

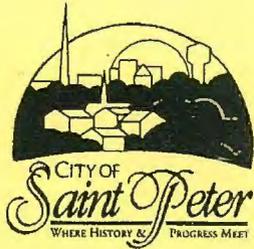
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Tuesday, May 26, 2015  
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VII. NEW BUSINESS**
  - A. 2015 Equipment Certificate Bid Award
  - B. 2013 Equipment Certificate Purchase
  - C. Animal Impound Contract Update
  - D. Billing Clerk Job Description Modification
  - E. Western Edge Roadway Improvements
  - F. Tree Worker License
  - G. City Assistance Request: Ambassadors Bluesfest
  - H. Municipal Building HVAC Equipment Replacement
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. Executive Session Discussion
    - 2. 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**

A copy of the minutes of the May 11, 2015 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for May 7, 2015 through May 20, 2015 is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

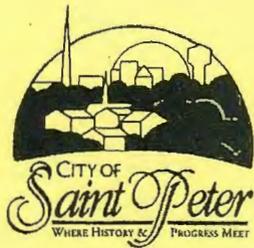
None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION AWARDING BID FOR 2015 EQUIPMENT CERTIFICATES**

Following receipt of proposals, staff recommends accepting the lowest cost proposal from Nicollet County Bank for the 2015 Equipment Certificate. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING PURCHASE FUNDED IN PART BY 2013 EQUIPMENT CERTIFICATE**



Staff recommends approval be provided for purchase of 47 copies of the Microsoft Office 2013 software to be funded in part by the 2013 Equipment Certificate. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO ANIMAL IMPOUND CONTRACT WITH KIND VETERINARY CLINIC**

Kind Veterinary Clinic has proposed increases to fees outlined in the animal impound contract. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO BILLING CLERK JOB DESCRIPTION**

Staff recommends minor modifications to the Billing Clerk job description. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING ENGINEERING SERVICES FOR WESTERN EDGE ROADWAY IMPROVEMENTS**

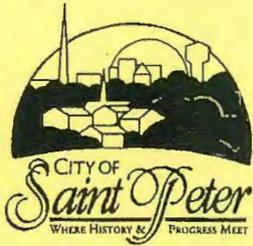
Staff recommends Bolton and Menk, Inc. be retained to provide preliminary engineering work for the roadway improvements on the western edge of Saint Peter. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING TREE WORKER LICENSE**

Following a background investigation, staff recommends approval of a Tree Worker license application submitted by Jim's Construction and Repair. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR ST. PETER AMBASSADORS' BLUESFEST**

Staff recommend approval of a request for City assistance for the St. Peter Ambassador's Bluesfest event in Minnesota Square Park. The assistance will be contingent upon the Ambassador's complying with the contingencies outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.



**H. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF HVAC UNIT FOR MUNICIPAL BUILDING**

The north HVAC unit on the roof of the Municipal Building has failed and it is unrepairable. Because of the unique layout of the building's heating and cooling system, which was originally designed through a zone system which is no longer effective due to changes in the building layout, staff requested a proposal from Schwickert's for replacement of the unit. Staff recommends authorization be provided for replacement of the failed unit at a cost of \$49,025 to be funded by General Fund reserves. 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 EXECUTIVE SESSION DISCUSSION**

A report will be provided at this time on discussion during the executive sessions held at the May 11, 2015 regular meeting.

**2. OTHERS**

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

**IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING  
MAY 11, 2015

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on May 11, 2015.

A quorum present, Mayor Strand called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Ziemann, Parras, Carlin, Grams, Brand, Kvamme 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 Brand, seconded by Carlin, to approve the agenda. With all in favor, the motion carried.

**Approval of Minutes** – A motion was made by Kvamme, seconded by Parras, to approve the minutes of the April 27, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the April 27, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Public Hearing: Kottke Real Estate Holdings LLC Business Subsidy Request** – Mayor Strand opened the public hearing on issuance of a business subsidy exceeding \$150,000 at 7:01 p.m. City Administrator Prafke reviewed the procedures adopted by the City Council for public hearings and Community Development Director Wille provided background information on the business subsidy requested by Kottke Real Estate Holdings, LLC (dba Spring Touch Lawn Care Specialists) in the amount of \$500,000 for the purchase and renovation of the City owned property at 430 Ritt Street. Wille noted the goals of the business subsidy issuance were, among other things, to enhance diversity of the community's businesses and provide for stabilization in the community's economic base. Wille further pointed out that job creation was not a goal of the subsidy in this instance. There being no further speakers, the hearing was declared closed at 7:06 p.m.

**Visitors** – Somali Community Barwaaqo Organization representative Fardousa Jamma, representing an organization that assists in resettlement of Somali families, addressed the Council to provide information on their business which is located in Mankato. Jamma indicated the services provided include acting as interpreters, assisting new families to enroll children in local schools, and assisting Somali individuals in employment when language proves to be a barrier to obtaining a job. Jamma reported her research indicated over 110 Somali families were living in Saint Peter.

**Consent Agenda** – In motion by Parras, seconded by Kvamme, Resolution No. 2015-61 entitled "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-61 is contained in the City Administrator's book entitled Council Resolutions 20.

**Kottke Real Estate Holdings LLC Business Subsidy** – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a

\$500,000 revolving loan to Kottke Real Estate Holdings, LLC for the purchase, renovation, and occupancy of the property at 430 Ritt Street. Wille noted the terms of the loan included three percent interest (3%) amortized over twenty (20) years with a balloon payment due at five (5) years; security provided by second positions on the property and on the furniture, fixtures, equipment and accounts receivable; and personal guarantees by Marvin and Linda Kottke. In motion by Zieman, seconded by Grams, Resolution No. 2015-62 entitled "Resolution Approving \$500,000 Revolving Loan To Kottke Real Estate Holdings, LLC (dba Spring Touch Lawn Specialists, Inc. To Partially Finance Purchase And Renovation Of 430 Ritt Street", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-62 is contained in the City Administrator's book entitled Council Resolutions 20.

**2015 Seal Coat Project Bid Award** – Public Works Director Moulton recommended awarding the bid for the 2015 Seal Coat Project to low bidder Caldwell Asphalt Company in the amount of \$2.73 per gallon applied (\$145,828.41 total). Moulton indicated streets are seal coated to extend the life of the street by sealing out water. In response to a question by Councilmember Carlin, Moulton reported streets are seal coated on a seven year rotation depending on the road wear. In motion by Carlin, seconded by Parras, Resolution No. 2015-63 entitled "Resolution Awarding Bid For 2015 Seal Coating Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-63 is contained in the City Administrator's book entitled Council Resolutions 20.

**MnDOT Highway 22 Utility Work Agreement** – Public Works Director Moulton requested authorization for execution of an agreement with the Minnesota Department of Transportation (MnDOT) wherein MnDOT's contractor on the Highway 22 Flood Mitigation Project would undertake some City utility modifications along the detour route (Highway 99 and Nicollet Avenue intersection). Moulton indicated the electric and stormwater work would normally be done by City staff; however, timing issues related to the work led to the negotiations for MnDOT to include the work with their contractor in the amount of \$12,068.30. City Administrator Prafke indicated the Highway 22 project would begin after July 4th and was expected to last three-four months. In motion by Zieman, seconded by Kvamme, Resolution No. 2015-64 entitled "Resolution Authorizing Execution Of Agreement For Utility Work In Conjunction With Highway 22 Flood Mitigation Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-64 is contained in the City Administrator's book entitled Council Resolutions 20.

**Hospital Equipment Purchase Requests** – River's Edge Hospital and Clinic CEO George Rohrich addressed the Council to request approval of the Hospital Commission request for purchase of a fracture table to be used for repair of broken pelvic and leg bones. Rohrich presented the recommendation to purchase a refurbished table from Universal Hospital Services in the amount of \$15,350 and indicated that the used table, which would come with a warranty and service guarantees, cost approximately \$85,000 less than a new table would be. In motion by Zieman, seconded by Brand, Resolution No. 2015-65 entitled "Resolution Approving Purchase Of Fracture Table For River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-65 is contained in the City Administrator's book entitled Council Resolutions 20.

Rohrich also presented a recommendation for purchase of a blood analyzer from Beckman Instrumentation Laboratories in the amount of \$40,000. Rohrich indicated the existing unit was in need of replacement and while the Beckman proposal was not the lowest cost proposal, the

unit would be an upgrade of existing equipment that would result in easier training for staff and allowing for interfacing with the electronic health records system which would reduce human errors. In motion by Grams, seconded by Carlin, Resolution No. 2015-66 entitled "Resolution Approving Purchase Of ACL Top 30 Hemostasis Testing Station For River's Edge Hospital Aand Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-66 is contained in the City Administrator's book entitled Council Resolutions 20.

Rohrich presented a recommendation for purchase of a CheckPoint 4600 Firewall from IT Savvy in the amount of \$31,639 and noted that the unit, which was the highest cost proposal received, offered the best firewall protection as recommended by Hospital IT staff. Rohrich also pointed out that the most recent risk analysis audit of the Hospital identified the firewall system as a weak point that needed correction. In motion by Carlin, seconded by Zieman, Resolution No. 2015-67 entitled "Resolution Approving Purchase Of Check Point 460 Firewall Appliance For River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-67 is contained in the City Administrator's book entitled Council Resolutions 20.

**Annexstad Agricultural Land Lease** – City Attorney Brandt presented a draft lease between the City and Brett Annexstad for the Lambert Farm property. Brandt indicated that the lease required the property to be vacated by October 15, 2015 which would allow for ground work to begin on the joint City/School District #508 park/school property. Brandt also stated he had researched agricultural land lease prices and was recommending the price of \$150 per acre (\$10,500 total) based on the shortened growing season and comparable lease prices. In motion by Parras, seconded by Carlin, Resolution No. 2015-68 entitled "Resolution Authorizing Execution Of One-Year Lease Of The Lambert Property By And Between The City Of Saint Peter And Brett R. Annexstad", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-68 is contained in the City Administrator's book entitled Council Resolutions 20.

**Baseball Association Donation Acceptance** – Public Works Director Moulton requested acceptance of a \$10,000 donation from the St. Peter Baseball Association for ballfield improvements at Ramsey Park including chain link fencing, dugout construction and a backstop. Moulton noted that the total cost of the project was \$13,000 and indicated the remaining \$3,000 would be funded by the General Fund. In motion by Brand, seconded by Carlin, Resolution No. 2015-69 entitled "Resolution Accepting Donation From Saint Peter Baseball Association", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-69 is contained in the City Administrator's book entitled Council Resolutions 20.

**New License Application** – City Administrator Prafke recommended approval of a tree worker license and a raffle license after noting that nothing had been found in the background investigations that would prohibit issuance of either license. In motion by Parras, seconded by Carlin, Resolution No. 2015-70 entitled "Resolution Approving New Business License Applications", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-70 is contained in the City Administrator's book entitled Council Resolutions 20.

## **Reports**

**Police Officer Memorial Day/Week” Proclamation** – Mayor Strand proclaimed May 15th as “Police Officer Memorial Day” and May 10-16, 2015 as “Police Officer Week” in the City in honor of those Officers who have died in the line of duty and in recognition of the good work done by Saint Peter Police Officers.

**Mayor’s Report** – Mayor Strand thanked Councilmember Zieman for serving as Mayor pro tem during his absence in April.

**Memorial Day Closures** – City Administrator Prafke reminded the public that all non-emergency City offices, the Community Center, Library and the Transit would be closed on May 25th for the Memorial Day holiday.

**Furniture, Appliance and Electronics Collections** – City Administrator Prafke reported collections for furniture, appliances and electronics had been scheduled and more information was provided in the Hot Sheet and the utility bill flyer. Prafke also pointed out that used bicycles and bike parts were being accepted during the electronics collection and the bikes would be rebuilt and donated to families in need.

**Advisory Board Vacancies** – City Administrator Prafke reported two vacancies exist on the Tourism Board and two exist on the Heritage Preservation Commission. Prafke encouraged any City resident interested in appointment to the boards to contact the City Administrator’s Office.

**Executive Session: Land Purchase Negotiations** – City Administrator Prafke recommended closed sessions be called as provided for in State Statute to discuss negotiations for land purchases. In motion by Zieman, seconded by Carlin, Resolution No. 2015-71 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-71 is contained in the City Administrator’s book entitled Council Resolutions 20.

The Council adjourned to closed session in the Traverse des Sioux Room at 8:12 p.m. to discuss land purchase negotiations for land to be used for a stormwater detention basin. The Council returned to open session at 8:25 p.m.

The Council adjourned to closed session in the Traverse des Sioux Room at 8:26 p.m. to discuss land purchase negotiations for land to be used for a housing subdivision. The Council returned to open session at 8:47 p.m.

There being no further business, a motion was made by Carlin, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:48 p.m.

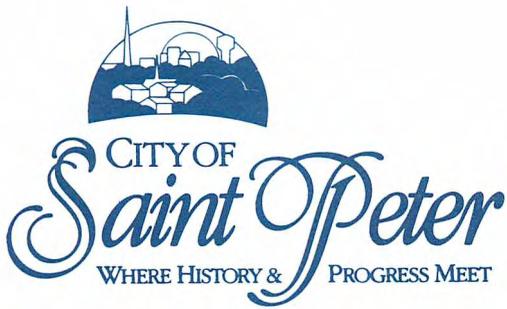
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/21/2015

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Licenses

### **ACTION/RECOMMENDATION**

Provide approval of licenses.

### **BACKGROUND**

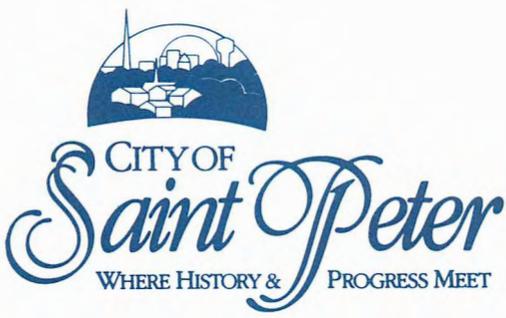
The City has received several temporary license applications for City Council approval.

There are several events taking place this summer at a variety of locations. The City has received a number of temporary license applications by non-profit organizations as well as businesses wanting to participate in summer events. They have submitted the following temporary applications: Use of City Property Permit, Gambling, On Sale Liquor, On Sale Beer 3.2, and Soft Drink. The dates and location vary depending on the event.

Please place these items on the May 26, 2015 City Council consent agenda.

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

CKM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/12/2015

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

**RE:** 2015 Seasonal Employees – Public Works

### ACTION/RECOMMENDATION

Approve the appointment of an additional seasonal employee for Public Works Department in Environmental Services.

### BACKGROUND

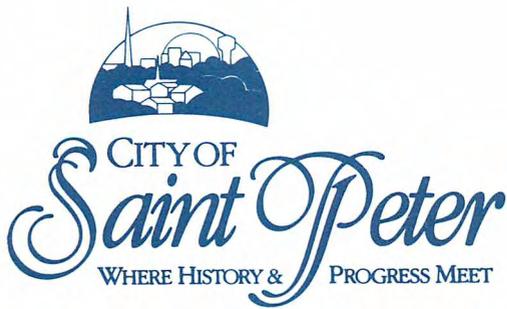
Public Works staffing levels are supplemented each summer by the appointment of seasonal employees due to the heavy workload.

Following review of the seasonal applications submitted for Public Works positions, we were unable to fill all of our available positions. The application form for seasonal positions includes a section wherein individuals are asked if they would be willing to consider appointment in positions other than those they initially applied for. Those applications were also reviewed, scored and in some cases interviewed and at this time I recommend appointment of Zachary Hawkins to fill our remaining Seasonal Laborer position at the wage shown.

<u>Name</u>	<u>Section</u>	<u>Wage</u>	<u>Start Date</u>
Zachary Hawkins	Environmental Services	\$9.00/hour	5/28/15

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

PM/TM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/21/15

**FROM:** Matthew Peters  
Chief of Police

**RE:** Consent Agenda—Police Officer Selection

### **ACTION/RECOMMENDATION**

Approve the appointment of Kyle Jones to the position of Police Officer at the wage of \$24.08 per hour.

### **BACKGROUND**

The Civil Service Commission invited 20 potential Police Officer candidates for interviews and then authorized full-field background investigations for the top scoring candidate.

The candidate selected by the Civil Service Commission to fill the current vacancy has successfully completed the selection process. The Civil Service Commission believes this candidate will be an excellent Police Officer for the City of Saint Peter and has recommended the appointment of Kyle Jones. The candidate has successfully passed all phases of the selection process. The starting base salary for a probationary Police Officer is currently \$24.08 per hour.

This hire fills an existing opening in the department.

Listed below please find a synopsis of the Police Officer selection process.

**ADVERTISE FOR POSITION** - The first step in the hiring process is the recruitment of qualified police officer candidates. The openings are advertised in various venues; newspapers, professional journals, and web sites.

**REVIEW AND SCORING OF APPLICATIONS** - Raters review and score application materials based on education, prior police experience, specialized police training, personal skills, and quality of application materials. (Maximum score 100 points.)

**VETERANS PREFERANCE** - Applications will then be scored for veteran's preference. A candidate with an Honorable Discharge will receive 10 points while a candidate whom is disabled or the spouse of a disabled veteran will receive 15 points.

**VIOLATIONS OF LAW** - A candidate with a violation of law will receive a deduction of 5 points for each violation or 10 points for each violation involving alcohol.

**POINT TOTALS/RATING DEADLINE** - A grand total of points will then be listed for each application.

**REVIEW OF APPLICATIONS/DETERMINATION OF NUMBER INVITED TO ORAL EXAMINATION** - The Civil Service Commission will then review the highest rated applications. The Civil Service Commission determines the number of applications invited for an Oral Board Examination.

**ORAL BOARD EXAMINATION** - An interview is conducted with the top candidates selected by the Civil Service Commission. The oral examination board will consist of one or more Civil Service Commissioners, a police officer, a supervisor and anyone else designated by the Civil Service Commission.

**CHIEF'S INTERVIEW** - The Chief of Police will conduct interviews with the 3 highest ranking candidates.

**BACKGROUND INVESTIGATION** - An extensive full field background investigation is conducted by the Detective Division of the top candidate(s).

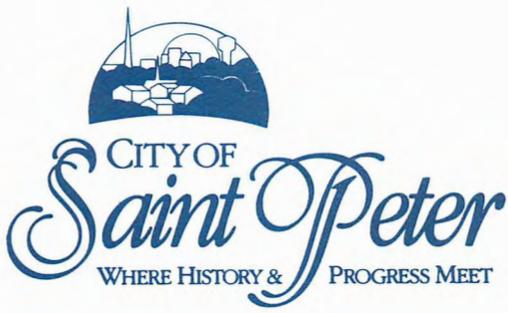
**SELECTION AND CONDITIONAL OFFER OF EMPLOYMENT** - The Chief of Police will recommend to the Civil Service Commission the candidate(s) for a conditional offer of employment.

**PHYSIOLOGICAL EVALUATION/PHYSICAL EXAMINATION** - With Civil Service approval of a conditional job offer the candidate will be scheduled for a complete psychological evaluation with the firm, Martin-McAllister Consulting Psychologist, as well as a pre-employment physical examination.

**CIVIL SERVICE COMMISSION RECOMMENDATION TO CITY COUNCIL** - The Civil Service Commission recommends a candidate(s) to the City Council, without regard to ranking for ratification and a formal offer of employment.

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

MP/



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/19/2015

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

**RE:** Water Resources Superintendent Appointment

### **ACTION/RECOMMENDATION**

Appoint Jeffery Knutson as Water Resources Superintendent at a salary of \$72,800.

### **BACKGROUND**

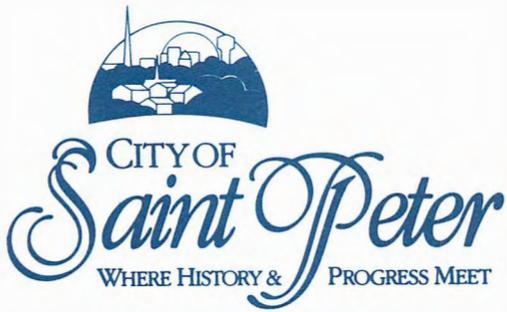
Staff received applications and interviewed qualified candidates for the position of Water Resources Superintendent. Of the candidates interviewed, Jeff Knutson was the top candidate.

Mr. Knutson is a current City employee and has served as a Water/Wastewater Operator, Wastewater Foreman and as an Infrastructure Technician. Mr. Knutson holds Class "A" licenses in water and wastewater and has an Associates in Applied Science (A.A.S.) degree in Civil Design from South Central Technical College and a Bachelor's of Science degree from Minnesota State University in Mankato. Mr. Knutson has 22 years of related experience working in a Public Works environment.

I recommend the appointment of Mr. Jeff Knutson as Water Resources Superintendent.

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

PM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/21/2015

**FROM:** Jane Timmerman  
Recreation and Leisure Services Director

**RE:** Declaration of Surplus Property

### **ACTION/RECOMMENDATION**

Declare the equipment listed below as surplus property and authorize the sale of or disposal of the property as authorized in the City Code.

### **BACKGROUND**

In November 2002 the City purchased a walk behind Ariens sweeper for snow removal at the Community Center. After almost twelve years of use the sweeper is no longer functional. Staff recommends declaring this equipment as surplus property to be disposed of as authorized in the City Code, most likely through public sale on the Minnesota Department of Administration surplus property online auction.

Any proceeds from the sale of the surplus property will be deposited into the General Fund.

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

JT



VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A TO Z RENTAL CENTER	treemendous dingo's #3 #4	RESTRICTED CONTRIB	PARKS	230.00
			TOTAL:	230.00
ADS CONCRETE LIFTING	n 4th & willow curb & gutt	GENERAL FUND	STREETS	400.00
	union & 7th curb & gutter	GENERAL FUND	STREETS	930.00
	willow dr curb & gutter	PERM IMPROVMENT RE	STREETS	300.00
			TOTAL:	1,630.00
AFFILIATED CREDIT SERVICES	professional services	ELECTRIC FUND	CUSTOMER ACCOUNTS	79.29
			TOTAL:	79.29
ALPHA WIRELESS COMMUNICATIONS CO	radio battery jake y	STORMWATER FUND	ADMINISTRATION AND GEN	51.20
			TOTAL:	51.20
AMAZON	ink cartridge	GENERAL FUND	CITY ADMINISTRATION	133.35
	ink cartridges	GENERAL FUND	FINANCE	70.86
	ink cartridge	GENERAL FUND	STREETS	32.50
	ink cartridge	GENERAL FUND	PARKS	26.00
	books	LIBRARY FUND	LIBRARY	106.95
	back up tapes	PUBLIC ACCESS	PUBLIC ACCESS	24.55
	switch	PUBLIC ACCESS	PUBLIC ACCESS	21.13
	supplies	WATER	ADMIN AND GENERAL	17.71
	ink cartridge	WATER	ADMIN AND GENERAL	13.00
	supplies	WASTE WATER FUND	ADMIN AND GENERAL	17.71
	ink cartridge	WASTE WATER FUND	ADMIN AND GENERAL	13.00
	supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	17.72
	ink cartridge	ENVIRON SERVICES F	ADMIN AND GENERAL	12.99
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	17.71
	ink cartridge	ELECTRIC FUND	ADMIN AND GENERAL	32.50
			TOTAL:	557.68
BACHMAN'S, INC.	perennials downtown median	ENVIRON SERVICES F	REFUSE DISPOSAL	246.08
			TOTAL:	246.08
BATTERIES PLUS	12v lead	ELECTRIC FUND	POWER PRODUCTION	39.98
			TOTAL:	39.98
BOBCAT OF MANKATO	#614 fix broom shaft	GENERAL FUND	PARKS	286.38
			TOTAL:	286.38
BORDER STATES ELECTRIC SUPPLY	#472 4"-20' pvc conduit	ELECTRIC FUND	NON-DEPARTMENTAL	4,465.25
	#461 sch 40-2" 20' pvc con	ELECTRIC FUND	NON-DEPARTMENTAL	994.95
	5 gal polywater lube	ELECTRIC FUND	ADMIN AND GENERAL	440.92
			TOTAL:	5,901.12
BRANDT LAW OFFICE	vehicle sale proceeds	RESTRICTED CONTRIB	NON-DEPARTMENTAL	277.50
			TOTAL:	277.50
CARQUEST AUTO PARTS STORES	wrong vendor	GENERAL FUND	FIRE	296.77-
	april gas charges	GENERAL FUND	FIRE	296.77
	cable, crimp, hose	GENERAL FUND	PUBLIC WORKS ADMIN	85.57
	wrong vendor	GENERAL FUND	STREETS	200.82-
	april gas charges	GENERAL FUND	STREETS	200.82
	primer, fitting, light, ki	GENERAL FUND	STREETS	24.14
	wrong vendor	GENERAL FUND	SWIMMING POOL	43.00-
	april gas charges	GENERAL FUND	SWIMMING POOL	43.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wrong vendor	GENERAL FUND	PARKS	160.66-
	april gas charges	GENERAL FUND	PARKS	160.66
	primer, fitting, light, ki	GENERAL FUND	PARKS	24.14
	wrong vendor	LIBRARY FUND	LIBRARY	951.11-
	april gas charges	LIBRARY FUND	LIBRARY	951.11
	wrong vendor	COMMUNITY CENTER	COMMUNITY CENTER	1,874.29-
	april gas charges	COMMUNITY CENTER	COMMUNITY CENTER	1,874.29
	wrong vendor	WATER	PURIFICATION AND TREAT	964.23-
	wrong vendor	WATER	PURIFICATION AND TREAT	92.02-
	april gas charges	WATER	PURIFICATION AND TREAT	964.23
	april gas charges	WATER	PURIFICATION AND TREAT	92.02
	primer, fitting, light, ki	WATER	DISTRIBUTION AND STORA	12.07
	wrong vendor	WATER	ADMIN AND GENERAL	80.33-
	april gas charges	WATER	ADMIN AND GENERAL	80.33
	wrong vendor	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00-
	april gas charges	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	wrong vendor	WASTE WATER FUND	SOURCE/TREATMENT	3,966.96-
	april gas charges	WASTE WATER FUND	SOURCE/TREATMENT	3,966.96
	primer, fitting, light, ki	WASTE WATER FUND	SOURCE/TREATMENT	12.07
	jb weld	WASTE WATER FUND	SOURCE/TREATMENT	6.25
	wrong vendor	WASTE WATER FUND	ADMIN AND GENERAL	80.33-
	april gas charges	WASTE WATER FUND	ADMIN AND GENERAL	80.33
	primer, fitting, light, ki	ENVIRON SERVICES F	REFUSE DISPOSAL	12.07
	wrong vendor	ENVIRON SERVICES F	ADMIN AND GENERAL	80.33-
	april gas charges	ENVIRON SERVICES F	ADMIN AND GENERAL	80.33
	primer, fitting, light, ki	ELECTRIC FUND	POWER DISTRIBUTION	24.14
	wrong vendor	ELECTRIC FUND	ADMIN AND GENERAL	200.82-
	april gas charges	ELECTRIC FUND	ADMIN AND GENERAL	200.82
	primer, fitting, light, ki	STORMWATER FUND	TREATMENT	12.08
	speed sensor	STORMWATER FUND	ADMINISTRATION AND GEN	32.83
			TOTAL:	245.36
CENTERPOINT ENERGY MINNEGASCO	gas svc 3/12-4/13	GENERAL FUND	FIRE	296.77
	gas svc 3/12-4/13	GENERAL FUND	STREETS	200.82
	gas svc 3/12-4/13	GENERAL FUND	SWIMMING POOL	43.00
	gas svc 3/12-4/13	GENERAL FUND	PARKS	160.66
	gas svc 3/12-4/13	LIBRARY FUND	LIBRARY	951.11
	gas svc 3/12-4/13	COMMUNITY CENTER	COMMUNITY CENTER	1,874.29
	430 Ritt Street	TORNADO DISASTER R	ECONOMIC DEVMT	74.27
	gas svc 3/12-4/13	WATER	PURIFICATION AND TREAT	964.23
	gas svc 3/12-4/13	WATER	PURIFICATION AND TREAT	92.02
	gas svc 3/12-4/13	WATER	ADMIN AND GENERAL	80.33
	gas svc 3/12-4/13	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	gas svc 3/12-4/13	WASTE WATER FUND	SOURCE/TREATMENT	3,966.96
	gas svc 3/12-4/13	WASTE WATER FUND	ADMIN AND GENERAL	80.33
	gas svc 3/12-4/13	ENVIRON SERVICES F	ADMIN AND GENERAL	80.33
	gas svc 3/12-4/13	ELECTRIC FUND	ADMIN AND GENERAL	200.82
			TOTAL:	9,080.94
CHEMISOLV CORP	belt filter press chemical	WASTE WATER FUND	BIOSOLIDS	832.50
			TOTAL:	832.50
CHEMSEARCH	lubricant contract	GENERAL FUND	STREETS	112.92
	lubricant contract	GENERAL FUND	PARKS	112.92
	lubricant contract	WATER	DISTRIBUTION AND STORA	56.46
	lubricant contract	WASTE WATER FUND	SOURCE/TREATMENT	56.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lubricant contract	ENVIRON SERVICES F	REFUSE DISPOSAL	56.46
	lubricant contract	ELECTRIC FUND	POWER DISTRIBUTION	112.92
	lubricant contract	STORMWATER FUND	TREATMENT	56.48
			TOTAL:	564.62
CINTAS CORPORATION #754	shop towel cleaning	ELECTRIC FUND	POWER DISTRIBUTION	5.00
	april cleaning services	ELECTRIC FUND	ADMIN AND GENERAL	466.20
			TOTAL:	471.20
COLE PAPERS INC	towels, dish soap, glass c	GENERAL FUND	STREETS	58.74
	batteries	GENERAL FUND	STREETS	4.47
	towels, dish soap, glass c	GENERAL FUND	PARKS	58.74
	batteries	GENERAL FUND	PARKS	4.47
	cleaners	LIBRARY FUND	LIBRARY	254.61
	cleaners	COMMUNITY CENTER	COMMUNITY CENTER	1,018.47
	towels, dish soap, glass c	WATER	DISTRIBUTION AND STORA	29.37
	batteries	WATER	DISTRIBUTION AND STORA	2.23
	towels, dish soap, glass c	WASTE WATER FUND	SOURCE/TREATMENT	29.37
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	2.23
	towels, dish soap, glass c	ENVIRON SERVICES F	REFUSE DISPOSAL	29.37
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	2.23
	towels, dish soap, glass c	ELECTRIC FUND	POWER DISTRIBUTION	58.74
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	4.47
	towels, dish soap, glass c	STORMWATER FUND	TREATMENT	29.39
	batteries	STORMWATER FUND	TREATMENT	2.24
			TOTAL:	1,589.14
COMPUTER TECHNOLOGY SOLUTIONS, INC.	computer - inspections	GENERAL FUND	BUILDING INSPECTOR	675.00
			TOTAL:	675.00
CREDIT RIVER TOOLS	ball whip pick up tool	GENERAL FUND	STREETS	7.57
	ball whip pick up tool	GENERAL FUND	PARKS	7.57
	ball whip pick up tool	WATER	DISTRIBUTION AND STORA	3.79
	ball whip pick up tool	WASTE WATER FUND	SOURCE/TREATMENT	3.79
	ball whip pick up tool	ENVIRON SERVICES F	REFUSE DISPOSAL	3.79
	ball whip pick up tool	ELECTRIC FUND	POWER DISTRIBUTION	7.57
	ball whip pick up tool	STORMWATER FUND	TREATMENT	3.77
			TOTAL:	37.85
CROP PRODUCTION SERVICES	glyphosate rodeo	GENERAL FUND	PARKS	161.04
			TOTAL:	161.04
CRYSTAL LAWN, INC	replace 5 sprinkler heads	WATER	PURIFICATION AND TREAT	251.25
			TOTAL:	251.25
DGR ENGINEERING	2015 dist design/material	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	493.50
	spcc plan update	ELECTRIC FUND	POWER DISTRIBUTION	171.00
			TOTAL:	664.50
DRANTTEL SALES & SERVICE	chains, links, blades	ENVIRON SERVICES F	REFUSE DISPOSAL	277.00
			TOTAL:	277.00
ED'S PLUMBING	gault park urinal repair	GENERAL FUND	PARKS	122.99
			TOTAL:	122.99
ELECTRICAL & COMMUNICATION SPECIALISTS	parks electric repair	GENERAL FUND	PARKS	1,174.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,174.55
EMERGENCY RESPONSE SOLUTIONS	hose for sweeper	GENERAL FUND	STREETS	217.58
			TOTAL:	217.58
EMERGENT NETWORKS	water laptop vpn repair	WATER	ADMIN AND GENERAL	540.00
			TOTAL:	540.00
ENVENTIS	april service	GENERAL FUND	CITY ADMINISTRATION	73.61
	march service	GENERAL FUND	CITY ADMINISTRATION	70.68
	april service	GENERAL FUND	CITY CLERK	14.56
	march service	GENERAL FUND	CITY CLERK	13.98
	april service	GENERAL FUND	FINANCE	114.59
	march service	GENERAL FUND	FINANCE	110.02
	april service	GENERAL FUND	MUNICIPAL BUILDING	6.80
	march service	GENERAL FUND	MUNICIPAL BUILDING	6.53
	april service	GENERAL FUND	POLICE	351.11
	march service	GENERAL FUND	POLICE	342.57
	april service	GENERAL FUND	FIRE	151.54
	march service	GENERAL FUND	FIRE	151.54
	april service	GENERAL FUND	BUILDING INSPECTOR	42.72
	march service	GENERAL FUND	BUILDING INSPECTOR	41.02
	april service	GENERAL FUND	PUBLIC WORKS ADMIN	84.10
	march service	GENERAL FUND	PUBLIC WORKS ADMIN	83.32
	april service	GENERAL FUND	STREETS	49.52
	march service	GENERAL FUND	STREETS	47.54
	april service	GENERAL FUND	SENIOR COORDINATOR	5.86
	march service	GENERAL FUND	SENIOR COORDINATOR	5.67
	april service	GENERAL FUND	RECREATION/LEISURE SER	199.35
	march service	GENERAL FUND	RECREATION/LEISURE SER	197.26
	april service	GENERAL FUND	SWIMMING POOL	31.34
	march service	GENERAL FUND	SWIMMING POOL	31.34
	april service	GENERAL FUND	PARKS	91.81
	march service	GENERAL FUND	PARKS	90.65
	april service	GENERAL FUND	ECONOMIC DEVMT	28.17
	march service	GENERAL FUND	ECONOMIC DEVMT	27.04
	april service	LIBRARY FUND	LIBRARY	86.75
	march service	LIBRARY FUND	LIBRARY	83.35
	april service	PUBLIC ACCESS	PUBLIC ACCESS	14.55
	march service	PUBLIC ACCESS	PUBLIC ACCESS	13.97
	april service	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	march service	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	april service	WATER	ADMIN AND GENERAL	168.83
	march service	WATER	ADMIN AND GENERAL	167.58
	april service	WASTE WATER FUND	ADMIN AND GENERAL	193.17
	march service	WASTE WATER FUND	ADMIN AND GENERAL	191.92
	april service	ENVIRON SERVICES F	ADMIN AND GENERAL	31.46
	march service	ENVIRON SERVICES F	ADMIN AND GENERAL	30.21
	april service	ELECTRIC FUND	ADMIN AND GENERAL	143.98
	march service	ELECTRIC FUND	ADMIN AND GENERAL	139.54
	april service	TRANSIT	TRANSIT/TRANSPORTATION	49.45
	march service	TRANSIT	TRANSIT/TRANSPORTATION	48.87
			TOTAL:	4,070.07
FAMILY FRESH MARKET	staff training	GENERAL FUND	CITY ADMINISTRATION	10.13
	staff training	GENERAL FUND	CITY CLERK	10.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	staff training	GENERAL FUND	FINANCE	6.75
	staff training	GENERAL FUND	POLICE	5.40
	distilled water	GENERAL FUND	POLICE	0.79
	staff training	GENERAL FUND	BUILDING INSPECTOR	2.70
	staff training	GENERAL FUND	PUBLIC WORKS ADMIN	1.35
	supplies	GENERAL FUND	STREETS	7.53
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	47.87
	volunteers - floral	GENERAL FUND	SENIOR COORDINATOR	22.78
	supplies	GENERAL FUND	PARKS	6.02
	staff training	GENERAL FUND	ECONOMIC DEVMT	0.67
	staff training	WATER	ADMIN AND GENERAL	6.08
	supplies	WATER	ADMIN AND GENERAL	3.01
	detergent	WASTE WATER FUND	SOURCE/TREATMENT	21.98
	staff training	WASTE WATER FUND	ADMIN AND GENERAL	6.08
	supplies	WASTE WATER FUND	ADMIN AND GENERAL	3.01
	supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	3.00
	staff training	ELECTRIC FUND	ADMIN AND GENERAL	18.23
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	7.53
	get well basket	TRANSIT	TRANSIT/TRANSPORTATION	35.00
	pop/candy	YOUTH CENTER GRANT	YOUTH CENTER	16.27
			TOTAL:	242.31
FASTENAL COMPANY	bolt bin refill	GENERAL FUND	STREETS	49.19
	safety vests seasonal	GENERAL FUND	STREETS	32.48
	rubber straps & cable ties	GENERAL FUND	STREETS	22.70
	caution tape	GENERAL FUND	STREETS	1.60
	safety vests seasonal	GENERAL FUND	STREETS	19.49
	wibit attachments pool	GENERAL FUND	SWIMMING POOL	266.51
	bolt bin refill	GENERAL FUND	PARKS	49.19
	safety vests seasonal	GENERAL FUND	PARKS	25.99
	rubber straps & cable ties	GENERAL FUND	PARKS	22.70
	caution tape	GENERAL FUND	PARKS	1.60
	safety vests seasonal	GENERAL FUND	PARKS	15.59
	bolt bin refill	WATER	DISTRIBUTION AND STORA	24.60
	rubber straps & cable ties	WATER	DISTRIBUTION AND STORA	11.35
	caution tape	WATER	DISTRIBUTION AND STORA	0.80
	safety vests seasonal	WATER	ADMIN AND GENERAL	12.99
	safety vests seasonal	WATER	ADMIN AND GENERAL	7.79
	anchor bolts	WASTE WATER FUND	SOURCE/TREATMENT	1.57
	bolt bin refill	WASTE WATER FUND	SOURCE/TREATMENT	24.60
	rubber straps & cable ties	WASTE WATER FUND	SOURCE/TREATMENT	11.35
	caution tape	WASTE WATER FUND	SOURCE/TREATMENT	0.80
	safety vests seasonal	WASTE WATER FUND	ADMIN AND GENERAL	12.99
	safety vests seasonal	WASTE WATER FUND	ADMIN AND GENERAL	7.79
	bolt bin refill	ENVIRON SERVICES F	REFUSE DISPOSAL	24.60
	rubber straps & cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	11.35
	caution tape	ENVIRON SERVICES F	REFUSE DISPOSAL	0.80
	safety vests seasonal	ENVIRON SERVICES F	ADMIN AND GENERAL	13.00
	safety vests seasonal	ENVIRON SERVICES F	ADMIN AND GENERAL	7.79
	bolt bin refill	ELECTRIC FUND	POWER DISTRIBUTION	49.19
	rubber straps & cable ties	ELECTRIC FUND	POWER DISTRIBUTION	22.70
	caution tape	ELECTRIC FUND	POWER DISTRIBUTION	1.60
	safety vests seasonal	ELECTRIC FUND	ADMIN AND GENERAL	32.48
	safety vests seasonal	ELECTRIC FUND	ADMIN AND GENERAL	19.49
	bolt bin refill	STORMWATER FUND	TREATMENT	24.59
	rubber straps & cable ties	STORMWATER FUND	TREATMENT	11.35

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	caution tape	STORMWATER FUND	TREATMENT	0.81
			TOTAL:	843.42
FIRE PROTECTION SERVICES, INC.	state hospital review	GENERAL FUND	BUILDING INSPECTOR	659.28
	sam & abe review	GENERAL FUND	BUILDING INSPECTOR	235.13
			TOTAL:	894.41
FIRST SECURITY BANK - SLEEPY EYE	2009a spcc refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	29,527.50
			TOTAL:	29,527.50
FORESTRY SUPPLIERS INC	tree watering bags	ENVIRON SERVICES F	REFUSE DISPOSAL	516.78
			TOTAL:	516.78
FREEDOM VALUE CENTERS, INC.	fuel	GENERAL FUND	POLICE	19.34
	april fuel	WATER	DISTRIBUTION AND STORA	130.27
	april fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	231.09
	april fuel	STORMWATER FUND	TREATMENT	122.88
	fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,427.83
			TOTAL:	2,931.41
GALLS INC	clothing	GENERAL FUND	POLICE	145.17
	boots	GENERAL FUND	POLICE	79.95
			TOTAL:	225.12
GENERATIONS PHOTOGRAPHY & VINYL CREATI	ch sign	GENERAL FUND	STREETS	25.00
			TOTAL:	25.00
GRAYBAR ELECTRIC COMPANY INC	#477 488 479 sch 40 elbows	ELECTRIC FUND	NON-DEPARTMENTAL	225.00
			TOTAL:	225.00
JAMES GRUHOT	safety boot jim g	WATER	ADMIN AND GENERAL	180.00
	clothing allowance jim g	WATER	ADMIN AND GENERAL	55.92
			TOTAL:	235.92
HAWKINS, INC.	pool bleach sulfuric acid	GENERAL FUND	SWIMMING POOL	2,031.57
	water treatment chemicals	WATER	PURIFICATION AND TREAT	2,601.00
			TOTAL:	4,632.57
HERMEL WHOLESale	vending machine	COMMUNITY CENTER	COMMUNITY CENTER	230.58
			TOTAL:	230.58
JON HUGHES	grad school reimbmt	GENERAL FUND	POLICE	3,700.91
			TOTAL:	3,700.91
IMPACT	april bills	WATER	CUSTOMER ACCOUNTS	159.87
	april bills	WATER	CUSTOMER ACCOUNTS	377.58
	april bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	159.87
	april bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	377.58
	april bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	159.87
	april bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	377.57
	april bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	159.85
	april flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	428.99
	april bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	378.58
			TOTAL:	2,579.76
INGRAM BOOK COMPANY	juvenile and adult materia	LIBRARY FUND	LIBRARY	653.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>653.13</u>
JAVENS MECHANICAL CONTRACTING CO.	main lift ac repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>564.89</u>
			TOTAL:	<u>564.89</u>
JOHNSON AGGREGATES	volley ball sand ct.	GENERAL FUND	PARKS	<u>362.98</u>
			TOTAL:	<u>362.98</u>
JT SERVICES	rhino flex rope	ELECTRIC FUND	POWER DISTRIBUTION	<u>2,400.00</u>
			TOTAL:	<u>2,400.00</u>
KEELEY FARM DRAINAGE	mulch downtown medians	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>703.52</u>
			TOTAL:	<u>703.52</u>
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	<u>663.70</u>
	animal care - paws	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>759.91</u>
			TOTAL:	<u>1,423.61</u>
LE CENTER LEADER	subscription	LIBRARY FUND	LIBRARY	<u>65.00</u>
			TOTAL:	<u>65.00</u>
LEAGUE OF MINNESOTA CITIES	conference-strand	GENERAL FUND	MAYOR & COUNCIL	<u>375.00</u>
			TOTAL:	<u>375.00</u>
LEXIS NEXIS	subscription	GENERAL FUND	POLICE	<u>100.00</u>
			TOTAL:	<u>100.00</u>
LJP ENTERPRISES INC	april pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>19,234.00</u>
			TOTAL:	<u>19,234.00</u>
LUBRICATION TECHNOLOGIES, INC.	oil	GENERAL FUND	POLICE	<u>657.37</u>
	used anti freeze drum pick	GENERAL FUND	STREETS	<u>11.00</u>
	oil pick up clean out drum	GENERAL FUND	STREETS	<u>99.34</u>
	used anti freeze drum pick	GENERAL FUND	PARKS	<u>11.00</u>
	oil pick up clean out drum	GENERAL FUND	PARKS	<u>99.34</u>
	used anti freeze drum pick	WATER	DISTRIBUTION AND STORA	<u>5.50</u>
	oil pick up clean out drum	WATER	DISTRIBUTION AND STORA	<u>49.67</u>
	used anti freeze drum pick	WASTE WATER FUND	SOURCE/TREATMENT	<u>5.50</u>
	oil pick up clean out drum	WASTE WATER FUND	SOURCE/TREATMENT	<u>49.67</u>
	used anti freeze drum pick	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>5.50</u>
	oil pick up clean out drum	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>49.67</u>
	used anti freeze drum pick	ELECTRIC FUND	POWER DISTRIBUTION	<u>11.00</u>
	oil pick up clean out drum	ELECTRIC FUND	POWER DISTRIBUTION	<u>99.34</u>
	used anti freeze drum pick	STORMWATER FUND	TREATMENT	<u>5.50</u>
	oil pick up clean out drum	STORMWATER FUND	TREATMENT	<u>49.67</u>
	oil	TRANSIT	TRANSIT/TRANSPORTATION	<u>657.38</u>
			TOTAL:	<u>1,866.45</u>
MENARDS	rope	GENERAL FUND	RECREATION/LEISURE SER	<u>35.97</u>
	rope	GENERAL FUND	RECREATION/LEISURE SER	<u>11.99</u>
			TOTAL:	<u>47.96</u>
METERING & TECHNOLOGY SOLUTIONS	#798 water meters	WATER	NON-DEPARTMENTAL	<u>665.58</u>
	#811 s-12 tsum meter	WATER	NON-DEPARTMENTAL	<u>606.53</u>
	plate strainer	WATER	DISTRIBUTION AND STORA	<u>535.47</u>
	water meters	WATER	DISTRIBUTION AND STORA	<u>104.07</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	1,911.65	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	322.08	
			TOTAL:	322.08	
METRO SALES INC	copier maintenance	GENERAL FUND	RECREATION/LEISURE SER	278.29	
	copier maintenance	COMMUNITY CENTER	COMMUNITY CENTER	278.29	
			TOTAL:	556.58	
MISC VENDOR	BERHOW, BUD	senior dance music	GENERAL FUND	SENIOR COORDINATOR	150.00
	JIM SCHMIDT	JIM SCHMIDT:concrete alley	GENERAL FUND	STREETS	7,343.75
	JIM SCHMIDT	JIM SCHMIDT:527 s 5th st d	PERM IMPROVMENT RE	STREETS	343.75
	JIM SCHMIDT	JIM SCHMIDT: drive r&r	WATER	DISTRIBUTION AND STORA	312.50
	JOHN PETERS	JOHN PETERS:sod installed	GENERAL FUND	STREETS	385.00
	MENNING, STEPHANIE	create a camp refund	GENERAL FUND	NON-DEPARTMENTAL	87.00
	PATHFINDER SYSTEMS	PATHFINDER SYSTEMS:roots b	WASTE WATER FUND	SOURCE/TREATMENT	6,667.00
	QUICK, NATHAN	furniture pickup refund	ENVIRON SERVICES F	NON-DEPARTMENTAL	20.00
			TOTAL:	15,309.00	
MN CHIEFS OF POLICE	permits to acquire form	GENERAL FUND	POLICE	59.90	
			TOTAL:	59.90	
MN DEPT OF LABOR & INDUSTRY	boiler license	COMMUNITY CENTER	COMMUNITY CENTER	10.00	
			TOTAL:	10.00	
MN ELEVATOR, INC.	annual contract/ monthly i	WASTE WATER FUND	SOURCE/TREATMENT	2,091.71	
			TOTAL:	2,091.71	
MN GOVERNMENT FINANCE OFFICERS ASSOC	2-monthly fee registration	GENERAL FUND	FINANCE	30.00	
			TOTAL:	30.00	
MN PIPE & EQUIPMENT	#318 water lid cover	WATER	NON-DEPARTMENTAL	154.67	
	#250 252 253 221 hyd rest	WATER	NON-DEPARTMENTAL	8,021.69	
	#250 252 253 221 hyd rest	WATER	NON-DEPARTMENTAL	80.68	
	#243 1" copper tubing 100'	WATER	NON-DEPARTMENTAL	2,028.24	
	metal locators	WATER	DISTRIBUTION AND STORA	925.00	
	#250 252 253 221 hyd rest	WATER	DISTRIBUTION AND STORA	11.96	
			TOTAL:	11,222.24	
MN WASTE PROCESSING	april garbage disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	14,372.00	
			TOTAL:	14,372.00	
MOST DEPENDABLE FOUNTAINS	bolts ramsey park	GENERAL FUND	PARKS	36.00	
			TOTAL:	36.00	
PETE MOULTON	2 week mileage	GENERAL FUND	PUBLIC WORKS ADMIN	99.48	
	state plumbing board mtg 1	WATER	ADMIN AND GENERAL	10.37	
	2 week mileage	ELECTRIC FUND	ADMIN AND GENERAL	16.10	
	2 week mileage	STORMWATER FUND	ADMINISTRATION AND GEN	13.80	
			TOTAL:	139.75	
MUNICIPAL CLERKS & FINANCE OFFICERS AS	clerk assoc dues	GENERAL FUND	CITY ADMINISTRATION	35.00	
			TOTAL:	35.00	
MUNICIPAL CODE CORPORATION	supplement pages	GENERAL FUND	CITY ADMINISTRATION	611.74	
	supplement pages	WATER	ADMIN AND GENERAL	152.94	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	supplement pages	WASTE WATER FUND	ADMIN AND GENERAL	152.94
	supplement pages	ENVIRON SERVICES F	ADMIN AND GENERAL	152.94
	supplement pages	ELECTRIC FUND	ADMIN AND GENERAL	152.92
			TOTAL:	1,223.48
MVTL LABORATORIES INC	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	52.00
	wwtf salty dis	WASTE WATER FUND	SOURCE/TREATMENT	150.00
			TOTAL:	202.00
NAPA AUTO PARTS OF ST PETER	brake rotor	GENERAL FUND	POLICE	241.55
	oil, air, fuel filters	GENERAL FUND	FIRE	72.01
	cable, moulding, flap, fil	GENERAL FUND	PUBLIC WORKS ADMIN	122.27
	labels	GENERAL FUND	STREETS	7.03
	starter, oil filter, kit,	GENERAL FUND	STREETS	104.71
	labels	GENERAL FUND	PARKS	7.03
	fuel tank, air filter	GENERAL FUND	PARKS	156.09
	labels	WATER	DISTRIBUTION AND STORA	3.51
	seat cover	WATER	DISTRIBUTION AND STORA	185.00
	seat cover	WASTE WATER FUND	COLLECTOR/LIFT STAT	149.00
	labels	WASTE WATER FUND	SOURCE/TREATMENT	3.51
	labels	ENVIRON SERVICES F	REFUSE DISPOSAL	3.51
	labels	ELECTRIC FUND	POWER DISTRIBUTION	7.03
	seat cover	ELECTRIC FUND	POWER DISTRIBUTION	185.00
	labels	STORMWATER FUND	TREATMENT	3.52
	fuel, oil filter, seal, ba	STORMWATER FUND	ADMINISTRATION AND GEN	166.00
	brake pads, crank sensor	TRANSIT	TRANSIT/TRANSPORTATION	168.81
			TOTAL:	1,585.58
NELSON PRINTING COMPANY	business cards	GENERAL FUND	BUILDING INSPECTOR	49.95
	business cards/ups	GENERAL FUND	STREETS	2.75
	pool ticket books	GENERAL FUND	SWIMMING POOL	66.75
	business cards/ups	GENERAL FUND	PARKS	2.75
	500 bookmarks	LIBRARY FUND	LIBRARY	99.48
	business cards/ups	WATER	DISTRIBUTION AND STORA	1.38
	utility customer applicati	WATER	CUSTOMER ACCOUNTS	127.98
	business cards/ups	WASTE WATER FUND	SOURCE/TREATMENT	1.38
	business cards/ups	WASTE WATER FUND	ADMIN AND GENERAL	67.95
	utility customer applicati	WASTE WATER FUND	CUSTOMER ACCOUNTS	127.98
	business cards/ups	ENVIRON SERVICES F	REFUSE DISPOSAL	1.38
	utility customer applicati	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	127.98
	business cards/ups	ELECTRIC FUND	POWER DISTRIBUTION	2.75
	utility customer applicati	ELECTRIC FUND	CUSTOMER ACCOUNTS	127.98
	business cards/ups	STORMWATER FUND	TREATMENT	1.38
	ticket books	TRANSIT	TRANSIT/TRANSPORTATION	340.00
			TOTAL:	1,149.82
NEW ULM QUARTZITE QUARRIES	seal coat chips	GENERAL FUND	STREETS	15,771.54
	seal coat chips	GENERAL FUND	STREETS	531.60
			TOTAL:	16,303.14
NICOLLET COUNTY RECORDER/ABSTRACTER	easement record	STORMWATER FUND	ADMINISTRATION AND GEN	46.00
			TOTAL:	46.00
NICOLLET COUNTY BANK	april ach	GENERAL FUND	FINANCE	6.34
	2010 equip cert	2010 EQUIPMENT CER	DEBT SERVICE PAYMENTS	30,400.00
	2010 equip cert	2010 EQUIPMENT CER	DEBT SERVICE PAYMENTS	1,003.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	april ach	WATER	ADMIN AND GENERAL	1.59
	april ach	WATER	CUSTOMER ACCOUNTS	12.96
	april ach	WASTE WATER FUND	ADMIN AND GENERAL	1.59
	april ach	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.96
	april ach	ENVIRON SERVICES F	ADMIN AND GENERAL	1.59
	april ach	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.96
	april ach	ELECTRIC FUND	ADMIN AND GENERAL	1.59
	april ach	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.97
			TOTAL:	31,467.75
O'MALLEY CONSTRUCTION, INC.	PO 4436 curb & gutter remo	GENERAL FUND	STREETS	2,338.80
	PO 4457 curb & gutter remo	GENERAL FUND	STREETS	2,109.80
	myrtle & union curb & gutt	GENERAL FUND	STREETS	9,943.60
	527 s 5th curb & gutter	PERM IMPROVMENT RE	STREETS	1,111.80
	400 s 4th watermain curb &	WATER	DISTRIBUTION AND STORA	614.80
			TOTAL:	16,118.80
PIONEER	paint	GENERAL FUND	RECREATION/LEISURE SER	636.00
	paint	GENERAL FUND	PARKS	636.00
			TOTAL:	1,272.00
TODD PRAFKE-PETTY CASH	postage	GENERAL FUND	CITY ADMINISTRATION	0.21
	plastic bins	GENERAL FUND	CITY CLERK	9.58
	vacuum out car	GENERAL FUND	FINANCE	0.75
	meal	GENERAL FUND	BUILDING INSPECTOR	31.82
	meals	GENERAL FUND	ECONOMIC DEVMT	40.00
	postage	WATER	ADMIN AND GENERAL	8.63
	parking	ENVIRON SERVICES F	ADMIN AND GENERAL	6.00
	cleaner	TRANSIT	TRANSIT/TRANSPORTATION	7.87
	oil	TRANSIT	TRANSIT/TRANSPORTATION	4.16
			TOTAL:	109.02
QUILL	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	15.14
	ink cartridges	GENERAL FUND	CITY CLERK	15.14
	ink cartridges	GENERAL FUND	FINANCE	10.10
	ink cartridges	GENERAL FUND	POLICE	8.08
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	4.04
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	2.02
	ink cartridges	GENERAL FUND	STREETS	51.99
	ink cartridges	GENERAL FUND	PARKS	41.59
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	1.01
	ink cartridges	WATER	ADMIN AND GENERAL	20.79
	ink cartridges	WATER	ADMIN AND GENERAL	9.09
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	20.79
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	9.08
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	20.79
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	51.99
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	27.26
			TOTAL:	308.90
RAMY TURF PRODUCTS	hydromulch & seed	GENERAL FUND	STREETS	394.60
	ramsey ball park	GENERAL FUND	PARKS	515.50
	hydromulch & seed	STORMWATER FUND	COLLECTIONS/LIFT STATI	31.90
			TOTAL:	942.00
RECREATION SUPPLY COMPANY	ph & acid reagent handrail	GENERAL FUND	PARKS	173.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>173.93</u>
THE RETROFIT COMPANIES, INC.	cip spg 2015 bulbs	ELECTRIC FUND	POWER DISTRIBUTION	<u>112.53</u>
			TOTAL:	<u>112.53</u>
RIVER'S EDGE HOSPITAL & CLINIC	specimen collection, seaso	GENERAL FUND	FIRE	29.00
	specimen collection, seaso	GENERAL FUND	PARKS	87.00
	specimen collection, seaso	WASTE WATER FUND	ADMIN AND GENERAL	58.00
	specimen collection, seaso	ENVIRON SERVICES F	ADMIN AND GENERAL	29.00
	specimen collection, seaso	STORMWATER FUND	ADMINISTRATION AND GEN	<u>145.00</u>
			TOTAL:	<u>348.00</u>
ROCHESTER MIDLAND CORPORATION	monthly handsfree	COMMUNITY CENTER	COMMUNITY CENTER	<u>76.01</u>
			TOTAL:	<u>76.01</u>
RUFFRIDGE JOHNSON EQUIPMENT CO., INC.	yellow paint	GENERAL FUND	STREETS	<u>53.35</u>
			TOTAL:	<u>53.35</u>
NICOLE RUHLAND	cpr training	GENERAL FUND	RECREATION/LEISURE SER	40.00
	cpr training	COMMUNITY CENTER	COMMUNITY CENTER	<u>20.00</u>
			TOTAL:	<u>60.00</u>
RYAN ELECTRIC OF ST PETER	jeff field electric repair	GENERAL FUND	PARKS	<u>584.00</u>
			TOTAL:	<u>584.00</u>
SAM'S CLUB	cups plates forks	GENERAL FUND	SENIOR COORDINATOR	38.32
	coffee cups, coffee	COMMUNITY CENTER	COMMUNITY CENTER	20.14
	vending maching items	COMMUNITY CENTER	COMMUNITY CENTER	<u>38.72</u>
			TOTAL:	<u>97.18</u>
SHERWIN-WILLIAMS	painting pole	COMMUNITY CENTER	COMMUNITY CENTER	<u>50.99</u>
			TOTAL:	<u>50.99</u>
SIMPLEX GRINNELL	replacment batteries	LIBRARY FUND	LIBRARY	84.00
	battery back-up replacemen	WASTE WATER FUND	SOURCE/TREATMENT	<u>147.00</u>
			TOTAL:	<u>231.00</u>
SOUTHERN MN INSPECTION CO.	auto lift insp.	GENERAL FUND	STREETS	141.55
	auto lift insp.	GENERAL FUND	PARKS	113.24
	auto lift insp.	WATER	ADMIN AND GENERAL	56.62
	hoist inspection	WASTE WATER FUND	SOURCE/TREATMENT	443.50
	auto lift insp.	WASTE WATER FUND	ADMIN AND GENERAL	56.62
	auto lift insp.	ENVIRON SERVICES F	ADMIN AND GENERAL	56.62
	auto lift insp.	ELECTRIC FUND	ADMIN AND GENERAL	<u>141.55</u>
			TOTAL:	<u>1,009.70</u>
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power	ELECTRIC FUND	POWER SUPPLY	<u>525,073.08</u>
			TOTAL:	<u>525,073.08</u>
SPRING TOUCH	lawn care	GENERAL FUND	FIRE	35.75
	weed crabgrass 169 median	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>108.50</u>
			TOTAL:	<u>144.25</u>
ST PETER AMBASSADORS	80% grant	RESTRICTED CONTRIB	CITY ADMINISTRATION	<u>2,000.00</u>
			TOTAL:	<u>2,000.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER COMMUNITY & FAMILY EDUCATION	summer brochure	GENERAL FUND	RECREATION/LEISURE SER	1,157.92
			TOTAL:	1,157.92
ST PETER INSULATED GLASS	door maintenance	COMMUNITY CENTER	COMMUNITY CENTER	205.00
			TOTAL:	205.00
STAPLES ADVANTAGE	copy paper	GENERAL FUND	CITY ADMINISTRATION	78.79
	copy paper	GENERAL FUND	CITY CLERK	78.79
	copy paper	GENERAL FUND	FINANCE	52.53
	copy paper	GENERAL FUND	POLICE	42.04
	copy paper	GENERAL FUND	BUILDING INSPECTOR	21.02
	copy paper	GENERAL FUND	PUBLIC WORKS ADMIN	10.49
	copy paper	GENERAL FUND	ECONOMIC DEVMT	5.25
	copy paper	WATER	ADMIN AND GENERAL	47.28
	copy paper	WASTE WATER FUND	ADMIN AND GENERAL	47.27
	copy paper	ELECTRIC FUND	ADMIN AND GENERAL	141.84
			TOTAL:	525.30
STATE INDUSTRIAL PRODUCTS	floor cleaner	LIBRARY FUND	LIBRARY	56.55
	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	226.19
			TOTAL:	282.74
UNITED RENTALS AERIAL EQUIPMENT	wacker tamper saw blade	WATER	PURIFICATION AND TREAT	66.50
	wacker tamper saw blade	STORMWATER FUND	TREATMENT	66.50
			TOTAL:	133.00
VERIZON WIRELESS	phone service	GENERAL FUND	POLICE	340.96
	wifi service	GENERAL FUND	BUILDING INSPECTOR	70.02
	wifi service	GENERAL FUND	STREETS	4.00-
	wifi service	GENERAL FUND	PARKS	4.00-
	wifi service	WATER	DISTRIBUTION AND STORA	2.00-
	april water jet pack pw ma	WATER	ADMIN AND GENERAL	11.20
	april water jet pack pw ma	WATER	ADMIN AND GENERAL	35.01
	wifi service	WASTE WATER FUND	SOURCE/TREATMENT	2.00-
	april water jet pack pw ma	WASTE WATER FUND	ADMIN AND GENERAL	11.20
	wifi service	ENVIRON SERVICES F	REFUSE DISPOSAL	2.00-
	april water jet pack pw ma	ENVIRON SERVICES F	ADMIN AND GENERAL	5.60
	wifi service	ELECTRIC FUND	POWER DISTRIBUTION	4.99-
	april water jet pack pw ma	ELECTRIC FUND	ADMIN AND GENERAL	28.00
	wifi service	STORMWATER FUND	TREATMENT	2.00-
			TOTAL:	481.00
VON ESSEN TOWING	tires, mount, bal, junk, t	GENERAL FUND	STREETS	60.00
	tires, mount, bal, junk, t	GENERAL FUND	PARKS	200.94
	towing	TRANSIT	TRANSIT/TRANSPORTATION	250.00
	tire mounting	TRANSIT	TRANSIT/TRANSPORTATION	36.00
	tires, mount, bal, junk, t	TRANSIT	TRANSIT/TRANSPORTATION	80.00
			TOTAL:	626.94
WESCO DISTRIBUTION INC	#807 meter peds	ELECTRIC FUND	NON-DEPARTMENTAL	206.00
	corr s tax - shim leveling	ELECTRIC FUND	POWER DISTRIBUTION	34.38-
	lift sling	ELECTRIC FUND	POWER DISTRIBUTION	23.80
	shim leveling	ELECTRIC FUND	ADMIN AND GENERAL	534.38
			TOTAL:	729.80
WOLF MOTOR COMPANY, INC.	#411 headlight module	GENERAL FUND	PARKS	419.29

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	corr s tax headlight	GENERAL FUND	PARKS	17.71-
			TOTAL:	401.58
YOUTH ENRICHMENT LEAGUE	chess/fencing/legos	GENERAL FUND	RECREATION/LEISURE SER	2,275.50
	chess	RESTRICTED CONTRIB	RECREATION/LEISURE SER	81.00
			TOTAL:	2,356.50

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

101	GENERAL FUND	66,998.46
211	LIBRARY FUND	2,440.93
213	PUBLIC ACCESS	74.20
217	COMMUNITY CENTER	4,612.96
240	TORNADO DISASTER REV LOAN	74.27
317	COMMUNITY CENTER BOND	29,527.50
370	2010 EQUIPMENT CERTIFICAT	31,403.20
401	PERM IMPROVMENT REVOLVING	1,755.55
601	WATER	20,835.34
602	WASTE WATER FUND	17,169.01
603	ENVIRON SERVICES FUND	36,824.03
604	ELECTRIC FUND	538,559.86
606	STORMWATER FUND	874.89
610	TRANSIT	4,105.37
820	RESTRICTED CONTRIBUTIONS	3,348.41
824	YOUTH CENTER GRANT	16.27

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 GRAND TOTAL: 758,620.25  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

Use of City Property Permit

St. Peter Farmers Market                      Parking Lot #5                      6/1/15 – 10/31/15

LG220 Application for Exempt Permit

St. Peter Ambassadors                      Minnesota Square Park                      6/13/15

City of Saint Peter Gambling Permit

St. Peter Wrestling Club                      401 Union Street                      8/8/15

Temporary On Sale Liquor License

St. Peter Jaycees                      401 Union Street                      8/5/15 - 8/8/15

Temporary On Sale Beer 3.2

St. Peter Jaycees                      401 Union Street                      8/9/15

Temporary Soft Drink

St. Peter Jaycees                      401 Union Street                      8/5/15 – 8/9/15  
El Tacazo Mexican Delights                      Minnesota Square Park                      7/4/15

- 2. The following employee appointments are hereby approved at the rates indicated:

<u>NAME</u>	<u>POSITION</u>	<u>RATE</u>
Zachary Hawkins	Seasonal Laborer	\$9.00/hour
Kyle Jones	Police Officer	\$24.08/hour
Jeffery Knutson	Water Resources Superintendent	\$72,800/year

- 3. The following equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to provide for public sale of the equipment through the Minnesota Department of Administration online auction:

Ariens Model M24P3ARNS Sweeper                      Serial #0240064

- 4. The schedule of disbursements for May 7, 2015 through May 20, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of May, 2015.

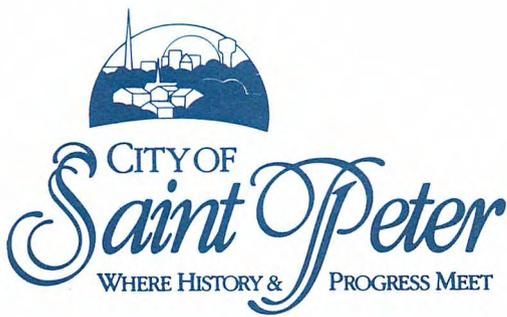
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** May 18, 2015

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

**RE:** 2015 Equipment Certificate Bids

### ACTION/RECOMMENDATION

Approve the attached resolution to accept the 2015 Equipment Certificate Bid from Nicollet County Bank.

### BACKGROUND

At the April 27, 2015 City Council meeting, authorization was approved for solicitation of the 2015 equipment certificate in the amount of \$245,000 to fund the following purchases:

<u>Equipment</u>	<u>Amount</u>
Pool Chemical Controllers	\$7,350
2 Squad cars with equipment set up	\$62,650
Asphalt Paver	<u>\$175,000</u>
<b>Total</b>	<b>\$245,000</b>

Bid forms were sent to four local banks for a \$245,000 Equipment Certificate payable over a five year period. Bids have been received from First National Bank, Nicollet County Bank, and Hometown Bank. Nicollet County Bank submitted the lowest bid, with interest rates of 1.4% – 2.0%, and is recommended to receive the bid award.

### FISCAL IMPACT:

Property taxes will be levied on all taxable property in the City for the payment of principal and interest of this Certificate according to the amortization schedule. The following amounts represent the total interest, which would be paid on each bid:

First National Bank	\$18,179.00
Hometown Bank	\$14,798.00
Nicollet County Bank	\$13,230.00
Wells Federal Bank	No Bid

**ALTERNATIVES AND VARIATIONS:**

Do not act: Purchase of equipment certificate items will cease and funding for purchases already made will need another funding source.

Negative vote: Purchases in the 2015 Equipment Certificate will need another funding source.

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.

PO/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION AWARDING THE SALE OF \$245,000 GENERAL OBLIGATION EQUIPMENT  
CERTIFICATES OF INDEBTEDNESS OF 2015; FIXING THE FORM AND SPECIFICATIONS  
THEREOF; AND PROVIDING FOR THEIR PAYMENT**

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

**SECTION 1. Findings.**

1.01 The City is authorized by Minnesota Statutes 412.301 (Act) to issue and sell its certificates of indebtedness on such terms and in such manner as the City determines to provide funds to finance the purchase of certain capital equipment subject to certain limitations contained in the Act.

1.02 It is hereby determined that the City is in need of various items of capital equipment ("Equipment"), which items and the estimated cost thereof are listed on Exhibit 1, attached hereto and made a part hereof. It is declared to be the intention of this Council to purchase the items of Equipment for the estimated costs listed on Exhibit 1, but this Council reserves the right to substitute other items of Equipment for those listed, when in its judgment, such factors as availability of the Equipment, competitive bidding considerations, and the desirability of obtaining alternate Equipment so dictate.

1.03 It is further found and determined as required by the Act that the principal amount of obligations to be issued will not exceed 0.25 percent of the market valuation of the taxable property in the City.

1.04 The City shall therefore issue and sell its General Obligation Equipment Certificates of Indebtedness of 2015("Certificates") pursuant to the Act to finance the purchase of the Equipment. Pursuant to Resolution 2015-57, quotes were solicited from local financial institutions.

**SECTION 2. Sale of Certificates**

2.01 The quote from Nicollet County Bank ("Purchaser") to purchase the Certificates is hereby found and determined to be a reasonable offer and shall be and is hereby accepted, such bid being to purchase the Certificates at a price of par, the Certificates bearing interest at the following rates:

Certificate No. 1 – 1.40 percent per annum  
Certificate No. 2 – 1.55 percent per annum  
Certificate No. 3 – 1.70 percent per annum  
Certificate No. 4 – 1.85 percent per annum  
Certificate No. 5 – 2.00 percent per annum

The Mayor, City Clerk/Administrator, and City Treasurer are directed to enter into a purchase contract for the Certificates with the Purchaser.

The Certificates may be prepaid in whole or in part by the City on any date at a price of the par amount to be redeemed plus accrued interest to the date of redemption. Prepayments shall be applied first to interest due and then to principal, and no prepayment shall relieve the City of the obligation to pay the remaining outstanding principal amount of the Certificates.

2.02 The City shall forthwith issue and sell the Certificates in the principal amount of \$245,000 dated as of the date of delivery, the Certificates being in the form of five typewritten certificates fully registered in the name of the Purchaser, bearing interest as set forth above, and which Certificates mature serially in the years and amounts as follows:

- Certificate No. 1 in the principal amount of \$49,000 shall mature June 1, 2016.
- Certificate No. 2 in the principal amount of \$49,000 shall mature June 1, 2017.
- Certificate No. 3 in the principal amount of \$49,000 shall mature June 1, 2018.
- Certificate No. 4 in the principal amount of \$49,000 shall mature June 1, 2019.
- Certificate No. 5 in the principal amount of \$49,000 shall mature June 1, 2020.

### **SECTION 3. Form: Execution.**

3.01 Registered Form. The Certificates shall be issued in fully registered form. The interest thereon and, upon surrender of the Certificates, the principal amount thereof shall be payable by check or draft issued by the City Treasurer.

3.02 Dates: Interest Payment Dates. The interest on the Certificates is payable to the registered owner thereon on June 1<sup>st</sup>, commencing on June 1, 2015.

3.03 Registration. The City shall appoint a Certificate Registrar ("Registrar").

[a] Appointment of Initial Registrar. The City hereby appoints the Purchaser as the Initial Registrar.

[b] Registrar. The Registrar shall keep at his or her principal office a Certificate Register in which the Registrar shall provide for registration of ownership of Certificates.

[c] Transfer of Certificates. Upon surrender for transfer of the Certificates, duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof by an attorney duly authorized by the owner in writing, the Registrar shall note the name of the new owner in the Certificate Register and upon the Registration Certificate on the Certificates.

[d] Persons Deemed Owners. The City and the Registrar may treat the person in whose name the Certificates are at any time registered in the Certificate Register as the absolute owner of such Certificates, whether the Certificates shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Certificates, and for all other purposes, and so made to such registered owner or upon the owner's order shall be valid and effectual to discharge the liability upon such Certificates to the extent of the sum or sums so paid.

3.04 Execution, Authentication, and Delivery. The Certificates shall be prepared under the direction of the City Treasurer and shall be executed on behalf of the City by the manual signatures of the Mayor and the City Clerk/Administrator. In case any officer whose signature or a facsimile of whose signature shall appear on the Certificates shall cease to be such officer before the delivery of the Certificates, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery. When the Certificates have been so prepared, executed and authenticated, the City Treasurer shall deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

3.05 Form of the Certificates. The Certificates shall be prepared in substantially the following form:

**UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF NICOLLET  
CITY OF SAINT PETER  
GENERAL OBLIGATION EQUIPMENT CERTIFICATE OF 2015**

No. \_\_\_\_

\$ 49,000

The City of Saint Peter, a duly organized and existing municipal corporation in Nicollet County, Minnesota acknowledges itself to be indebted and, for the value received, hereby promises to pay Nicollet County Bank, Minnesota or registered assigns, the principal sum of Forty nine thousand dollars (\$49,000) on June 1, 2015, with interest thereon from the date hereof at the annual rate of 1.40 percent per annum for certificate No.1, 1.55 percent per annum for certificate No. 2, 1.70 percent per annum for certificate No. 3, 1.85 percent per annum for certificate No. 4, 2.00 percent per annum for certificate No. 5, payable June 1<sup>st</sup>, in each year, commencing June 1, 2015, to the person in whose name this Certificate is registered. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft at the office of the City Treasurer in Saint Peter, Minnesota. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

This Certificate may be prepaid in whole or in part by the City on any date at the price of the par amount to be redeemed plus accrued interest to the date of redemption. Prepayments shall be applied first to interest due, and then to principal and no prepayment shall relieve the City of the obligation to pay the remaining outstanding principal amount of this Certificate.

This Certificate is one of an issue in the total amount of \$245,000, issued pursuant to a resolution adopted by the City Council on May 26, 2015 (the "Resolution") for the purpose of providing money to defray the expenses incurred and to be incurred in purchasing various items of capital equipment, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes 412.301, but constitutes a general obligation of the City and, to provide monies for the prompt and full payment of said principal and interest as the same become due, the full faith and credit of the City is hereby irrevocable pledged, and the City Council has duly levied ad valorem taxes on all taxable property in the City for the payment of

principal and interest of this Certificate, and will levy on all the taxable property in the City without limitation as to the rate or amount. As provided in the Resolution and subject to certain limitations set forth therein, this Certificate is transferable on the books of the Certificate Registrar by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Certificate Registrar, duly executed by the registered owner or the owner's attorney.

The City and Certificate Registrar may deem and treat the person in whose name this Certificate is registered as the absolute owner hereof, whether this Certificate is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Certificate Registrar shall be affected by notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Certificate in order to make it a valid and binding obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Certificate does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Saint Peter, Nicollet County, Minnesota, by its City Council has caused this Certificate to be executed on its behalf by the facsimile signatures of the Mayor and City Clerk/Administrator and has caused this Certificate to be dated as of the date set forth below.

Dated: \_\_\_\_\_

CITY OF SAINT PETER, MINNESOTA

\_\_\_\_\_  
City Clerk/Administrator

\_\_\_\_\_  
Mayor

Registration Certificate  
(to be attached to the Certificate)

3.06 The City Treasurer shall obtain a copy of the proposed approving legal opinion of the City Attorney, which shall be complete. The City Treasurer is hereby authorized and directed to execute the Certificates in the name of the City upon receipt of such opinion and to file the opinion in the City offices.

**SECTION 4. Security**

4.01 There is hereby created a separate debt service fund (Fund) for the Certificates, which shall be used for no other purpose than to pay the principal of and interest on the Certificates, provided that if any payment of principal or interest shall become due when there is not sufficient money in the Fund to pay the same, the Treasurer shall pay such principal or interest from the General Fund of the City and the General Fund shall be reimbursed for such advances out of monies appropriated by the City Council for such purpose.

4.02 For the purpose of paying the principal of and interest on the Certificates, there is

hereby levied upon all taxable property in the City a direct annual irrevocable ad valorem tax, which shall be spread upon the tax rolls and collected with and as a part of the other general taxes of the City and shall be credited to the Fund, which tax is in the years and amounts as follows (the years shown are years of levy for taxes collectable in the following year):

<u>YEAR</u>	<u>TAX LEVY</u>
2014	\$ 57,500.00
2015	\$ 50,250.00
2016	\$ 50,250.00
2017	\$ 50,250.00
2018	\$ 49,980.00

The tax herein made may be reduced annually prior to the final certification of tax levy in the manner provided by Minnesota Statutes 475.61, Subdivision 3. A certified copy of this resolution shall be delivered to the County Auditor of Nicollet County in order to obtain the certificate required by Minnesota Statutes 475.63.

4.03 The net proceeds of the Certificates shall be paid into a special 2015 Equipment Certificate account ("Account") hereby created in the Fund. Expenditures from the Account shall be made only for capital costs of the Equipment financed by the Certificates. Records of expenditures from the Account shall be kept of such nature as are adequate to enable the City Treasurer to determine the following:

[a] the date on which five percent (5%) of the Net Proceeds of the Certificates will have been expended;

[b] the date on which final payment for all Equipment shall have been made;

[c] the date on which an amount of money equal to the Net Proceeds of the Certificates, from whatever source derived, shall have been expended for the acquisition of the Equipment.

The City Treasurer shall at the request of any Certificate holder or of bond counsel approving issuance of the Certificates, furnish certificates regarding the status of the monies in the Account. Sums in the Account may be invested as permitted by law and will be invested in accordance with and subject to the conditions expressed in Section 5.02.

#### **SECTION 5. Transcription: Miscellaneous**

5.01 The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Certificates, certified copies of proceedings and records of the City relating to the Certificates, and to the financial condition and affairs of the City, and such certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Certificates, and such instruments, including any heretofore furnished, shall be deemed representations of the City as to the facts stated therein.

5.02 The City covenants and agrees with the holder of the Certificates from time to time that it will not take or permit to be taken by any of its officers, employees, or agents, any action which would cause the interest on the Certificates to become subject to taxation under the Internal

Revenue Code of 1954, as amended (the "Code"), and the Treasury Regulations promulgated there under, and that it will comply with all provisions of H.R. 3838 in the form in which it was adopted by the United States House of Representatives on 18 December 1985 to maintain the tax exempt status of interest on the Certificates. The Certificates are hereby designated by the City as "qualified tax exempt obligations" and a part of its \$10,000,000 limitation of such obligations within the meaning of and for purposes of Section 902(e)(3) of H.R. 3838, adopted by the United States House of Representatives on 18 December 1985. In the event H.R. 3838 is not adopted in the form referred to above, or in any form, the covenants in this section and in Section 4.03 will be of no further force or effect.

5.03 It is hereby determined that no comprehensive official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Certificates and that the Purchaser has made its own investigation concerning the City as set forth in investment letter.

5.04 The actions of the officers and employees of the City in contacting prospective purchasers for the Certificates are ratified and confirmed in all respects.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of May, 2015.

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Timothy Strand  
Mayor

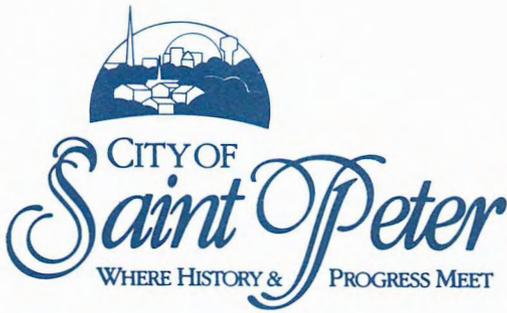
ATTEST:

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Todd Prafke  
City Administrator

**EXHIBIT 1  
2015 EQUIPMENT CERTIFICATE**

Pool Chemical Controllers	\$7,350
2 Squad cars with equipment set up	\$62,650
Asphalt Paver	<u>\$175,000</u>
<b>Total</b>	<b>\$245,000</b>



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/15/2015

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

**RE:** 2013 Equipment Certificate Purchase

### ACTION/RECOMMENDATION

Approve purchase of 47 Microsoft Office 2013 software upgrades.

### BACKGROUND

Several computers have already been upgraded to the Microsoft Office 2013 platform. This has been done as computers have failed or been replaced. At this time staff is recommending the purchase of 47 software packages to upgrade the remaining computers to 2013.

Funding for the majority of this unbudgeted purchase is available through the remaining funds (\$37,000) in the 2013 Equipment Certificate. I propose use of this equipment certificate funding to purchase the General Fund Equipment with the remaining funding being provided as follows based on the users of the software:

General Fund - 38 upgrades	\$5,699.62
Community Center - 1 upgrade	\$149.99
Water fund – 5 upgrades	\$749.95
Stormwater fund – 3 upgrades	\$449.97

The following quotes were received for the purchase of Microsoft Office Professional-2013 Software:

SoftwareTent	\$149.99 each
Computer Technology Solutions Inc.	\$405.00 each
Software King	\$324.99 each
TigerDirect	\$345.99 each

SoftwareTent is an online company from which we have purchased six other upgrades. Each of the six worked perfectly. The purchase has been made due to the fact that the price could change at any time since a quote isn't provided to be available through a specific date.

**FISCAL IMPACT:**

These software upgrades will be funded with the \$5,699.62 coming from the 2013 Equipment Certificate, Community Center Fund - \$149.99, \$749.95 - Water Fund, and Stormwater Fund - \$449.97.

**ALTERNATIVES/VARIATIONS:**

Do not act: Software upgrades will be done as future budgets allow.

Negative vote: Staff will wait for further direction.

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.

PO/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION AUTHORIZING PURCHASE OF MICROSOFT OFFICE 2013 SOFTWARE  
UPGRADES FUNDED IN PART BY 2013 EQUIPMENT CERTIFICATE**

WHEREAS, the 2013 Equipment Certificate has completed the original budget purchases; and

WHEREAS, the 2013 Equipment Certificate fund has a remaining fund balance; and

WHEREAS, staff recommends the purchase of forty-seven (47) copies of 2013 Microsoft Office 2013 software; and

WHEREAS, quotes for the purchase were received as follows:

SoftwareTent	\$149.99 each
Computer Technology Solutions Inc.	\$405.00 each
Software King	\$324.99 each
TigerDirect	\$345.99 each

WHEREAS, the software will facilitate work between Departments and unify the office software used by all City staff; and

WHEREAS, funding for the purchase shall be from the 2013 Equipment Certificate with the remainder funded from the Community Center, Water, and Stormwater Funds.

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

1. Staff is directed to proceed with purchase of forty-seven copies of Microsoft Office Professional 2013 software from SoftwareTent.
2. Funding for the purchase shall be as follows:

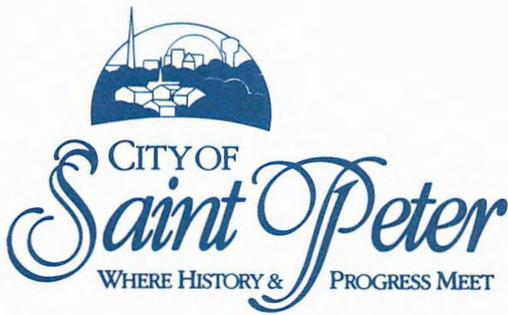
2013 Equipment Certificate (General Fund)	\$5,699.62
Community Center Fund	\$ 149.99
Water Fund	\$ 749.95
Stormwater Fund	<u>\$ 449.97</u>
TOTAL	\$7,049.53

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of May, 2015.

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

ATTEST:

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



## Memorandum

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

**DATE:** 5/21/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Animal Impound Contract

### ACTION/RECOMMENDATION

Approve the attached resolution providing for modification to the contract for pound services with Kind Vet of Saint Peter.

### BACKGROUND

Kind Veterinarian Clinic has partnered with the City for many years to provide housing and medical services for impounded animals. The Clinic has proposed an updated contract with slightly higher prices. The contract is substantially similar to the contract we currently have in place and the cost changes they are proposing are very modest.

While Kind's has not provided the notice required as part of the current contract, they have been excellent partners and have provided wonderful service. The proposed contract is attached for your review and includes four fee increases which are shown on the chart below:

<u>SERVICE</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Boarding	\$11.00	\$11.50	\$11.90	\$12.25	\$12.70
Quarantine	\$11.00	\$11.50	\$11.90	\$12.25	\$12.70
Cat Euthanasia	\$60.00	\$61.80	\$63.70	\$67.60	\$69.60
Dog Euthanasia	\$75.00	\$77.25	\$79.60	\$84.50	\$87.00

We have not re-bid the contract, nor done a request for other proposals due in part to the nature of the service, Kind's location within the City, and the other costs we would likely incur with a location that was outside the City. In other words, we avoid a lot of expenses by not having to transport animals out of town and there are no other providers within our community at this time. Kind's has continued to provide competitive prices even though they have a substantial competitive advantage due to their location.

Members had asked for additional information relative to adopted, rescue organization, claimed and euthanized animals as follows:

	<b>CATS</b>	<b>DOGS</b>
Adopted	28	0
Rescue Organization	4	4
Claimed	10	58
Euthanized	28*	2

\*Mostly feral

### **FISCAL IMPACT**

I do not believe these fee increases will be a substantial negative driver in our budget, but it will necessitate a small change in the City's animal fees for the 2016 year. And while this will cost more, I believe the fees will cover the cost for this year if we continue the high adoption rates. The current program operates at a very low cost to the City as adoption fees pay almost all costs.

### **ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for further direction. While no specific time line is in place an extended delay could mean a stop in the work and would leave us with no place to pound animals. Frankly, at that point I am not sure what we might do other than scabble to piece some of the service together through other vendors.

Negative vote. Staff will wait for you direction as to what avenues you might like us to pursue for these services or explore providing new services.

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

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

TP/bal

## **Agreement for Impoundment Services**

Kind Veterinary Clinic

109 W. Grace St.

St. Peter, MN 56082

This agreement, made and entered into by and between the City of St. Peter, hereinafter referred to as "City" and Kind Veterinary Clinic, PA, a Minnesota professional corporation, hereinafter referred to as "Veterinarian". Now, therefore, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties hereby agree as follows:

### **I. Services to be Performed by Veterinarian**

**A. Impound Services.** Veterinarian shall perform animal impound services for the City on a non-exclusive basis. Such impound services shall include:

1. Adequate and sanitary facilities for the clean and humane impoundment of dogs and cats which have been impounded by the City.

2. Provide for the impound animal's nutritional and exercise needs.

**B. Impound Period.** The Veterinarian shall impound the animal for a period of five business days during which the Veterinarian's place of business has been open to the public for at least four consecutive hours on each day. Thus, the actual impound period may be longer than five days when the impound period extends over a day in which Kind Vet Clinic is not open for business. In the event the impounded animal has not been claimed by its owner during the impound period, the Veterinarian shall be allowed to euthanize the animal.

**C. Adoption.** After the applicable redemption period has expired, the Veterinarian, in its discretion, may hold the animal for adoption rather than euthanizing the animal. In the event the animal is held for adoption, the Veterinarian shall hold the animal at the Veterinarian's expense.

**D. Required Vaccination.** Before any animal over the age of 12 weeks is released to an owner by the Veterinarian, there must be proof of valid rabies vaccination. If proof cannot be provided, the animal must be rabies vaccinated at the owner's expense.

**E. Records.** The City shall complete a form, provided for and initiated by a City of Saint Peter Police Officer or Community Service Officer, detailing the date, time, and location of pick-up, as well as ICR number, description of animal, and name of complainant.

**F. Invoices and Payment.** The Veterinarian shall submit a monthly accounting of their activities and the charges against the City for services performed. The City shall pay the Veterinarian for such services within 30 days of receipt of billing.

**G. Access to Impound Facilities.** The Veterinarian shall provide the Saint Peter Police Department with access to the impound facilities on a 24 hour a day basis to allow police officers to deposit found/seized animals.

**H. Law Compliance.** The Veterinarian shall comply with all applicable State

law and City ordinances governing the impound of animals, their redemption, destruction, and adoption.

**I. Release of Impounded Animal.** The Veterinarian will not release any animal unless all applicable charges are paid. The Veterinarian shall immediately release any impounded animal to its owner upon receipt of payment from the owner of pound boarding charges for each day that the animal has been impounded, an impound fee, and proof of current rabies vaccination.

**J. Additional Veterinary Services.** The Veterinarian will not provide any medical treatment to impounded animals except on the written authorization of the Saint Peter Police Chief or his designee for specific treatment. In cases of emergency treatment where written authorization would unduly delay treatment, the Veterinarian may accept verbal authorization. If verbal authorization is used for the provision of emergency medical treatment, it shall be followed with written authorization on the next scheduled working day.

## II. Responsibilities of City

**A. Posting Notices.** The City shall post the notices of impoundment required by State Statute, which notices shall include information describing the animal, location where the animal was found, the date of the animal's apprehension, the license number of the animal (if any), where the animal is being impounded, and the steps required to redeem the animal. The City shall supply the Veterinarian with copy of the posted notice for each animal.

**B. Delivery of Impounded Animals.** During the term of this agreement, the City shall deliver all impounded animals to the Veterinarian.

## III. Fees

**A. Boarding Fee.** The City shall agree to pay the Veterinarian a fee of \$12.70 day for each dog and cat that has been impounded and not redeemed by its owner or another person within five business days of its impoundment and applicable notices. The boarding fee shall cover all expenses owed to the Veterinarian for the provision of services to the City, which shall include examination and impoundment.

**B. Euthanasia Fee.** The City shall pay the Veterinarian a humane euthanasia/cremation fee of \$69.60 for cats and \$87.00 for dogs not adopted or claimed within the five business days, provided the veterinarian euthanizes the animal.

**C. Litter of Animals.** A group or litter of related animals under four months of age shall be deemed as one animal for every three animals in the litter or group for billing purposes.

**D. Taxes.** The City shall pay all required sales and use taxes on the charges for services which are the responsibility of the City.

**E. Fee Increases.** The fees listed shall increase in a manner consistent with all other price increases for services rendered by Kind Veterinary Clinic.

## IV. Term

**A. Term and termination.** This Agreement shall be automatically renewed for additional periods of one year, unless a Party gives the other party at least six

months prior written notice of the intention not to renew the Agreement.

**B. Other Events Permitting Termination.** Notwithstanding anything to the contrary contained herein, this Agreement may be terminated in accordance with the following provisions.

1. This Agreement may be terminated by the non-breaching Party on written notice if the other Party shall be in material breach of its obligations under this Agreement and shall have failed to cure such breach within thirty days after receipt of written notice thereof from the non-breaching Party.

2. This Agreement may be terminated by a Party on six months written notice to the other party.

**V. Indemnification.** Each Party agrees to defend, indemnify, and hold the other Party, their officer, agents, and employees harmless from any and all liability, claims, suits, damages, judgments, costs or expenses, including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof, resulting directly or indirectly from or caused by any negligent act and/or omission of its officers, agents, contractors or employees in the performance of this Agreement.

**VI. Independent Contractor.** Nothing contained in this contract shall be interpreted as creating a partnership, joint venture or relationship of principal and agent between the City and Veterinarian. In fulfilling its obligations pursuant to this Agreement, each Party hereto shall act as an independent contractor.

**VII. Quarantine for Rabies.** In the event the animal is suspected of rabies, the Veterinarian is required to hold the animal for a ten day period. The Veterinarian shall be paid per diem rate of \$12.70 per day for each day of the holding period. Said payment shall be made by the owner if known. In the event the owner is unknown and depending upon the circumstances (i.e. animal bite, animal behavior, etc.) treatment or disposition will be determined by the City.

**VIII. Entire Agreement.** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

**CITY OF SAINT PETER  
A MINNESOTA MUNICIPAL  
CORPORATION**

BY: \_\_\_\_\_

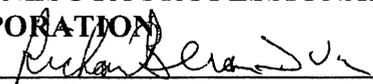
Its: Mayor

BY: \_\_\_\_\_

Its: City Administrator

DATE: \_\_\_\_\_

**KIND VETERINARY CLINIC  
A MINNESOTA PROFESSIONAL  
CORPORATION**

BY: 

Its: President

DATE: 3-6-2015

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION APPROVING UPDATED ANIMAL IMPOUND CONTRACT WITH KIND  
VETERINARY CLINIC**

WHEREAS, the City has contracted with Kind Veterinary Clinic (KVC) to provide for animal impound services since 1997; and

WHEREAS, the contracts are occasionally updated to provide for increases in prices for the services provided by KVC; and

WHEREAS, KVC has requested increases in fees for boarding, quarantine and dog and cat euthanasia services; and

WHEREAS, staff recommends approval of the updated contract/

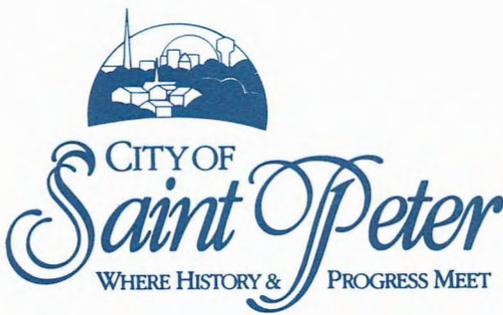
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute an updated animal impound services contract with Kind Veterinary Clinic of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of May, 2015.

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

ATTEST:

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



## Memorandum

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

**DATE:** 5/21/15

**FROM:** Todd Prafke  
City Administrator

**RE:** Billing Clerk Position Description

### **ACTION/RECOMMENDATION**

Approve an updated position description for the Billing Clerk position.

### **BACKGROUND**

The practice of the Council has been to review job descriptions when openings occur and other times as needed based on changes in laws or best practices. The Billing Clerk has submitted her resignation which has prompted a review of the existing job description.

The modifications to the job description are minor in nature and are being suggested to more accurately reflect the essential duties of the position and to ensure compliance with the formatting used in City descriptions. The positions' pay equity points are to remain the same.

A redlined copy of the job description is attached for your additional review. I recommend approval of the suggested modifications.

### **FISCAL IMPACT:**

No changes in wages or costs are anticipated as a part of this change.

### **ALTERNATIVES AND VARIATIONS**

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

Negative vote: Staff will use the current job description.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 192

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**POSITION TITLE:** BILLING CLERK

**DEPARTMENT:** FINANCE

**SUPERVISOR:** DIRECTOR OF FINANCE

**OVERVIEW OF POSITION:**

Under general supervision, the Billing Clerk prepares utility billing input data, enters data, performs a variety of computer processing functions, and undertakes clerical functions as directed.

**ESSENTIAL JOB FUNCTIONS:DUTIES:**

- Prepares utility billing input data; enters data; prepares utility billing statements; performs computer processing functions; obtains computer reports; verifies meter readings and corrects as necessary; prepares and corrects billing registers, edits, and printouts; assists with control of accounts receivable; analyze sales and prepares overall sales recap; maintains files of computer source documents and input data sheets.
- Prepares and files monthly sales tax returns.
- Provides documentation for delinquent accounts to be processed for assessment or write off.
- Assists in handling customer inquiries and routing incoming phone calls.
- Performs related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate clearly and effectively; ability to understand and carry out directions; ability to accept responsibility; ability to deal with the public; ability to maintain confidentiality as needed; be tactful.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Billing Clerk is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent
- Clerical experience.
- Demonstrated computer use experience
- Experience working with the public.

**DESIRED QUALIFICATIONS:**

- Demonstrated knowledge and experience using Microsoft Word software and
- Demonstrated knowledge and experience using Excel software.
- ~~A~~ Minimum of one year demonstrated accounting or bookkeeping experience.
- Associate's degree in accounting
- Bachelor's degree with a major in accounting
- Demonstrated knowledge and experience using utility billing software
- Demonstrated experience using accounts receivable billing software.
- Two or more years' experience working with utility billing
- Two or more years' experience working with ~~and/or~~ accounts receivable

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION APPROVING MODIFICATIONS TO POSITION DESCRIPTION FOR BILLING  
CLERK POSITION**

WHEREAS, it is the policy of the City to review all position descriptions whenever a vacancy occurs; and

WHEREAS, the position of Billing Clerk will soon be vacant; and

WHEREAS, the position description has been reviewed by the City Administrator to determine the description continues to provide accurate information concerning the minimum and required qualifications for the position and that the description adequate conveys the essential functions and physical requirements of the position; and

WHEREAS, the position description was also reviewed to ensure compliance with State and Federal regulations; and

WHEREAS, minor modifications are recommended to the description.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated position description for Billing Clerk in the Finance Department is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of May, 2015.

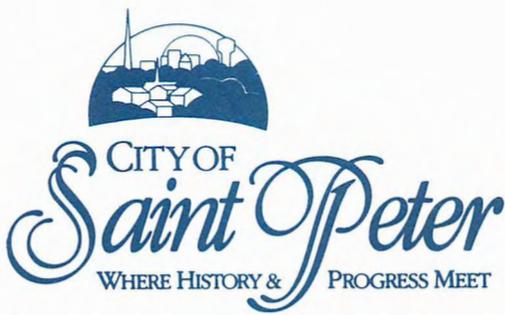
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/19/2015

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

**RE:** Western Edge Roadway Improvements

### ACTION/RECOMMENDATION

Authorize Bolton and Menk, Inc. of Mankato, Minnesota to complete engineering associated with roadway improvements on the western edge of Saint Peter in the amount of \$39,000.

### BACKGROUND

The City and Oshawa Township have worked cooperatively on a successful effort to receive State Grant funds for the improvement of Gardner Road. The improvement of this road will be a substantial benefit to users and have a positive impact on transportation patterns of the future City/School cooperative project (Lambert/Hermel Property) located across Nicollet County Road 5 from the northern end of Gardner Road.

**Gardner Road Improvements:** Gardner Road (357<sup>th</sup> Avenue) is currently privately owned and is maintained by Oshawa Township. The City will work as the financial agent on this project and will assist with the design and coordination of the project.

The planned improvement funding includes financial assistance of \$212,600 for installation of a hard surface road. In the future the City goal would be to annex the property and assume ownership and maintenance responsibilities. The City is responsible for the engineering, project administration, and inspection services of the work which is itemized as follows:

1) Preparation of plans and specifications and bidding for paving Gardner Road	
Update Topographical Survey	\$ 2,500
Preliminary Layout Design and Cost Estimates	\$ 1,500
Coordinate Plans with City, GAC, Nicollet County, MN Land Trust	\$ 4,000
Prepare Final Plans & Specifications, Submit to MnDOT for Approval	\$ 7,000
Prepare Ad for Bids, Open Bids, Tabulate Bids, Recommendation	<u>\$ 1,000</u>
<b>Total</b>	<b>\$16,000</b>

**Jefferson Avenue Improvements:** The second area where improvements are necessary is Jefferson Avenue from Nicollet Avenue to Gardner Road. With the planned connection to Gardner Road, the Jefferson Avenue improvements would include installation of curb and gutter along the existing north roadway and installation of a 30-mile per hour curve with connection to

adjoining local roads. This improvement allows Jefferson Avenue traffic to continue onto Gardner Road without stopping. In working with Gustavus, they are willing to provide the right-of-way to complete this work with the idea they will not be assessed for costs associated with improvements in relation to the change in roadway. Gustavus is also willing to take stormwater flow from the increase in impervious surface related to these projects which eliminates the needs for an additional stormwater treatment basin in the area. The planned improvement includes installation of curb and gutter on the north edge of Jefferson Avenue plus installation of sidewalk/trail adjacent to the arboretum and adding asphalt to finish the roadway. Bolton and Menk has included the following planned services:

- 2) Realign Gardner Road at Jefferson Avenue. Construct Walk/curb and gutter on north side Jefferson to Nicollet Avenue:

Update Topographical Survey and Utility Locate	\$ 2,000
Preliminary Layout and Cost Estimates	\$ 3,500
Modify ROW Plat to Include Arboretum Property north Side Jefferson	\$ 2,500
Modify Plan for new Alignment and C&G on north Side Jefferson	<u>\$ 5,000</u>
<b>Total</b>	<b>\$13,000</b>

**Watermain Looping:** The 10-year capital plan includes 12" watermain looping from Broadway Avenue to Jefferson Avenue. There is an intended increase in water usage serving the new high school and there is a need to complete a loop in the large feeder lines that provide redundancy in flow and pressure to the State Hospital. Staff is proposing this location due to the fact that Gustavus is willing to provide land for this improvement (47') from Broadway Avenue to Jefferson Avenue without additional cost to the City, provided they are not assessed upfront for the cost of the watermain when it is installed.

- 3) Add 12-inch watermain between Jefferson and Broadway Avenues, Acquire right-of-way:

Update Topographical Survey for Watermain Alignment	\$ 1,000
Prepare ROW Plat for GAC Arboretum Property, ROW Plat Coord.	\$ 3,000
Preliminary Layout & Cost Estimates	\$ 2,000
Add Watermain Design to Plans and Specifications	\$ 3,500
Prepare & Submit Permit	<u>\$ 500</u>
<b>Total</b>	<b>\$10,000</b>

Staff recommends that the City Council authorize Bolton and Menk, Inc. to complete the necessary engineering.

Staff's goal in the recommendation action is to get the Council to a point where they can pick and choose the level of work they want to complete in this area. Since we believe that value (cost vs. return) will be a significant factor in Council's review of these projects, our goal is to get Council to the point of getting real numbers on the various phases. The Council will then be in a better position to make that value decision. If the Council chooses not to accept bids on one portion a small amount of resources will be lost, but it could easily be rebid in the future when the Council has a want or belief that they are in a better position to see the work completed.

**FISCAL IMPACT:**

Funds needed for engineering work on Gardner Road and Jefferson Avenue will come from General Fund reserves. The watermain engineering cost will be funded by the Water Utility.

**ALTERNATIVES/VARIATIONS:**

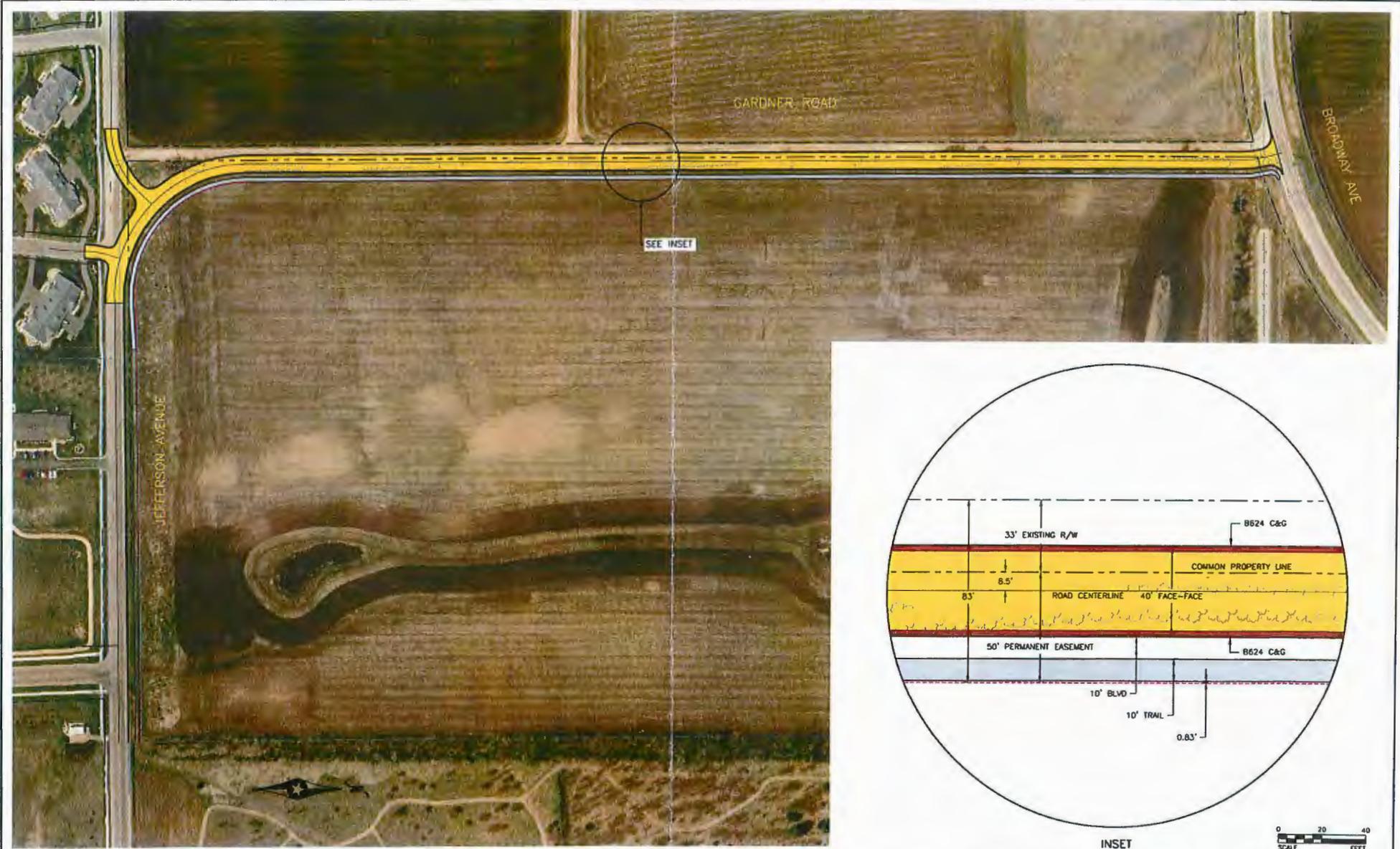
Do Not Act: No further action will be taken without additional direction from the City Council.

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

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

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

PM/amg



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 H:\STP\11104600\CAD\CARDEN RD LAYOUT.dwg 3/27/12 11:31 am



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANHATTAN, MN FORTSNIGHT, MN SLEEPY EYE, MN WILLMAR, MN BUICKVILLE, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN GRANDBORO, MN AMES, IA

NO.	DATE	BY

CITY OF SAINT PETER		FIGURE
GARDNER ROAD		
LOCATION MAP		1



INSET



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

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

### MEMORANDUM

**DATE:** May 4, 2015

**TO:** Mr. Pete Moulton  
Director of Public Works

**FROM:** Jeffrey A. Domras, P.E.  
Project Manager

**SUBJECT:** Proposal for Gardner Road Improvements  
City of Saint Peter, MN

---

Gardner Road, also known as 357<sup>th</sup> Avenue and Township 206 lies along the west side of the Gustavus Adolphus College (GAC) Arboretum. The roadway is 0.5 miles in length and lies in a 33-foot public roadway easement between Broadway Avenue (CSAH 5) and Jefferson Avenue. The 33-foot easement lies on land that was placed in a conservation easement in 1997.

With development north and south of the Gardner Road termini, both vehicle and pedestrian traffic on the gravel roadway has increased. Construction of a new high school on the north side of Broadway Avenue in 2017 will also produce additional traffic on Gardner Road. The increased traffic causes frequent washboards, making it difficult for drivers to steer. Washboards can be removed by grading the surface. However, with the increased volume of traffic, the washboards reappear in only a few days.

Gardner Road is under Oshawa Township jurisdiction thus making them responsible for maintenance. Oshawa Township does not have the resources available to maintain the roadway at the frequency needed. Therefore, with both Nicollet County and the City of Saint Peter's support, the township applied for Local Road Improvement Program (LRIP) financing in January 2015 to pave the road and provide a hard surface pedestrian walkway along the east lane. The township has recently learned they were successful in receiving \$212,600 for these improvements.

LRIP financing requires that a plan be prepared and approved by State Aid. Upon approval, bids must be received for completing the work. Construction material testing is also required of the financing.

As previously noted, construction of the new high school over the next two years will promote additional traffic on Gardner Road. To keep traffic moving, the City has considered installing a curve at the intersection of Gardner Road and Jefferson Avenue. The curve would allow traffic to continue driving without having to stop at the intersection as it currently does. If constructed, the curve would be on the Arboretum property owned by GAC. Planning discussions have taken place with GAC and it's believed the college is willing to consider the proposed curve alignment. Preliminary discussions have taken place with the conservation easement trustee, Minnesota Land Trust, to determine if the conservation easement would prevent the change in alignment. Until further discussions occur with the Minnesota Land Trust, it is not known at this time if the alignment would be permissible.

During construction, the City of Saint Peter would also like to extend 12-inch watermain along the east side of



Mr. Pete Moulton  
 May 4, 2015

Gardner Road between Broadway and Jefferson Avenues. The watermain is proposed to be constructed on the arboretum property as the land within the construction easement does not allow municipal utility construction. The watermain would complete a loop planned for this location. The new watermain would also provide service to the new high school. City Staff has applied for Drinking Water Revolving Fund (DWRF) financing to assist paying for the new watermain loop. Successful applicants are notified in September of each year.

To assist the City with the preparation of plans and specifications for the improvements being considered, I've separated the improvements into three individual components to allow scope flexibility. Individual components include:

- 1) Preparation of plans and specifications and bidding for paving Gardner Road
  - Update Topographical Survey ..... \$ 2,500
  - Preliminary Layout Design & Cost Estimates..... \$ 1,500
  - Coordinate Plans with City, GAC, Nicollet County, Mn Land Trust ..... \$ 4,000
  - Prepare Final Plans & Specifications, Submit to MnDOT for Approval . \$ 7,000
  - Prepare Ad for Bids, Open Bids, Tabulate, Provide Recommendation ... \$ 1,000
  - Total \$16,000
  
- 2) Add 12-inch watermain between Jefferson and Broadway Avenues, Acquire ROW
  - Update Topographical Survey for Watermain Alignment ..... \$ 1,000
  - Prepare ROW Plat for GAC Arboretum Property, ROW Plat Coord ..... \$ 3,000
  - Preliminary Layout & Cost Estimates..... \$ 2,000
  - Add Watermain Design to Plans and Specifications..... \$ 3,500
  - Prepare & Submit Permit..... \$ 500
  - Total \$10,000
  
- 3) Realign Gardner Road at Jefferson Avenue. Construct Walk/C&G on N Side Jefferson to Nicollet Ave
  - Update Topographical Survey & Utility Locate ..... \$ 2,000
  - Preliminary Layout & Cost Estimates..... \$ 3,500
  - Modify ROW Plat to Include Arboretum Property N Side Jefferson..... \$ 2,500
  - Modify Plan for new Alignment and C&G on N Side Jefferson ..... \$ 5,000
  - Total \$13,000

The above work would be performed at our normal hourly rates with a fee not to exceed the total shown for that scope of work. If the City chooses to move ahead with construction after opening bids, we would be happy to provide a fee estimate for construction services at that time.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION AUTHORIZING THE ENGINEERING ASSOCIATED WITH WESTERN EDGE  
ROADWAY IMPROVEMENTS**

WHEREAS, development on the western edge of Saint Peter will necessitate roadway improvements; and

WHEREAS, a new high school is in the development stage and construction plans are being prepared; and

WHEREAS, Gardner Road (357<sup>th</sup> Avenue) will be a main transportation route to serve the new high school and provide vehicular access; and

WHEREAS, Oshawa Township has been successful in obtaining grant funds providing for an asphalt surface; and

WHEREAS, the proposed improvements to Gardner Road would require Jefferson Avenue improvements including curb and gutter to complete the roadway to accommodate an increase in traffic; and

WHEREAS, utility improvements for water, sewer, electric and stormwater utilities are also needed to serve the new school development; and

WHEREAS, watermain looping improvements from Broadway Avenue to Jefferson Avenue will increase flow and pressure to large water consumers in the area; and

WHEREAS, Bolton and Menk, Inc. is familiar with the needs of the community and have insight to complete the engineering work for a reasonable cost.

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

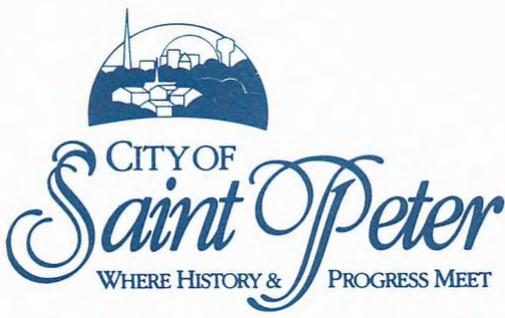
1. The City Council hereby retains Bolton and Menk, Inc. to provide for engineering of roadway improvements along Gardner Road and West Jefferson Avenue and watermain looping for a fee of \$39,000.
2. Funding for the work shall be from General Fund reserves and the Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of May, 2015.

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

ATTEST:

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



## Memorandum

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

**DATE:** 5/20/15

**FROM:** Todd Prafke  
City Administrator

**RE:** Tree Worker License

### **ACTION/RECOMMENDATION**

Provide approval of a Tree Worker license for Jim's Construction and Repair.

### **BACKGROUND**

The City has received a new Tree Worker license application from James Wendroth of Jim's Construction and Repair for services including cutting, trimming, pruning and removal of trees, shrubs or vines in Saint Peter. A background investigation has been completed on James Wendroth and nothing was found that would prohibit him from obtaining the license.

If approved, the licensing period will be in effect May 27, 2015 – April 30, 2016.

### **FISCAL IMPACT:**

None other than receipt of the permit fee.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: 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 items.

TP/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION APPROVING TREE WORKER LICENSE APPLICATION**

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

**TREE WORKER LICENSE**

Jim's Construction and Repair

5/27/15 – 4/30/16

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of May, 2015.

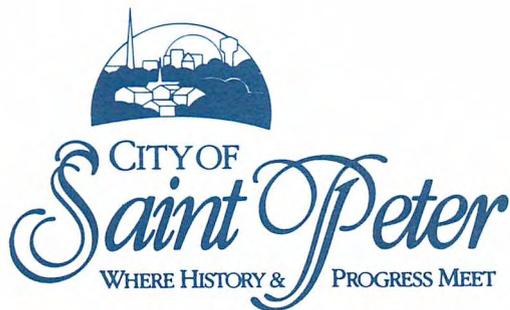
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 5/21/2015

**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 13, 2015. The request includes:

- Use of Minnesota Square Park for set up, take down and operation of the event from June 11, 2015 – June 13, 2015.
- 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.
- Use of the City's portable light standards.
- 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 13th from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.
- The City to serve as fiscal agent for event grant applications.

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 June 8th.
- 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 park as directed by City staff. This was not done in 2014 and we have met with the organizers to stress the need to comply with this regulation.
- 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 seventh year for this event and staff will once again 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 \$5,000 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**

April 20, 2015

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



Re: St. Peter Ambassadors Blues Fest  
June 13, 2015

Greetings:

The 7<sup>th</sup> annual Blues Fest is approaching. This year's event is scheduled for Saturday, June 13, 2015, 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.

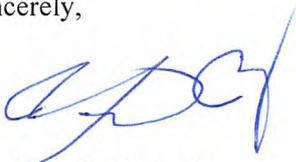
The St. Peter Ambassadors once again respectfully request the assistance of the City of St. Peter and the City Council for this year's Blues Fest. Our request for support and assistance would include the following:

1. Set up festival equipment, stage etc. beginning Thursday, June 11, 2015. 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 13<sup>th</sup> at 12:00 noon until 9:00 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 13, 2015.
  - 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.
  - f. We will obtain any necessary permits, including a liquor license and event permit.
  
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:hb

cc: Matt Brostrom  
David Detlefsen  
John Mayer

## Barbara A. Luker

---

**From:** David Detlefsen <david.detlefsen.jysu@statefarm.com>  
**Sent:** Tuesday, May 19, 2015 10:34 AM  
**To:** Barbara A. Luker  
**Cc:** David Detlefsen  
**Subject:** Light Tower - Bluesfest

Good Morning-

I am not sure, but I think the St Peter Ambassadors may have forgotten to request the use of one of the City's generator powered light towers for Ambassadors' Bluesfest this year on Saturday, June 13<sup>th</sup>. We use the light to help keep Minnesota Square Park safe as people are leaving the park at the end Bluesfest.

If we have previously requested it, please disregard this email. If we haven't yet requested it, please add this email to our "list of services" request from the City.

If anyone has any questions, or if there is anything needed from us, please let me know.

Thank you for your attention to this request and thank you to the City for all you do to help make Ambassadors' Bluesfest a success!

Dave

David Detlefsen  
***Providing Insurance and Financial Services***  
State Farm Insurance  
105 S. 3rd St  
St Peter, MN 56082  
Phone (507)931-2889  
Toll-free 1-800-873-2595  
<http://www.detlefsenagency.com>  
Email David

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

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

WHEREAS, the St. Peter Ambassadors have requested City assistance for the “Blues Fest” community event at Minnesota Square Park; and

WHEREAS, 2015 is the seventh year the event has taken place; and

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

WHEREAS, City staff has met with representatives of the Ambassadors to address issues related to concerns from the 2015 event such as vehicles being allowed into the park during the event; and

WHEREAS, the City Council has previously approved City assistance for this event.

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 11, 2015 – June 14, 2015.
  - 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 13th from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.
  - Use of the City’s portable light standards at the charge out rates specified in the City’s fee schedule. Ambassador’s to provide their own fuel for the light standards.
  - The City serving as fiscal agent for grant applications associated with the event.
2. City assistance is being provided contingent upon the following conditions being met and adhered to:

- All publicity for the event including notice that dogs are not allowed in Minnesota Square Park and organizers reminding visitors to the event of this requirement periodically throughout the day.
- All food and/or beverage vendors for the event being notified by the organizer's that all applicable City, County and State permits must be obtained prior to June 8, 2015.
- Limited access to the Public Works site during normal business hours only. Any access requested at other than normal business hours will require the Ambassador's to pay employee call out charges.
- 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.
- Organizer obtaining any necessary permits including liquor licenses, soft drink licenses, and/or event permit.
- 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 26th day of May, 2015.

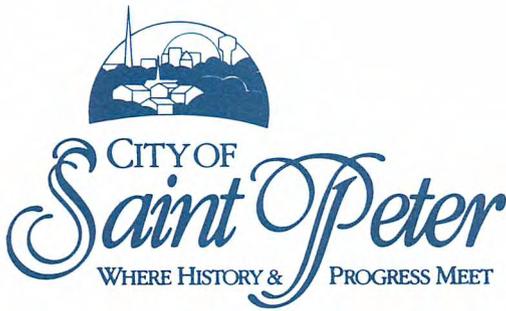
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 5/22/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Emergency HVAC replacement purchase

### **ACTION/RECOMMENDATION**

Approve the attached resolution approving the purchase and installation of a roof top HVAC unit to replace the non-repairable unit on the north end of City Hall from Schwickert's Tecta America of Mankato for \$49,025.00

### **BACKGROUND**

As members have been aware, we have been on our last legs with both City Hall roof top HVAC units for at least a few years. We have made a number of substantive repairs on these units that are pre-1970s vintage. After the tornado in 1998 repairs were made and they have not always served us well, but we have certainly gotten our money out of them overall. The north unit has failed and due to its age and the number of modifications due to the previous repairs discussed, a replacement is needed.

In the past, we have used two vendors for the maintenance and repair of these units, but as you may be aware, one of those vendors recently went out of business.

Although the cost is substantial, it is much less than original estimates I received 4 years ago in an effort to look at a repair versus replacement during one of our previous equipment failures.

Because the age of your previous unit, changes in technology, the number of modifications needed in the accessory systems including new thermostats, adaptors for roof inlets and some work in our current duct system with new air control dampers, this is a complex project. In addition, the old unit and new unit are very large and crane work will also be needed.

All of those changes are included in the price provided.

I do have only one proposal for an amount which does fall slightly below your purchase policy requiring bids. The reason for one proposal, as indicated above is driven by a few factors;

- Reduction in the number of vendors that provide service for this type of system in your area.
- Our knowledge of price based on previous analysis.
- Need to have a system in place prior to the heavy cooling season.

- Schwickert's knowledge of the system and ability to engineer a solution without spending additional funds to appropriately bid out the project.

One positive is that the level in energy efficiency will improve exponentially. While this will not be enough to "pay for itself" in the near term, it will soften the sting a bit.

As mentioned above, you have two of these units. While the south unit is operational, depending on the nature of a future failure, I do anticipate having to make a similar purchase in the year or two. Age, nature of any future failure and the estimated cost of any repair will be evaluated, as always, should a problem occur. Again, the south unit is running fine and has a yearly "Checkup" but... you need to be aware.

#### **FISCAL IMPACT:**

This size of repair was not a part of our Municipal Building budget so funds from reserves would be used. I will make efforts to try to manage the budget appropriately to minimize the impact of this expenditure on your overall budget. Please also know that you do have reserves which are at the maximum of the policy range to cover these types of events. The \$49,025 would be taken from reserves.

#### **ALTERNATIVES/VARIATIONS**

Do not act. While you may have a week or two to ponder or ask staff to evaluate other solutions, because of the lead time needed a substantial delay may mean additional cost in temporary cooling or taking other actions.

Negative vote. Staff will wait for additional 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 about this agenda item.

TP/bal



design | build | repair | replace

Date: May 19, 2015

Proposal #: 150505DS

To: City Of St Peter

Attn: Todd Prafke

Re: City Hall North Roof Top HVAC Unit.

We are pleased to provide to you a proposal for the above referenced project.

**SCHWICKERT TECTA AMERICA, LLC**, hereinafter referred to as "Contractor", proposes to furnish and apply all labor and materials listed below with the necessary tools and equipment to complete the following project for the city of St. Peter, hereinafter referred to as "Owner".

### Scope of Work and Clarifications

#### Base Bid:

- Demo and properly dispose of existing packaged roof top unit.
- Install custom insulated roof curb adaptor.
- Install new high efficiency packaged roof top unit with electric heat.
- Provide all electrical modifications, permits and inspections.
- Provide all crane and rigging.
- Provide and install dampers and controls to provide 9 separate zones with wireless thermostats.

#### Exclusions:

- Permit
- Afterhours labor

#### Clarifications:

- Schwickerts will receive and store all materials and equipment as needed.
- Schwickerts will transport all material and equipment as needed.
- All equipment and labor will carry a one year warranty.
- Roof Top lead time 1-2 weeks.
- Proposed equipment weight 3100#, existing unit weight 3395#.

**CONTRACT PRICE:** The NET SUM payable for the project as described in the above referenced scope of work and specifications is: **\$49,025.00**

**Optional Add for a Main control panel with Ethernet: \$1500.00**

507.281.0611  
Schwickert's Tecta America, LLC  
204 Schuman Drive NW, Stewartville,  
MN 55976

507.387.3106  
Schwickert's Tecta America, LLC  
330 Poplar Street, Mankato,  
MN 56001

612.284.4233  
Schwickert's Tecta America, LLC  
5420 Highway 169 North, New Hope,  
MN 55411

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**PRE-LIEN NOTICE OF PRIME CONTRACTOR**

**“(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**

**(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

**TERMS:** Owner agrees that all payments required under this Contract shall be due and payable within 20 days of date of invoice, whether billing is for job preparation, material stored, work completed each month or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law, on any sum due under this Contract which is not paid within 30 days of invoice date.

If payments are not made when due, interest, costs incidental to collection and attorneys’ fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days.

Included herewith in addition to this Proposal/Contract are Schwickert Terms and Conditions. These Terms and Conditions to the Proposal/Contract are incorporated into and are an integral part of this Proposal/Contract.

**RECEIPT**

**Receipt of this Pre-Lien Notice and a copy hereof, is hereby acknowledged by**

SUBMITTED BY  
SCHWICKERT TECTA AMERICA, LLC

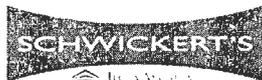
ACCEPTED BY  
OWNER

  
\_\_\_\_\_

\_\_\_\_\_

Dan Shortall Project Manager/Estimator  
danshortall@schwickerets.com  
Cell 507-327-8223

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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION AUTHORIZING EMERGENCY REPLACEMENT OF MUNICIPAL BUILDING  
HVAC UNIT (NORTH END)**

WHEREAS, the Municipal Building is served by two HVAC units that have been in operation since the 1970's; and

WHEREAS, both units have required multiple service calls each year for the past several years; and

WHEREAS, the north unit has failed completely and repairs are cost prohibitive and/or may be restricted by the inability to secure parts for the unit; and

WHEREAS, a proposal was received from Schwickert's Tecta America for replacement of the unit; and

WHEREAS, the new unit had to be specifically designed to provide for heating and cooling in nine different zones; and

WHEREAS, the proposal received from Schwickert's was less than similar proposals received four year ago; and

WHEREAS, although the purchase is unbudgeted, funds are available in General Fund reserves to finance the emergency replacement of this HVAC unit.

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

1. Staff is directed to proceed with emergency replacement of the HVAC unit on the north end of the Municipal Building in the amount of \$49,025 from Schwickert's Tecta America.
2. Funding for replacement of this equipment shall be from General Fund Reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of May, 2015.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator