

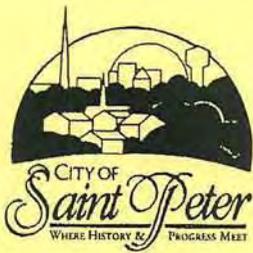
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 10, 2014
Community Center Governors' Room - 7:00 p.m.
600 South Fifth Street

- 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. Public Works Director Job Description
 - B. 3.2 Off Sale Beer License Application
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
- IX. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION IN TDS ROOM
 - B. Union Negotiations
 - 1. 2015 Streets Union Contract Negotiations
 - 2. 2015 Utilities Union Contract Negotiations
 - 3. 2015 Parks Union Contract Negotiations**RETURN TO OPEN SESSION**
- X. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the October 27, 2014 regular meeting is attached for approval. A MOTION is in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for October 23, 2014 through November 5, 2014, is attached. Please see the attached staff reports and RESOLUTION.

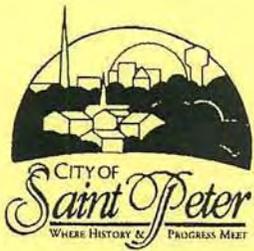
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO PUBLIC WORKS DIRECTOR POSITION DESCRIPTION**

Following discussion at the last workshop session, and after incorporating changes requested by the City Council, staff recommends approval of the modifications to the Public Works Director position description. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION APPROVING 3.2 OFF SALE BEER LICENSE APPLICATION

Following a background investigation, nothing was found that would prohibit issuance of a 3.2 Off Sale Beer License to Peter Vandenhouten and Cathy Davidosky d.b.a. Shopko Hometown #611. Staff recommends approval. 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

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

IX. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS UNION CONTRACT NEGOTIATIONS

State law allows for public meetings to be closed to discuss union contract negotiations. Staff recommends the meeting be closed at this time to discuss negotiations with the Streets, Utilities and Parks Unions. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM

B. DISCUSSION OF UNION CONTRACT NEGOTIATIONS

Discussion will take place at this time regarding negotiations with the Streets, Utilities and Parks Unions.

RETURN TO OPEN SESSION

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 27, 2014**

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 October 27, 2014.

A quorum present, Mayor pro tem Brand called the meeting to order at 7:05 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Carlin, and Grams. Absent was Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

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

Public Hearing: Highway 22 Project Final Layout – Mayor pro tem Brand opened the public hearing on the final layout of the Minnesota Department of Transportation Highway 22 Project at 7:06 p.m. Minnesota Department of Transportation (MnDOT) Project Engineer Zachary Tess provided information on the proposed design of a project to raise a portion of Highway 22 from the Highway 169 intersection to the Minnesota River bridge above the 100 year flood event level and, as per State Statute, indicated municipal consent was required when the project included right-of-way purchase from the City. Tess reviewed the details of the project which included: construction beginning March 2015 which would last approximately four months; traffic detours along County Road 21 and Highway 99 in Le Sueur County; construction of a new 105' bridge span; and land exchange between the City (2.76 acres) and MnDOT (up to 34 acres) so that the roadway right-of-way is owned by MnDOT. Mayor pro tem Brand questioned if there would be additional work done on turn lanes at the Highway 169/22 intersection. Tess indicated there would be an additional right turn lane constructed on Highway 22. There being no additional speakers, the hearing was declared closed at 7:15 p.m.

Approval of Minutes – A motion was made by Carlin, seconded by Parras, to approve the minutes of the October 13, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the October 13, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Visitors – American Legion Post #37 Adjutant Commander William B. Kastens addressed the Council to present a donation of new flags to be used at Jefferson Fields, Veteran's Memorial Park, City Hall, Public Works, Fire Station, Gault Park and Minnesota Square Park. Kastens provided information on the volunteer services provided by Saint Peter area veterans and encouraged those with American flags to contact the American Legion to arrange for proper and dignified disposal of old flags. Mayor pro tem Brand thanked Mr. Kastens and the American Legion members for the flag donation.

Consent Agenda – In motion by Kvamme, seconded by Grams, Resolution No. 2014-148 entitled "Resolution Approving Consent Agenda" was introduced. A complete copy of Resolution No. 2014-148 is contained in the City Administrator's book entitled Council Resolutions 20.

Highway 22 Project Layout And Land Exchange – City Administrator Prafke recommended approval of resolutions approving the final layout of the MnDOT Highway 22 project and a land exchange providing 2.76 acres of City owned land to MnDOT for Highway 22 right-of-way and up to 34 acres of MnDOT land to the City to be added to the Riverside Park extension. Prafke noted the proposed resolution authorized the City Administrator and Mayor to sign all necessary documentation for the land exchange. In motion by Carlin, seconded by Parras, Resolution No. 2014-149 entitled “Resolution Approving Final Layout For Minnesota Department Of Transportation Highway 22 Project Within The City Of Saint Peter”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-149 is contained in the City Administrator’s book entitled Council Resolutions 20.

In motion by Kvamme, seconded by Zieman, Resolution No. 2014-150 entitled “Resolution Providing For The Sale And Receipt Of Land In And Around Riverside Park”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-150 is contained in the City Administrator’s book entitled Council Resolutions 20.

2015 Stormwater Fund Budget – Finance Director O’Connell recommended approval of the 2015 Stormwater Fund budget totaling \$940,468. O’Connell reviewed the proposed capital projects included in the budget which included a share of the costs for replacement of the Vactor truck; cash reserves projected to be \$216,000 at the end of 2015; and that there was no rate increase recommended for 2015. In motion by Parras, seconded by Carlin, Resolution No. 2014-151 entitled “Resolution Adopting 2015 Stormwater Enterprise Fund Budget”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-151 is contained in the City Administrator’s book entitled Council Resolutions 20.

2015 Environmental Services Fund Budget – Finance Director O’Connell recommended approval of the 2015 Environmental Services Fund budget totaling \$800,510. O’Connell reviewed the proposed budget which included funding for the downtown flower program. O’Connell also stated there was no recommendation to increase rates, however staff would continue to monitor the fund reserve level (\$86,000). In motion by Carlin, seconded by Zieman, Resolution No. 2014-152 entitled “Resolution Adopting 2015 Environmental Services Enterprise Fund Budget”, was introduced. Councilmember Carlin expressed her belief that the curbside leaf collection service funded by the Environmental Services fund was extremely valuable to residents who did not have the ability to haul leaves and garden waste to the compost site and noted that many cities do not provide the service. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-152 is contained in the City Administrator’s book entitled Council Resolutions 20.

2015 Wastewater Fund Budget – Finance Director O’Connell recommended approval of the 2015 Wastewater fund budget in the amount of \$3,692,147. O’Connell also noted that the wastewater fund would finance 74% of the proposed Vactor replacement and no further rate increase, other than the one previously approved for January 2015, was being recommended. O’Connell pointed out that the fund was expected to end 2014 in the red, but the proposed budget for 2015 would move the fund back into the black. In motion by Carlin, seconded by Kvamme, Resolution No. 2014-153 entitled “Resolution Adopting The 2015 Wastewater Fund Budget”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed

and adopted. A complete copy of Resolution No. 2014-153 is contained in the City Administrator's book entitled Council Resolutions 20.

Hospital Equipment Certificates Bid Award – Finance Director O'Connell recommended the bid from Nicollet County Bank, be accepted for the \$664,947 in Hospital equipment certificates. O'Connell reported the issuance would be for five years and interest ranges from 1.3% - 1.9% with a yearly payment of approximately \$140,000. O'Connell also pointed out that the certificates would be repaid with Hospital revenues, but noted the issuance if a general obligation of the City should the Hospital not be able to make the payments. River's Edge Hospital and Clinic CEO George Rohrich reported the Hospital set many financial records in the month of September with over \$100,000 in net revenues for the month. In motion by Kvamme, seconded by Zieman, Resolution No. 2014-154 entitled "Resolution Awarding The Sale Of \$664,947 General Obligation Hospital Equipment Certificates Of Indebtedness Of 2014; Fixing The Form And Specifications Thereof; And Providing For Their Payment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-154 is contained in the City Administrator's book entitled Council Resolutions 20.

Assessment of Unpaid Utility Charges – Finance Director O'Connell requested authorization to initiate the process for assessment of unpaid utility charges. O'Connell indicated delinquent accounts are down substantially from prior years with 0.59% of sales delinquent and \$8,556.89 of unpaid charges being able to be assessed while \$9,880.53 will be written off. O'Connell recommended a public hearing on assessment of the charges be scheduled for November 24, 2014. In motion by Parras, seconded by Carlin, Resolution No. 2014-155 entitled "Resolution Declaring Unpaid Charges For Municipal Utilities To Be Assessed And Ordering Preparation of Proposed Assessment" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-155 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Kvamme, seconded by Carlin, Resolution No. 2014-156 entitled "Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-156 is contained in the City Administrator's book entitled Council Resolutions 20.

Assessment of Unpaid Miscellaneous Charges – Finance Director O'Connell requested authorization to initiate the process for assessment of unpaid miscellaneous charges including salt purchases, unpaid rent at the Community Center; frozen meter charges, pre-school transit fees, lawn mowing and drainage improvements for which the property owner had signed a waiver of assessment. O'Connell indicated that \$3,254.37 would be proposed for assessment and \$2,378.81 would be written off. O'Connell also pointed out that the charges that would be written off would simply be taken off the City's accounts and staff would continue to attempt collection. O'Connell suggested November 24, 2014 be scheduled for the public hearing. In motion by Zieman, seconded by Grams, Resolution No. 2014-157 entitled "Resolution Declaring Unpaid Miscellaneous Charges To Be Assessed And Ordering Preparation Of Proposed Assessment" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-157 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Zieman, seconded by Grams, Resolution No. 2014-158 entitled "Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed" was

introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-158 is contained in the City Administrator's book entitled Council Resolutions 20.

Revolving Loan Subordination Request: Inspire Bridal – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a request to modify the terms of a revolving loan provided to Julie Larson, owner of Inspire Bridal Boutique. Wille indicated Ms. Larson was current on all her loan payments, but was in the process of purchasing the building and among other reasons, had requested modification to the loan terms. Wille presented the EDA recommended modifications which included re-amortization of the remaining balance over a ten (10) year period with a balloon payment due at five (5) years; interest rate to remain the same at three percent (3%); loan secured by a UCC filing against the furniture, fixtures, equipment and accounts receivable of the business and a personal guarantee by Ms. Larson. Wille also noted the EDA recommended waiving the 1% loan origination fee. In motion by Kvamme, seconded by Zieman, Resolution No. 2014-159 entitled "Resolution Amending Terms Of A Revolving Loan Previously Provided To Julie Larson (dba Inspire Bridal Boutique)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-159 is contained in the City Administrator's book entitled Council Resolutions 20.

Temporary Street Closure Request – City Administrator Prafke recommended approval of a request by the Gustavus Residential Life Department to temporarily close South Seventh Street between West Elm and West St. Paul streets for a "zombie Crawl" event on October 29th from 6-9:00 p.m. Prafke noted the Gustavus owned homes on the street would provide restroom facilities for attendees and the City's Public Works Department would provide flashing street barricades to close the roadway. In motion by Parras, seconded by Kvamme, Resolution No. 2014-160 entitled "Resolution Approving Temporary Street Closure Request" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-160 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor pro tem's Report – Mayor pro tem Brand reported he had participated in the Halloween Fun Run and had a very nice time.

City Administrator Prafke reminded residents that curbside leaf collection had begun South of Broadway Avenue and would move to the north end of town on November 10th.

Prafke also encouraged residents to sign up for the Nixle community notification system which was free of charge.

Resolution Calling For Closed Session: Union Negotiations – City Administrator Prafke requested a closed session as allowed under State law to discuss union negotiations with the Police Officer and Communication Technician unions. In motion by Kvamme, seconded by Carlin, Resolution No. 2014-161 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. 2014-161 is contained in the City Administrator's book entitled Council Resolutions 20.

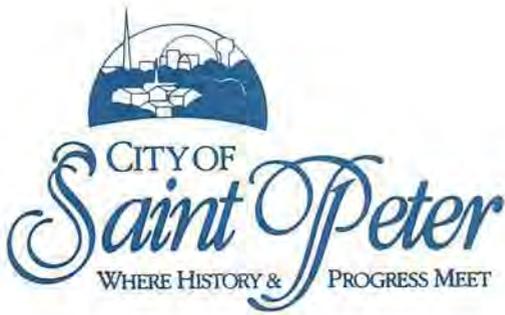
The Council adjourned to closed session in the Traverse des Sioux room at 8:24 p.m. The discussion on the Police Union contract ended at 8:36 p.m. Discussion on the Communications Technician contract began at 8:39 p.m. and ended at 8:45 p.m. The Council returned to open session at 8:45 p.m.

There being no further business, a motion was made by Carlin, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:46 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/31/2014

FROM: Lewis Giesking
Director of Public Works

RE: 15 KV Wire Purchase

ACTION/RECOMMENDATION

Authorize WESCO Distribution to supply one (1) reel of 5,758 feet of 15 KV wire for \$2.400 per foot for a cost of \$13,819.00 and one (1) reel of 2,750 feet of 15 KV wire for \$2.550.00 per foot for a cost of \$7,012.50. Total cost \$22,263.88, including tax.

BACKGROUND

Three written proposals were received for the purchase of 15 KV wire to be used at the Minnesota Security Hospital.

Written proposals were received as follows:

<u>Distributor</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Tax</u>	<u>Total Cost</u>
WESCO	\$2.400	5,758	\$950.07	\$14,769.27
WESCO	\$2.550	2,750	\$482.11	\$ 7,494.61
Border States	\$2.513	7,500	\$1,295.62	\$20,141.02
Graybar	\$3.278	6,996	\$1,576.64	\$24,509.53

There is no charge for delivery of the wire. Funding for the wire is included in the Electric Fund budget.

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

LGG/



Memorandum

To: Todd Prafke
City Administrator

Date: October 31, 2014

From: Pete Moulton *Pete*
Acting Director of Public Works

RE: Saint Julien Electrical Components Replacement

Action/Recommendation

Authorize Automatic Systems Company of Saint Paul to replace the failed VFD & breaker at the Saint Julien water plant for the amount of \$9,543.00.

Background

On October 18, 2014 the Saint Julien water treatment plant reverse osmosis (RO) skid #2 failed with at low permeate flow alarm. After extensive examination of RO skid, it was determined that the electrical breaker & the variable frequency drive (VFD) for one of the two high pressure pumps on the skid had failed due to burnt wiring and VFD failure.

The high pressure pumps increase the pressure of the water flowing through the RO skid to 150 psi which then squeezes the impurities out of the water in the membranes which creates permeate (finished) water. The RO skid needs both high pressure pumps to run at one time in order to create the pressure needed to properly treat the water. With this RO skid inoperable, the water plant cannot run at its proper flow capacity, a reduction in flow impacts the chemical feed and the water plant is inoperable until both pumps can operate.

Staff worked with Automatic Systems Company (ASC) on the replacement of the failed electrical parts. The price to replace the components and installation with at 3-year warranty is \$9,543.00. Staff gathered a competitive price on the electrical components from a local electrical distributor, Werner Electric of Mankato, and found the price from ASC to be less and included installation.

Fiscal Impact:

The Water Utility budget contains funds for this repair.

Alternatives/Variations:

Do not act: Staff will wait for further direction.

Negative vote: Staff will wait for further direction.

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



Memorandum

To: Todd Prafke
City Administrator

October 28, 2014

From: Pete Moulton
Water Utilities Superintendent

RE: Emergency Repairs 300 Block South Third Street

ACTION / RECOMMENDATION

Authorize Chard Tiling & Excavation of Belle Plaine to complete emergency water and sewer repairs in the 300 Block of South Third Street in the estimated amount of \$37,496.75. Authorize City staff to purchase asphalt in the amount of \$6,500.00 to repair the collector street upon completion of water and sewer repairs.

BACKGROUND

In early October, the water utility repaired a watermain leak on a 2" abandoned service line in the 300 block of South Third Street. Upon excavation and inspection of the failed utility it was noted that additional work would be needed as several of the existing utilities (water and sewer) were in poor condition and only a temporary fix could be achieved with the resources available.

Staff discussed the issues with our City Engineer and then put together a scope of work that would repair existing failures in the watermain connections and valves, replace a leaking fire service valve to the First National Bank, install a new manhole on a 10" sanitary sewer, reconnect two private sewer laterals and install new water and sewer services to 314 S. Third Street.

Water Corrections: There is a 4" watermain that currently runs in the alley from 3rd Street to 4th Street. The watermain (pre-1955) has broken multiple times in the past three years, there is one water service connected to it which will be replaced during construction. There are three watermain valves in S. 3rd Street which are used to isolate this main and they are in poor operating condition and in need of removal.

In addition, staff is proposing to remove the 6" valves on the City main line and install 20' of new ductile watermain. In addition, a fire service providing protection to the First National Bank has an isolation valve that is leaking and requires attention prior to winter.

Sewer Corrections: There are two private services that connect to the City's manhole. One service has multiple failures and alignment issues. The joints are in poor condition and are allowing infiltration into the City's sanitary sewer system during wet weather conditions. The remaining lateral is in good condition and would be reconnected to the City's sewer system via the new manhole.

Staff has discussed this with a local contractor who has agreed to make the necessary corrections on a unit cost basis. Since this work is requested near the end of the construction season obtaining a contractor capable of completing the work has been difficult. The scope of work includes correcting the water and sewer issues in the street and in the alley, pouring new concrete curb, gutter and sidewalk. City crews will complete the asphalt patching to control cost by purchasing the asphalt and correcting the patch. Anticipated materials cost for just the asphalt is \$6,500.00

Cost Break Down and Funding Sources:

City: Private contractor to correct water and sewer in the right-of-way - \$27,901.75. Funds would come from both water and sewer budgets.

First National Bank: Private contractor will replace the 4" fire service valve and reconnect to City's watermain - \$3,000.00. City would complete initial payment to contractor and property owner has agreed to pay the full amount upon completion and invoicing.

314 S. 3rd Street: - The private contractor to install new water and sewer services from the right-of-way line to the exterior of the building and connect to existing services, plus replace existing abandoned curb cut and correct sidewalk deficiencies in front of property - \$9,595.00. City would complete initial payment to contractor and homeowner has requested these cost be assessed. Owner has signed a waiver of assessment to complete the work.

Financial Summary:

Chard Tiling (City – Water)	\$11,592.75
Chard Tiling (City – Sewer)	\$13,309.00
First National Bank (billed / completion)	\$ 3,000.00
Asphalt Street Replacement (City)	\$ 6,500.00
<u>314 S. 3rd Street (W & S Assessment)</u>	<u>\$ 9,595.00</u>
Total Scope of Work:	\$43,996.75

FISCAL IMPACT:

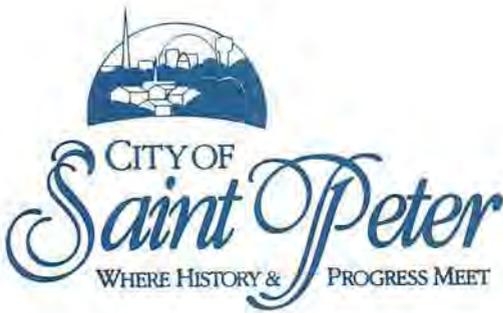
Funds would come from the 2014 Water and Wastewater Budgets, assessments and direct billing.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will complete the repairs as described.

Negative vote: Staff will wait for further direction.

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



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Acting Director of Public Works

RE: Purchase of 2008 Hino Truck

DATE: 10/29/2014

ACTION/RECOMMENDATION

Authorize Larson Equipment of Harris Minnesota to furnish a 2008 Hino Truck with a 10' dump box in the amount of \$23,500.00.

BACKGROUND

The Environmental Services section of Public Works does all tree removals; tree trimmings; brush and leaf pickup; stump grinding and tree planting in our urban forest. In the past, staff has relied heavily on equipment from the Streets and Parks sections which sometimes causes minor conflicts and work delays depending on the availability and prioritized needs. With the ever increasing equipment needs staff budgeted money in 2014 to add a one-ton truck with dump box.

The City Forester and Mechanic have been using a variety of resources to locate and purchase a used vehicle that would fit our needs. The Mechanic used the state website along with private dealers looking for a vehicle, earlier this summer locating a possible prospect only to have it sold out from under us. Staff also had other dump box manufacturer looking for chassis to fit our needs, many units sold within days of trade-in as the demand has been very high for this type of unit.

This fall, a 2008 Hino Toyota with a 10' dump box at Larson Equipment in Harris, Minnesota was located and inspected. Staff completed a test drive which found the vehicle to be in good mechanical condition. Attached is a back ground listing of the vehicle for your review. The 2014 Environmental Services budget contains \$25,000.00 for the purchase of a used one-ton truck. Staff recommends approval and purchase.

Larson Equipment Summary

Truck Cost	\$22,000.00
Tax and License	1,500.00
Total	\$23,500.00

FISCAL IMPACT:

Funds would come from the 2014 Environmental Services Budget.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will proceed with the purchase of the 2008 Hino truck.

Negative vote: Staff will wait for further direction.

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/4/14

FROM: Pete Moulton
Acting Director of Public Works

RE: Accounting Clerk Appointment

ACTION/RECOMMENDATION

Authorize the appointment of Brit Thomas to the position of Accounting Clerk at a starting wage of \$18.47 per hour.

BACKGROUND

In September, an opening was created when an existing employee retired. Staff advertised for the open position and applications were received and screened. Interviews were completed according to our hiring policy and practices. Brit Thomas emerged as the top candidate. References verified that Brit has met the expectations for the position.

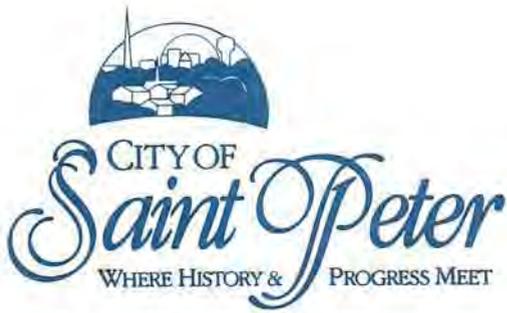
Brit currently works for the City of Saint Peter in the Building and Finance Departments as the Accounts Payable Clerk. The wage above reflects the advertised wage and has been accepted by the applicant.

With Council approval, Brit will be available to begin the duties of the Accounting Clerk within the next two weeks.

This is a budgeted position and funds are available in the Public Works budget.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 6, 2014

FROM: Paula O'Connell Dean Busse
Director of Finance Building Official

RE: Receptionist/Accounts Payable Clerk

ACTION/RECOMMENDATION

Appoint Michelle Indrehus to the position of Receptionist/Accounts Payable Clerk at a starting wage of \$11.50 per hour.

BACKGROUND

The Finance and Building departments have an opening in the Receptionist/Accounts Payable Clerk position with the job change made by the current employee to another department. We reviewed the remaining applicants and we have selected Michelle Indrehus.

We would ask that the City Council approve Ms. Indrehus to the position of Receptionist/Accounts Payable Clerk at a salary of \$11.50 per hour.

Following the successful completion of her six month probation period, we would recommend a probationary raise equal to the 2015 non probationary employee.

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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PAUL AASEN	election judge	GENERAL FUND	ELECTIONS	284.37
			TOTAL:	284.37
ALPHA WIRELESS COMMUNICATIONS CO	replacement hand held radi	WASTE WATER FUND	SOURCE/TREATMENT	935.00
			TOTAL:	935.00
AMERICAN ENGINEERING TESTING INC	density testing for sbth16	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	2,253.90
			TOTAL:	2,253.90
ARROW ACE HARDWARE INC	gas snow blower	GENERAL FUND	MUNICIPAL BUILDING	569.99
	lock mirror velcro	GENERAL FUND	POLICE	16.96
	stain, brush, battery, bul	GENERAL FUND	FIRE	63.70
	nutsetter set 10 pc	GENERAL FUND	BUILDING INSPECTOR	8.49
	water filters	GENERAL FUND	STREETS	4.40
	truck air fresheners	GENERAL FUND	STREETS	0.80
	traverse rd aprons seed #4	GENERAL FUND	STREETS	82.44
	xmas lights, paint, water,	GENERAL FUND	PARKS	192.64
	water filters	GENERAL FUND	PARKS	4.40
	truck air fresheners	GENERAL FUND	PARKS	0.80
	thermometer instant read	COMMUNITY CENTER	COMMUNITY CENTER	8.59
	sealant tan, plunger	COMMUNITY CENTER	COMMUNITY CENTER	85.10
	spackl qt red devil	COMMUNITY CENTER	COMMUNITY CENTER	7.59
	smart roller cover	COMMUNITY CENTER	COMMUNITY CENTER	8.49
	dehumid kit, tools,	WATER	PURIFICATION AND TREAT	40.56
	water filters	WATER	DISTRIBUTION AND STORA	2.20
	truck air fresheners	WATER	DISTRIBUTION AND STORA	0.40
	pipe, galv nipple, sink pa	WATER	DISTRIBUTION AND STORA	44.91
	level	WASTE WATER FUND	COLLECTOR/LIFT STAT	34.99
	clamp, couple insert	WASTE WATER FUND	SOURCE/TREATMENT	4.77
	poly couple insert	WASTE WATER FUND	SOURCE/TREATMENT	0.99
	wntp couple insert clamps	WASTE WATER FUND	SOURCE/TREATMENT	19.74
	water filters	WASTE WATER FUND	SOURCE/TREATMENT	2.20
	truck air fresheners	WASTE WATER FUND	SOURCE/TREATMENT	0.40
	lab supplies sprayer	WASTE WATER FUND	SOURCE/TREATMENT	2.59
	brake cleaner	WASTE WATER FUND	SOURCE/TREATMENT	9.58
	xmas lights, paint, water,	ENVIRON SERVICES F	REFUSE DISPOSAL	11.52
	water filters	ENVIRON SERVICES F	REFUSE DISPOSAL	2.20
	truck air fresheners	ENVIRON SERVICES F	REFUSE DISPOSAL	0.40
	saw blades	ELECTRIC FUND	POWER DISTRIBUTION	36.98
	water filters	ELECTRIC FUND	POWER DISTRIBUTION	4.40
	truck air fresheners	ELECTRIC FUND	POWER DISTRIBUTION	0.80
	water filters	STORMWATER FUND	TREATMENT	2.19
	truck air fresheners	STORMWATER FUND	TREATMENT	0.38
	conduit for fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	2.10
	screws for treemendous	RESTRICTED CONTRIB	PARKS	14.58
			TOTAL:	1,293.27
AUTOMATIC SYSTEMS CO.	submersible transducer;	WATER	PURIFICATION AND TREAT	1,178.10
			TOTAL:	1,178.10
BGMN, INC	lubricating additives	GENERAL FUND	STREETS	99.39
	lubricating additives	GENERAL FUND	PARKS	99.39
	lubricating additives	WATER	DISTRIBUTION AND STORA	49.70
	lubricating additives	WASTE WATER FUND	SOURCE/TREATMENT	49.70
	lubricating additives	ENVIRON SERVICES F	REFUSE DISPOSAL	49.70
	lubricating additives	ELECTRIC FUND	POWER DISTRIBUTION	99.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lubricating additives	STORMWATER FUND	TREATMENT	49.68
			TOTAL:	496.95
BLUE EARTH COUNTY	patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BNR IRRIGATION SERVICES, INC.	vets field winterization i	GENERAL FUND	PARKS	486.00
	winterizing irrigation wwt	WASTE WATER FUND	SOURCE/TREATMENT	177.00
			TOTAL:	663.00
BOBCAT OF MANKATO	new belts, cutting edge sc	GENERAL FUND	PARKS	365.42
	#210 park repair belt idle	GENERAL FUND	PARKS	430.10
			TOTAL:	795.52
JANET BOESE	election judge	GENERAL FUND	ELECTIONS	271.25
			TOTAL:	271.25
DENNY BOOREN	election judge	GENERAL FUND	ELECTIONS	271.25
			TOTAL:	271.25
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	2015 riverside park & camp	GENERAL FUND	NON-DEPARTMENTAL	104.66
	anual pool license for 201	GENERAL FUND	NON-DEPARTMENTAL	388.00
			TOTAL:	492.66
C & S SUPPLY CO INC	tags	GENERAL FUND	STREETS	9.29
	tags	GENERAL FUND	PARKS	9.29
	kennedy clothing allowance	GENERAL FUND	PARKS	105.96
	tags	WATER	DISTRIBUTION AND STORA	4.65
	tags	WASTE WATER FUND	SOURCE/TREATMENT	4.65
	hank clothing allowance	WASTE WATER FUND	ADMIN AND GENERAL	56.98
	tags	ENVIRON SERVICES F	REFUSE DISPOSAL	4.65
	chainsaw repair	ENVIRON SERVICES F	REFUSE DISPOSAL	452.76
	dwn tw n flwrs 12 v demand p	ENVIRON SERVICES F	REFUSE DISPOSAL	129.99
	tags	ELECTRIC FUND	POWER DISTRIBUTION	9.29
	tags	STORMWATER FUND	TREATMENT	4.65
			TOTAL:	792.16
C. EMERY NELSON, INC.	freight on water pre-filte	WATER	PURIFICATION AND TREAT	152.00
			TOTAL:	152.00
CARQUEST AUTO PARTS STORES	valve core, lift support	GENERAL FUND	STREETS	23.18
	paint #16	GENERAL FUND	STREETS	9.05
	mower hitch pin, mini batt	GENERAL FUND	PARKS	4.45
	oil for fine screen gear b	WASTE WATER FUND	SOURCE/TREATMENT	155.80
	valve core, lift support	WASTE WATER FUND	SOURCE/TREATMENT	2.38
	mower hitch pin, mini batt	ENVIRON SERVICES F	REFUSE DISPOSAL	4.44
			TOTAL:	199.30
CENTERPOINT ENERGY MINNEGASCO	gas charges 9/11-10/10	GENERAL FUND	FIRE	78.58
	gas charges 9/11-10/10	GENERAL FUND	SWIMMING POOL	45.10
	gas charges 9/11-10/10	GENERAL FUND	PARKS	49.56
	gas charges 9/11-10/10	LIBRARY FUND	LIBRARY	758.30
	gas charges 9/11-10/10	COMMUNITY CENTER	COMMUNITY CENTER	1,728.13
	gas charges 9/11-10/10	WATER	PURIFICATION AND TREAT	80.06
	gas charges 9/11-10/10	WASTE WATER FUND	COLLECTOR/LIFT STAT	13.28
	gas charges 9/11-10/10	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gas charges 9/11-10/10	WASTE WATER FUND	SOURCE/TREATMENT	395.41
	gas charges 9/11-10/10	ENVIRON SERVICES F	ADMIN AND GENERAL	26.61
	gas charges 9/11-10/10	ELECTRIC FUND	ADMIN AND GENERAL	63.29
			TOTAL:	3,250.91
CHARD TILING & EXCAVATING	est #7 washington av link	PERM IMPROVMENT RE	STREETS	243,120.39
			TOTAL:	243,120.39
CHEMSEARCH	engine oil	GENERAL FUND	STREETS	112.92
	engine oil	GENERAL FUND	PARKS	112.92
	engine oil	WATER	DISTRIBUTION AND STORA	56.46
	engine oil	WASTE WATER FUND	SOURCE/TREATMENT	56.46
	engine oil	ENVIRON SERVICES F	REFUSE DISPOSAL	56.46
	engine oil	ELECTRIC FUND	POWER DISTRIBUTION	112.92
	engine oil	STORMWATER FUND	TREATMENT	56.48
			TOTAL:	564.62
HELEN L CHRISTIANSON	election judge	GENERAL FUND	ELECTIONS	144.37
			TOTAL:	144.37
CINTAS CORPORATION #754	uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	129.12
	uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	129.12
	uniform cleaning electric	ELECTRIC FUND	ADMIN AND GENERAL	129.12
	uniforms electric 10/27	ELECTRIC FUND	ADMIN AND GENERAL	129.12
			TOTAL:	516.48
CINTAS FIRST AID & SAFETY	first aid	GENERAL FUND	RECREATION/LEISURE SER	21.85
			TOTAL:	21.85
COLE PAPERS INC	breakroom spoons, cleaning	GENERAL FUND	STREETS	15.70
	hand wipes in a bucket	GENERAL FUND	STREETS	20.04
	dispenser soap, urinal chi	GENERAL FUND	STREETS	31.77
	breakroom spoons, cleaning	GENERAL FUND	PARKS	15.70
	hand wipes in a bucket	GENERAL FUND	PARKS	20.04
	dispenser soap, urinal chi	GENERAL FUND	PARKS	31.77
	cleaning, glass cleaner, b	LIBRARY FUND	LIBRARY	75.79
	cleaning, glass cleaner, b	COMMUNITY CENTER	COMMUNITY CENTER	303.18
	breakroom spoons, cleaning	WATER	DISTRIBUTION AND STORA	7.85
	hand wipes in a bucket	WATER	DISTRIBUTION AND STORA	10.02
	dispenser soap, urinal chi	WATER	DISTRIBUTION AND STORA	15.88
	breakroom spoons, cleaning	WASTE WATER FUND	SOURCE/TREATMENT	7.85
	hand wipes in a bucket	WASTE WATER FUND	SOURCE/TREATMENT	10.02
	dispenser soap, urinal chi	WASTE WATER FUND	SOURCE/TREATMENT	15.88
	breakroom spoons, cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	7.85
	hand wipes in a bucket	ENVIRON SERVICES F	REFUSE DISPOSAL	10.02
	dispenser soap, urinal chi	ENVIRON SERVICES F	REFUSE DISPOSAL	15.88
	breakroom spoons, cleaning	ELECTRIC FUND	POWER DISTRIBUTION	15.70
	hand wipes in a bucket	ELECTRIC FUND	POWER DISTRIBUTION	20.04
	dispenser soap, urinal chi	ELECTRIC FUND	POWER DISTRIBUTION	31.77
	breakroom spoons, cleaning	STORMWATER FUND	TREATMENT	7.85
	hand wipes in a bucket	STORMWATER FUND	TREATMENT	10.03
	dispenser soap, urinal chi	STORMWATER FUND	TREATMENT	15.88
			TOTAL:	716.51
CREDIT RIVER TOOLS	vehicle video scope	GENERAL FUND	STREETS	180.00
	compact screwdriver volt 1	GENERAL FUND	STREETS	42.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	vehicle video scope	GENERAL FUND	PARKS	180.00
	compact screwdriver volt 1	GENERAL FUND	PARKS	42.59
	compact screwdriver volt 1	GENERAL FUND	PARKS	212.98
	ratchet screwdriver	GENERAL FUND	PARKS	49.00
	vehicle video scope	WATER	DISTRIBUTION AND STORA	90.00
	compact screwdriver volt 1	WATER	DISTRIBUTION AND STORA	21.30
	vehicle video scope	WASTE WATER FUND	SOURCE/TREATMENT	90.00
	compact screwdriver volt 1	WASTE WATER FUND	SOURCE/TREATMENT	21.30
	vehicle video scope	ENVIRON SERVICES F	REFUSE DISPOSAL	90.00
	compact screwdriver volt 1	ENVIRON SERVICES F	REFUSE DISPOSAL	21.30
	vehicle video scope	ELECTRIC FUND	POWER DISTRIBUTION	180.00
	compact screwdriver volt 1	ELECTRIC FUND	POWER DISTRIBUTION	42.59
	vehicle video scope	STORMWATER FUND	TREATMENT	90.00
	compact screwdriver volt 1	STORMWATER FUND	TREATMENT	21.30
			TOTAL:	1,374.95
CRYSTAL LAWN, INC	jefferson field #2 irrigat	GENERAL FUND	PARKS	2,420.00
	jefferson field #2 irrigat	RESTRICTED CONTRIB	PARKS	2,420.00
			TOTAL:	4,840.00
CUMMINS NPOWER, LLC	kasota/jefferson generator	WASTE WATER FUND	COLLECTOR/LIFT STAT	209.62
			TOTAL:	209.62
DAKOTA SUPPLY GROUP	5/8 X 3/4 water meters	WATER	NON-DEPARTMENTAL	17,000.00
			TOTAL:	17,000.00
DAVID DROWN ASSOCIATES, INC.	continuing disclosure repo	GENERAL FUND	FINANCE	1,500.00
	continuing disclosure repo	ELECTRIC FUND	ADMIN AND GENERAL	800.00
			TOTAL:	2,300.00
CRAIG DRAGER	election judge	GENERAL FUND	ELECTIONS	61.25
			TOTAL:	61.25
PATRICIA DUENWALD	election judge	GENERAL FUND	ELECTIONS	205.62
			TOTAL:	205.62
PATRICK DUENWALD	election judge	GENERAL FUND	ELECTIONS	144.37
			TOTAL:	144.37
ENVIRONMENTAL RESOURCE ASSOCIATES	lab equip purch & return r	WASTE WATER FUND	SOURCE/TREATMENT	340.66
			TOTAL:	340.66
JOAN EPPMEYER	election judge	GENERAL FUND	ELECTIONS	148.75
			TOTAL:	148.75
FAMILY FRESH MARKET	monthly staff mtg; donuts/	GENERAL FUND	STREETS	7.29
	senior dance refreshments	GENERAL FUND	SENIOR COORDINATOR	47.79
	monthly staff mtg; donuts/	GENERAL FUND	PARKS	5.83
	refreshments, reimburse by	LIBRARY FUND	LIBRARY	13.96
	monthly staff mtg; donuts/	WATER	ADMIN AND GENERAL	2.92
	water	WASTE WATER FUND	SOURCE/TREATMENT	11.88
	monthly staff mtg; donuts/	WASTE WATER FUND	ADMIN AND GENERAL	2.92
	monthly staff mtg; donuts/	ENVIRON SERVICES F	ADMIN AND GENERAL	2.91
	monthly staff mtg; donuts/	ELECTRIC FUND	ADMIN AND GENERAL	7.29
	halloween fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	36.52
	volunteers fun run food	RESTRICTED CONTRIB	RECREATION/LEISURE SER	18.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	volunteers fun run ice	RESTRICTED CONTRIB	RECREATION/LEISURE SER	3.18
	fun run refreshment water	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>29.16</u>
			TOTAL:	190.21
FASTENAL COMPANY	city garage floor	GENERAL FUND	MUNICIPAL BUILDING	302.06
	light bulbs for pw bldg	GENERAL FUND	STREETS	54.89
	mechanic nuts & bolts for	GENERAL FUND	STREETS	33.15
	safety glasses, ear muffs,	GENERAL FUND	STREETS	67.14
	duct tape	GENERAL FUND	STREETS	4.32
	treemendous bolts, repair	GENERAL FUND	PARKS	43.99
	light bulbs for pw bldg	GENERAL FUND	PARKS	54.89
	mechanic nuts & bolts for	GENERAL FUND	PARKS	33.15
	safety glasses, ear muffs,	GENERAL FUND	PARKS	53.71
	duct tape	GENERAL FUND	PARKS	4.32
	light bulbs for pw bldg	WATER	DISTRIBUTION AND STORA	27.44
	mechanic nuts & bolts for	WATER	DISTRIBUTION AND STORA	16.57
	duct tape	WATER	DISTRIBUTION AND STORA	2.16
	safety glasses, ear muffs,	WATER	ADMIN AND GENERAL	26.86
	light bulbs for pw bldg	WASTE WATER FUND	SOURCE/TREATMENT	27.44
	mechanic nuts & bolts for	WASTE WATER FUND	SOURCE/TREATMENT	16.57
	duct tape	WASTE WATER FUND	SOURCE/TREATMENT	2.16
	safety glasses, ear muffs,	WASTE WATER FUND	ADMIN AND GENERAL	26.86
	enviro serv truck top for	ENVIRON SERVICES F	REFUSE DISPOSAL	22.15
	light bulbs for pw bldg	ENVIRON SERVICES F	REFUSE DISPOSAL	27.44
	mechanic nuts & bolts for	ENVIRON SERVICES F	REFUSE DISPOSAL	16.57
	duct tape	ENVIRON SERVICES F	REFUSE DISPOSAL	2.16
	safety glasses, ear muffs,	ENVIRON SERVICES F	ADMIN AND GENERAL	26.86
	light bulbs for pw bldg	ELECTRIC FUND	POWER DISTRIBUTION	54.89
	mechanic nuts & bolts for	ELECTRIC FUND	POWER DISTRIBUTION	33.15
	duct tape	ELECTRIC FUND	POWER DISTRIBUTION	4.32
	safety glasses, ear muffs,	ELECTRIC FUND	ADMIN AND GENERAL	67.14
	light bulbs for pw bldg	STORMWATER FUND	TREATMENT	27.45
	mechanic nuts & bolts for	STORMWATER FUND	TREATMENT	16.57
	duct tape	STORMWATER FUND	TREATMENT	<u>2.18</u>
			TOTAL:	1,098.56
FLEETPRIDE	elbow to fix water leak on	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>6.54</u>
			TOTAL:	6.54
GALLS INC	uniform gear	GENERAL FUND	POLICE	217.44
	trama oxyogen/gen bag	GENERAL FUND	POLICE	<u>606.91</u>
			TOTAL:	824.35
GELDNER UNDERGROUND, INC.	boring@state hosp nursing	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>3,750.00</u>
			TOTAL:	3,750.00
BOB GENELIN	election judge	GENERAL FUND	ELECTIONS	<u>280.00</u>
			TOTAL:	280.00
GENERAL REPAIR SERVICE	anti-scalant flow switch	WATER	PURIFICATION AND TREAT	377.71
	rubber bladder for grit pu	WASTE WATER FUND	SOURCE/TREATMENT	<u>451.11</u>
			TOTAL:	828.82
GENESIS	october diesel fuel	GENERAL FUND	FIRE	168.87
	october diesel fuel	GENERAL FUND	STREETS	2,824.27
	october diesel fuel	GENERAL FUND	PARKS	921.92

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	october diesel fuel	WATER	DISTRIBUTION AND STORA	339.74
	october diesel fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	608.59
	october diesel fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,549.23
	october diesel fuel	ELECTRIC FUND	POWER DISTRIBUTION	459.45
	october diesel fuel	STORMWATER FUND	TREATMENT	404.29
	october diesel fuel	TRANSIT	TRANSIT/TRANSPORTATION	694.86
			TOTAL:	7,971.22
WILLIAM GERHART	uniform, belt, ear plugs,	GENERAL FUND	POLICE	180.56
			TOTAL:	180.56
GILLUND ENTERPRISES INC	anti-gel, chain lube, dies	GENERAL FUND	STREETS	62.66
	anti-gel, chain lube, dies	GENERAL FUND	PARKS	62.66
	anti-gel, chain lube, dies	WATER	DISTRIBUTION AND STORA	31.33
	anti-gel, chain lube, dies	WASTE WATER FUND	SOURCE/TREATMENT	31.33
	anti-gel, chain lube, dies	ENVIRON SERVICES F	REFUSE DISPOSAL	31.33
	anti-gel, chain lube, dies	ELECTRIC FUND	POWER DISTRIBUTION	62.66
	anti-gel, chain lube, dies	STORMWATER FUND	TREATMENT	31.34
			TOTAL:	313.31
GRAYBAR ELECTRIC COMPANY INC	female adapter	ELECTRIC FUND	NON-DEPARTMENTAL	28.95
			TOTAL:	28.95
DAVID GRIMMIUS	election judge	GENERAL FUND	ELECTIONS	70.00
			TOTAL:	70.00
MARY ANN HANSON	election judge	GENERAL FUND	ELECTIONS	271.25
			TOTAL:	271.25
DIANE HARMS	election judge	GENERAL FUND	ELECTIONS	336.87
			TOTAL:	336.87
MARYANN HARTY	election judge	GENERAL FUND	ELECTIONS	380.62
	election judge travel & tr	GENERAL FUND	ELECTIONS	8.16
			TOTAL:	388.78
HAWKINS, INC.	bulk use of water treatmen	WATER	PURIFICATION AND TREAT	2,226.22
			TOTAL:	2,226.22
HENDERSON INDEPENDENT	1 yr renewal subscription	LIBRARY FUND	LIBRARY	35.00
			TOTAL:	35.00
GERALDINE HILDEBRANDT	election judge	GENERAL FUND	ELECTIONS	354.37
			TOTAL:	354.37
HOLIDAY COMMERCIAL	october fuel	GENERAL FUND	POLICE	326.24
	october fuel	GENERAL FUND	BUILDING INSPECTOR	28.79
	PW SPLIT 200	GENERAL FUND	PUBLIC WORKS ADMIN	37.35
	october fuel	GENERAL FUND	STREETS	208.08
	october fuel	GENERAL FUND	RECREATION/LEISURE SER	39.09
	october fuel	GENERAL FUND	PARKS	422.60
	october fuel	COMMUNITY CENTER	COMMUNITY CENTER	39.10
	october fuel	WATER	SOURCE OF SUPPLY	56.14
	october fuel	WATER	PURIFICATION AND TREAT	84.21
	october fuel	WATER	DISTRIBUTION AND STORA	421.03
	CUSTOMER ACCT 211	WATER	CUSTOMER ACCOUNTS	34.86

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	october fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	337.36
	CUSTOMER ACCT 211	WASTE WATER FUND	CUSTOMER ACCOUNTS	34.86
	october fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	180.81
	october fuel	ELECTRIC FUND	POWER DISTRIBUTION	277.80
	CUSTOMER ACCT 211	ELECTRIC FUND	CUSTOMER ACCOUNTS	35.92
	october fuel	STORMWATER FUND	TREATMENT	<u>296.31</u>
			TOTAL:	2,860.55
INGRAM BOOK COMPANY	new library materials, boo	LIBRARY FUND	LIBRARY	<u>557.61</u>
			TOTAL:	557.61
INVENTORY TRADING COMPANY	uniform gear	GENERAL FUND	POLICE	<u>861.00</u>
			TOTAL:	861.00
RAYMOND JACOBSON	election judge	GENERAL FUND	ELECTIONS	<u>273.43</u>
			TOTAL:	273.43
KENNEDY & GRAVEN	cable tv franchise	GENERAL FUND	CITY ADMINISTRATION	<u>87.50</u>
			TOTAL:	87.50
KIBBLE EQUIPMENT	ww#552 mower belt & seals	WASTE WATER FUND	ADMIN AND GENERAL	<u>162.59</u>
			TOTAL:	162.59
GENE KROHNBERG	election judge	GENERAL FUND	ELECTIONS	<u>271.25</u>
			TOTAL:	271.25
KWIK TRIP INC	october fuel	GENERAL FUND	POLICE	1,392.49
	october fuel	GENERAL FUND	BUILDING INSPECTOR	129.01
	parks fuel for september	GENERAL FUND	PARKS	339.19
	october fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>2,947.55</u>
			TOTAL:	4,808.24
LAGER'S INC	pump water, arm lower, noz	GENERAL FUND	POLICE	<u>444.20</u>
			TOTAL:	444.20
LE SUEUR NEWS-HERALD	1 yr subscription renewal	LIBRARY FUND	LIBRARY	<u>49.40</u>
			TOTAL:	49.40
THOMAS LEONHARDT	election judge	GENERAL FUND	ELECTIONS	<u>148.75</u>
			TOTAL:	148.75
LJP ENTERPRISES INC	oct garbage/recycling	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	oct garbage/recycling	WATER	PURIFICATION AND TREAT	99.43
	oct garbage/recycling	WASTE WATER FUND	SOURCE/TREATMENT	264.79
	oct garbage/recycling	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>1,283.04</u>
			TOTAL:	2,091.72
NANCY LUKER	election judge	GENERAL FUND	ELECTIONS	<u>271.25</u>
			TOTAL:	271.25
MARCO, INC.	CITY HALL 200	GENERAL FUND	CITY ADMINISTRATION	14.07
	CITY HALL 200	GENERAL FUND	CITY CLERK	14.07
	CITY HALL 200	GENERAL FUND	FINANCE	9.38
	CITY HALL 200	GENERAL FUND	POLICE	7.50
	CITY HALL 200	GENERAL FUND	BUILDING INSPECTOR	3.75
	CITY HALL 200	GENERAL FUND	PUBLIC WORKS ADMIN	1.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	CITY HALL 200	GENERAL FUND	ECONOMIC DEVMT	0.94	
	CITY HALL 200	WATER	ADMIN AND GENERAL	8.44	
	CITY HALL 200	WASTE WATER FUND	ADMIN AND GENERAL	8.44	
	CITY HALL 200	ELECTRIC FUND	ADMIN AND GENERAL	25.32	
			TOTAL:	93.79	
MATHESON TRI-GAS INC	welding shop & oxygen	GENERAL FUND	STREETS	14.91	
	welding shop & oxygen	GENERAL FUND	PARKS	14.91	
	welding shop & oxygen	WATER	DISTRIBUTION AND STORA	7.45	
	welding shop & oxygen	WASTE WATER FUND	SOURCE/TREATMENT	7.45	
	welding shop & oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	7.45	
	welding shop & oxygen	ELECTRIC FUND	POWER DISTRIBUTION	14.91	
	welding shop & oxygen	STORMWATER FUND	TREATMENT	7.45	
			TOTAL:	74.53	
MED-COMPASS INC	hearing tests & osha train	GENERAL FUND	MUNICIPAL BUILDING	13.00	
	hearing tests & osha train	GENERAL FUND	FIRE	13.00	
	hearing tests & osha train	GENERAL FUND	STREETS	99.25	
	hearing tests & osha train	GENERAL FUND	PARKS	79.40	
	hearing tests & osha train	COMMUNITY CENTER	COMMUNITY CENTER	26.00	
	hearing tests & osha train	WATER	ADMIN AND GENERAL	39.70	
	hearing tests & osha train	WASTE WATER FUND	ADMIN AND GENERAL	39.70	
	hearing tests & osha train	ENVIRON SERVICES F	ADMIN AND GENERAL	39.70	
	hearing tests & osha train	ELECTRIC FUND	ADMIN AND GENERAL	99.25	
			TOTAL:	449.00	
MENARDS	election storage shelving	GENERAL FUND	MUNICIPAL BUILDING	134.14	
	slide, lock key, outlet, b	GENERAL FUND	FIRE	45.84	
	20" slide	GENERAL FUND	FIRE	12.98-	
	slide, screw, handtite	GENERAL FUND	FIRE	35.25	
	18" slide	GENERAL FUND	FIRE	3.59-	
	board, screw	GENERAL FUND	FIRE	6.98	
			TOTAL:	205.64	
METRO JANITORIAL SUPPLY INC.	floor stripper and cleaner	COMMUNITY CENTER	COMMUNITY CENTER	650.43	
			TOTAL:	650.43	
METRO SALES INC	copy machine maintenance	GENERAL FUND	RECREATION/LEISURE SER	145.80	
	copy machine maintenance	COMMUNITY CENTER	COMMUNITY CENTER	145.81	
			TOTAL:	291.61	
WARREN MICHELS	election judge	GENERAL FUND	ELECTIONS	271.25	
			TOTAL:	271.25	
LEONA MILLER	election judge	GENERAL FUND	ELECTIONS	271.25	
			TOTAL:	271.25	
MISC VENDOR	AUSEN, NITA	AUSEN, NITA:election judge	GENERAL FUND	ELECTIONS	271.25
	BEYER, MARILYN	BEYER, MARILYN:election ju	GENERAL FUND	ELECTIONS	150.93
	BOYER, BRIGETTE A	election judge	GENERAL FUND	ELECTIONS	213.93
	CARPENTER, EMILY	election judge	GENERAL FUND	ELECTIONS	148.75
	COMMERCIAL RECREATION	wibit for outdoor pool	RESTRICTED CONTRIB	SWIMMING POOL	1,858.00
	DESCHAINED, ELAINE	election judge	GENERAL FUND	ELECTIONS	271.25
	FONDIE, JAIDE	FONDIE, JAIDE:election jud	GENERAL FUND	ELECTIONS	271.25
	GLSPORTS	bike rack pool at vets par	GENERAL FUND	PARKS	584.99
	GRABOW, BECKY	GRABOW, BECKY:election jud	GENERAL FUND	ELECTIONS	153.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GREEN, DONNA J	GREEN, DONNA J:election ju	GENERAL FUND	ELECTIONS	148.75
HALL, JOHN	HALL, JOHN:election judge	GENERAL FUND	ELECTIONS	271.25
HOGLUND BUS & TRUCK CO	camera systems bus 11 & 12	TRANSIT	TRANSIT/TRANSPORTATION	5,391.83
HWY SAFETY ZONE	HWY SAFETY ZONE:trail mark	GENERAL FUND	PARKS	657.50
KRENIK, ERIN	KRENIK, ERIN:election judg	GENERAL FUND	ELECTIONS	142.18
MCCROMETER	water meter grnhill pumpin	WATER	DISTRIBUTION AND STORA	3,493.37
NYGARD, MARIAN	NYGARD, MARIAN:election ju	GENERAL FUND	ELECTIONS	144.37
PONGRATZ, TERRI	election judge	GENERAL FUND	ELECTIONS	148.75
ROACH, MEGAN	ROACH, MEGAN:election judg	GENERAL FUND	ELECTIONS	271.25
SAINT PETER GLASS	broken glass replacement	COMMUNITY CENTER	COMMUNITY CENTER	298.00
TACTICAL SOLUTIONS	bulletproof vest, speed pl	GENERAL FUND	POLICE	880.00
TURNER, ELIZABETH	TURNER, ELIZABETH:election	GENERAL FUND	ELECTIONS	148.75
WALTER, SHIRLEY	WALTER, SHIRLEY:election j	GENERAL FUND	ELECTIONS	144.37
			TOTAL:	16,063.84
MN DEPT OF LABOR & INDUSTRY	pressure vessel	GENERAL FUND	FIRE	10.00
	annualboiler & pressure ve	WASTE WATER FUND	SOURCE/TREATMENT	40.00
	annual elevator operator	WASTE WATER FUND	SOURCE/TREATMENT	100.00
			TOTAL:	150.00
MN DEPT OF TRANSPORTATION	old mn surface improvement	PERM IMPROVMENT RE	STREETS	72.68
	independent assurace sampl	PERM IMPROVMENT RE	STREETS	518.30
			TOTAL:	590.98
MN PIPE & EQUIPMENT	credit for freight	WATER	DISTRIBUTION AND STORA	126.41-
	sewer/manhole cover hwy 16	WASTE WATER FUND	COLLECTOR/LIFT STAT	334.20
			TOTAL:	207.79
MN POLLUTION CONTROL AGENCY	indiv. permit reissuance,	WASTE WATER FUND	ADMIN AND GENERAL	1,240.00
			TOTAL:	1,240.00
MN SOUTH CENTRAL INVESTIGATORS COALITI	conf fee:hagen, arpin, ebe	GENERAL FUND	POLICE	150.00
			TOTAL:	150.00
PETE MOULTON	pw operations mileage	WATER	ADMIN AND GENERAL	199.36
	pw operations mileage	WASTE WATER FUND	ADMIN AND GENERAL	11.20
	certified mail, npdes perm	WASTE WATER FUND	ADMIN AND GENERAL	21.85
	pw operations mileage	ELECTRIC FUND	ADMIN AND GENERAL	71.68
	pw operations mileage	STORMWATER FUND	ADMINISTRATION AND GEN	56.00
			TOTAL:	360.09
MVTL LABORATORIES INC	chem series wwtf 9/26	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	chem series wwtp	WASTE WATER FUND	SOURCE/TREATMENT	150.40
	wwtp hwe-treatment	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	10/22 hwe treatment	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	wwtf chem series treatment	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	10/23 mei phos. treatment	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	10/23 wwtf chem series tre	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	hwe testing wwtf	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	chem series wwtf	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	wwtf hardness bicarbonate	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	hwe phos & nitrogen testin	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	wwtf chem series testing	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	mei phos testing	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	wwtf chem series	WASTE WATER FUND	SOURCE/TREATMENT	118.40
			TOTAL:	1,268.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MARGARET NELSEN	election judge	GENERAL FUND	ELECTIONS	148.75
			TOTAL:	148.75
NICKLASSON ATHLETIC COMPANY	3 new bsktbl hoops for spc	COMMUNITY CENTER	COMMUNITY CENTER	1,144.12
			TOTAL:	1,144.12
NICOLLET COUNTY RECORDER/ABSTRACTER	record notary renewal - lu	GENERAL FUND	CITY ADMINISTRATION	20.00
			TOTAL:	20.00
NICOLLET COUNTY TREASURER	2014 property tax 2nd half	PARK LAND DEDICATI	PARKS	2,503.00
	2014 property tax 2nd 1/2	PARK LAND DEDICATI	PARKS	149.00
			TOTAL:	2,652.00
NORTH CENTRAL INTERNATIONAL	#207 new shock absorbers	GENERAL FUND	STREETS	455.14
	marker lights	GENERAL FUND	STREETS	38.18
	marker lights	GENERAL FUND	PARKS	38.18
	marker lights	WATER	DISTRIBUTION AND STORA	19.09
	marker lights	WASTE WATER FUND	SOURCE/TREATMENT	19.09
	marker lights	ENVIRON SERVICES F	REFUSE DISPOSAL	19.09
	marker lights	ELECTRIC FUND	POWER DISTRIBUTION	38.18
	marker lights	STORMWATER FUND	TREATMENT	19.11
			TOTAL:	646.06
OFFICEMAX	toner cartridge for laser	GENERAL FUND	SENIOR COORDINATOR	69.99
	replacement usb cable	WATER	ADMIN AND GENERAL	37.99
	new speakers	STORMWATER FUND	ADMINISTRATION AND GEN	19.99
			TOTAL:	127.97
OMG MIDWEST, INC	est #1, old mn surface imp	PERM IMPROVMENT RE	STREETS	80,847.00
			TOTAL:	80,847.00
PET EXPO DIST.	routine maintenance & supp	LIBRARY FUND	LIBRARY	42.23
			TOTAL:	42.23
MATTHEW PETERS	return reimburse paid on g	GENERAL FUND	POLICE	149.00
			TOTAL:	149.00
ASHLEY PRAX	election judge	GENERAL FUND	ELECTIONS	137.81
			TOTAL:	137.81
SUE PRAX	election judge	GENERAL FUND	ELECTIONS	131.25
			TOTAL:	131.25
RONALD D. QUADE	convention mileage	GENERAL FUND	FIRE	149.39
	convention hotel	GENERAL FUND	FIRE	350.61
	convention classes	GENERAL FUND	FIRE	115.00
	scrm-blue earth mtg fee	GENERAL FUND	FIRE	28.00
	scrm-blue earth mtg per di	GENERAL FUND	FIRE	40.00
			TOTAL:	683.00
QUICK MART ST PETER	fuel fire dept	GENERAL FUND	FIRE	37.50
	fuel fire dept	GENERAL FUND	FIRE	18.00
			TOTAL:	55.50
RACE PLACE CHIP TIMING	chip timing for fun run 5k	RESTRICTED CONTRIB	RECREATION/LEISURE SER	3,101.00
			TOTAL:	3,101.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RACO INDUSTRIES, INC.	paper rolls for printers	LIBRARY FUND	LIBRARY	185.76
			TOTAL:	185.76
RDO EQUIPMENT CO.	#59 electric repair parts	ELECTRIC FUND	ADMIN AND GENERAL	952.21
			TOTAL:	952.21
RED WING SHOE STORE	shoes for dahl	WASTE WATER FUND	ADMIN AND GENERAL	203.99
			TOTAL:	203.99
RITA SCHEFF	election judge	GENERAL FUND	ELECTIONS	280.00
			TOTAL:	280.00
TOM ROESSLER	state conf meals	GENERAL FUND	FIRE	199.59
	state conf hotel	GENERAL FUND	FIRE	389.95
	state conf classes	GENERAL FUND	FIRE	115.00
			TOTAL:	704.54
ROYAL TIRE, INC	4 new tires #611 streets	GENERAL FUND	STREETS	484.88
	new tires #910	GENERAL FUND	PARKS	726.72
	tires; 2 for bus 11, 4 on	TRANSIT	TRANSIT/TRANSPORTATION	675.18
			TOTAL:	1,886.78
RYAN ELECTRIC OF ST PETER	ballast works in library	LIBRARY FUND	LIBRARY	192.50
	broadwy wp photo eye 120v	WATER	PURIFICATION AND TREAT	113.74
			TOTAL:	306.24
SAM'S CLUB	fun run volunteer apprec c	RESTRICTED CONTRIB	RECREATION/LEISURE SER	87.62
			TOTAL:	87.62
MAUREEN R SCHOLL	election judge	GENERAL FUND	ELECTIONS	61.25
			TOTAL:	61.25
SCHWICKERT'S, INC.	ch building repairs	GENERAL FUND	MUNICIPAL BUILDING	328.00
			TOTAL:	328.00
GREG SEITZER	election judge	GENERAL FUND	ELECTIONS	148.75
			TOTAL:	148.75
BEVERLY SOMMERS	election judge	GENERAL FUND	ELECTIONS	271.25
			TOTAL:	271.25
SOUTHERN MN CONSTRUCTION CO INC	asphalt s wash, n 5th st	STORMWATER FUND	COLLECTIONS/LIFT STATI	287.85
			TOTAL:	287.85
ST PETER FIREFIGHTERS RELIEF	supplemental aid	FIREMANS RELIEF	FIRE	12,555.79
	state aid	FIREMANS RELIEF	FIRE	51,895.89
			TOTAL:	64,451.68
ST PETER HERALD	acct clerk: pw	GENERAL FUND	PUBLIC WORKS ADMIN	87.36
	achf program reim by achf	LIBRARY FUND	LIBRARY	237.00
	production assistant PA	PUBLIC ACCESS	PUBLIC ACCESS	47.40
	hydrant flushing: water	WATER	ADMIN AND GENERAL	199.60
	pet tab & paws walk	RESTRICTED CONTRIB	COMMUNITY SERVICE	555.00
			TOTAL:	1,126.36
ST PETER LUMBER CO	ch shelves; 8- 2x4's	GENERAL FUND	MUNICIPAL BUILDING	20.35

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	duplex nails 1lb	GENERAL FUND	STREETS	5.29
	millpond concession door	GENERAL FUND	PARKS	72.03
	jefferson fields concrete/	GENERAL FUND	PARKS	18.07
	4x4 (16) water main work	WATER	DISTRIBUTION AND STORA	21.72
	water main work; reinforce	WATER	DISTRIBUTION AND STORA	5.95
	treemendous replacement bo	RESTRICTED CONTRIB	PARKS	67.00
	decking for treemendous up	RESTRICTED CONTRIB	PARKS	106.15
	treemendous boards return	RESTRICTED CONTRIB	PARKS	8.95-
	treemendous treated 9-8'	RESTRICTED CONTRIB	PARKS	60.14
			TOTAL:	367.75
ST PETER RENTAL CENTER	chainsaw slide rail	ENVIRON SERVICES F	REFUSE DISPOSAL	3.18
			TOTAL:	3.18
STAPLES ADVANTAGE	notary stamps	GENERAL FUND	CITY ADMINISTRATION	78.70
			TOTAL:	78.70
STREICHER'S	uniform gear	GENERAL FUND	POLICE	1,432.68
	uniforms klaseus	GENERAL FUND	POLICE	129.99
	uniform klaseus	GENERAL FUND	POLICE	168.97
	uniform klaseus	GENERAL FUND	POLICE	7.99
	capt & safety captn badges	RESTRICTED CONTRIB	FIRE	539.00
			TOTAL:	2,278.63
STUART C. IRBY CO.	testing rubber gloves annu	ELECTRIC FUND	ADMIN AND GENERAL	211.53
			TOTAL:	211.53
J. A. TACKETT	deicer graphite for locks	WATER	CUSTOMER ACCOUNTS	2.75
	deicer graphite for locks	WASTE WATER FUND	CUSTOMER ACCOUNTS	2.75
	deicer graphite for locks	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	2.73
	deicer graphite for locks	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.75
			TOTAL:	10.98
TOM THORKELSON	election judge	GENERAL FUND	ELECTIONS	271.25
			TOTAL:	271.25
TIGERDIRECT.COM	ear buds	LIBRARY FUND	LIBRARY	105.32
			TOTAL:	105.32
MIKE TORKELSON	election judge	GENERAL FUND	ELECTIONS	328.12
	election judge travel & tr	GENERAL FUND	ELECTIONS	6.63
			TOTAL:	334.75
TRAVERSE DES SIOUX GARDEN CENTER	spruce shrubs for wwtp	WASTE WATER FUND	SOURCE/TREATMENT	40.00
			TOTAL:	40.00
UTILITY CONSULTANTS, INC.	coliform for water treatme	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
PAULA VAN ZEE	election judge	GENERAL FUND	ELECTIONS	275.62
			TOTAL:	275.62
VISA	luncheon	GENERAL FUND	CITY ADMINISTRATION	14.74
	notary renewal	GENERAL FUND	CITY ADMINISTRATION	120.00
	fingerprint scanner, switc	GENERAL FUND	FINANCE	55.91
	training uofm cce janet/ma	GENERAL FUND	POLICE	190.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	meals to pick up police ve	GENERAL FUND	POLICE	54.34
	hotel to pick up police ve	GENERAL FUND	POLICE	138.64
	hotel to pick up police ve	GENERAL FUND	POLICE	122.87
	fuel to pick up police ve	GENERAL FUND	POLICE	595.80
	fingerprint scanner, switc	GENERAL FUND	POLICE	89.21
	cjdn conference - hotel	GENERAL FUND	POLICE	173.06
	cjdn conference - meals	GENERAL FUND	POLICE	26.29
	apwa fall conference-tim	GENERAL FUND	PUBLIC WORKS ADMIN	245.00
	phase II pw class; meals	GENERAL FUND	STREETS	145.18
	phase II pw class; hotel	GENERAL FUND	STREETS	129.66
	phase II pw class; fuel	GENERAL FUND	STREETS	40.25
	mn fall expo streets	GENERAL FUND	STREETS	150.00
	annual fee reinbursement	GENERAL FUND	RECREATION/LEISURE SER	15.00-
	annual fee reinbursement	GENERAL FUND	RECREATION/LEISURE SER	15.00-
	annual fee reinbursement	GENERAL FUND	RECREATION/LEISURE SER	15.00-
	candy cane hunt	GENERAL FUND	RECREATION/LEISURE SER	181.20
	plan mtg w/ comm ed direct	GENERAL FUND	RECREATION/LEISURE SER	8.85
	annual mrpa conference 9/2	GENERAL FUND	RECREATION/LEISURE SER	235.00
	hauling pole saw	GENERAL FUND	PARKS	13.00
	postage stamps for s.a.s.e	GENERAL FUND	ECONOMIC DEVMT	29.89
	supplies for achf library	LIBRARY FUND	LIBRARY	44.03
	supplies for achf library	LIBRARY FUND	LIBRARY	27.52
	library resource; beyond b	LIBRARY FUND	LIBRARY	62.50
	safety shoes	WATER	ADMIN AND GENERAL	129.99
	annual domain name renewal	WATER	ADMIN AND GENERAL	25.00
	annual domain name renewal	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	meals for cambridge trip	ENVIRON SERVICES F	ADMIN AND GENERAL	23.74
	annual domain name renewal	ENVIRON SERVICES F	ADMIN AND GENERAL	12.50
	mn compost council mbrshp	ENVIRON SERVICES F	ADMIN AND GENERAL	175.00
	annual domain name renewal	ELECTRIC FUND	ADMIN AND GENERAL	62.50
	lunch mtg w/ chris tremble	ELECTRIC FUND	ADMIN AND GENERAL	28.00
	smmpa hotel	ELECTRIC FUND	ADMIN AND GENERAL	147.41
	smmpa meals	ELECTRIC FUND	ADMIN AND GENERAL	35.00
	arm mn-amy, jake classes	STORMWATER FUND	ADMINISTRATION AND GEN	2,235.00
	const instal recert; jeff	STORMWATER FUND	ADMINISTRATION AND GEN	230.00
	site mgt recert; jeff & ja	STORMWATER FUND	ADMINISTRATION AND GEN	240.00
	routh match software, nu g	TRANSIT	TRANSIT/TRANSPORTATION	6.60
	fta training hotel	TRANSIT	TRANSIT/TRANSPORTATION	80.00
	paws walk supplies:4 impri	RESTRICTED CONTRIB	COMMUNITY SERVICE	252.14
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	151.23
	grand in - spookyville dec	RESTRICTED CONTRIB	RECREATION/LEISURE SER	83.00
	fun run spookville supplie	RESTRICTED CONTRIB	RECREATION/LEISURE SER	44.86
	notepads fun run, bags	RESTRICTED CONTRIB	RECREATION/LEISURE SER	504.34
	bulk apothecary, fun run b	RESTRICTED CONTRIB	RECREATION/LEISURE SER	529.77
	supplies for achf library	RESTRICTED CONTRIB	LIBRARY	49.93
			TOTAL:	7,918.95
VON ESSEN LOCKSMITH SERVICE	430 ritt st; relock	TORNADO DISASTER R	ECONOMIC DEVMT	207.06
			TOTAL:	207.06
VON ESSEN TOWING	bus 12 mount & dispose 2 t	TRANSIT	TRANSIT/TRANSPORTATION	36.00
			TOTAL:	36.00
WALTER F STEPHENS JR INC	badges	GENERAL FUND	POLICE	565.88
			TOTAL:	565.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WATER CONSRVATION SERVICE, INC.	3rd & grace leak locate	WATER	DISTRIBUTION AND STORA	510.30
			TOTAL:	510.30
WESCO DISTRIBUTION INC	100 watt bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	219.60
	2 wiring harness & meterin	ELECTRIC FUND	NON-DEPARTMENTAL	541.76
	locate flags	ELECTRIC FUND	POWER DISTRIBUTION	819.93
			TOTAL:	1,581.29
WESTMAN FREIGHTLINER	radiator leak #502	GENERAL FUND	FIRE	374.99
			TOTAL:	374.99
XCEL ENERGY	9/21-10/21/14	GENERAL FUND	STREETS	51.58
			TOTAL:	51.58
ZIEGLER INC	seal for repair	GENERAL FUND	STREETS	18.72
			TOTAL:	18.72

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

101	GENERAL FUND	40,905.39
211	LIBRARY FUND	2,386.92
213	PUBLIC ACCESS	47.40
217	COMMUNITY CENTER	4,889.00
234	FIREMANS RELIEF	64,451.68
240	TORNADO DISASTER REV LOAN	207.06
401	PERM IMPROVMENT REVOLVING	324,558.37
404	PARK LAND DEDICATION	2,652.00
601	WATER	27,309.75
602	WASTE WATER FUND	10,231.21
603	ENVIRON SERVICES FUND	4,309.67
604	ELECTRIC FUND	9,985.25
606	STORMWATER FUND	4,131.98
610	TRANSIT	9,832.02
820	RESTRICTED CONTRIBUTIONS	10,504.33

 GRAND TOTAL: 516,402.03

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Wesco Distribution	15KV wire for inventory	\$22,263.88	Electric
Automatic Systems Company	Reverse osmosis electrical components	\$9,543.00	Water
Chard Tiling	Water and sewer repairs – 300 block of South Third Street	\$37,496.75	Water/Sewer
Larson Equipment	2008 Hino Truck with 10' Dump Box	\$23,500	Environmental

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Brit Thomas	Public Works Accounting Clerk	\$18.47/hour
Michelle Indrehus	Receptionist/Accounts Payable Clerk	\$11.50/hour

3. The schedule of disbursements for October 23, 2014 through November 5, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/5/14

FROM: Todd Prafke
City Administrator

RE: Public Works Director Position Description

ACTION/RECOMMENDATION

Approve the updated position description for the Public Works Director position.

BACKGROUND

As you know, it is our practice when a position becomes vacant to review the position description to ensure compliance with State and Federal regulations and to ensure that the minimum and desired qualifications, essential job functions and physical requirements of the position still accurately reflect the necessary qualifications to succeed in the position.

Staff reviewed the existing description and recommended several modifications to the description. Those modifications were reviewed with the Council during the last workshop and the changes suggested by the Council have been included in the proposed description.

None of the changes, in my view, represent a significant change in responsibility or organizational structure so no change in Pay Equity or Comparable Worth Points is suggested. We will advertise this opening at a starting wage range of \$79,750 to \$84,225. This wage is based on number of factors including previous pay, review of positions in like sized operations, and pay in like sized operation with similar responsibilities.

I recommend approval of the modified job description.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

Do Not Act: Should the Council choose to take no action on the proposed modifications, the recruitment process will be initiated using the existing description.

Denial: Should the Council choose to take no action on the proposed modifications, the recruitment process will be initiated using the existing description.

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

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

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

Pay Equity Points = 417

POSITION TITLE: DIRECTOR OF PUBLIC WORKS

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

The Director of Public Works is an administrative position responsible for directing the departmental affairs of the Department of Public Works. Under general supervision, the Director of Public Works is responsible for directing all public works activities in accordance with the policies, goals, and objectives of the City Council and City Administrator. The Director of Public Works plans, coordinates, directs, and monitors all activities of the department and supervises all departmental personnel, assumes responsibilities for the essential job functions as listed herein, and performs related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Director of Public Works shall coordinate with Superintendents and Foremen in performing the following duties:

- Develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepare weekly reports of work planned and work completed; oversee preparation of bid specifications for new equipment and materials; set goals for timely completion of work; inspect and review work of assigned personnel; conduct evaluation of job performance for assigned personnel on a routine basis; prepare reports as requested; prepare annual budgets; provide for planning and design of City infrastructure and facilities; review of bills and expenditures to assure compliance with approved budgets.
- Coordinate Public Works Sections and Utilities on work activities and use of equipment; coordinate projects with other utilities and governmental units.
- Work with other Department Directors to coordinate activities that enhance City operations.
- Enforce Department of Public Works policies as per State law, City Code, and City Council resolution; inspect contract work as assigned; ensure maintenance is performed on assigned vehicles and equipment; develop quality standards for work to be performed; monitor safety conditions; ensure personnel compliance with Federal, State, and City safety laws; recognize unsafe situations and take corrective action as needed; investigate and respond to citizen complaints, answer questions and solve problems.
- Ensure that safety-training programs are conducted and planned to meet goals of the Department.
- Recommend purchase of new and replacement equipment.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

The Director of Public Works is directly responsible to:

- Plan, coordinate, direct, and monitor all activities of the Department of Public Works; oversee the construction, maintenance, and operation of the electric distribution system, water treatment and distribution system, wastewater collection and treatment system, stormwater collection and treatment system, municipal street system and public rights-of-way, environmental services operations, parks, and recreation facilities; make recommendations for the construction, maintenance and development of Public Works facilities and services; make recommendations for changes to the Department of Public Works maintenance and operation policies; plan for the immediate and long-range operations of the department;
- Participate in preparing the annual capital, operating, and improvement budgets for submittal to the City Administrator;
- Advise the City Administrator of work planned, work completed, emergencies, and problems; prepare departmental reports; administer the departmental budget; establish and maintain all departmental records.
- Develop and maintain an effective department through periodic review of operation, effectiveness, and operating practices and procedures; establish safety regulations; instruct all employees in accident prevention.
- Represent the City to others as directed including Southern Minnesota Municipal Power Agency, Minnesota Municipal Utilities Association, American Public Works Association, and other local, regional, state, and national meetings and functions; attend seminars, conferences, and training sessions to maintain professional contacts, , refresh knowledge of system operations and identify new procedures, materials, and equipment which will improve departmental operations.
- Directly supervise Electric Foreman, Maintenance Superintendent, Water Utilities Superintendent, , Executive Secretary, Administrative Secretary, Public Works Accounting Clerk, Mechanic, and indirectly supervise all other departmental employees; recruit and interview potential employees; recommend potential employees for hire to the City Administrator; discipline of Department of Public Works personnel; recommend to the City Administrator dismissal of Department of Public Works personnel; coordinate and direct activities of the consulting Engineers, Department of Public Works consultants, and contractors.
- Maintain a six (6) minute emergency response time to the Public Works administrative offices.

ESSENTIAL PHYSICAL REQUIREMENTS

The Director of Public Works is required to be capable of performing the following physical functions or a combination thereof for any given work day:

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

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 workday

Workday - a normal workday is eight (8) hours with a break for a meal. A normal workweek is five (5) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a workweek 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, squat, crouch, kneel

Occasionally crawl, climb height of ten feet (10'), reach above shoulder level, push/pull, balance

Occasionally use both feet for repetitive movements as in operating foot controls

Continuously use hands for simple grasping and fine manipulating

Strength:

Continuously - carry up to ten pounds and lift up to ten pounds

Frequently - carry eleven to thirty four pounds and lift eleven to thirty four pounds

Occasionally - carry thirty five to one hundred pounds and lift thirty five to fifty pounds

Stamina:

Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two [32] degrees Fahrenheit to ninety-nine [99] degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower

Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid

Occasionally exposed to moving mechanical parts hazard

Occasionally exposed to high noise levels

Safety:

Perform cardiopulmonary resuscitation

Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests according to policy.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively, both orally and in writing; accept responsibility; understand and carry out oral and written instructions; cooperate with a wide range of individuals; interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; exhibit sustained concentration and prolonged commitment to job tasks; work with others effectively; be tactful; maintain confidentiality as needed; and deal with the public.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

MINIMUM QUALIFICATIONS:

- Bachelors degree in engineering, public administration or related fields from an accredited college or university, OR fifteen (15) years demonstrated experience as a public works manager or director in a similarly sized (over \$10 million budget and over thirty employees) municipal operation.
- Three (3) or more years' experience managing five (5) or more employees in a supervisory capacity.
- Three (3) or more years' experience managing projects and budgets in a supervisory capacity.
- Possession of a valid Class D driver's license and ability to obtain a valid Class D Minnesota driver's license within one (1) month of the date of employment with the City.
- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or ability to obtain within six (6) months of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in engineering, public administration or related fields from an accredited college or university.
- Six years of progressively responsible experience in municipal public works or utility operations, or at least six years' experience in a supervisory or engineering role in the private sector.
- Knowledge and demonstrated experience in the construction, maintenance, and operation aspects of electrical distribution systems, water treatment and distribution systems, wastewater collection and treatment systems, stormwater collection and treatment systems, streets, parks, and forestry.
- Knowledge of approved methods, materials, and equipment used in all the operations supervised; knowledge of applicable regulatory codes; ability to read, interpret, and develop engineering plans and specifications.
- Knowledge of the principles and procedures of municipal public works and/or utility department administration; ability to plan, coordinate, direct, and monitor the activities of a municipal public works department.
- Demonstrated use of office computer systems and demonstrated understanding of SCADA, AMI, and GIS processes.
- Personnel supervisory experience managing more than five (5) employees.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

- Demonstrated ability to manage budgets.
- Demonstrated previous experience in use of value engineering process.
- Demonstrated knowledge of OSHA regulations and safety precautions.

Adopted: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING MODIFICATION TO PUBLIC WORKS DIRECTOR JOB
DESCRIPTION**

WHEREAS, the current Public Works Director has submitted notice of his impending retirement;
and

WHEREAS, the Public Works Director position description has been reviewed to ensure
compliance with State and Federal regulations and to ensure the qualifications, responsibilities
and physical requirements of the position are accurate; and

WHEREAS, staff recommends approval of a modified position description.

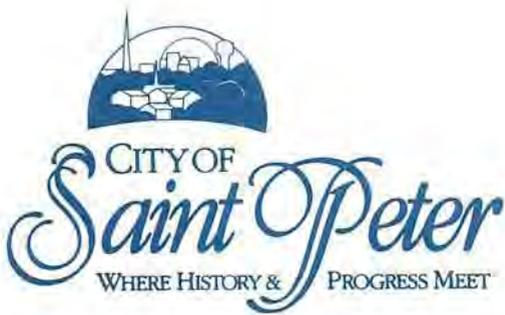
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA, THAT: The modified position description for Public
Works Director is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of
November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/4/14

FROM: Todd Prafke
City Administrator

RE: 3.2 Beer License Application

ACTION/RECOMMENDATION

Provide approval of new license.

BACKGROUND

Peter Vandenhouten and Cathy Davidoski dba Shopko Hometown #611, 1002 Old Minnesota Avenue, have applied for an Off Sale 3.2 beer license. They have paid the investigation fee and license fee. The licensing period would be November 11, 2014 – June 30, 2015.

A background investigation has been completed by the Police Department and nothing was found that would prohibit Vandenhouten and Davidoski from obtaining this license.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

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

Denial: The applicants 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 these agenda items.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION APPROVING NEW LICENSE

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:

Off Sale 3.2 Beer License

Shopko Hometown #611

1002 Old MN Ave.

11/11/14 – 6/3/2015

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION CALLING FOR CLOSED SESSION

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

WHEREAS, staff is currently in negotiations with the International Union of Operating Engineers Local No. 70 (Streets, Utilities, and Parks); and

WHEREAS, staff recommends a closed session be called.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session in the Traverse des Sioux Room as provided for under Minnesota Statutes for discussion of union negotiations with the International Union of Operating Engineers Local No. 70 (Streets, Utilities and Parks).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator