER FUND	ADMIN AND GENERAL	4.52	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	smmpa princeton hotel	ELECTRIC FUND	ADMIN AND GENERAL	76.94
	ops review, strmwtr ms4	STORMWATER FUND	ADMINISTRATION AND GEN	114.70
	mileage ops	STORMWATER FUND	ADMINISTRATION AND GEN	18.08
			TOTAL:	400.13
MTI DISTRIBUTING CO	19a hoc cap assy	GENERAL FUND	PARKS	104.47
	skid assy's #554 mower	GENERAL FUND	PARKS	287.89
			TOTAL:	392.36
MVTL LABORATORIES INC	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00
	aerobic plant count	WASTE WATER FUND	SOURCE/TREATMENT	26.00
	nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	60.00
	salty disc testing	WASTE WATER FUND	SOURCE/TREATMENT	144.00
	hwe salty discharge testin	WASTE WATER FUND	SOURCE/TREATMENT	159.00
			TOTAL:	709.00
NASH FINCH CO.	partial bldg permit reimbu	GENERAL FUND	ECONOMIC DEVMT	8,100.00
			TOTAL:	8,100.00
JAMES NEARY	dryclean fire dept uniform	RESTRICTED CONTRIB	FIRE	12.63
			TOTAL:	12.63
NEENAH FOUNDRY COMPANY	grate tpev, regular flow w/	GENERAL FUND	STREETS	213.16
			TOTAL:	213.16
NEW PIG CORPORATION	haz absorbent mats	WATER	ADMIN AND GENERAL	113.13
			TOTAL:	113.13
NICOLLET COUNTY BANK	start up change for pool a	GENERAL FUND	NON-DEPARTMENTAL	150.00
	start up change for pool c	GENERAL FUND	NON-DEPARTMENTAL	50.00
			TOTAL:	200.00
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	133.68
			TOTAL:	133.68
NORTH CENTRAL LABORATORIES	sulf acid, sod hydrox dish,	WASTE WATER FUND	SOURCE/TREATMENT	567.72
			TOTAL:	567.72
NORTHLAND CHEMICAL CORP.	degreaser	GENERAL FUND	STREETS	19.19
	tar/asphalt remover	GENERAL FUND	STREETS	647.58
	degreaser	GENERAL FUND	PARKS	19.19
	degreaser	WATER	DISTRIBUTION AND STORA	9.59
	degreaser	WASTE WATER FUND	SOURCE/TREATMENT	9.61
	degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	9.59
	degreaser	ELECTRIC FUND	POWER DISTRIBUTION	19.19
	degreaser	STORMWATER FUND	TREATMENT	9.60
			TOTAL:	743.54
PAULA O'CONNELL	transit trng lunch	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	45.62
	leftover items from econo	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.50
			TOTAL:	42.12
PEPSI-COLA OF MANKATO INC	concessions	COMMUNITY CENTER	COMMUNITY CENTER	204.25
			TOTAL:	204.25
PET EXPO DIST.	aquarium labor & supplies	LIBRARY FUND	LIBRARY	174.67

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	174.67
MATTHEW PETERS	fbi exec conf meals,hotel	GENERAL FUND	POLICE	233.19
			TOTAL:	233.19
MATTHEW PETERS-PETTY CASH	veh reg,batteries	GENERAL FUND	POLICE	39.69
	postage-dwi kits,return,ra	GENERAL FUND	POLICE	44.80
	pop, cookies	GENERAL FUND	POLICE	26.37
			TOTAL:	110.86
TODD PRAFKE-PETTY CASH	cc goal session pop	GENERAL FUND	MAYOR & COUNCIL	11.00
	mtg pop	GENERAL FUND	CITY ADMINISTRATION	4.50
	lic plates	GENERAL FUND	BUILDING INSPECTOR	4.00
	rotary meals	GENERAL FUND	ECONOMIC DEVMT	56.00
	return tapes	PUBLIC ACCESS	PUBLIC ACCESS	7.81
	awwa parking,meal	WATER	ADMIN AND GENERAL	21.52
	lakes & links sample posta	WATER	ADMIN AND GENERAL	2.58
	wastewater meal	WASTE WATER FUND	CUSTOMER ACCOUNTS	4.40
			TOTAL:	111.81
PROFESSIONAL WATER TECHNOLOGIES	anti-scalant	WATER	PURIFICATION AND TREAT	10,000.00
	ro liquid membrane clnr	WATER	PURIFICATION AND TREAT	912.00
	lavasol liquid ro membrane	WATER	PURIFICATION AND TREAT	244.00
			TOTAL:	11,156.00
RONALD D. QUADE	mileage,mtg fee,per diem	GENERAL FUND	FIRE	85.42
			TOTAL:	85.42
QUALITY FLOW SYSTEMS, INC	svc chk 4 stations	WASTE WATER FUND	COLLECTOR/LIFT STAT	400.00
			TOTAL:	400.00
QUARTERMASTER	uniform	GENERAL FUND	POLICE	299.20
			TOTAL:	299.20
QUILL	ink cart	GENERAL FUND	POLICE	123.93
	ink cartridges	GENERAL FUND	STREETS	65.98
	ink cart	GENERAL FUND	STREETS	24.98
	ink cartridges	GENERAL FUND	STREETS	17.50
	ink cartridges	GENERAL FUND	PARKS	52.78
	ink cart	GENERAL FUND	PARKS	19.98
	ink cartridges	GENERAL FUND	PARKS	14.00
	ink cartridges	LIBRARY FUND	LIBRARY	70.19
	ink cartridges	WATER	ADMIN AND GENERAL	26.39
	ink cart	WATER	ADMIN AND GENERAL	9.99
	ink cartridges	WATER	ADMIN AND GENERAL	7.00
	ink cartridges	WATER	CUSTOMER ACCOUNTS	28.62
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	26.39
	ink cart	WASTE WATER FUND	ADMIN AND GENERAL	9.99
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	7.00
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	28.62
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	26.40
	ink cart	ENVIRON SERVICES F	ADMIN AND GENERAL	10.00
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	7.00
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	28.60
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	65.98
	ink cart	ELECTRIC FUND	ADMIN AND GENERAL	24.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	17.50
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	28.62
			TOTAL:	742.42
RECREATION SUPPLY COMPANY	basketball rim,net	GENERAL FUND	SWIMMING POOL	132.32
			TOTAL:	132.32
RED WING SHOE STORE	safety boots wayne p	COMMUNITY CENTER	COMMUNITY CENTER	123.24
			TOTAL:	123.24
RETROFIT RECYCLING	bulbs	LIBRARY FUND	LIBRARY	185.83
	4" lamp barrels deposit-rf	ELECTRIC FUND	POWER DISTRIBUTION	116.53
			TOTAL:	302.36
ROYAL TIRE, INC	#28 tire svc	ENVIRON SERVICES F	REFUSE DISPOSAL	722.73
			TOTAL:	722.73
RYAN ELECTRIC OF ST PETER	change ballasts thruout bl	COMMUNITY CENTER	COMMUNITY CENTER	556.16
	move load mgmnt 1407 winon	ELECTRIC FUND	POWER DISTRIBUTION	70.00
			TOTAL:	626.16
RYAN PLUMBING & HEATING	repair transit garage leak	GENERAL FUND	MUNICIPAL BUILDING	84.60
	maint rm water htr circ p	GENERAL FUND	STREETS	131.38
	maint rm water htr circ p	GENERAL FUND	PARKS	105.10
	maint rm water htr circ p	WATER	ADMIN AND GENERAL	52.55
	maint rm water htr circ p	WASTE WATER FUND	ADMIN AND GENERAL	52.55
	maint rm water htr circ p	ENVIRON SERVICES F	ADMIN AND GENERAL	52.54
	maint rm water htr circ p	ELECTRIC FUND	ADMIN AND GENERAL	131.38
			TOTAL:	610.10
SEBCO BOOKS	children's books	LIBRARY FUND	LIBRARY	697.67
	children's books	LIBRARY FUND	LIBRARY	34.90
			TOTAL:	732.57
SIGNATURE AQUATICS INC.	thermal pool covers 25% de 2013	EQUIPMENT CER	SWIMMING POOL	3,953.04
			TOTAL:	3,953.04
SIMPLEX GRINNELL	test & inspect sprinkler s	LIBRARY FUND	LIBRARY	558.60
			TOTAL:	558.60
SPRINT SOLUTIONS, INC.	cell phone svc 3/23-4/22	GENERAL FUND	POLICE	243.48
	CELL PHONE SVC 3/15-4/14	GENERAL FUND	FIRE	17.26
	on call phones 3/15-4/14	WATER	ADMIN AND GENERAL	25.82
	on call phones 3/15-4/14	WASTE WATER FUND	ADMIN AND GENERAL	28.38
	on call phones 3/15-4/14	ELECTRIC FUND	ADMIN AND GENERAL	25.82
			TOTAL:	340.76
ST PETER HIGH SCHOOL	gymnastics equip storage r	GENERAL FUND	RECREATION/LEISURE SER	200.00
			TOTAL:	200.00
ST PETER INSULATED GLASS	door d replace glass	COMMUNITY CENTER	COMMUNITY CENTER	175.94
	door a lobby glass replace	COMMUNITY CENTER	COMMUNITY CENTER	282.39
			TOTAL:	458.33
ST PETER RENTAL CENTER	parking brake lever	GENERAL FUND	PARKS	28.27
			TOTAL:	28.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STAPLES ADVANTAGE	labels	GENERAL FUND	PUBLIC WORKS ADMIN	11.96
	folders,post-its,mailers,s	GENERAL FUND	STREETS	24.19
	paper,envelopes	GENERAL FUND	RECREATION/LEISURE SER	65.90
	folders,post-its,mailers,s	GENERAL FUND	PARKS	19.35
	paper,cardstock	LIBRARY FUND	LIBRARY	75.76
	folders,post-its,mailers,s	WATER	ADMIN AND GENERAL	9.68
	folders,post-its,mailers,s	WASTE WATER FUND	ADMIN AND GENERAL	9.68
	calculators	WASTE WATER FUND	ADMIN AND GENERAL	32.99
	folders,post-its,mailers,s	ENVIRON SERVICES F	ADMIN AND GENERAL	9.66
	folders,post-its,mailers,s	ELECTRIC FUND	ADMIN AND GENERAL	24.19
			TOTAL:	283.36
STATE INDUSTRIAL PRODUCTS	weed kill,floor clnr,air f	LIBRARY FUND	LIBRARY	177.86
	weed kill,floor clnr,air f	COMMUNITY CENTER	COMMUNITY CENTER	177.86
			TOTAL:	355.72
STREICHER'S	uniforms	GENERAL FUND	POLICE	267.56
	light holder	GENERAL FUND	POLICE	32.05
	ammunition	GENERAL FUND	POLICE	333.19
			TOTAL:	632.80
SURPLUS SERVICES	surplus cameras r#228881	GENERAL FUND	NON-DEPARTMENTAL	154.97
			TOTAL:	154.97
TELIN TRANSPORTATION GROUP	#12safety switch whlchair	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	33.36
			TOTAL:	33.36
JANET THOMPSON	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	23.99
			TOTAL:	23.99
TIGERDIRECT.COM	spare ups	GENERAL FUND	CITY ADMINISTRATION	7.50
	cables	GENERAL FUND	CITY ADMINISTRATION	40.73
	cables	GENERAL FUND	CITY ADMINISTRATION	16.56
	spare ups	GENERAL FUND	CITY CLERK	7.50
	spare ups	GENERAL FUND	FINANCE	5.00
	pdf converter	GENERAL FUND	FINANCE	43.38
	computer cleaner	GENERAL FUND	FINANCE	17.46
	mouse pad, wrist pad	GENERAL FUND	FINANCE	18.57
	spare ups	GENERAL FUND	POLICE	4.00
	replacement ups	GENERAL FUND	POLICE	119.99
	work station monitor	GENERAL FUND	POLICE	149.99
	computer	GENERAL FUND	FIRE	618.80
	mybook live,hyper x,ups	GENERAL FUND	FIRE	271.94
	monitor	GENERAL FUND	FIRE	140.21
	spare ups	GENERAL FUND	BUILDING INSPECTOR	2.00
	spare ups	GENERAL FUND	PUBLIC WORKS ADMIN	1.00
	spare ups	GENERAL FUND	ECONOMIC DEVMT	0.50
	scanner	GENERAL FUND	ECONOMIC DEVMT	465.21
	windows 7 for library comp	LIBRARY FUND	LIBRARY	139.99
	cables	LIBRARY FUND	LIBRARY	40.65
	cables	LIBRARY FUND	LIBRARY	16.53
	cables	COMMUNITY CENTER	COMMUNITY CENTER	40.65
	cables	COMMUNITY CENTER	COMMUNITY CENTER	16.53
	spare ups	WATER	ADMIN AND GENERAL	4.50
	pdf converter	WATER	ADMIN AND GENERAL	10.85
	cables	WATER	ADMIN AND GENERAL	40.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cables	WATER	ADMIN AND GENERAL	16.53
	spare ups	WASTE WATER FUND	ADMIN AND GENERAL	4.49
	pdf converter	WASTE WATER FUND	ADMIN AND GENERAL	10.85
	desktop scanner	WASTE WATER FUND	ADMIN AND GENERAL	465.21
	cables	WASTE WATER FUND	ADMIN AND GENERAL	40.65
	cables	WASTE WATER FUND	ADMIN AND GENERAL	16.53
	mouse pad, wrist pad	WASTE WATER FUND	ADMIN AND GENERAL	12.58
	pdf converter	ENVIRON SERVICES F	ADMIN AND GENERAL	10.83
	cables	ENVIRON SERVICES F	ADMIN AND GENERAL	40.65
	cables	ENVIRON SERVICES F	ADMIN AND GENERAL	16.53
	spare ups	ELECTRIC FUND	ADMIN AND GENERAL	13.50
	pdf converter	ELECTRIC FUND	ADMIN AND GENERAL	10.85
	cables	ELECTRIC FUND	ADMIN AND GENERAL	40.65
	cables	ELECTRIC FUND	ADMIN AND GENERAL	16.53
	cables	STORMWATER FUND	ADMINISTRATION AND GEN	40.65
	cables	STORMWATER FUND	ADMINISTRATION AND GEN	16.53
	cables	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	40.68
	cables	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	16.53
			TOTAL:	3,071.46
JANE TIMMERMAN-PETTY CASH	bank bag	GENERAL FUND	RECREATION/LEISURE SER	3.00
	mileage to pick up supplie	GENERAL FUND	SWIMMING POOL	14.21
			TOTAL:	17.21
TOPPERS PLUS INC	#556,7550 cutting edges	GENERAL FUND	STREETS	487.35
			TOTAL:	487.35
USA BLUE BOOK	brass nipples,elbows,ball	WATER	PURIFICATION AND TREAT	132.78
			TOTAL:	132.78
VETTER SALES & SERVICE, LLC	small led turn signal kits	GENERAL FUND	STREETS	66.80
	2 roofs#313&413& 1 windshe	GENERAL FUND	PARKS	879.50
	small led turn signal kits	GENERAL FUND	PARKS	53.44
	small led turn signal kits	GENERAL FUND	PARKS	267.19
	small led turn signal kits	WATER	ADMIN AND GENERAL	26.72
	small led turn signal kits	WASTE WATER FUND	ADMIN AND GENERAL	26.72
	small led turn signal kits	ENVIRON SERVICES F	ADMIN AND GENERAL	26.71
	small led turn signal kits	ELECTRIC FUND	ADMIN AND GENERAL	66.80
			TOTAL:	1,413.88
VISA	council goal session meal	GENERAL FUND	MAYOR & COUNCIL	81.77
	hosp mtg refreshments	GENERAL FUND	CITY ADMINISTRATION	66.68
	hosp fund, co-op, swmhp pk	GENERAL FUND	CITY ADMINISTRATION	44.22
	office/windows training dv	GENERAL FUND	FINANCE	45.49
	pdf converter for financ c	GENERAL FUND	FINANCE	49.95
	meals sota conf penning, h	GENERAL FUND	POLICE	58.50
	fuel sota conf penning, hag	GENERAL FUND	POLICE	58.80
	st. cloud seminar meals	GENERAL FUND	POLICE	28.92
	st cloud interop com conf	GENERAL FUND	POLICE	125.00
	permits to acquire handgun	GENERAL FUND	POLICE	117.46
	copier/scnr/fax/printer	GENERAL FUND	FIRE	245.80
	sw chapter, riverbend mtg	GENERAL FUND	BUILDING INSPECTOR	31.43
	hotel,conf apwa-grand view	GENERAL FUND	PUBLIC WORKS ADMIN	726.94
	staff mtg meal	GENERAL FUND	RECREATION/LEISURE SER	12.22
	dev corp mtg meal	GENERAL FUND	ECONOMIC DEVMT	14.63
	summer reading book give a	LIBRARY FUND	LIBRARY	99.82

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	project & craft supplies	LIBRARY FUND	LIBRARY	67.05
	book festival chlidrens ar	LIBRARY FUND	LIBRARY	98.36
	summer reading prog supp	LIBRARY FUND	LIBRARY	223.57
	summer reading, dig into r	LIBRARY FUND	LIBRARY	90.26
	washington av op house-coo	PERM IMPROVMENT RE	STREETS	15.48
	switch, cover&switch	WATER	PURIFICATION AND TREAT	111.71
	mpca conf hotel refund	WATER	ADMIN AND GENERAL	18.97-
	handheld software	WATER	CUSTOMER ACCOUNTS	12.50
	mpca conf meals	WASTE WATER FUND	ADMIN AND GENERAL	141.18
	mpca conf hotel refund	WASTE WATER FUND	ADMIN AND GENERAL	56.90-
	handheld software	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.50
	handheld software	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.50
	handheld software	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.50
	mpca conf hotel refund	STORMWATER FUND	ADMINISTRATION AND GEN	18.97-
	fol teen grant supplies	RESTRICTED CONTRIB	LIBRARY	59.69
			TOTAL:	2,570.09
VOLK BUILDING	repair bldg hit by skid	GENERAL FUND	STREETS	159.21
			TOTAL:	159.21
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	130.00
	roadside tire change	GENERAL FUND	POLICE	43.00
	#708 mount, bal,tire dispo	ELECTRIC FUND	POWER DISTRIBUTION	70.00
	#12 mount, bal, tire dispo	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	105.00
			TOTAL:	348.00
VOSS LIGHTING	bulbs	COMMUNITY CENTER	COMMUNITY CENTER	394.11
	bulbs	COMMUNITY CENTER	COMMUNITY CENTER	276.51
			TOTAL:	670.62
VWR INTERNATIONAL	water bath incubator	WASTE WATER FUND	CAPITAL-TREATMENT SYST	2,226.68
			TOTAL:	2,226.68
THE WALL STREET JOURNAL	2013 subscription renewal	LIBRARY FUND	LIBRARY	413.40
			TOTAL:	413.40
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	mar change outs	ENVIRON SERVICES F	NON-DEPARTMENTAL	10.00
	mar refuse pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	18,621.15
			TOTAL:	18,631.15
WATER CONSRVATION SERVICE, INC.	leak locate 3/24 1632s4th	WATER	DISTRIBUTION AND STORA	623.00
			TOTAL:	623.00
WESCO DISTRIBUTION INC	#610 fuseholder heb-aa	ELECTRIC FUND	NON-DEPARTMENTAL	406.13
	#613 100 hps bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	234.70
	nordic ped secondary ped	ELECTRIC FUND	NON-DEPARTMENTAL	465.98
	hs meter repair	ELECTRIC FUND	POWER DISTRIBUTION	422.16
	meter repair	ELECTRIC FUND	POWER DISTRIBUTION	277.88
	replcmt straight blade	ELECTRIC FUND	POWER DISTRIBUTION	63.10
	reinforc tool apron	ELECTRIC FUND	POWER DISTRIBUTION	226.23
			TOTAL:	2,096.18
WILSON DEVELOPMENT SERVICES, LLC	acquisition & relocation s	PERM IMPROVMENT RE	STREETS	17,424.27
			TOTAL:	17,424.27
WOLF MOTOR COMPANY, INC.	#12 gasket	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	5.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	5.66
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	55.18
			TOTAL:	55.18
ZARNOTH BRUSH WORKS INC	replacement brooms	GENERAL FUND	STREETS	5,185.79
			TOTAL:	5,185.79
ZIEGLER INC	#40 trlr lift assist sprin	GENERAL FUND	STREETS	76.95
	pump trade in	WASTE WATER FUND	NON-DEPARTMENTAL	14,000.00-
	8" goodwin pump	STORMWATER FUND	CAPITAL-GENERAL PLANT	46,170.44
			TOTAL:	32,247.39

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

101	GENERAL FUND	63,521.14
211	LIBRARY FUND	7,496.39
213	PUBLIC ACCESS	23.18
217	COMMUNITY CENTER	6,036.97
230	REVOLVING LOAN FUND	819.00
393	2004 SUBDIVISIONS - PIR	42.00
401	PERM IMPROVMENT REVOLVING	96,317.54
450	HOUSING PROJECT2000 #10	28.00
473	2013 EQUIPMENT CERTIFICAT	57,323.79
601	WATER	24,526.44
602	WASTE WATER FUND	9,698.36
603	ENVIRON SERVICES FUND	23,078.76
604	ELECTRIC FUND	17,258.37
606	STORMWATER FUND	53,452.49
610	HEARTLAND TRANSIT	1,797.15
820	RESTRICTED CONTRIBUTIONS	360.67

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GRAND TOTAL: 361,780.25  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following budgeted purchases in excess of \$5,000 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Border States Electric	Streetlight wire, fuseholders and splice kits	\$9,000.86	Electric
PSC Construction	Sanitary Sewer assessment project	\$11,355.75	Wastewater
Sibley Aggregates	Asphalt material	\$10,000.00	General
SMC	Asphalt material	\$90,000.00	General
Wesco Distribution	4" conduit	\$7,700.13	Electric

2. Staff is authorized to forward an additional \$10,000 to Wilson Development Services Trust Account for expenses associated with the relocation of properties associated with the Washington Avenue Link Project.

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

Temporary On Sale Beer

St. Peter Softball Assn.	1401 Nicollet Ave.	5/1/13 – 7/29/13
St. Peter Ambassadors	MN Square	6/8/13

Temporary On Sale Wine

St. Peter Ambassadors	MN Square	6/8/13
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LG240B Application to Conduct Excluded Bingo

Knights of Columbus	Nicollet Co Fairgrounds	8/8/13 – 8/11/13
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Use of Four Wheeled Vehicle/Golf Cart

Leon Tellijohn	1021 N Washington	5/14/13 – 5/12/14
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Temporary Soft Drink

Relay for Life	MN Square	6/21/13
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Temporary Show

Relay for Life	MN Square	6/21/13
Nic. Co. Ag Society	400 Union	8/7/13 – 8/11/13

Annual Soft Drink

- 4. The following advisory board appointment is hereby approved for the term indicated:

**LIBRARY BOARD**

Sally Geary (2012-2014)

- 5. The following found bicycles are hereby declared as surplus property and staff is directed to provide for donation of the bicycles to Key City Bikes for rebuilding/repairs and subsequent donations to area charities:

Red BMX 20"	Rhino Misfit silver
Bruly Red Recumbent	Roadmaster Granite Peak blue
Huffy Santa Fe Blue	Rocky 300 Eclipse purple
Kent Freestyle Orange	Schwinn blue/silver
Magna Glacier purple	Schwinn Ranger blue
Magna Gridiron yellow	Schwinn Ridge Alum
Mongoose DX33 orange	Schwinn sidewinder Silver
Next Chaos green	Trek Jazz Black
Next Magestic pink/purple	

- 6. The following items, for which the City no longer has a need, are hereby declared as surplus property and staff is directed to dispose of the items through public auction:

Four Motorola HT1000 radios	Motorola 100w Radio
Eight Motorola HT1250 radios	1988 18hpBriggs and Stratton gas engine pump motor
GE Ranger 150 100w radio	
GE SS550 16 CH. 100w radio	
Seven GE MLSH041 40w radios	
Motorola MLSH 2000 100w radio	

- 7. The Council accepts the donation from Nash Finch (dba Econofoods) of wooden fencing valued at \$15,000.

- 8. The following employee appointment is hereby approved at the wage indicated:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>WAGE</u></b>
Jacob Powers	Construction Maintenance Worker	\$15.97/hour

- 9. The schedule of disbursements for April 18, 2013 through May 8, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of May, 2013.

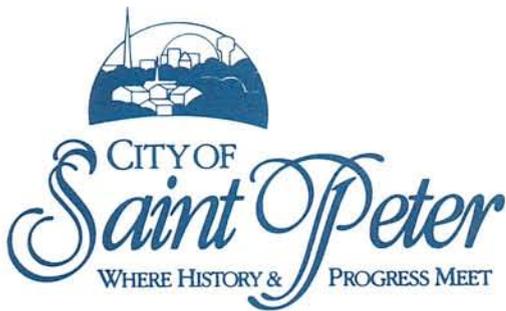
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/10/13

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Air Pollution Equipment Bid Award

### **ACTION/RECOMMENDATION**

Award the bid for air pollution control equipment at the Electric Generation Plant to Ziegler Power Systems of Shakopee, MN in the amount of \$185,892.00.

### **BACKGROUND**

The City is required by the Environmental Protection Agency to meet enhanced emissions standards for the six generators located in the Broadway Generation Facility as per the RICE NESHAP regulations (40 CFR 63, subpart ZZZZ). The project goal is to reduce the amount of carbon monoxide emissions by seventy percent (70%) when the engines are in operation. The approach to the project is two steps:

- 1) Identify and purchase a brand of catalyst; and
- 2) Design the support required for the engines and building structure, then bid and award the installation of the catalysts.

The installation was originally required to be completed by May 3, 2013; however, the Environmental Protection Agency has verbally indicated the City is being granted a one-year extension to complete the project.

A bid was received on February 27, 2013; however, it had a number of special conditions attached to the bid, which were unacceptable. The bid was rejected by the Council on March 25, 2013 and staff was authorized to receive additional bids. After consultation with the equipment suppliers, staff re-started the bid process to include two options - an in-line catalyst and/or a combination catalyst/silencer to replace the existing hospital grade silencer. Two bids were received for Option A (in-line style oxidation catalyst). Four bids were received for Option B, the combination catalysts/silencer.

The low overall bid for the materials was received from Girtz Industries in the amount of \$166,101.29 for bid Option B - the combination catalyst/silencer. Installation of these units will require removal of existing hospital grade silencers increasing the cost of installation of the catalysts. There will also be an additional cost for support from the roof joists in order to carry

the additional weight. The total additional cost for installation is estimated at \$20,000 plus the cost of structural support materials.

The second low bid was for Option A from Ziegler Power Systems in the amount of \$185,892. Ziegler has confirmed to the City's electrical engineers (DeWild, Grant, and Reckert) that the installation of the catalysts, without replacing the silencers, will meet all of the requirements for the project. The difference in the cost between the two bids is \$19,790.71

The cost for installation plus additional structural materials exceeds the difference in the cost between the two bids; therefore, the second low bid is the better value for the City. The bid specifications stipulated the City has the option to select the bidder for either Option.

Once the bid is awarded the next step for the project is to obtain shop drawings which should take about two weeks. It will take the engineers approximately five weeks to design the necessary supports for the installation of the catalysts and obtain bids for the installation of all the materials. The installation bids would likely be received in early July. Actual installation of the catalysts and support materials would tentatively occur in late August or early September.

This is good for the community in that it helps us meet new environmental standards allowing for use of the generators to meet peak and emergency generation needs.

Staff recommends award of the bid for this project to Ziegler Power Systems in the amount of \$185,892.

**FISCAL IMPACT:**

They purchase of the catalysts materials will be funded from the Electric Utility fund.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will seek City Council direction.

Negative Votes: Staff will seek City Council direction.

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

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

LGG/vwt



May 8, 2013 (Via E-mail Only)

Mr. Lewis Giesking  
Director of Public Works  
City of Saint Peter, MN

**Re: Furnishing Air Pollution Control Equipment (Rebid) – Award Recommendation  
Broadway Generation Plant – NESHAP Compliance Activities  
City of Saint Peter, MN  
DGR Project No. 415526**

Dear Lew:

We have completed our analysis of the bids that were received on May 2, 2013 for the Furnishing of Air Pollution Control Equipment for the NESHAP Compliance Activities Project at the Broadway Generation Plant. A summary form for the bid is included with this letter.

The specifications allowed for potential bidders to provide a bid for two (2) options as potential solutions for the project: Option A was for an "in-line" style oxidation catalyst, and Option B was for a "combination" silencer and oxidation catalyst. Option B was assumed to be the higher cost option as it would require more work during the installation portion of the project. This was considered during our analysis of the bids. From a pure cost standpoint, Option A was considered the preferred option.

The three (3) bids that were received for Option A had a total base bid price range from \$185,892.00 to \$265,914.00, with Ziegler Power Systems (Ziegler) of Shakopee, Minnesota providing the apparent low bid.

The five (5) bids that were received for Option B had a total base bid price range from \$166,101.29 to \$254,004.00, with Girtz Industries (Girtz) of Monticello, Indiana providing the apparent low bid.

Our review of the low bid for Option A revealed that the solution proposed by Ziegler Power Systems was slightly over the maximum backpressure specification by 0.26 inches of water column, making the proposed solution borderline acceptable. In addition, Ziegler included the following language with their proposal: "It would be our recommendation to replace the silencer with a combination silencer/catalyst instead of installing the in-lines". However, we have had additional documented communications with Ziegler in which they have stated that they will stand behind the in-line solution. In short, Ziegler has told us that they would not have bid an in-line solution if they felt it was not an acceptable solution for the Caterpillar engines they represent.

In review of the low bid for Option B, it is clear that the additional installation costs that would be bore by the City for this type of installation will more than offset the difference of \$19,790.71 between the low bids for Option A and Option B.

Mr. Lewis Giesking  
Page Two  
May 8, 2013

We are therefore recommending that Ziegler Power Systems be awarded the contract for the Option A solution for the purchase price amount of \$185,892.00.

Please pass on our recommendation to the City Council. Feel free to contact me with any questions you may have.

Best Regards,

DGR ENGINEERING



Andy Koob, P.E.

Enclosures 1

**BID SUMMARY**

**FURNISHING AIR POLLUTION CONTROL EQUIPMENT - REBID  
CITY OF SAINT PETER  
SAINT PETER, MINNESOTA**

**DGR**  
ENGINEERING  
1302 South Union Street  
Rock Rapids, Iowa 51246  
DGR Project No. 415526

Bid Letting: May 2, 2013 - 2:00 PM  
City Hall  
Page 1 of 1

Bidder and Address	Bid Security	Total Base Price Option A	Total Base Price Option B	Oxidation Catalyst Manufacturer	Continuous Monitoring System Manufacturer	Guaranteed Delivery Date	Comments
<b>Ziegler Power Systems</b> 8050 County Road 101 East Shakopee, MN 55379	5% Bond	\$185,892.00 \$265,914.00	\$220,458.00	GT Exhaust Johnson Matthey	McKinley-Hill McKinley-Hill	August 15, 2013 August 15, 2013	
<b>Girtz Industries</b> 5262 N. East Shafer Drive Monticello, IN 47960	5% Bond	No Bid	\$166,101.29	Aristo	Girtz Industries	August 15, 2013	
<b>Farabee Mechanical, Inc.</b> P.O. Box 637 Village View Drive Hickman, NE 68372	5% Bond	No Bid	\$204,780.00 \$254,004.00	Miratech Miratech	Miratech-Miramonitor Miratech-Miramonitor	14-16 Weeks ARO 14-16 Weeks ARO	
<b>Cummins NPower</b> 1600 Buerkle Road White Bear Lake, MN 55110	5% Bond	\$252,306.00	\$224,538.00	Johnson Matthey	Johnson Matthey	August 15, 2013	

Option A Base bid includes: In-line catalyst and continuous emissions monitoring system for six (6) CAT 3516B, 2250/2000 kW engines  
Option B Base bid includes: Combination catalyst/silencer and continuous emissions monitoring system for six (6) CAT 3516B, 2250/2000 kW engines

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AWARDING BID FOR AIR POLLUTION CONTROL EQUIPMENT PROJECT  
RE-BID**

WHEREAS, the City is required by the Environmental Protection Agency to install catalysts to reduce carbon monoxide emissions from the electric generation plant; and

WHEREAS, RICE NESHAP Regulations (40CFR 63 subpart ZZZZ) require installation to be complete by May 3, 2013; and

WHEREAS, the City has been authorized a one year extension from the deadline; and

WHEREAS, the City received bids for catalyst materials from four companies as follows:

<b><u>Bidder Name and Address</u></b>	<b><u>Total Bid Option A</u></b>	<b><u>Total Bid Option B</u></b>
Ziegler Power Systems Shakopee, MN	\$185,892.00	\$220,458.00
Ziegler Power Systems Shakopee, MN	\$265,914.00	No bid
Gritz Industries Monticello, IN	No Bid	\$166,101.29
Farabee Mechanical, Inc. Hickman, NE	No Bid	\$204,780.00
Farabee Mechanical, Inc. Hickman, NE	No bid	\$254,004.00
Cummins NPower White Bear Lake, MN	\$252,306.00	\$224,538.00

WHEREAS, Ziegler Power Systems provided the original generators for the Broadway Generation Plant and currently provides annual maintenance on the generators; and

WHEREAS, Ziegler Power Systems has been a reliable provider of service; and

WHEREAS, Ziegler Power Systems is the low bidder for option A catalyst materials; and

WHEREAS, bid by Girtz Industries for Option B would require over \$20,000 in additional installation costs plus additional cost for materials to support the equipment; and

WHEREAS, acceptance of the Ziegler Power Systems catalyst materials is the better value for the City; and

WHEREAS, staff and the City's electrical engineers from DeWild, Grant and Reckert, recommend award of the bid to Ziegler Power Systems for Option A.

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

1. The City Council hereby awards the bid for the Air Pollution Control Equipment Project Re-Bid to Ziegler Power Systems for Option A in the amount of \$185,892.

2. The purchase shall be funded from the Electric utility fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13<sup>th</sup> day of May 2013.

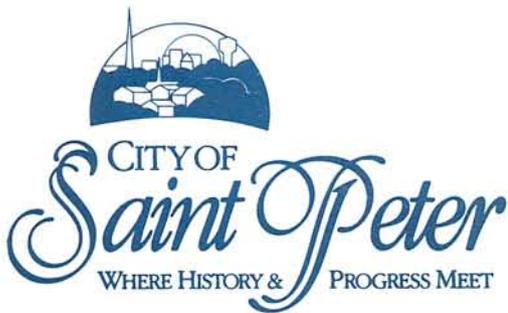
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/13

**FROM:** Matt Peters  
Chief of Police

**RE:** 2013 Equipment Certificate Purchase: In-Car Video

### **ACTION/RECOMMENDATION**

Approve purchase of in-car video recording and management system in the amount of \$32,458.11.

### **BACKGROUND**

Few systems or programs within the daily operations of the Police Department demand such significant attention and generate such enormous benefits as in-car video. It is the second most important piece of equipment an officer uses, after their sidearm.

In-car video has a positive impact in five critical areas: police officer safety, traffic safety, community perceptions of police, agency liability, and police professionalism.

Most citizen complaints concerning officer conduct is related to traffic enforcement and motor vehicle stops. Video cameras provide documentation that has proven such complaints to be inaccurate at the least and often times frivolous. Video cameras are also a deterrent to those frivolous citizen complaints.

Documentation of our operations with video has a positive impact on community perceptions of our work. It helps to foster an understanding that what we do is in no way secret and we are willing to provide detailed information concerning our actions. As an example, every traffic stop conducted can be scrutinized. It goes without saying that video is also a valuable tool when a case goes under the microscope of the courtroom.

In-car video allows for leadership to better assess quality assurance because police officer movements and actions are often within close proximity of the police car video. This is an important tool in the evaluation of officer performance as it relates to day-to-day operations and the officers own safety.

Our current in-car video system was purchased in 2005 with grant funding. Since that time the vendor of our current system has gone out of business. Our system has been in gross disrepair; often we take parts from one vehicle to get another vehicle into operation.

I propose the purchase of a new system manufactured by Watch Guard Video.

**FISCAL IMPACT:**

Funding for this purchase was included in the original equipment certificate budget. The purchase includes Watch Guard digital in-car camera system cost estimated at \$27,858.11, installation cost of \$1,600, and upgrade of the Police computer server software at \$3,000 for a total project cost of \$32,458.11.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further direction.

Negative vote: Staff will no longer utilize police in-car video.

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

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

MP

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 –**

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

**RESOLUTION APPROVING 2013 EQUIPMENT CERTIFICATE PURCHASE**

WHEREAS, the City Council has established a budget and provided funding for purchases to be financed by an equipment certificate; and

WHEREAS, the original police in-car video system installed in 2005 is failing; and

WHEREAS, the vendor for the original system is no longer in business; and

WHEREAS, staff recommends the purchase of Watch Guard Digital in-car video.

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

1. Staff is authorized to proceed with purchase of an in-car video system, from Watch Guard Digital, in the amount of \$27,858.11, to be funded by the 2013 equipment certificate.
2. Staff is authorized to proceed with the purchase of Windows Server 64-bit, SQL Software, in the amount of \$3,000.
3. Said purchases shall be made consistent with the State of Minnesota contract.
4. Staff is authorized to proceed with the purchase of services to transfer/install equipment removed from 4 police vehicles. Such expenses should not exceed \$400 per vehicle.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



**ALTERNATIVES/VARIATIONS:**

Do not act: Failure to act on the bid award could delay completion of the project and upset the schedule for the new development.

Negative Votes: Staff will await further City Council direction.

Modification of the Resolution: This is always an option of the Council; however, it could also delay the completion of the project.

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

LGG/vwt



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900  
Phone (507) 625-4171 • Fax (507) 625-4177  
www.bolton-menk.com

May 7, 2013

Mr. Lew Giesking  
Director of Public Works  
405 W. St. Julien Street  
Saint Peter, MN 56082

RE: 2013 North Third Street Improvements  
BMI Project No. M14.105396

Dear Lew,

Attached is the bid abstract for the project referenced above. The following bids were received at City Hall at 2:00 p.m. on Tuesday, May 7, 2013.

Contractor	Base	Alternate	Total (Base + Alternate)
Douglas-Kerr Underground, LLC	\$683,653.47	\$212,160.37	\$895,813.84
Dirt Merchant, Inc.	\$712,839.25	\$244,145.25	\$956,984.50
Minger Construction, Inc.	\$787,063.94	\$241,621.60	\$1,028,685.54
Northdale Construction Company, Inc.	\$793,998.47	\$262,366.82	\$1,056,365.29
OMG Midwest, Inc.	\$815,305.70	\$271,297.20	\$1,086,602.90
GM Contracting, Inc.	\$933,052.68	\$259,381.55	\$1,192,434.23
Engineer's Estimate	\$652,242.50	\$221,836.00	\$874,078.50

Although the low bid is approximately 2.5% higher than estimated, work prices are generally higher across the board. Therefore, I do not believe we will see substantial savings if rebid.

We have not worked with Douglas-Kerr Underground, LLC in the past, requested post-bid references and supporting documentation suggest they will do a good job and meet the City's required project plans and specifications. If awarded, they would like to begin work immediately.

As a reminder, the City has until March 11, 2014 to decide whether or not to proceed with the Alternate portion of the improvements. We recommend awarding this project to Douglas-Kerr Underground, LLC in the amount of \$895,813.84.

Sincerely,  
BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.  
Project Engineer

JAD/rm  
enclosure

H:\STPE\M14105396\1\_Corres\105396 abstractltr.doc

DESIGNING FOR A BETTER TOMORROW  
Bolton & Menk is an equal opportunity employer

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AWARDING BID FOR 2013 NORTH THIRD STREET IMPROVEMENT PROJECT**

WHEREAS, a new development is being constructed northwest of the intersection of Old Minnesota Avenue and North Third Street; and

WHEREAS, sewer, water, and stormwater utilities are needed to serve the new development; and

WHEREAS, North Third Street requires improvements to provide vehicular access; and

WHEREAS, a stormwater outfall from Hallett's Pond and pedestrian access improvements are appropriate based on our long term plans; and

WHEREAS, the development is proposed to be completed by August 31, 2013; and

WHEREAS, a tax increment financing district has been established to fund public improvements in the area; and

WHEREAS, six bids were received for the project:

<u>Contractor</u>	<u>Base</u>	<u>Alternate</u>	<u>Total (Base + Alternate)</u>
Douglas-Kerr Underground, LLC	\$683,653.47	\$212,160.37	\$895,813.84
Dirt Merchant, Inc.	\$712,839.25	\$244,145.25	\$956,984.50
Minger Construction, Inc.	\$787,063.94	\$241,621.60	\$1,028,685.54
Northdale Construction Company, Inc.	\$793,998.47	\$262,366.82	\$1,056,365.29
OMG Midwest, Inc.	\$815,305.70	\$271,297.20	\$1,086,602.90
GM Contracting, Inc.	\$933,052.68	\$259,381.55	\$1,192,434.23
Engineer's Estimate	\$652,242.50	\$221,836.00	\$874,078.50

WHEREAS, the low bidder has successfully been involved in work in the City of Saint Peter and the company has successfully completed work in other cities in Minnesota.

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

1. The City Council hereby awards the bid for the 2013 North Third Street Improvement Project to Douglas-Kerr Underground, LLC of Mora, Minnesota in the amount of \$895,813.84.
2. The project will be funded by a bond to be paid by tax increment financing funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13<sup>th</sup> day of May 2013.

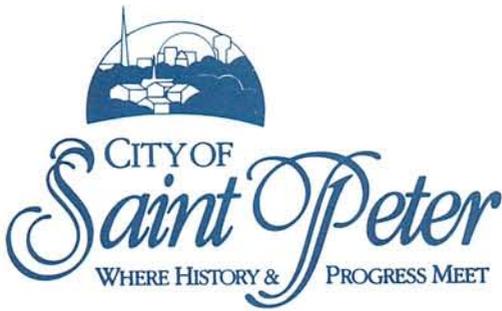
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 4/30/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request: Relay For Life

### **ACTION/RECOMMENDATION**

Provide approval for City assistance for the American Cancer Society Relay For Life event.

### **BACKGROUND**

The American Cancer Society sponsors a "Relay For Life" event each year. The event is open to the entire community and hundreds of people participate each year. As in past years, the organizers have requested City assistance to provide for this event. This year, for the second year, they will relocate the event from Minnesota Square Park to Gorman Park. In addition, they wish to provide for temporary street closures, erection of tents in the park, overnight camping in the park, vehicles in the park, and use of park restrooms.

City staff has met with Ann Volk to discuss their request and recommends approval as follows:

- Being authorized to use Gorman Park for the "Relay For Life" event June 20, 2013 through the morning of June 22, 2013 as follows:
  - Approval for overnight tent camping in Gorman Park the evening of June 21<sup>st</sup>.
  - Approval for erection of two tents for the event provided appropriate Gopher State One Call procedures are completed.
  - Delivery of barricades for the street closure to be placed in the park at the intersections of South Fifth Street and Mulberry Street and South Fifth Street and West Grace Street.
  - Use of a restroom key for restocking restroom paper products.
  - Use of City electricity in the park.
  - Use of the Community Center on June 21<sup>st</sup>.

Relay For Life organizers must be responsible for the following:

- Contacting Gopher State One Call 48 hours prior to placing stakes for tents as required by State law.
- Placing the barricades provided by the City for closure of South Fifth Street at the West Grace Street intersection at 3 p.m. on the 21st and removal of the barricades by no later than 7:00 a.m. on June 22nd.

- Providing a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.
- Contact both of the churches along South Fifth Street prior to the event to inform them of the hours the streets will be closed. The notification must be provided to the churches no less than two weeks prior to the event.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

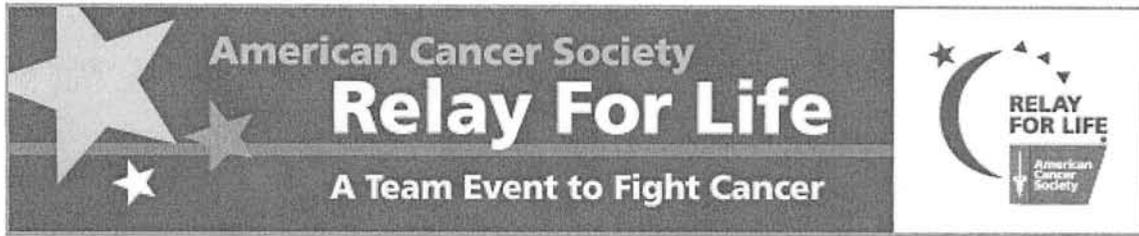
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



January 17, 2013

Dear City Administration,

The Relay For Life of Nicollet County committee is in the planning stage of their annual fundraiser to help fight cancer. Once again, we would like to submit a proposal for the schedule and location of our event which will be held on Friday, June 21, 2013. We would like to hold this event at Gorman Park, as well as in the St. Peter Community Center.

Please review the attached outline of our event and I will attend the meeting of your choice to discuss it in detail and make changes as necessary.

Thank you again for the wonderful Community Center and parks that we have in St. Peter. As a fourth generation family in St. Peter, I am proud to call this my hometown and certainly enjoy the great accommodations we have here.

Sincerely,

A handwritten signature in cursive script that reads "Ann Wenner Volk".

Ann Wenner Volk  
Relay For Life of Nicollet County, Co-Chair

# **Nicollet County Relay For Life Timeline and Schedule of Events St. Peter Community Center Venue**

## **Thursday, June 20:**

- City of St. Peter marks electrical lines before 5:00 p.m. on this day
- Gopher State marks additional lines before Thursday (Margaret Wenner contacts them)
- Upon approval, City officials provide keys to replace paper towels and toilet paper in public restrooms
- On Thursday evening, the Mankato Knights of Columbus sets up two tents in the park

## **Friday, June 21:**

- 9:00 a.m. – Ann and committee begin set-up of registration (out under tent OR lobby by library, depending on weather), auction (lobby along windows) and food stand (kitchen). Team members start placing pop-up tents around the park in designated areas (ball outfield).
- 9:30 a.m. – Volunteers assist with arranging picnic tables in centralized areas.
- 12:00 p.m. – Volunteers begin filling and distributing luminaria from the trailer of sand. This includes an adult driving the six-wheeler and wagon around to set-up the luminaria.
- 5:00-10:00 p.m. – Food stand (license obtained), activities and musical entertainment (Quiet time begins at 10 p.m.)
- 6:00 p.m. – Survivor’s Ceremony (with honor guard and gun salute)
- 9:00 p.m. – Luminaria Lighting followed by Luminaria Ceremony
- Electricity Needs:
  - Pavilion electricity: PA, keyboard, and lights
  - A few campsites may use the outlets around the park

## **Saturday, June 22:**

- 6:00 a.m. – Closing Relay Ceremony (by building door at the stage)
- 6:15 a.m. – Clean up begins and generally lasts until 9:30 a.m. or so

In case of inclement weather early on, the Relay will be relocated completely indoors at the St. Peter Community Center. Ann Volk has Weather Alert radio on site to notify participants of inclement weather. Once message received, campsites and walkers would be notified to take shelter inside the Community Center to the lower level (as indicated by signage on site).

**Contact Person:**      **Ann Wenner Volk**  
**Cell 327-6534 / Work 933-7577 / Home 931-5816**  
**42565 387<sup>th</sup> Avenue, St. Peter, MN 56082**

## GORMAN PARK



The stage is placed at the landing outside of North facing doors.  
The red block is where the two Knights of Columbus tents are set up.  
The blue block is where tent campsites should be set up.  
The luminaria are set up on all sidewalks throughout Gorman Park only North of the Community Center.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION AUTHORIZING CITY ASSISTANCE FOR RELAY FOR LIFE EVENT**

WHEREAS, the American Cancer Society "Relay For Life" event is a community event; and

WHEREAS, the organizers have requested City assistance for this event; and

WHEREAS, the requested assistance includes use of Gorman Park and the Community Center, temporary street closures, erection of tents in the park, overnight camping in the park, use of street barricades, and use of park restrooms in addition to other miscellaneous items; and

WHEREAS, City staff has met with the organizers to discuss their request and recommends approval with certain contingencies.

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

1. The American Cancer Society is authorized to use Gorman Park for the "Relay For Life" event June 20, 2013 through the morning of June 22, 2013 as follows:
  - Approval for overnight tent camping in Gorman Park the evening of June 21<sup>st</sup>.
  - Approval for erection of two tents for the event provided appropriate Gopher State One Call procedures are completed.
  - Delivery of barricades for the street closure to be placed in the park at the intersections of South Fifth Street and Mulberry Street and South Fifth Street and West Grace Street.
  - Use of a restroom key for restocking restroom paper products.
  - Use of City electricity in the park.
  - Use of the Community Center on June 21<sup>st</sup>.
  
2. Relay For Life organizers shall be responsible for the following:
  - Contacting Gopher State One Call 48 hours prior to placing stakes for tents as required by State law.
  - Placing the barricades provided by the City for closure of South Fifth Street at the West Grace Street intersection at 3 p.m. on the 21<sup>st</sup> and removal of the barricades by no later than 7:00 a.m. on June 22<sup>nd</sup>.
  - Removal of all refuse from the park and Community Center.
  - Ensuring that no pets or glass containers are in the park or Community Center.
  - Ensuring there is no smoking and no alcohol use in the park or Community Center.
  - Ensuring that neither pop-up campers nor recreational vehicles are allowed in the park.
  - Ensuring that any and all vendors at the event are properly licensed by the City and/or Nicollet County.

- Providing a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

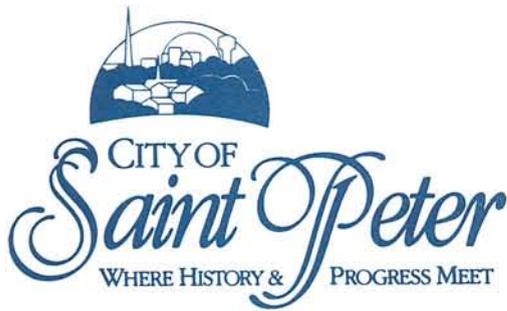
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 4/30/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request: Blues Fest

### **ACTION/RECOMMENDATION**

Approve a request by the Saint Peter Ambassadors' for City assistance for a Blues Fest in Minnesota Square Park.

### **BACKGROUND**

Organizers of a Blues Fest have requested City assistance for their event to be held in Minnesota Square Park on June 8, 2013. The request includes:

- Use of Minnesota Square Park for set up, take down and operation of the event from June 6, 2013 – June 11, 2013.
- Use of City electricity for the event.
- Use of picnic tables in Minnesota Square Park.
- Installation of a tent in the park contingent upon the organizer's compliance with Gopher State One Call regulations and procedures.
- Use of the park restroom facilities, including supplies and use of a restroom key.
- Use of a gate key.
- The City acting as fiscal agent for a Blues Fest grant application to be applied for by the Saint Peter Ambassador's, Inc.
- Use of Police Reserves for on-site security/checking ID's on June 8th from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.

Staff recommends approval of the request contingent upon the following:

- All publicity for the event including notice that dogs are not allowed in Minnesota Square Park.
- All food vendors for the event being notified by the organizer's that all applicable City, County and State permits must be obtained prior to May 28th (the organizers had indicated June 8th, but that would not provide enough time for approval of the license applications by the City Council, State and/or County).
- Limited access to the Public Works site during normal business hours only. Should the organizers need access after-hours or on weekends, the Ambassador's would be responsible for all employee call-out costs.

- Organizers limiting vehicles in the parks as directed by City staff.
- Organizers providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Return of the park to pre-event condition.
- Prior to the event the Ambassador's providing the City with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City as an additional insured.

This is the fourth year for this event and staff will once again will monitor activities surrounding preparation for the event, activities on the day of the event including parking issues in the park and take down activities in the park to ensure compliance with the approval provided.

**FISCAL IMPACT:**

The expected cost for the requested assistance will be \$4,000 including staff time, materials, and ongoing fiscal agent assistance.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will provide no assistance without additional direction from the Council.

Denial: No City assistance will be provided without additional direction from the Council.

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

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

TP/bal

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

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April 29, 2013

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



Re: St. Peter Ambassadors Blues Fest  
June 8, 2013

Greetings:

The 5<sup>th</sup> annual Blues Fest is approaching. This year's event is scheduled for Saturday, June 8, 2013, from 12:00 noon to 10:00 p.m. in Minnesota Square Park. We wish to thank the City for its past cooperation and assistance in helping with this community event.

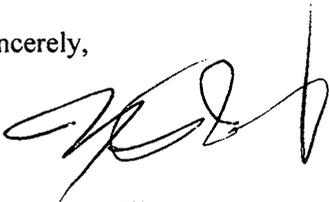
The St. Peter Ambassadors once again respectfully requests the assistance of the City of St. Peter and the City Council for this year's Blues Fest. Our request for support and assistance would include the following:

1. Set up festival equipment, stage etc. beginning Thursday, June 6, 2013. Take down will take place as expediently as possible following the festival.
2. We request the use of City electricity during the Blues Fest and assistance by the City Electrical Department should the need arise.
3. We request use of City picnic tables.
4. We request permission to install a tent in the park and will follow all Gopher State one-call regulations.
5. We request use of the park restroom facilities, including supplies and use of a restroom key.
6. We request the use of a gate key for access to the park.
7. We request to be allowed to use police reserves for on-site security, or checking IDs beginning Saturday, June 8<sup>th</sup> at 12 noon until 9 p.m. All costs associated with providing police security shall be paid by the Ambassadors Blue Fest Organization.

8. We request permission to utilize the City as the fiscal agent for the Blues Fest grant application and any grant funds received.
9. We understand and agree that the City requires us to follow certain reasonable regulations. Our understanding is that they include the following:
  - a. Any publicity concerning the event shall include a notice that pets are not allowed in the park for the Blues Fest.
  - b. That we shall notify all food vendors at the event of their need to obtain a City permit prior to June 8, 2012.
  - c. Any vehicles in the park will be limited as much as possible and will be supervised by Blues Fest organizers and/or city staff.
  - d. We understand any access to the Public Works Site in St. Peter shall be limited to normal business hours. Should we need access to the site during non-business hours, we will pay any required call out charges for city staff.
  - e. St. Peter Ambassadors will arrange for appropriate garbage capacity, additional restroom facilities as directed or required, and disposal of any and all waste and debris resulting from the festival.
10. We would respectfully request being able to meet with City staff at a time convenient to address logistics and any additional concerns the City may have.

On behalf of the St. Peter Ambassadors, I wish to thank you for any positive response you may give to this request.

Sincerely,



Michael K. Riley, Sr.  
Committee Member

MKR:lds

cc: Mark Leagjeld  
David Detlefsen  
John Mayer

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR “BLUES FEST”**

WHEREAS, the St. Peter Ambassador's have proposed to establish a “Blues Fest” similar to Rock Bend Folk Festival; and

WHEREAS, the Ambassadors intend for this event to be a community event which is open to the public; and

WHEREAS, the organizers have requested City assistance for their event to be held in Minnesota Square Park; and

WHEREAS, the City Council has provided City assistance for other similar events.

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

1. The request for City assistance for the “Blues Fest to be sponsored by St. Peter Ambassador's, Inc. is hereby approved as follows:
  - Use of Minnesota Square Park for set up, take down and operation of the event from June 6, 2013 – June 11, 2013.
  - Use of City electricity for the event.
  - Use of picnic tables in Minnesota Square Park.
  - Installation of a tent in the park contingent upon the organizer's compliance with Gopher State One Call regulations and procedures.
  - Use of the park restroom facilities, including supplies and use of a restroom key.
  - Use of a gate key.
  - The City acting as fiscal agent for a Blues Fest grant application to be applied for by the Saint Peter Ambassador's, Inc.
  - Use of Police Reserves for on-site security/checking ID's on June 8th from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.
  
2. City assistance is being provided contingent upon the following:
  - All publicity for the event including notice that dogs are not allowed in Minnesota Square Park.
  - All food vendors for the event being notified by the organizer's that all applicable City, County and State permits must be obtained prior to May 28, 2013.
  - Limited access to the Public Works site during normal business hours only.
  - Organizers limiting vehicles in the parks as directed by City staff.
  - Organizers providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
  - Return of the park to pre-event condition.

- Prior to the event providing the City with a certificate of insurance in an amount not less than \$1,500,000 naming the City as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



# SAINT PETER VOLUNTEER FIRE DEPARTMENT



May 1, 2013

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

Re: Proposed Amendment to the SPFD Relief Association Bylaws

Dear Mr. Prafke,

Attached for your review and for City Council review and approval is the proposed amendment to the Bylaws of the Saint Peter Fire Department Relief Association. The proposed amendment was read aloud to the Relief Association membership on February 4, 2013 and the amendment was adopted by a unanimous vote of its members present at the regular meeting of the Association March 4, 2013. I have also attached for your review a copy of the previously approved Bylaws with proposed changes shown.

The proposed amendment adds Section 13.3, which reads as follows:

Section 13.3 The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

We are required to submit to the approval of the Council on any changes that we may recommend. If you have any questions or comments, please contact me at your convenience.

Respectfully Submitted,

Darrell Pettis, Secretary  
Saint Peter Fire Relief Association

AMMENDMENT TO THE BYLAWS  
OF  
THE ST. PETER FIRE DEPARTMENT  
RELIEF ASSOCIATION

**Section 13.3** The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

1. A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
2. An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
3. A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
4. A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

**IN WITNESS WHEREOF**, the November 1, 2010 Saint Peter Fire Relief Association Bylaws were AMMENDED by more than a majority of its members and by more than two-thirds (2/3's) of a quorum of members present at the regular meeting of the Association held on March 4, 2013

  
\_\_\_\_\_  
President, Ken Kocmick

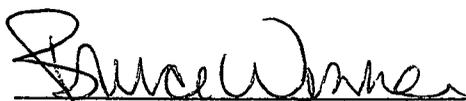
Dated: 3/4/13

  
\_\_\_\_\_  
Vice-President, Mike Kennedy

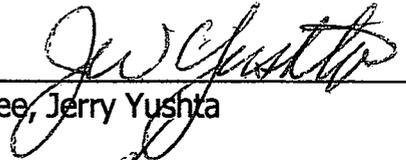
Dated: 3/4/13

  
\_\_\_\_\_  
Secretary, Darrell Pettis

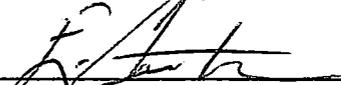
Dated: 3/4/13

  
\_\_\_\_\_  
Treasurer, Bruce Wenner

Dated: 3/11/13

  
\_\_\_\_\_  
Trustee, Jerry Yushka

Dated: 3-4-2013

  
\_\_\_\_\_  
Trustee, Eric Christensen

Dated: 3-4-2013

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION ACCEPTING UPDATED FIRE RELIEF ASSOCIATION BYLAWS**

WHEREAS, the Saint Peter Fire Relief Association is allowed to develop bylaws as specified in M.S. 317A; and

WHEREAS, the Association has proposed changes to the bylaws and is seeking Council approval of the updated documents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the proposed update to Section 13.3 of the Saint Peter Fire Relief Association bylaws is hereby accepted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

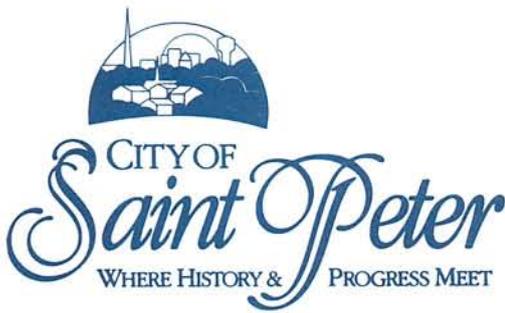
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/10/13

**FROM:** Todd Prafke  
City Administrator

**RE:** School District Memorandum Of Understanding

### ACTION/RECOMMENDATION

Authorize execution of a Memorandum Of Understanding (MOU) with School District #508 for provision of services to the Community Education program.

### BACKGROUND

This exchange of service started in about 2004 with severe state budget cuts to Community Education. At that time, as today, we meet cooperatively to discuss issues that affect our local governments. The School District was faced with cuts and with rules that hindered them from making the most of their dollars in the area of Community Education. In addition, we were discussing a re-focus on efforts to accurately articulate to each other what our respective mission was and avoid duplication of efforts.

A contract signed by School District #508 is attached which delineates programs that both Community Education and the City's Recreation and Leisure Services Department will undertake while respecting each other's articulated missions. The contract provides for a payment from the District to the City to support some of their programs that we are able to complete efficiently because of the program connection to other programs that we run.

Again, this contract is similar to what you have approved in previous years. Contract dollars have been reduced over the years with the last reduction occurring in 2010. Staff still believes that we are in a position to provide the services outlined.

In the bigger picture I am concerned about additional decreases in those dollars. Additional funding erosion may lead us to the point of ending or subsidizing those services, which was not our intent nor is that the intent of the District. Because we currently provide those services if the funding does stop the Council may be put into the position of ending a program that was or isn't really ours. We are not to that point, but this is an issue to be aware of. We would still have the opportunity to provide those programs anyway, but the fee - tax cost basis model may need to change. With levy limits and other factors pressing on our budget it may put us in a hard spot.

Now to the good. This is a very positive example of local units of government working together to provide a service, or continue services in the most efficient way possible by letting go of traditional territorial boundaries. This contract has served us and our joint customers well over last number of years and I expect that will continue through this year as well.

**FISCAL IMPACT:**

The cost of service and the funding received are anticipated to be in balance for the 2013 year so this has no direct tax or general fund impact. School District #508 will pay \$10,200 to the City for provision of these services.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: No further action will be taken without additional direction from the Council and the City would discontinue the services outlined in the MOU.

Denial: Again, the City would discontinue the services and programs provided as part of the MOU and staff would take no further action.

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 on this agenda item.

TP/bal

# **Memorandum of Understanding**

**July 1, 2013 – June 30, 2014**

**Saint Peter Public Schools  
Community and Family Education  
&  
City of Saint Peter  
Recreation and Leisure Services**

*This memorandum identifies key components  
to maximize opportunities to the community.*

- |   |               |
|---|---------------|
| <b>I. Best Practices &amp; Guiding Principles</b>       | <b>page 2</b> |
| <b>II. Youth Development/Service Funding Assurances</b> | <b>page 3</b> |
| <b>III. After School Funding Assurances</b>             | <b>page 4</b> |
| <b>IV. Guidelines for Sponsoring Youth Programs</b>     | <b>page 5</b> |
| <b>V. Signature Page</b>                                | <b>page 6</b> |

## I. BEST PRACTICES & GUIDING PRINCIPLES

**C& FE and R&LS recognize a shared commitment to best practices that maximize opportunities for the community.**

- A. Prioritize community needs and allocation of funding
- B. Delineate responsibilities to minimize program duplication; including common planning with Gustavus Adolphus College Community Services
- C. When appropriate, combine resources including staff and facilities to strengthen and/or develop signature community wide events
- D. Routinely examine and address community program and service needs
- E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
- F. Co-publish seasonal brochures
- G. Offer common registration dates

## II. YOUTH DEVELOPMENT/ SERVICE FUNDING ASSURANCES

### STATEMENT OF ASSURANCES:

Community and Family Education will provide funding to Recreation and Leisure Services to enhance Youth Development opportunities, meeting the intent of State Statutes, which govern Youth Development expenditures. (\$7,500)

*(Minnesota Statute (2003) 124D.19, Subd. 9. and 10.)*

*(age priority: 8 through 14 years)*

*All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.*

### **WITH ADDITIONAL YOUTH DEVELOPMENT/SERVICE FUNDS, R&LS WILL OFFER YOUTH PROGRAMS THAT PROVIDE YOUTH WITH:**

- *an understanding and appreciation, of service in their community through hands-on experiences*
- *knowledge needed to make safe and healthy lifestyle choices*
- *an understanding, appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*
- *an opportunity to have a voice in decisions that affect them*
- *positive recreational, social and learning activities*
- *opportunities to develop a safe, equitable, accepting, cooperative, friendly and inclusive school and community environment*

### III. AFTER-SCHOOL FUNDING ASSURANCES

#### **STATEMENT OF ASSURANCES:**

Community and Family Education (C&FE) will provide funding to Recreation and Leisure Services (R&LS) to enhance after-school opportunities, meeting the intent of State statutes, which govern After-School expenditures. (\$2,700)

(Minnesota Statute (2003) 124D.19, Subd. 13.)

*(Age priority: 8 through 14 years)*

*All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.*

#### ***WITH ADDITIONAL YOUTH FUNDS, R&LS WILL OFFER AFTER-SCHOOL PROGRAMS THAT:***

- *collaborate with and leverage existing community resources that have demonstrated effectiveness*
- *reach out to youth, including at-risk youth in the community*
- *increase the number of children participating in adult-supervised programs during non-school hours*
- *support academic achievement*
- *increase skills in sports and other activities*

## **IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS**

### **SCHOOL YEAR 2013-14 YOUTH PROGRAMS**

(Sept. 1, 2013–June 1, 2014)

R&LS will offer the following:

- After school activities (e.g. Legos Program, Gymnastics, and Open Gym)
- Leadership and/or certification programs for youth ages 14 and under (e.g. Babysitter Training)

C&FE will offer the following:

- Theatre & Fine Arts experiences ( e.g. Arts Center, SPact, and Art with April)
- Educational enrichment experiences (e.g. foreign languages, nutrition, and reading)
- American Red Cross Swim Lessons at the high school pool
- Certification programs for young adults 15 yrs<sup>+</sup> (e.g. First Aid, CPR, Lifeguard Training, Water Safety Instruction)
- All ISD 508 tickets/registrations/admissions sold at the Community Center

R&LS and C&FE will work jointly to:

- Oversee an after school youth center at North Intermediate School.
- Provide leadership, programming, training and evaluation for the after school youth center.

### **SUMMER 2014 YOUTH PROGRAMS**

(July 1–August 30, 2013 and June 1–30, 2014)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Legos Program, youth sports, and camps)
- American Red Cross Swim Lessons at the city outdoor pool
- Leadership and/or certification programs for youth ages 14 and under ( e.g. Volunteer In the Park, Babysitter Training, Guard Start, Youth First Aid and CPR)

C&FE will offer the following:

- Theatre & Fine Arts experiences (e.g. Prairie Fire Theatre, Watch Me Draw, Arts Center & SPact Classes)
- Educational enrichment experiences (e.g. Foreign Languages, nutrition, and reading)
- Parent/Child classes/events (e.g. Art With April & Musikgarten)
- Certification programs young adults 15 yrs<sup>+</sup> (e.g. First Aid, CPR, Lifeguard Training, and Water Safety Instruction)
- All ISD 508 tickets/registrations/admissions sold at the Community Center

# Memorandum of Understanding

**Saint Peter Public Schools  
Community and Family Education  
&  
City of Saint Peter  
Recreation and Leisure Services**

**July 1, 2013 – June 30, 2014**

*This memorandum identifies key components  
to maximize opportunities to the community.*

- I. Best Practices & Guiding Principles**
- II. Youth Development/Service Funding Assurances \***
- III. After School Funding Assurances \***
- IV. Guidelines for Sponsoring Youth Programs**

**\*Community and Family Education will allocate the following funds to Recreation and Leisure Services:**

<b>Youth Development Funding</b>	<b>\$7,500</b>
<b>After School Funding</b>	<b>\$2,700</b>

**Saint Peter Public Schools**

\_\_\_\_\_  
Dr. Jeffrey Olson, Superintendent

\_\_\_\_\_  
Date

**City of Saint Peter**

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

\_\_\_\_\_  
Date

*Distribution of funds 2X per year: funds may be requested and distributed  
in two equal payment (e.g. July 1, 2013 & January 2, 2014).*

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING EXECUTION OF YOUTH DEVELOPMENT MEMORANDUM  
OF UNDERSTANDING**

WHEREAS, the City Council has established partnerships with many other local units of government including School District #508; and

WHEREAS, the City and School have previously partnered on the programs provided for in the Memorandum of Understanding for Youth Development and Youth Service Programs; and

WHEREAS, use of the service continues to grow or be stable.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Administrator is hereby authorized to execute a Memorandum of Understanding for Youth Development and Youth Service Programs with School District #508 for the period July 1, 2013 through June 30, 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

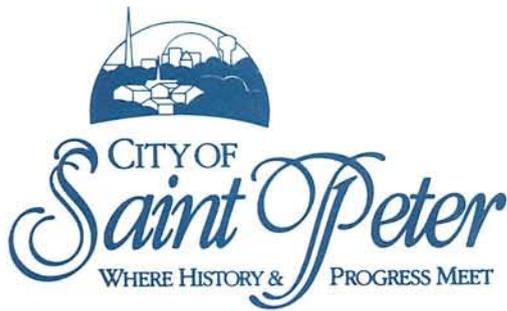
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/10/13

**FROM:** Todd Prafke  
City Administrator

**RE:** City School District 508 Statement of Understanding

### **ACTION/RECOMMENDATION**

Adopt a resolution authorizing execution of City/School District #508 Committee Statement of Understanding.

### **BACKGROUND**

Councilmembers know that the School and City have met together and worked together on many issues and projects in the past. As a part of that process, we at times take stock of this important relationship for our community.

The first committee agreement the City entered into with the School District was after the tornado in 1998. That agreement was an attempt to document our respective commitments to the community through the relationship of the City and School.

At our last School City meeting, held on April 4<sup>th</sup>, the Committee discussed a review of the current City/School District Committee Statement of Understanding. The goal of the Committee was to renew the spirit of the Statement of Understanding. I do not believe it is the goal of the Committee to suggest language changes or specify dates for meetings. Rather, this is brought forward as a part of the broader discussion related to School facility planning, the City's Comprehensive Plan and future group discussions that we have and are sharing.

Enclosed you will find the original Resolution by the Council from 1998 and the latest version that was approved from early 2010. This is what I consider the third generation of this agreement.

This is good for the community in that it states our commitments to each other and identifies your ongoing commitment to the community as a whole. It could be said that it is obvious that we should work together and I think that is true, but the process of talking, discussion and continuing to tend to our relationship by reviewing this agreement from time to time is probably the most important part.

**FISCAL IMPACT:**

There is no direct fiscal impact to passing this resolution.

**ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for additional direction and relay any concerns back through this joint committee of the City and School.

Negative Vote. Staff will continue to follow the agreement currently in place and receive additional direction as provided.

Modification of the Resolution. This is always an option of the Council. It should be noted that you are taking action on this third generation agreement before the School District #508, so any changes would need to be reviewed by the School Board prior to completion of the agreement.

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

TP/bal

## CITY OF SAINT PETER, MINNESOTA

## RESOLUTION NO. 2010 - 65

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

RESOLUTION ADOPTING CITY/SCHOOL COMMITTEE STATEMENT OF UNDERSTANDING

WHEREAS, the City of Saint Peter and School District #508 have formed a cooperative committee to work together to discuss issues of mutual interest in service to the community; and

WHEREAS, the Council adopted a resolution approving cooperative efforts with School District #508 in 1998; and

WHEREAS, the Council wishes to continue the cooperative efforts with the School District while defining the purpose and responsibilities of each entity; and

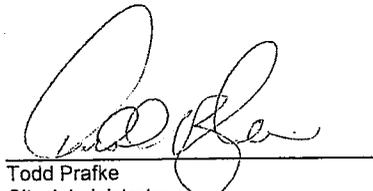
WHEREAS, adoption of a statement of understanding between the City and School District #508 would be mutually beneficial in understanding the goals of those cooperative efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves the "School/City Committee Statement of Understanding" as indicated in Exhibit A.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of April, 2010.

  
 Ken Eichmann  
 Mayor pro tem

ATTEST:

  
 Todd Prafke  
 City Administrator

## EXHIBIT A

**SCHOOL/CITY COMMITTEE  
 STATEMENT OF UNDERSTANDING**

**Purpose:** The City of Saint Peter and the Saint Peter School District recognize that both entities contribute to the quality of life in the Saint Peter area and to the economic vitality of the community. Both entities also recognize that the same tax payers provide funds to help each entity offer their programs and services to the community. To that end, both entities desire to work cooperatively together to help maximize and achieve the best use of those tax dollars and maximize the benefit each entity provides to the community.

**Responsibilities:** The committee will serve an advisory role to both the City Council and the Saint Peter School District. The committee will focus on the following areas:

- Engage in long-range comprehensive joint facilities planning
- Suggest future public facility priorities
- Identify and suggest ways to maximize shared use of existing and future public facilities
- Identify and suggest financing options that minimize the tax impact of future public facilities
- Identify and suggest possible collaborative service arrangements

**Limitations:** The committee has no authority to speak on behalf of either entity, make decisions on behalf of either entity, enter into contracts, or expend funds.

**Time Commitment:** Members will be expected to attend regular quarterly meetings on the third Wednesday of each quarter at the Saint Peter Community Center from 6:00 to 7:30 p.m.

- September 15, 2010

- December 15, 2010
- March 16, 2011
- June 15, 2011

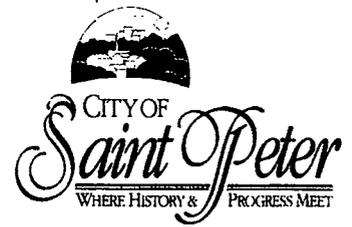
**Committee Membership:**

- Regular Members
- Two-three City Council members, appointed by the City Council
- Two-three School Board members, appointed by the School Board
- Advisors/Facilitators
- City Administrator
- Superintendent of Schools
- At-Large Community Representatives Invited to Attend Meetings
- Representatives of Gustavus Adolphus College
- Representatives of Nicollet County
- Representatives of Chamber of Commerce
- Community members with specific expertise or areas of interest



EXHIBIT A

**SCHOOL/CITY COMMITTEE**  
**Statement of Understanding**



**Preamble:** The city of Saint Peter and the Saint Peter School District recognize that both entities contribute to the quality of life in the Saint Peter area and to the economic vitality of the community. Both entities also recognize that many of the same tax payers provide funds to help each entity offer their programs and services to the community. To that end, both entities desire to work cooperatively together to help maximize and achieve the best use of those tax dollars and maximize the benefit each entity provides to the community.

**Purpose:** The purpose of the committee is to serve in an advisory role to both the City Council and the Saint Peter School District.

**Responsibilities:** The committee will focus on the following areas:

- Engage in long-range comprehensive joint facilities planning
- Suggest future public facility priorities
- Identify and suggest financing options that minimize the tax impact of future public facilities
- Identify and suggest possible collaborative service arrangements
- Identify and suggest ways to collaboratively provide programs and services that are beneficial to the community

**Limitations:** The committee has no authority to speak on behalf of either entity, make decisions on behalf of either entity, enter into contracts, or expend funds.

**Time Commitment:** Members will be expected to attend regular quarterly meetings at a time and location that is mutually agreed upon. Other meetings may be scheduled as needed.

***Committee Membership:***

- Regular Members
  - Two-three city council members, appointed by the City Council
  - Two-three school board members, appointed by the School Board
- Advisors/Facilitators
  - City Administrator
  - Superintendent of Schools
- At-Large Community Representatives Invited to Attend Meetings
  - Representatives of Gustavus Adolphus College
  - Representatives of Nicollet County
  - Representatives of Chamber of Commerce
  - Community members with specific expertise or areas of interest

**Minutes of Meetings:** Minutes of each meeting will be recorded.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING EXECUTION OF CITY/SCHOOL DISTRICT #508 STATEMENT  
OF UNDERSTANDING**

WHEREAS, the City Council entered into a statement of understanding with School District #508 in 1998; and

WHEREAS, the document was modified in 2010; and

WHEREAS, the document outlines the agreement between the City and School District #508 for operation of a joint committee; and

WHEREAS, staff recommends the agreement be updated to reflect current practices of the committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Administrator is hereby authorized to execute a Statement of Understanding with School District #508 as outlined in Exhibit A.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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

**EXHIBIT A**

**SCHOOL/CITY COMMITTEE  
Statement of Understanding**

**Preamble:** The City of Saint Peter and the Saint Peter School District recognize that both entities contribute to the quality of life in the Saint Peter area and to the economic vitality of the community. Both entities also recognize that many of the same tax payers provide funds to help each entity offer their programs and services to the community. To that end, both entities desire to work cooperatively together to help maximize and achieve the best use of those tax dollars and maximize the benefit each entity provides to the community.

**Purpose:** The purpose of the committee is to serve in an advisory role to both the City Council and the Saint Peter School District.

**Responsibilities:** The committee will focus on the following areas:

- Engage in long-range comprehensive joint facilities planning
- Suggest future public facility priorities
- Identify and suggest financing options that minimize the tax impact of future public facilities
- Identify and suggest possible collaborative service arrangements
- Identify and suggest ways to collaboratively provide programs and services that are beneficial to the community

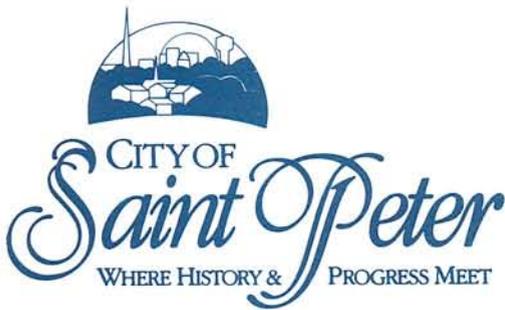
**Limitations:** The committee has no authority to speak on behalf of either entity, make decisions on behalf of either entity, enter into contracts, or expend funds.

**Time Commitment:** Members will be expected to attend regular quarterly meetings at a time and location that is mutually agreed upon. Other meetings may be scheduled as needed.

**Committee Membership:**

- Regular Members
  - Two-three city council members, appointed by the City Council
  - Two-three school board members, appointed by the School Board
- Advisors/Facilitators
  - City Administrator
  - Superintendent of Schools
- At-Large Community Representatives Invited to Attend Meetings
  - Representatives of Gustavus Adolphus College
  - Representatives of Nicollet County
  - Representatives of Chamber of Commerce
  - Community members with specific expertise or areas of interest

**Minutes of Meetings:** Minutes of each meeting will be recorded.



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/9/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Business License Applications

### ACTION/RECOMMENDATION

Provide approval of applications submitted for liquor and business licenses for the new owner of Willy's bar.

### BACKGROUND

The City has received several applications for liquor and business licenses from a new bar owner. Jamie Erickson will be leasing the former Willy's Bar and starting a new business to be called Erickson's Sports Bar.

Erickson has submitted the following license applications in order to open the business:

- On Sale Liquor
- Sunday On Sale Liquor
- Off Sale Liquor
- Soft Drink
- Show
- Amusement/Mechanical Device

The licensing period for the liquor licenses will be May 20, 2013 – June 30, 2014. The licensing period for the other licenses will be May 20, 2013 – December 31, 2013.

The Police Department has conducted a background investigation on Mr. Erickson and found nothing that would prohibit issuance of the licenses.

### FISCAL IMPACT:

The City will receive permit fees for each of the licenses.

### ALTERNATIVES/VARIATIONS:

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

Negative Vote: The applicant will be informed of the Council decision.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO.

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

**RESOLUTION APPROVING NEW BUSINESS LICENSE APPLICATIONS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, That the following license applications be approved subject to compliance with all requirements of the City Code and payment of the licensing fee:

**On Sale Liquor**

Ericksons Bar LLC dba Ericksons Sports Bar      220 S MN      5/20/13 – 6/30/14

**Sunday On Sale Liquor**

Ericksons Bar LLC dba Ericksons Sports Bar      220 S MN      5/20/13 – 6/30/14

**Off Sale Liquor**

Ericksons Bar LLC dba Ericksons Sports Bar      220 S MN      5/20/13 – 6/30/14

**Soft Drink**

Ericksons Bar LLC dba Ericksons Sports Bar      220 S MN      5/20/13 – 12/31/13

**Show**

Ericksons Bar LLC dba Ericksons Sports Bar      220 S MN      5/20/13 – 12/31/13

**Amusement /Mechanical Device**

Ericksons Bar LLC dba Ericksons Sports Bar      220 S MN      5/20/13 – 12/31/13

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of May, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator