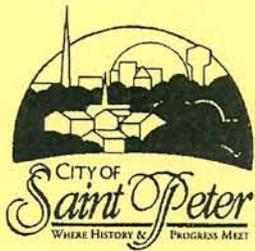


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Tuesday, November 12, 2013  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARINGS**
  - A. Assessment of Unpaid Utility Charges
  - B. Assessment of Unpaid Miscellaneous Charges
  - C. Assessment of Unpaid Water, Wastewater and Miscellaneous Charges
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
  - A. Assessment of Unpaid Utility Charges
  - B. Assessment of Unpaid Miscellaneous Charges
  - C. Assessment of Unpaid Water, Wastewater and Miscellaneous Charges
- VIII. **NEW BUSINESS**
  - A. Lambert Property Purchase Funding
  - B. Washington Avenue Link Improvement Project Right-of-Way Purchase
  - C. Revolving Loan Fund Policy Modification
  - D. Highway 169/Old Minnesota Avenue MnDOT Letter of Intent
  - E. 2013 General Election Results Canvass
- IX. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. City/County Meeting Discussion
    - 2. City/School District Meeting Discussion
    - 3. Community Center Vacancy
    - 4. ATP Grant Project
    - 5. Others
- X. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
**ADJOURN TO CLOSED SESSION IN NICOLLET ROOM**
    - 1. Land Sale Negotiations
    - 2. City Administrator Evaluation**RETURN TO OPEN SESSION**
- XI. **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. PUBLIC HEARING

A. **PUBLIC HEARING ON ASSESSMENT OF UNPAID UTILITY CHARGES**

A public hearing has been scheduled at this time to receive comment on the proposed assessment of unpaid utility charges. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed modification will be considered under UNFINISHED BUSINESS.

B. **PUBLIC HEARING ON ASSESSMENT OF UNPAID MISCELLANEOUS CHARGES**

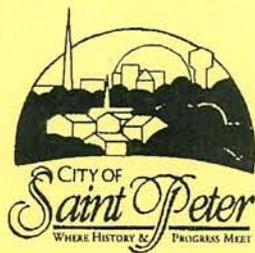
A public hearing has been scheduled at this time to receive comment on the proposed assessment of unpaid miscellaneous charges. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed modification will be considered under UNFINISHED BUSINESS.

C. **PUBLIC HEARING ON ASSESSMENT OF UNPAID WATER, WASTEWATER, AND MISCELLANEOUS CHARGES**

A public hearing has been scheduled at this time to receive comment on the proposed assessment of charges related to water, wastewater and miscellaneous projects. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed modification will be considered under UNFINISHED BUSINESS.

IV. APPROVAL OF MINUTES

A copy of the minutes of the October 28, 2013 regular Council meeting is attached for approval. A MOTION is in order.



V. VISITORS

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

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

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for October 24, 2013 through November 6, 2013, is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING ASSESSMENT OF UNPAID UTILITY CHARGES**

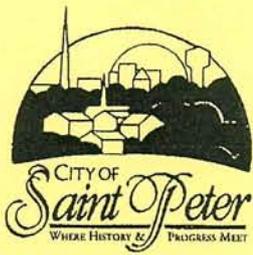
Following the public hearing, it is appropriate to consider action on the proposed assessment of unpaid utility charges. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING ASSESSMENT OF UNPAID MISCELLANEOUS CHARGES**

Following the public hearing, it is appropriate to consider action on the proposed assessment of unpaid miscellaneous charges. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING ASSESSMENT OF UNPAID WATER, WASTEWATER AND MISCELLANEOUS PROJECT CHARGES**

Following the public hearing, it is appropriate to consider action on the proposed assessment of unpaid water, wastewater and miscellaneous project charges. Please see the attached staff report and RESOLUTION.



VIII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION AFFIRMING LAMBERT PROPERTY PURCHASE AND AUTHORIZING FUNDING SOURCE**

Staff is seeking formal affirmation for the recent purchase of 70 acres of land owned by the Lambert Trust. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING PURCHASE OF RIGHT-OF-WAY PROPERTY FOR THE WASHINGTON AVENUE LINK PROJECT**

As the Council is aware, it is necessary to purchase right-of-way property from Continental Communities for the Washington Avenue Link Improvement Project. Staff recommends approval. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO REVOLVING LOAN FUND POLICIES**

The Economic Development Authority recommends modifications to the revolving loan fund policies. Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF LETTER OF INTENT WITH MINNESOTA DEPARTMENT OF TRANSPORTATION FOR HIGHWAY 169/OLD MINNESOTA AVENUE PROJECT**

Staff recommends authorization be provided for execution of a letter of intent authorizing a joint project with MnDOT that will result in lower costs and less inconvenience to the public. Please see the attached staff report and RESOLUTION.

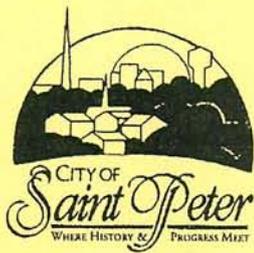
E. **ADOPTION OF A RESOLUTION ACCEPTING 2013 GENERAL ELECTION RETURNS**

As required by State Statute, staff recommends the City Council adopt the canvass of the November 5, 2013 general election results. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. **MAYOR**

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



**B. CITY ADMINISTRATOR**

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

A report will be provided at this time on the discussion at the October 30<sup>th</sup> City/County meeting.

**2. REPORT ON CITY/SCHOOL DISTRICT MEETING DISCUSSION**

A report will be provided at this time on discussion at the November 1<sup>st</sup> City/School District #508 meeting.

**3. REPORT ON COMMUNITY CENTER VACANCY**

A report will be provided at this time on a vacancy in rental space at the Community Center.

**4. REPORT ON ATP GRANT PROJECT**

A report will be provided at this time on a proposal for submission of a project for ATP grant funding.

**5. OTHERS**

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

**X. EXECUTIVE SESSION**

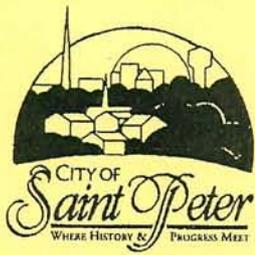
**A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS LAND SALE NEGOTIATIONS AND CITY ADMINISTRATOR EVALUATION**

State law allows for public meetings to be closed to discuss land sale negotiations and employee evaluations. Staff recommends the meeting be closed at this time to discuss negotiations related to sale of City owned land and the City Administrator's annual evaluation. Please see the attached RESOLUTION.

**ADJOURN TO CLOSED SESSION IN THE NICOLLET ROOM**

**B. DISCUSSION OF LAND SALE NEGOTIATIONS**

Discussion will take place at this time regarding negotiations for sale of City owned land.



**C. DISCUSSION OF EMPLOYEE EVALUATION**

Discussion will take place at this time regarding the annual evaluation of the City Administrator.

**RETURN TO OPEN SESSION**

**XI. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

## CITY OF SAINT PETER, MINNESOTA

### PUBLIC HEARING PROCESS AND PROCEDURES

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

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

The public hearing will be conducted in the following manner:

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

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

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

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
OCTOBER 28, 2013**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on October 28, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Ziemann, Pfeifer, Kvamme, Eichmann, Brand, Carlin and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

**Approval of Agenda** – Mayor Strand indicated Item C “Revolving Loan Guideline Modifications” would be removed from the agenda and discussed at the new regular meeting. A motion was made by Pfeifer, seconded by Brand, to approve the modified agenda. With all in favor, the motion carried.

**Public Hearing – Zoning Code Amendment: Birthing Center Use Classification** – Mayor Strand opened the public hearing on a request to modify the City Code to include “birthing centers” as a conditional use in certain zoning districts at 7:02 p.m. City Administrator Prafke reviewed the rules and procedures the Council has adopted for public hearings. Community Development Director Wille provided an overview of the request by the Planning and Zoning Commission to modify the City Code to include birthing centers as conditional uses in certain zones. Wille noted the request was precipitated by a meeting he had with midwife Erica Urban who wished to open a birthing center in Saint Peter. Wille stated birthing centers were licensed and inspected by the State of Minnesota, each application for a center would be reviewed based on its’ individual merits for 17 standards that must be met for a conditional use application, and a public hearing would be held with notice provided to all property owners within 350’ before an application is approved. There being no further speakers, the hearing was declared closed at 7:07 p.m.

**Approval of Minutes** – A motion was made by Carlin, seconded by Eichmann, to approve the minutes of the October 14, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the October 14, 2013 regular City Council meeting is contained in the City Administrator’s book entitled Council Proceedings 18.

**Visitors-** Mayor Strand welcomed new Hospital CEO George Rohrich to Saint Peter. Mr. Rohrich addressed the Council and indicated his excitement at being in Saint Peter. Rohrich indicated the budget process for the Hospital had begun and he would return in January to provide a report on the budget to the Council. Mr. Rohrich also invited the City Council and the general public to a reception to be held at the Hospital on October 31<sup>st</sup> from 4-6 p.m. to thank outgoing CEO Colleen Spike for her service to the community.

**Consent Agenda** – In motion by Pfeifer, seconded by Carlin, Resolution No. 2013-152 entitled “Resolution Approving Consent Agenda” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-152 is contained in the City Administrator’s book entitled Council Resolutions 19.

**G.O. Municipal State Aid Bond Sale** – Shannon Sweeney of David Drown Associates presented his recommendation to award sale of a \$4,720,000 in General Obligation Municipal State Aid bonds to Robert W. Baird and Company, Inc. Sweeney reported the three bids received, ranging from Baird's net interest rate of 2.6290% to 2.663%, were below his projected interest rate of 3.17%. Sweeney reported the Standard and Poor's rating that was obtained prior to the bond sale resulted in an upgrade in the City's bond rating to AA-(SPUR)/Stable and that, along with an improving economy, likely resulted in the better interest rates on the issuance. Sweeney reported the bonds, with a term of 14 years, would be used to finance a portion of the Washington Avenue Link Improvement Project, the roundabout at St. Julien/Old Minnesota Avenue, and intersection improvements at Union Street and Old Minnesota Avenue. City Administrator Prafke reported the bonds would be repaid using 85% of the City's MSA allotment each year and issuance of the bonds at this time would allow the City to work jointly with MnDOT and bid the City's project with the MnDOT project which should result in lower bids. Prafke also stated the project would involve doing 10-14 years of road work at once which staff felt justified using the MSA funds over a 14 year period.

In motion by Kvamme, seconded by Zieman, Resolution No. 2013-153 entitled "Resolution Accepting Proposal On The Competitive Negotiated Sale Of \$4,720,000 General Obligation Municipal State Aid Bonds, Series 2013C, Providing For Their Issuance, And Levying A Tax For The Payment Thereof", was introduced. Upon roll call, Councilmembers Zieman, Pfeifer, Kvamme, Carlin, Eichmann and Mayor Strand voting aye, Councilmember Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-153 is contained in the City Administrator's book entitled Council Resolutions 19.

**Zoning Code Amendment: Birthing Center Use Classification** – Community Development Director Wille presented the Planning and Zoning Commission's recommendation to approve a modification to the City Code to add "birthing center" as a conditional use classification in certain residential, residential/professional, and commercial zones. Councilmember Zieman, who is also a member of the Planning Commission, stated the Commission was very confident in Ms. Urban and her level of experience and that her birthing center should be unnoticeable to the community. Wille cautioned that the action before the Council was simply to modify the Code to include birthing centers as a conditional use and any prospective business owner would still need to go through the conditional use permit process. Councilmembers Brand and Carlin expressed their belief that birthing centers were a new and welcome opportunity for the community. In motion by Carlin, seconded by Brand, Ordinance No. 13, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 24 'Land Use Regulations And Zoning' By The Creation Of A 'Birthing Center' Use Classification And Allowing The Conditional Use Within R-2, R-3, RP-1, C-3, C-4 And C-5 Zoning Districts And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 13, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

**"Gus Bus" Contract Approval** – Finance Director O'Connell requested authorization for the Mayor and City Administrator to execute a contract with Gustavus Adolphus College for provision of transit services to Gustavus students on Friday and Saturday evenings during the school year for the next two years. O'Connell indicated the "Gus Bus" service had been in place for a number of years and was working well with enough increased ridership that two buses are now used each night with 400-800 riders each night. O'Connell also reported the hourly charge for each bus had been increased to \$37.50 per hour. In motion by Pfeifer, seconded by Carlin,

Resolution No. 2013-154 entitled "Resolution Approving Transportation Contract With Gustavus Adolphus College", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-154 is contained in the City Administrator's book entitled Council Resolutions 19.

**Public Hearing Rule Changes** – City Administrator Prafke presented a resolution that provided for changes to the public hearing process as requested by the Council. Prafke noted the changes included eliminating the order of speakers during a hearing, providing the Mayor with the discretion to allow extended time for a speaker; and specifying that the hearing will be declared closed by the Mayor. Prafke also noted that the rules will apply to every advisory board or commission of the City. In motion by Zieman, seconded by Eichmann, Resolution No. 2013-155 entitled "Resolution Adopting Modifications To Public Hearing Policy For City Council And City Council Advisory Boards And Commissions", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-155 is contained in the City Administrator's book entitled Council Resolutions 19.

**Roundabout Concept Approval** – Public Works Director Giesking and City Engineer Domras presented their request for approval of a concept plan for a roundabout at the intersection of Old Minnesota Avenue and St. Julien Street. Giesking stated the roundabout was being recommended with a goal of addressing future congestion at the intersection; reducing MnDOT's concerns about "stacking" of traffic on St. Julien Street trying to access Highway 169; and reducing the impact on businesses in the area. Giesking noted the roundabout will have three corners with turn lanes; semi-trucks will be able to drive up onto rounded curbs to make it through the roundabout; and raised medians will be installed to help direct traffic. Giesking also pointed out that sidewalks will be installed and the City will need to purchase land from adjoining property owners for right-of-way as well as obtain construction easements and an easement for a future trail around Hallett's Pond. Engineer Domras indicated the inner circle of the roundabout had a diameter of 95' and the outer circle was 130' in diameter and the inside of the roundabout would be landscaped to eliminate vehicles from driving right through the center.

City Administrator Prafke indicated that funding would be available to assist businesses impacted by the construction in a program that was similar to that provided to downtown business owners during the Highway 169 median project.

Councilmember Brand expressed his opposition to the roundabout project and suggested that since MnDOT is causing the problems with their Highway 169 work, the State should assist with funding for the City's project. Brand also suggested that the proposed project be delayed until growth in the area necessitated the project or when repairs were needed to the intersection. Brand stated he "wasn't comfortable spending \$1,100,000 on the assumption of significant growth in the future." Public Works Director Giesking indicated MnDOT was funding a share of the costs for work on City roadways (one-half of the 100 block of St. Julien Street and a portion of the costs at the Union Street intersection) and that a concrete intersection would be installed to minimize repair costs in the future.

Councilmember Brand suggested that installation of a traffic light at the Old Minnesota Avenue/St. Julien intersection was a cheaper alternative to direct traffic. Engineer Domras responded that the initial traffic study included review of both the roundabout and stoplight alternatives, however once the median is installed on St. Julien street, a stoplight would not be acceptable because U-turns would not be allowed.

In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-156 entitled "Resolution Approving Concepts Plan For A Roundabout Located At The Intersection Of Old Minnesota Avenue And Saint Julien Street And Authorizing Preparation Of Final Plans, Specifications, And Contract Documents", was introduced. Upon roll call, Councilmembers Zieman, Pfeifer, Kvamme, Carlin, Eichmann and Mayor Strand voting aye, Councilmember Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-156 is contained in the City Administrator's book entitled Council Resolutions 19.

**Unbudgeted Purchase: Evacuator** –Public Works Director Giesking requested authorization to purchase a replacement vacuum excavator system from the State bid process through DitchWitch in the amount of \$32,817 including trade-in of the existing Vermeer excavator. Giesking indicated the existing equipment exceeded safe noise levels even with ear plugs and ear muffs being worn and the existing equipment has smaller hoses that are easily plugged, short hoses that require the trailer to be within two feet (2') of a structure, and has reduced pressure levels. Giesking noted that purchase of the new equipment would allow the City's crews to work in a safer environment and be further away from structures during the excavation. City Administrator Prafke noted the existing equipment would be declared as surplus property to facilitate trade-in and the purchase was considered "unbudgeted" because the City did not have an approved electric budget in place. In motion by Eichmann, seconded by Brand, Resolution No. 2013-157 entitled "Resolution Authorizing Unbudgeted Purchase Of Vacuum Excavator Trailer And Surplus Declaration Of Existing Equipment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-157 is contained in the City Administrator's book entitled Council Resolutions 19.

**Municipal State Aid Roadway Designation** – Public Works Director Giesking and City Engineer Domras recommended modifications to the City's Municipal State Aid (MSA) plan to delete two blocks of Myrtle Street (between South Front Street and South Third Street) and to add one block of Walnut Street between South Third Street and South Minnesota Avenue and one block of South Third Street between Myrtle Street and Walnut Street. Giesking noted that the formula for receiving Municipal State Aid funds will be changing and in the future will be based on the volume of traffic on the roadways. Giesking and Domras suggested the changes to maximize the City's MSA funding by deleting the roadways with minimal traffic and replacing as much as possible with heavily travelled streets. Councilmember Kvamme questioned whether MSA regulations allow angle parking. Domras reviewed the parking regulations for MSA roadways. In motion by Carlin, seconded by Pfeifer, Resolution No. 2013-158 entitled "Resolution Designating Certain Roadways As Municipal State Aid Streets And Removing Certain Roadways From the City's Municipal State Aid Plan", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-158 is contained in the City Administrator's book entitled Council Resolutions 19.

## **Reports**

**Mayor's Report** – Mayor Strand reported on his recent activities which included attending business after hours at the Benedictine Living Community and participating in the City Council candidate forum. Strand encouraged everyone to vote on November 5<sup>th</sup> and commented on the Halloween Fun Run conducted by the City's Recreation and Leisure Services Department

**City/County Meeting Schedule** – City Administrator Prafke reminded Councilmembers of the City/County meeting scheduled for 3:30 p.m. on October 30<sup>th</sup> at the Nicollet County Government Center.

**Hospital CEO Reception** – City Administrator Prafke encouraged the public to attend the reception for the Hospital CEO’s on October 31<sup>st</sup> from 4-6 p.m. at the Hospital.

**Finance Committee Meeting** – City Administrator Prafke noted the Finance Committee will be meeting before the workshop on November 4<sup>th</sup> to review the proposed legal services contract with Brandt Law Office.

**Election Day** – City Administrator Prafke reminded everyone that polls are open from 7:00 a.m. – 8:00 p.m. on November 5<sup>th</sup>.

**Executive Session – Union Negotiations** – City Administrator Prafke requested a closed session of the Council to discuss union negotiations with the Streets, Parks, and Utilities Unions and property acquisition negotiations related to the Washington Avenue Link Improvement Project. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-159 entitled “Resolution Calling For Executive Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-159 is contained in the City Administrator’s book entitled Council Resolutions 19.

The City Council adjourned to closed session in the Traverse des Sioux room of the Community Center at 8:12 p.m. to discuss the Streets Union negotiations. The closed session ended at 8:17 p.m.

The City Council adjourned to closed session in the Traverse des Sioux room of the Community Center at 8:18 p.m. to discuss the Parks Union negotiations. The closed session ended at 8:23 p.m.

The Council began the closed session to discuss Utilities union negotiations at 8:23 p.m. The Council returned to open session at 8:27 p.m.

The City Council adjourned to closed session in the Traverse des Sioux room of the Community Center at 8:27 p.m. to discuss the property acquisition negotiations related to the Washington Avenue Link Improvement Project. The closed session ended at 8:35 p.m.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:38 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:** 11/6/13

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

**RE:** Temporary Licenses

### **ACTION/RECOMMENDATION**

Provide approval of temporary gambling licenses.

### **BACKGROUND**

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

The St. Peter Ambassadors has submitted two LG220 Applications for Exempt Permit (Temporary Gambling) in order to hold two raffles at their annual fundraisers on February 2, 2014 and March 17, 2014. The events will take place at Johnson Hall located at the Nicollet County Fairgrounds, 400 Union Street and the Red Men Club, 412 South Third Street.

Please place these items on the November 12, 2013 City Council consent agenda.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

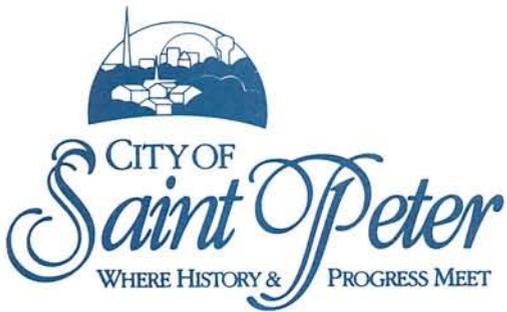
Do Not Act: No further action will be taken without Council direction.

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.

CKM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/06/13

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

**RE:** Hiring an Administrative Secretary Position at Public Works

### **ACTION/RECOMMENDATION**

It is recommended Angela Glassel be hired to fill the Administrative Secretary position in the Department of Public Works.

### **BACKGROUND**

The position of Administrative Secretary at the Department of Public Works became open due to a resignation. Staff has conducted interviews with eight candidates to fill the position. Based on experience, knowledge, skills, and interview, staff is recommending Angela Glassel be hired to fill the position at a wage of \$17.03 per hour.

LGG:bl

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESAL	vending concessions	COMMUNITY CENTER	COMMUNITY CENTER	171.99
			TOTAL:	171.99
NITA AASEN	2013 election judge	GENERAL FUND	ELECTIONS	127.50
			TOTAL:	127.50
PAUL AASEN	2013 election judge	GENERAL FUND	ELECTIONS	127.50
			TOTAL:	127.50
ALEX AIR APPARATUS, INC	msa-bauer air comp annual	GENERAL FUND	FIRE	175.00
			TOTAL:	175.00
ALFA LAVAL ASHBROOK SIMON-HARTLEY INC.	low water pressure switch	WASTE WATER FUND	BIOSOLIDS	213.30
			TOTAL:	213.30
ALL AMERICA PRESSURE WASHER MFG., INC.	dual gun/wand assembly	WASTE WATER FUND	SOURCE/TREATMENT	106.88
			TOTAL:	106.88
AMAZON	ink cartridges	GENERAL FUND	FINANCE	52.43
	ink cartridges	GENERAL FUND	STREETS	72.24
	ink cartridges	GENERAL FUND	PARKS	57.79
	materials for library	LIBRARY FUND	LIBRARY	494.49
	ink cartridges	WATER	ADMIN AND GENERAL	28.90
	ink cartridges	WATER	ADMIN AND GENERAL	13.11
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	28.90
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	13.11
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	28.90
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	13.10
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	72.24
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	13.11
			TOTAL:	888.32
AMERICAN WATER WORKS ASSOCIATION	2014 dues pete moulton	WATER	ADMIN AND GENERAL	310.00
			TOTAL:	310.00
ARROW ACE HARDWARE INC	battery	GENERAL FUND	CITY ADMINISTRATION	1.45
	battery	GENERAL FUND	CITY CLERK	1.45
	battery	GENERAL FUND	FINANCE	0.97
	battery	GENERAL FUND	POLICE	0.77
	charger,battery,velcro,noz	GENERAL FUND	POLICE	48.56
	paint brush, oil,plug	GENERAL FUND	FIRE	17.90
	battery	GENERAL FUND	BUILDING INSPECTOR	0.39
	poster mount strips	GENERAL FUND	BUILDING INSPECTOR	4.26
	battery	GENERAL FUND	PUBLIC WORKS ADMIN	0.19
	chn links,bolts,paint,drn	GENERAL FUND	STREETS	7.75
	anti-freeze	GENERAL FUND	STREETS	17.17
	paint supp,clothesline,h2o	GENERAL FUND	PARKS	116.88
	chn links,bolts,paint,drn	GENERAL FUND	PARKS	7.75
	battery	GENERAL FUND	ECONOMIC DEVMT	0.10
	cut off saw & cart	WATER	CAPITAL-WATER DISTRIBU	1,701.59
	plbg sup,lube,line,flashli	WATER	PURIFICATION AND TREAT	124.11
	chn links,bolts,paint,drn	WATER	DISTRIBUTION AND STORA	3.87
	filters,water tank/cart	WATER	DISTRIBUTION AND STORA	144.69
	battery	WATER	ADMIN AND GENERAL	0.87
	squeegees	WATER	CUSTOMER ACCOUNTS	3.47
	chn links,bolts,paint,drn	WASTE WATER FUND	SOURCE/TREATMENT	3.87

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	bolts,epoxy,tubimg rust tr	WASTE WATER FUND	SOURCE/TREATMENT	79.11
	battery	WASTE WATER FUND	ADMIN AND GENERAL	0.88
	squeegees	WASTE WATER FUND	CUSTOMER ACCOUNTS	3.47
	chn links,bolts,paint,drn	ENVIRON SERVICES F	REFUSE DISPOSAL	3.87
	sealant,chn links,bolts,sp	ENVIRON SERVICES F	REFUSE DISPOSAL	51.37
	squeegees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	3.46
	chn links,bolts,paint,drn	ELECTRIC FUND	POWER DISTRIBUTION	7.75
	battery	ELECTRIC FUND	ADMIN AND GENERAL	2.61
	squeegees	ELECTRIC FUND	CUSTOMER ACCOUNTS	3.47
	cap ends,primer,cement cau	STORMWATER FUND	COLLECTIONS/LIFT STATI	43.76
	chn links,bolts,paint,drn	STORMWATER FUND	TREATMENT	3.87
			TOTAL:	2,411.68
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	183.10
			TOTAL:	183.10
BATTERIES PLUS	batteries for ups failed 1	GENERAL FUND	FINANCE	68.17
	batteries for ups failed 1	WATER	ADMIN AND GENERAL	17.05
	batteries for ups failed 1	WASTE WATER FUND	ADMIN AND GENERAL	17.05
	batteries for ups failed 1	ENVIRON SERVICES F	ADMIN AND GENERAL	17.05
	batteries for ups failed 1	ELECTRIC FUND	ADMIN AND GENERAL	17.05
			TOTAL:	136.37
BNR IRRIGATION SERVICES, INC.	vet's irrigation winteriza	GENERAL FUND	PARKS	419.10
	irrig winterization,valves	WASTE WATER FUND	SOURCE/TREATMENT	187.11
			TOTAL:	606.21
JANET BOESE	2013 election judge	GENERAL FUND	ELECTIONS	138.12
			TOTAL:	138.12
DENNY BOOREN	2013 election judge	GENERAL FUND	ELECTIONS	127.50
			TOTAL:	127.50
DIANE BRAUN	2013 election judge	GENERAL FUND	ELECTIONS	65.88
			TOTAL:	65.88
BRAUN INTERTEC CORPORATION	1728 n 5th backfill testin	PERM IMPROVMENT RE	STREETS	1,162.75
			TOTAL:	1,162.75
BRIGGS AND MORGAN	2013b legal fee	2013B TIF #1-18 N	STREETS	5,078.00
			TOTAL:	5,078.00
C & S SUPPLY CO INC	clothing matt u,dave o	GENERAL FUND	STREETS	167.95
	clothing jared h,mike k	GENERAL FUND	PARKS	276.92
	safety valve	WASTE WATER FUND	SOURCE/TREATMENT	14.42
	clothing john h	WASTE WATER FUND	ADMIN AND GENERAL	65.98
	rakes	ENVIRON SERVICES F	REFUSE DISPOSAL	59.83
	clothing raoul b	ENVIRON SERVICES F	ADMIN AND GENERAL	66.99
			TOTAL:	652.09
CENTERPOINT ENERGY MINNEGASCO	gas oct '13	GENERAL FUND	FIRE	55.40
	gas oct '13	GENERAL FUND	STREETS	35.66
	gas oct '13	GENERAL FUND	SWIMMING POOL	48.20
	gas oct '13	GENERAL FUND	PARKS	28.53
	gas oct '13	LIBRARY FUND	LIBRARY	567.87
	gas oct '13	COMMUNITY CENTER	COMMUNITY CENTER	1,491.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gas oct '13	WATER	PURIFICATION AND TREAT	82.82
	gas oct '13	WATER	PURIFICATION AND TREAT	24.11
	gas oct '13	WATER	ADMIN AND GENERAL	14.26
	gas oct '13	WASTE WATER FUND	COLLECTOR/LIFT STAT	13.46
	gas oct '13	WASTE WATER FUND	SOURCE/TREATMENT	55.04
	gas oct '13	WASTE WATER FUND	ADMIN AND GENERAL	14.26
	gas oct '13	ENVIRON SERVICES F	ADMIN AND GENERAL	14.26
	gas oct '13	ELECTRIC FUND	ADMIN AND GENERAL	35.66
			TOTAL:	2,481.48
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	53.43
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	53.43
			TOTAL:	106.86
CITY OF MANKATO	purchase bus,mankato unit#	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	800.00
			TOTAL:	800.00
COLE PAPERS INC	gloves	GENERAL FUND	CITY ADMINISTRATION	13.55
	gloves	GENERAL FUND	CITY CLERK	13.55
	gloves	GENERAL FUND	FINANCE	9.03
	gloves	GENERAL FUND	POLICE	7.22
	gloves	GENERAL FUND	BUILDING INSPECTOR	3.61
	gloves	GENERAL FUND	PUBLIC WORKS ADMIN	1.81
	floor mat	GENERAL FUND	STREETS	52.04
	febreeze odor eliminator	GENERAL FUND	STREETS	32.65
	box towels,bags,paper plat	GENERAL FUND	STREETS	67.59
	floor mat	GENERAL FUND	PARKS	52.04
	febreeze odor eliminator	GENERAL FUND	PARKS	32.65
	box towels,bags,paper plat	GENERAL FUND	PARKS	67.59
	gloves	GENERAL FUND	ECONOMIC DEVMT	0.90
	floor mat	WATER	DISTRIBUTION AND STORA	26.02
	febreeze odor eliminator	WATER	DISTRIBUTION AND STORA	16.33
	box towels,bags,paper plat	WATER	DISTRIBUTION AND STORA	33.80
	gloves	WATER	ADMIN AND GENERAL	8.13
	floor mat	WASTE WATER FUND	SOURCE/TREATMENT	26.02
	febreeze odor eliminator	WASTE WATER FUND	SOURCE/TREATMENT	16.33
	box towels,bags,paper plat	WASTE WATER FUND	SOURCE/TREATMENT	33.80
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	8.13
	floor mat	ENVIRON SERVICES F	REFUSE DISPOSAL	26.02
	febreeze odor eliminator	ENVIRON SERVICES F	REFUSE DISPOSAL	16.33
	box towels,bags,paper plat	ENVIRON SERVICES F	REFUSE DISPOSAL	33.80
	floor mat	ELECTRIC FUND	POWER DISTRIBUTION	52.04
	febreeze odor eliminator	ELECTRIC FUND	POWER DISTRIBUTION	32.65
	box towels,bags,paper plat	ELECTRIC FUND	POWER DISTRIBUTION	67.59
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	24.38
	floor mat	STORMWATER FUND	TREATMENT	26.02
	febreeze odor eliminator	STORMWATER FUND	TREATMENT	16.32
	box towels,bags,paper plat	STORMWATER FUND	TREATMENT	33.78
			TOTAL:	851.72
COMPUTER TECHNOLOGY SOLUTIONS, INC.	black list assistance	GENERAL FUND	CITY ADMINISTRATION	6.89
	black list assistance	GENERAL FUND	FINANCE	24.74
	black list assistance	GENERAL FUND	POLICE	31.71
	black list assistance	GENERAL FUND	FIRE	4.14
	black list assistance	GENERAL FUND	BUILDING INSPECTOR	4.14
	black list assistance	GENERAL FUND	PUBLIC WORKS ADMIN	9.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	black list assistance	GENERAL FUND	STREETS	2.76
	black list assistance	GENERAL FUND	RECREATION/LEISURE SER	17.92
	black list assistance	GENERAL FUND	PARKS	1.38
	black list assistance	GENERAL FUND	ECONOMIC DEVMT	2.76
	black list assistance	LIBRARY FUND	LIBRARY	44.12
	black list assistance	PUBLIC ACCESS	PUBLIC ACCESS	1.38
	black list assistance	COMMUNITY CENTER	COMMUNITY CENTER	1.38
	black list assistance	WATER	ADMIN AND GENERAL	6.89
	black list assistance	WASTE WATER FUND	ADMIN AND GENERAL	4.14
	black list assistance	ENVIRON SERVICES F	REFUSE DISPOSAL	1.38
	black list assistance	ELECTRIC FUND	ADMIN AND GENERAL	18.00
	black list assistance	STORMWATER FUND	ADMINISTRATION AND GEN	2.76
	black list assistance	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1.36
			TOTAL:	187.50
CREDIT RIVER TOOLS	nut drivers	GENERAL FUND	STREETS	35.26
	nut drivers	GENERAL FUND	PARKS	35.26
	nut drivers	WATER	DISTRIBUTION AND STORA	17.63
	nut drivers	WASTE WATER FUND	SOURCE/TREATMENT	17.63
	nut drivers	ENVIRON SERVICES F	REFUSE DISPOSAL	17.63
	nut drivers	ELECTRIC FUND	POWER DISTRIBUTION	35.26
	nut drivers	STORMWATER FUND	TREATMENT	17.62
			TOTAL:	176.29
CRYSTAL LAWN, INC	pw bldg irrig fall shutdown	GENERAL FUND	STREETS	19.50
	pw bldg irrig fall shutdown	GENERAL FUND	PARKS	15.60
	brdwy irrig fall shutdown	WATER	PURIFICATION AND TREAT	84.00
	sunrise twr irrig fall shu	WATER	DISTRIBUTION AND STORA	80.00
	pw bldg irrig fall shutdown	WATER	ADMIN AND GENERAL	7.80
	pw bldg irrig fall shutdown	WASTE WATER FUND	ADMIN AND GENERAL	7.80
	hwy 169 irrig fall shutdown	ENVIRON SERVICES F	REFUSE DISPOSAL	286.00
	pw bldg irrig fall shutdown	ENVIRON SERVICES F	ADMIN AND GENERAL	7.80
	pw bldg irrig fall shutdown	ELECTRIC FUND	ADMIN AND GENERAL	19.50
			TOTAL:	528.00
CRYTEEL TRUCK EQUIPMENT INC	cutting edges for plow	GENERAL FUND	STREETS	457.17
			TOTAL:	457.17
DAKOTA SUPPLY GROUP	6 dial absolut digital enc	WATER	DISTRIBUTION AND STORA	971.32
	6 dial ade meters	WATER	DISTRIBUTION AND STORA	320.63
	100w-r for encoder remote	WATER	DISTRIBUTION AND STORA	92.65
			TOTAL:	1,384.60
CRAIG DRAGER	2013 election judge	GENERAL FUND	ELECTIONS	95.62
			TOTAL:	95.62
PATRICIA DUENWALD	2013 election judge	GENERAL FUND	ELECTIONS	148.75
			TOTAL:	148.75
EARL F ANDERSEN INC	9" street name plates	GENERAL FUND	STREETS	721.07
			TOTAL:	721.07
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	jeep wrangler parts&repair	GENERAL FUND	POLICE	1,053.06
			TOTAL:	1,053.06
ENDRES WINDOW CLEANING INC	clean all outside windows	COMMUNITY CENTER	COMMUNITY CENTER	895.61

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	895.61
ENGINEERING AMERICA, INC	ballasts	WASTE WATER FUND	SOURCE/TREATMENT	8,855.88
			TOTAL:	8,855.88
JOAN EPPMEYER	2013 election judge	GENERAL FUND	ELECTIONS	76.50
			TOTAL:	76.50
FASTENAL COMPANY	screen bolts(plow bolts)	GENERAL FUND	STREETS	226.32
	plow bolts	GENERAL FUND	STREETS	4.42
	hex nuts,plow bolts	GENERAL FUND	STREETS	69.47
	nuts,screws,lock washers	ELECTRIC FUND	POWER DISTRIBUTION	5.28
	nuts, screws	ELECTRIC FUND	POWER DISTRIBUTION	10.23
	utility knife	ELECTRIC FUND	POWER DISTRIBUTION	7.24
	long nose pliers	ELECTRIC FUND	POWER DISTRIBUTION	23.74
			TOTAL:	315.68
FINANCE AND COMMERCE	wash ave link pt 2 ad for	PERM IMPROVMENT RE	STREETS	78.24
			TOTAL:	78.24
FLEETPRIDE	#48grader hydr cyl repair	GENERAL FUND	STREETS	666.29
			TOTAL:	666.29
JEFF FROST	water license renewal	WASTE WATER FUND	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
G AND H READY MIX, LLC	vets/gault cement pads	GENERAL FUND	PARKS	1,000.35
			TOTAL:	1,000.35
GELDNER UNDERGROUND, INC.	nichols ct w of gault bori	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	13,193.00
	nichols ct w of gault base	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	800.00
			TOTAL:	13,993.00
BOB GENELIN	2013 election judge	GENERAL FUND	ELECTIONS	125.37
			TOTAL:	125.37
GENERATIONS PHOTOGRAPHY & VINYL CREATI	trail signs	GENERAL FUND	PARKS	25.00
	compost signs	ENVIRON SERVICES F	REFUSE DISPOSAL	70.00
			TOTAL:	95.00
GENESIS	october diesel	GENERAL FUND	FIRE	336.32
	october diesel	GENERAL FUND	STREETS	1,691.23
	october diesel	GENERAL FUND	PARKS	968.88
	october diesel	WATER	DISTRIBUTION AND STORA	238.24
	october diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,657.43
	october diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	2,241.61
	october diesel	ELECTRIC FUND	POWER DISTRIBUTION	550.38
	october diesel	STORMWATER FUND	TREATMENT	120.10
	october diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	719.70
			TOTAL:	8,523.89
GOPHER STATE ONE-CALL INC	october 2013 locates	WATER	DISTRIBUTION AND STORA	92.02
	october 2013 locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	92.02
	october 2013 locates	ELECTRIC FUND	POWER DISTRIBUTION	92.01
			TOTAL:	276.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GRAYBAR ELECTRIC COMPANY INC	4" galv couplings	ELECTRIC FUND	POWER DISTRIBUTION	<u>65.11</u>
			TOTAL:	65.11
GRAYMONT WESTERN LIME INC.	quicklime	WASTE WATER FUND	BIOSOLIDS	<u>4,323.21</u>
			TOTAL:	4,323.21
DONNA J GREEN	2013 election judge	GENERAL FUND	ELECTIONS	<u>127.50</u>
			TOTAL:	127.50
MARY ANN HANSON	2013 election judge	GENERAL FUND	ELECTIONS	<u>78.62</u>
			TOTAL:	78.62
DIANE HARMS	2013 election judge	GENERAL FUND	ELECTIONS	<u>95.62</u>
			TOTAL:	95.62
MARYANN HARTY	2013 election judge	GENERAL FUND	ELECTIONS	<u>125.37</u>
			TOTAL:	125.37
HAWKINS, INC.	sodium hyd,sodium meta	WATER	PURIFICATION AND TREAT	2,327.50
	sodium hyd	WATER	PURIFICATION AND TREAT	877.50
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	95.72
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	<u>223.36</u>
			TOTAL:	3,524.08
HD SUPPLY WATERWORKS, LTD.	1" copper tubing	WATER	NON-DEPARTMENTAL	2,552.18
	1" copper tubing&valve bx	WATER	NON-DEPARTMENTAL	874.93
	drain plunger&lower o ring	WATER	DISTRIBUTION AND STORA	<u>105.25</u>
			TOTAL:	3,532.36
GERALDINE HILDEBRANDT	2013 election judge	GENERAL FUND	ELECTIONS	<u>170.00</u>
			TOTAL:	170.00
HOLIDAY COMMERCIAL	october fuel	GENERAL FUND	POLICE	560.22
	october fuel	GENERAL FUND	BUILDING INSPECTOR	76.98
	october fuel	GENERAL FUND	STREETS	468.98
	october fuel--propane	GENERAL FUND	PARKS	23.50
	october fuel--propane	GENERAL FUND	PARKS	495.54
	october fuel	COMMUNITY CENTER	COMMUNITY CENTER	90.54
	october fuel	WATER	SOURCE OF SUPPLY	49.33
	october fuel	WATER	PURIFICATION AND TREAT	73.99
	october fuel	WATER	DISTRIBUTION AND STORA	369.97
	october fuel	WATER	CUSTOMER ACCOUNTS	21.72
	october fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	209.81
	october fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.72
	october fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	394.28
	october fuel	ELECTRIC FUND	POWER DISTRIBUTION	401.34
	october fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	21.73
	october fuel	STORMWATER FUND	TREATMENT	348.43
	mpta conf fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>23.16</u>
			TOTAL:	3,651.24
HOLIDAY INN	12/10-12/12 ken k hotel	ELECTRIC FUND	ADMIN AND GENERAL	<u>184.18</u>
			TOTAL:	184.18
IDEXX DISTRIBUTION, INC	vessels&comparators	WASTE WATER FUND	SOURCE/TREATMENT	<u>155.94</u>
			TOTAL:	155.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	324.04
	new library materials	LIBRARY FUND	LIBRARY	<u>1,314.28</u>
			TOTAL:	1,638.32
RAYMOND JACOBSON	2013 election judge	GENERAL FUND	ELECTIONS	<u>127.50</u>
			TOTAL:	127.50
KASSULKE MASONRY	concrete spillway	GENERAL FUND	STREETS	5,304.00
	concrete for 5th st drivew	WATER	DISTRIBUTION AND STORA	180.00
	concrete for bollards	ELECTRIC FUND	POWER DISTRIBUTION	<u>60.00</u>
			TOTAL:	5,544.00
JOSH KENNEDY	winthrop mtg mileage	GENERAL FUND	FIRE	<u>36.16</u>
			TOTAL:	36.16
SHIRLEY J. KRIDER	2013 election judge	GENERAL FUND	ELECTIONS	<u>138.12</u>
			TOTAL:	138.12
GENE KROHNBERG	2013 election judge	GENERAL FUND	ELECTIONS	<u>144.50</u>
			TOTAL:	144.50
THOMAS LEONHARDT	2013 election judge	GENERAL FUND	ELECTIONS	<u>125.37</u>
			TOTAL:	125.37
LOCATORS & SUPPLIES, INC.	winter gloves	GENERAL FUND	STREETS	177.88
	winter gloves	GENERAL FUND	PARKS	177.88
	winter gloves	WATER	DISTRIBUTION AND STORA	88.94
	winter gloves	WASTE WATER FUND	SOURCE/TREATMENT	88.94
	winter gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	88.94
	winter gloves	ELECTRIC FUND	POWER DISTRIBUTION	177.88
	hard hat-lincoln	ELECTRIC FUND	ADMIN AND GENERAL	21.37
	winter gloves	STORMWATER FUND	TREATMENT	<u>88.96</u>
			TOTAL:	910.79
NANCY LUKER	2013 election judge	GENERAL FUND	ELECTIONS	<u>29.75</u>
			TOTAL:	29.75
MANTEK	battery cln&protector	GENERAL FUND	STREETS	39.94
	battery cln&protector	GENERAL FUND	PARKS	39.94
	battery cln&protector	WATER	DISTRIBUTION AND STORA	19.97
	battery cln&protector	WASTE WATER FUND	SOURCE/TREATMENT	19.97
	battery cln&protector	ENVIRON SERVICES F	REFUSE DISPOSAL	19.97
	battery cln&protector	ELECTRIC FUND	POWER DISTRIBUTION	39.94
	battery cln&protector	STORMWATER FUND	TREATMENT	<u>19.95</u>
			TOTAL:	199.68
MARCO, INC.	9/23-10/22 contract	GENERAL FUND	CITY ADMINISTRATION	38.10
	9/23-10/22 contract	GENERAL FUND	CITY CLERK	38.10
	9/23-10/22 contract	GENERAL FUND	FINANCE	25.40
	9/23-10/22 contract	GENERAL FUND	POLICE	20.32
	9/23-10/22 contract	GENERAL FUND	BUILDING INSPECTOR	10.16
	9/23-10/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	5.08
	9/23-10/22 contract	GENERAL FUND	ECONOMIC DEVMT	2.54
	9/23-10/22 contract	WATER	ADMIN AND GENERAL	22.86
	9/23-10/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	22.85
	9/23-10/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	68.58

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	253.99
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	26.98
	cylinder rental	GENERAL FUND	PARKS	21.58
	cylinder rental	WATER	ADMIN AND GENERAL	10.79
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	10.79
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	10.80
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	26.98
			TOTAL:	107.92
MENARDS	cornr braces,casters,screw	GENERAL FUND	PARKS	100.04
			TOTAL:	100.04
METRO FIRE	guage guard	GENERAL FUND	FIRE	18.45
	fire pump,panel,valves	GENERAL FUND	FIRE	3,048.61
	25' hose w/couplings	GENERAL FUND	STREETS	216.47
			TOTAL:	3,283.53
DEREK MEYER	summit pk chks8/18-11/3/13	PERM IMPROVMENT RE	STREETS	440.00
			TOTAL:	440.00
MALINDA MEYER	clothing allowance malinda	GENERAL FUND	POLICE	42.00
			TOTAL:	42.00
WARREN MICHELS	2013 election judge	GENERAL FUND	ELECTIONS	125.37
			TOTAL:	125.37
MIKE'S COUNTRYSIDE BODY SHOP INC	accident repair 2000 linc	GENERAL FUND	STREETS	217.04
			TOTAL:	217.04
LEONA MILLER	2013 election judge	GENERAL FUND	ELECTIONS	99.87
	2013 election judge mileag	GENERAL FUND	ELECTIONS	1.55
			TOTAL:	101.42
MISC VENDOR	4IMPRINT	wellness pd by bcbs	RESTRICTED CONTRIB CITY ADMINISTRATION	333.64
	KING PINS	wellness pd by bcbs	RESTRICTED CONTRIB CITY ADMINISTRATION	161.00
	NCHS	NCHS: donation for fire t	RESTRICTED CONTRIB FIRE	4,956.25
	ST PETER AMBASSADORS	refund--overpmt gambling 1	GENERAL FUND NON-DEPARTMENTAL	50.00
	WALBUCK LTD	WALBUCK LTD: chalk	GENERAL FUND POLICE	48.96
	WINTERGREEN CORP	led christmas lights	GENERAL FUND PARKS	58.46
			TOTAL:	5,608.31
MN COUNTY ATTORNEYS ASSOC.	receipt,inventory form	GENERAL FUND	POLICE	40.06
			TOTAL:	40.06
MN DEPT OF HEALTH	accreditation renewal lab	WASTE WATER FUND	SOURCE/TREATMENT	1,000.00
			TOTAL:	1,000.00
MN GOVERNMENT FINANCE OFFICERS ASSOC	excel class brenda	GENERAL FUND	FINANCE	25.00
	excel class brenda	WATER	ADMIN AND GENERAL	6.25
	excel class lelia	WATER	CUSTOMER ACCOUNTS	12.50
	excel class brenda	WASTE WATER FUND	ADMIN AND GENERAL	6.25
	excel class lelia	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.50
	excel class brenda	ENVIRON SERVICES F	ADMIN AND GENERAL	6.25
	excel class lelia	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.50
	excel class brenda	ELECTRIC FUND	ADMIN AND GENERAL	6.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	excel class lelia	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.50
			TOTAL:	100.00
MN MUNICIPAL UTILITIES ASSOCIATION	ken k tech & ops conf	ELECTRIC FUND	ADMIN AND GENERAL	440.00
			TOTAL:	440.00
MN PIPE & EQUIPMENT	1/2" vacuum check valve	WATER	PURIFICATION AND TREAT	56.95
	nozzle & cap	WATER	DISTRIBUTION AND STORA	401.71
			TOTAL:	458.66
MN WASTEWATER OPERATORS ASSOCIATION	mwoa sw section mtg amy,je	STORMWATER FUND	ADMINISTRATION AND GEN	40.00
			TOTAL:	40.00
PETE MOULTON	mileage state plbg board m	WATER	ADMIN AND GENERAL	132.78
	mileage 10/14-10/25/13	WASTE WATER FUND	ADMIN AND GENERAL	14.12
	smmpa conf mileage 10/14-1	ELECTRIC FUND	ADMIN AND GENERAL	67.80
	mileage 10/14-10/25/13	STORMWATER FUND	ADMINISTRATION AND GEN	23.17
			TOTAL:	237.87
MVTL LABORATORIES INC	sludge analysis	WASTE WATER FUND	BIOSOLIDS	579.00
	heartland	WASTE WATER FUND	SOURCE/TREATMENT	200.00
	heartland	WASTE WATER FUND	SOURCE/TREATMENT	945.00
	salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	159.00
	salty discharge & hwe	WASTE WATER FUND	SOURCE/TREATMENT	144.00
			TOTAL:	2,027.00
RON NEARY JR.	msfca conf rochester expen	GENERAL FUND	FIRE	468.92
			TOTAL:	468.92
MARGARET NELSEN	2013 election judge	GENERAL FUND	ELECTIONS	127.50
			TOTAL:	127.50
NORTH CENTRAL INTERNATIONAL	AIR FILTER	GENERAL FUND	NON-DEPARTMENTAL	19.60
			TOTAL:	19.60
PAULA O'CONNELL	wellness pd by bcbs	RESTRICTED CONTRIB	CITY ADMINISTRATION	32.60
			TOTAL:	32.60
OFFICEMAX	network battery backup	WASTE WATER FUND	ADMIN AND GENERAL	48.08
			TOTAL:	48.08
PEPSI-COLA OF MANKATO INC	vending	COMMUNITY CENTER	COMMUNITY CENTER	527.45
			TOTAL:	527.45
PET EXPO DIST.	routine maintenance & food	LIBRARY FUND	LIBRARY	70.76
			TOTAL:	70.76
PETER'S SODDING SERVICE	sod install 1105 willow dr	WATER	DISTRIBUTION AND STORA	85.95
			TOTAL:	85.95
MATTHEW PETERS	iacp training,hotel,meals,	GENERAL FUND	POLICE	1,357.12
			TOTAL:	1,357.12
MATTHEW PETERS-PETTY CASH	candy,charger	GENERAL FUND	POLICE	14.97
	meals	GENERAL FUND	POLICE	37.78
	postage	GENERAL FUND	POLICE	34.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>68.15</u>
			TOTAL:	155.10
PLANT & FLANGED EQUIPMENT CO	2" ball check valve	WATER	PURIFICATION AND TREAT	289.18
	2" ball check valve	WATER	PURIFICATION AND TREAT	<u>289.18</u>
			TOTAL:	578.36
TODD PRAFKE-PETTY CASH	city/school mtg pop	GENERAL FUND	CITY ADMINISTRATION	4.50
	coffee pot	GENERAL FUND	MUNICIPAL BUILDING	21.46
	meals,parking	GENERAL FUND	ECONOMIC DEVMT	54.00
	postage	PUBLIC ACCESS	PUBLIC ACCESS	8.24
	postage	WATER	ADMIN AND GENERAL	2.58
	meal	WATER	ADMIN AND GENERAL	11.00
	meals	ELECTRIC FUND	ADMIN AND GENERAL	22.55
	card	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2.98
	meals	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>12.33</u>
			TOTAL:	139.64
ASHLEY PRAX	2013 election judge	GENERAL FUND	ELECTIONS	<u>148.75</u>
			TOTAL:	148.75
RONALD D. QUADE	so central reg mtg expense	GENERAL FUND	FIRE	<u>138.16</u>
			TOTAL:	138.16
RAMADA	12/17-12/19 jerry h hotel	ELECTRIC FUND	ADMIN AND GENERAL	<u>315.48</u>
			TOTAL:	315.48
RDO EQUIPMENT CO.	air filter blaster&3"rotor	GENERAL FUND	STREETS	89.35
	#607 gasket	GENERAL FUND	STREETS	15.20
	air filter blaster&3"rotor	GENERAL FUND	PARKS	89.35
	air filter blaster&3"rotor	WATER	DISTRIBUTION AND STORA	44.67
	air filter blaster&3"rotor	WASTE WATER FUND	SOURCE/TREATMENT	44.67
	air filter blaster&3"rotor	ENVIRON SERVICES F	REFUSE DISPOSAL	44.67
	air filter blaster&3"rotor	ELECTRIC FUND	POWER DISTRIBUTION	89.35
	air filter blaster&3"rotor	STORMWATER FUND	TREATMENT	<u>44.68</u>
			TOTAL:	461.94
RDP TECHNOLOGIES, INC.	conveyor belt	WASTE WATER FUND	BIOSOLIDS	<u>5,297.00</u>
			TOTAL:	5,297.00
REHNELT EXCAVATING	405 mulberry&511 s 5th	WATER	DISTRIBUTION AND STORA	<u>1,989.05</u>
			TOTAL:	1,989.05
ROYAL TIRE, INC	tire repairs	GENERAL FUND	STREETS	688.93
	#106 tires	WATER	DISTRIBUTION AND STORA	<u>532.92</u>
			TOTAL:	1,221.85
RYAN ELECTRIC OF ST PETER	wood shop heatr unhooked c	GENERAL FUND	STREETS	17.50
	pw bldg ballasts & labor	GENERAL FUND	STREETS	29.47
	crosswlk signal move wires	GENERAL FUND	STREETS	282.00
	wood shop heatr unhooked c	GENERAL FUND	PARKS	14.00
	pw bldg ballasts & labor	GENERAL FUND	PARKS	23.58
	wood shop heatr unhooked c	WATER	ADMIN AND GENERAL	7.00
	pw bldg ballasts & labor	WATER	ADMIN AND GENERAL	11.79
	wood shop heatr unhooked c	WASTE WATER FUND	ADMIN AND GENERAL	7.00
	pw bldg ballasts & labor	WASTE WATER FUND	ADMIN AND GENERAL	11.79

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wood shop heatr unhooked c	ENVIRON SERVICES F	ADMIN AND GENERAL	7.00
	pw bldg ballasts & labor	ENVIRON SERVICES F	ADMIN AND GENERAL	11.78
	wood shop heatr unhooked c	ELECTRIC FUND	ADMIN AND GENERAL	17.50
	pw bldg ballasts & labor	ELECTRIC FUND	ADMIN AND GENERAL	29.47
			TOTAL:	469.88
SCANDIA CONSULTING	inspect telecom instal&pai	WATER	DISTRIBUTION AND STORA	500.00
			TOTAL:	500.00
DEANNE SCHABERT	2013 election judge	GENERAL FUND	ELECTIONS	95.62
			TOTAL:	95.62
RITA SCHIFF	2013 election judge	GENERAL FUND	ELECTIONS	97.75
			TOTAL:	97.75
MAUREEN R SCHOLL	2013 election judge	GENERAL FUND	ELECTIONS	21.25
			TOTAL:	21.25
SCHWICKERT'S, INC.	fire station roof repairs	GENERAL FUND	FIRE	7,160.00
			TOTAL:	7,160.00
GREG SEITZER	2013 election judge	GENERAL FUND	ELECTIONS	161.50
			TOTAL:	161.50
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.13
	admin fee	GENERAL FUND	CITY CLERK	1.95
	admin fee	GENERAL FUND	FINANCE	5.20
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.36
	admin fee	GENERAL FUND	POLICE	25.43
	admin fee	GENERAL FUND	BUILDING INSPECTOR	4.99
	admin fee	GENERAL FUND	COMMUNITY SERVICE	1.95
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.44
	admin fee	GENERAL FUND	STREETS	2.66
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	5.63
	admin fee	GENERAL FUND	PARKS	10.03
	admin fee	GENERAL FUND	ECONOMIC DEVMT	1.95
	admin fee	LIBRARY FUND	LIBRARY	2.45
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.93
	admin fee	WATER	DISTRIBUTION AND STORA	4.79
	admin fee	WATER	ADMIN AND GENERAL	1.77
	admin fee	WATER	CUSTOMER ACCOUNTS	0.39
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	2.84
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.98
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.40
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	3.91
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.79
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.40
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	5.86
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	7.08
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.36
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.46
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	4.05
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.40
	admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.88
			TOTAL:	113.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHORTY'S TIRE ONE	#11 front end alignment	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>68.00</u>
			TOTAL:	68.00
PRESTON SMITH	2013 election judge	GENERAL FUND	ELECTIONS	<u>23.38</u>
			TOTAL:	23.38
CAROL SOLBERG	2013 election judge	GENERAL FUND	ELECTIONS	<u>125.37</u>
			TOTAL:	125.37
BEVERLY SOMMERS	2013 election judge	GENERAL FUND	ELECTIONS	<u>138.12</u>
			TOTAL:	138.12
SOUTHERN MN CONSTRUCTION CO INC	jeff fiels pkg lot asphalt	GENERAL FUND	STREETS	6,092.12
	class 5	GENERAL FUND	PARKS	151.00
	#23 disposal	PERM IMPROVMENT RE	STREETS	450.00
	class 5	WATER	ADMIN AND GENERAL	167.38
	class 5	WASTE WATER FUND	ADMIN AND GENERAL	167.38
	class 5	ENVIRON SERVICES F	ADMIN AND GENERAL	83.69
	100 block so 7th asphalt	ELECTRIC FUND	POWER DISTRIBUTION	249.19
	class 5	ELECTRIC FUND	ADMIN AND GENERAL	<u>418.46</u>
			TOTAL:	7,779.22
ST PETER FOOD CO-OP	wellness pd by bcbs	RESTRICTED CONTRIB	CITY ADMINISTRATION	<u>75.00</u>
			TOTAL:	75.00
STAR TRIBUNE	bids broadway upgrades	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>158.20</u>
			TOTAL:	158.20
STATE INDUSTRIAL PRODUCTS	magic mat	COMMUNITY CENTER	COMMUNITY CENTER	<u>113.27</u>
			TOTAL:	113.27
STREICHER'S	ammunition	GENERAL FUND	POLICE	<u>1,570.36</u>
			TOTAL:	1,570.36
SUBWAY	wellness pd by bcbs	RESTRICTED CONTRIB	CITY ADMINISTRATION	<u>89.78</u>
			TOTAL:	89.78
TOM THORKEKELSON	2013 election judge	GENERAL FUND	ELECTIONS	<u>167.87</u>
			TOTAL:	167.87
MIKE TORKEKELSON	2013 election judge	GENERAL FUND	ELECTIONS	191.25
	2013 election judge mileag	GENERAL FUND	ELECTIONS	<u>7.34</u>
			TOTAL:	198.59
USA BLUE BOOK	pressure guage	WATER	PURIFICATION AND TREAT	<u>33.62</u>
			TOTAL:	33.62
PAULA VAN ZEE	2013 election judge	GENERAL FUND	ELECTIONS	<u>125.37</u>
			TOTAL:	125.37
VISA	lunch mtgs bob m,msba,lew	GENERAL FUND	CITY ADMINISTRATION	48.91
	city/sch dist mtg meal	GENERAL FUND	CITY ADMINISTRATION	39.78
	laptop battery	GENERAL FUND	FINANCE	21.50
	exh manifold,switch,brk va	GENERAL FUND	FIRE	253.44
	car seat seminar fee	GENERAL FUND	COMMUNITY SERVICE	75.00
	5-1 day fall expo registr	GENERAL FUND	STREETS	125.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	paint supplies	GENERAL FUND	RECREATION/LEISURE SER	26.22
	volleyball medals	GENERAL FUND	RECREATION/LEISURE SER	114.50
	edi mtg lunches	GENERAL FUND	ECONOMIC DEVMT	182.55
	cpr bldg sup&housekpr	COMMUNITY CENTER	COMMUNITY CENTER	174.00
	personal exp reimbursed	WATER	ADMIN AND GENERAL	83.01
	laptop battery	WATER	ADMIN AND GENERAL	5.37
	laptop battery	WASTE WATER FUND	ADMIN AND GENERAL	5.37
	laptop battery	ENVIRON SERVICES F	ADMIN AND GENERAL	5.38
	laptop battery	ELECTRIC FUND	ADMIN AND GENERAL	5.37
	overhead line school pat m	ELECTRIC FUND	ADMIN AND GENERAL	114.93
	calendars	RESTRICTED CONTRIB	COMMUNITY SERVICE	261.38
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	43.40
	halloween paint supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	26.23
	halloween decoration suppl	RESTRICTED CONTRIB	RECREATION/LEISURE SER	90.48
	hfr lip balm labels	RESTRICTED CONTRIB	RECREATION/LEISURE SER	45.35
	hfr tablecloths	RESTRICTED CONTRIB	RECREATION/LEISURE SER	29.92
	hfr spookyville suppl	RESTRICTED CONTRIB	RECREATION/LEISURE SER	95.83
	hfr participant bags	RESTRICTED CONTRIB	RECREATION/LEISURE SER	930.00
	treemendous tire swing swi	RESTRICTED CONTRIB	PARKS	287.25
	y.a./teen grant	RESTRICTED CONTRIB	LIBRARY	64.11
	youth ctr supplies	YOUTH CENTER GRANT	YOUTH CENTER	156.66
	cpr 3rd floor coord	YOUTH CENTER GRANT	YOUTH CENTER	87.00
			TOTAL:	3,397.94
VOSS LIGHTING	light bulbs & ballast	COMMUNITY CENTER	COMMUNITY CENTER	653.53
			TOTAL:	653.53
W L CONSTRUCTIONS SUPPLY	walk behind saw diamond bl	GENERAL FUND	STREETS	379.99
			TOTAL:	379.99
WACO SCAFFOLDING & SUPPLY CO	concrete tools	GENERAL FUND	STREETS	254.66
	concrete tools	GENERAL FUND	PARKS	254.67
			TOTAL:	509.33
WILSON DEVELOPMENT SERVICES, LLC	aug wash ave link svcs	PERM IMPROVMENT RE	STREETS	672.01
	sept wash ave link svcs	PERM IMPROVMENT RE	STREETS	1,400.03
			TOTAL:	2,072.04
WOLF MOTOR COMPANY, INC.	#11 dr shft bearing&suppor	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	63.17
			TOTAL:	63.17
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	61.74
			TOTAL:	61.74

<u>VENDOR SORT KEY</u>	<u>DESCRIPTION</u>	<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
----- FUND TOTALS -----				
101	GENERAL FUND	45,106.50		
211	LIBRARY FUND	3,001.11		
213	PUBLIC ACCESS	9.62		
217	COMMUNITY CENTER	4,176.08		
401	PERM IMPROVMENT REVOLVING	4,203.03		
432	2013B TIF #1-18 N THIRD	5,078.00		
601	WATER	16,709.08		
602	WASTE WATER FUND	25,377.71		
603	ENVIRON SERVICES FUND	3,649.76		
604	ELECTRIC FUND	18,081.63		
606	STORMWATER FUND	835.33		
610	HEARTLAND TRANSIT	1,694.58		
820	RESTRICTED CONTRIBUTIONS	7,590.37		
824	YOUTH CENTER GRANT	243.66		
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	GRAND TOTAL:	135,756.46		
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TOTAL PAGES:    14

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

**RESOLUTION APPROVING CONSENT AGENDA**

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

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

**LG220 Application for Exempt Permit**

St. Peter Ambassadors	400 Union St.	2/2/14
St. Peter Ambassadors	412 S 3 <sup>rd</sup>	3/17/14

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>WAGE</u></b>
Angela Glassel	Administrative Secretary	\$17.03/hour

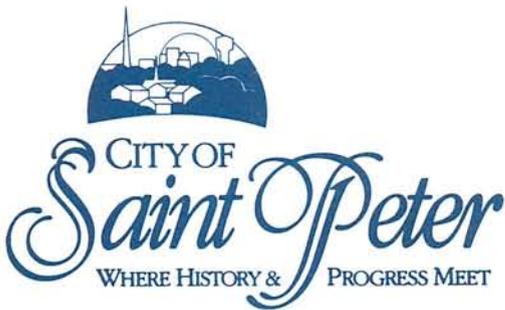
3. The schedule of disbursements for October 24, 2013 through November 6, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 12th day of November, 2013.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** November 6, 2013

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

**RE:** Assessment/Write off of Delinquent Utility Accounts

### **ACTION/RECOMMENDATION**

Approve the assessment roll and write offs of delinquent utility accounts.

### **BACKGROUND**

On Monday, October 14<sup>TH</sup>, the City Council ordered the preparation of the proposed assessments. The date of the assessment public hearing was published in the paper, and all property owners have been notified by mail.

The first step in the collection process occurs when an account is one month delinquent and the customer is sent a notice. The notice includes the date of disconnection, at which point the customer would be two months past due (if no payments had been made). Customers that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is submitted to the collection agency after three months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

The detailed list of delinquent accounts is from June 15, 2012 to May 15, 2013. Notifications have gone to the homeowners and renters each month since they have become past due and assessment searches have been done, if requested, on property transactions. A detailed listing of all delinquent utility accounts and other pertinent information is attached. The assessable and non-assessable amounts have changed, due to payments and clarifications, since the hearing date was set. There are two active accounts which we have chosen to include for assessments. The owners of these parcels haven't made payment and it is in the best interest of the City to include them on the tax roll and to pursue future billings with disconnection or other collections methods.

All written off accounts are charges which the law does not allow us to assess, are under \$10 for combined property owner charges, or are unpaid charges incurred before bankruptcy or death.

### **FISCAL IMPACT:**

The City has a 2013 total of \$35,026.43 in delinquent utility accounts. \$13,941.15 will be written

off to bad debt and \$21,085.28 will be assessed to property owners. This year's assessable total is significantly impacted by a couple of business accounts that make up approximately \$8,000. It appears we are having more business unpaid accounts than we have had prior to 2008 and again this year we have business accounts in the listing.

Delinquent utility assessments are assessed for one (1) year and I recommend a 1.14% interest rate. This interest rate is based on treasury bonds plus one percent (1%) as directed in the City's assessment policy.

**ALTERNATIVES/VARIATIONS:**

Do not act: Charges will remain with our current collection process.

Negative vote: A future action would be necessary to address the status of these charges.

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

NAME	ASSESS	NON-ASSESS	Total	PROPERTY OWNER
BRAUCH, WAYNE E /ACS	-	29.35	29.35	ADELLA JACOBS
SCHUGEL, NANCY L /ACS	-	145.79	145.79	BARRY & LUCILLE KAHLE
PIEDRA, ANGEL A /ACS	833.44	101.45	934.89	BRETT HASLIP
FLORES, CLAUDIA A /ACS	215.39	30.92	246.31	BRETT HASLIP
FERNANDEZ, HEATHER M /ACS	391.50	249.25	640.75	BRETT HASLIP
QUINCY, ASHLEY A /ACS	972.64	756.42	1,729.06	BRETT HASLIP
FREDERICK, ZACHARY T /ACS	-	121.82	121.82	BUNGALOWS TOWNHOMES OF ST PETER
MUNDT, TYLOR L /ACS	109.68	165.96	275.64	CHARLES MAXFIELD
CHASE, NATHANE V /ACS	71.90	192.84	264.74	DAVID FILZEN & KIRSTEN HANSEN
FILZEN, DAVID A.	25.89	-	25.89	DAVID FILZEN & KIRSTEN HANSEN
ST PETER GREENHOUSE	7,911.12	-	7,911.12	GERALD & DIANE LUNDERBERG
GREEN HILL CEMETERY ASSOC	135.50	-	135.50	GREEN HILL CEMETERY ASSOC
FLORES, VICENTE JR/AC	66.96	114.31	181.27	GREEN VALLEY LLP
SALINAS, TODD J /ACS	210.59	524.05	734.64	GREEN VALLEY LLP
REYES, YESSICA M /ACS	92.96	107.09	200.05	GREEN VALLEY LLP
HOUSE, CRAIG A /ACS	45.12	41.39	86.51	GREEN VALLEY LLP
HAYNES, CHANS J /ACS	214.92	223.92	438.84	GREGORY GUIMOND
VOSS, DOUGLAS J /ACS	98.98	288.11	387.09	GROWTH HOLDINGS LLC
HENTGES, SETH P /ACS	117.67	410.33	528.00	GROWTH HOLDINGS LLC
FIFER, LAROY D /ACS	74.33	607.81	682.14	GROWTH HOLDINGS LLC
WOODS, STEVEN P /ACS	-	60.25	60.25	JACQUELYN MCCABE
HAYES, KAYSTELLA C	1,631.51	1,069.63	2,701.14	JOHN & LORNA BUNGUM
CLOBES, JESSICA L /ACS	4.96	344.74	349.70	JOHN & LORNA BUNGUM
JILLO, BIFTU A /ACS	5.55	9.63	15.18	JOHN & LORNA BUNGUM
MILLER, JAMES L /ACS	530.00	232.34	762.34	JOHNSON PHILLIP C
FARTHING, VICTORIA H	-	38.17	38.17	KASOTA PROPERTIES LLC
COLLINS, JEREMY M	-	32.18	32.18	KASOTA PROPERTIES LLC
COLLINS, BURNELL	-	387.32	387.32	KASOTA PROPERTIES LLC
PAGE, JANICE E /ACS	90.72	-	90.72	KEVIN & MARCIA WENNER
LYONS, REBECCA A /ACS	75.02	146.03	221.05	LEANN MECHLER
MURPHY, MICHAEL B. /ACS	-	29.98	29.98	LFK PARTNERSHIP
DALGAARD, KRIS R /ACS	209.82	107.20	317.02	LINDA LUNAK
STOLTZMAN, RACHEL R /ACS	385.31	279.31	664.62	LINDA LUNAK
PHILLIPS, DAVE L	-	135.88	135.88	LYNDA NYGARD
PALMQUIST, CRYSTAL J /ACS	83.43	90.40	173.83	MARK & BARBARA DENNIS
DILLON, MALLORY M /ACS	407.47	283.28	690.75	MARK & BARBARA DENNIS
HELFMAN, LYNN M.	1,589.09	-	1,589.09	NICOLLET COUNTY BANK OF ST PETER
GMACH, RACHELLE L	-	415.74	415.74	PARK ROW LLC
JOHNSON, LINDA L	-	43.75	43.75	PIONEER PROPERTIES
POWELL, KRISTINA L	-	206.61	206.61	PIONEER PROPERTIES
BEIRNE, ERIN M /ACS	-	75.44	75.44	PREMIER ASSET HOLDINGS LLC
RICE, TAMMY T /ACS	-	100.44	100.44	PREMIER ASSET HOLDINGS LLC
MYERS, HEATHER A	-	29.95	29.95	RAMSDEN REAL ESTATE LLC
MENSINK, MELISSA J	78.66	132.43	211.09	RCJ PROPERTIES LLC
LUEDEMAN, REBECCA M /ACS	-	109.91	109.91	RONALD & CHERYL HANSON
FLETCHER, HEATHER L /ACS	470.04	27.84	497.88	RONALD JOHNSON
SENSATION TANNING, LLC/ACS	-	149.86	149.86	RST PROPERTIES
MANKO, HANNAH M /ACS	82.53	149.45	231.98	RYAN LOSINSKI
LINK, BRIAN J	315.18	-	315.18	SECRETARY OF VETERANS AFFAIRS & LO
HOOD, MARIKO /ACS	494.16	269.15	763.31	SPEGANIN ENTERPRISES LLC
SQUIRES, MARK W /ACS	1,780.74	555.78	2,336.52	STEVEN RADEMAKER
MARTINEZ, ELVA O /ACS	118.79	181.12	299.91	SUMMIT PARK MHC LLC
CLAEYS, EMILY M /ACS	87.14	72.96	160.10	SUMMIT PARK MHC LLC
SNUSTAD, THERISA M /ACS	114.66	160.20	274.86	SUMMIT PARK MHC LLC
GUTIERREZ, DANIEL /ACS	110.24	76.97	187.21	SUMMIT PARK MHC LLC
BENAVINEZ, RENE /ACS	278.00	584.48	862.48	SUMMIT PARK MHC LLC
MOREY, STEPHANIE A	-	284.19	284.19	SUNRISE MEADOW AFFORDABLE LLC
FLORES, ELEANOR J	-	37.32	37.32	SUNRISE MEADOW AFFORDABLE LLC
ROMBOUGH, MELISSA A	-	17.48	17.48	SUNRISE MEADOW AFFORDABLE LLC
FLYNN, SYDNEY P	-	268.35	268.35	SUNRISE MEADOW AFFORDABLE LLC
BEASLEY, VALERIE	-	97.34	97.34	SUNRISE MEADOW AFFORDABLE LLC
QUIRAM, KASSY F	-	190.93	190.93	SUNRISE MEADOW AFFORDABLE LLC
PETERSEN, DEANNA L	175.78	58.06	233.84	THEODORE LANDWEHR
CONWAY, STACY L /ACS	344.08	398.57	742.65	TIMOTHY & BERNADETTE SIMON

MARTINEZ, TAWNE L	6.10	133.07	139.17	VISTA VIEW TOWNHOMES
GAGNON, PIERRE J	9.55	74.48	84.03	VISTA VIEW TOWNHOMES
WHITE, VANESSA S	18.16	133.97	152.13	VISTA VIEW TOWNHOMES
PEHLING, DAYNA R /ACS	-	494.64	494.64	WILLIS & MARY LARAWAY
PEHLING, DAYNA R /ACS	-	156.45	156.45	WILLIS & MARY LARAWAY
JONES, TIFFANY N /ACS	-	321.00	321.00	WILLIS & MARY LARAWAY
WICK, CARRIE J /ACS	-	130.52	130.52	WILLIS & MARY LARAWAY
STOKER, PATRICIA G /ACS	-	158.50	158.50	WILLIS & MARY LARAWAY
VONESCHEN, CASEY A. /ACS	-	206.64	206.64	WILLIS & MARY LARAWAY
PEHLING, CHASE A /ACS	-	80.41	80.41	WILLIS & MARY LARAWAY
	<b>21,085.28</b>	<b>13,941.15</b>	<b>35,026.43</b>	

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES FOR MUNICIPAL UTILITIES AND THE  
WRITING OFF OF BAD DEBT UTILITY CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for unpaid charges for municipal utilities; and

WHEREAS, by State Statute, the City cannot assess property owners for unpaid charges incurred by a renter for municipal electric utilities;

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff and vendors.

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

1. Such proposed assessment, for unpaid charges for municipal utility accounts closed as of May 15, 2013, a copy of which is attached hereto as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Such assessment shall be payable over a period of (1) one year on or before the first Monday in January 2014, and shall bear interest at the rate of 1.14% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The owner may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the following year.
4. Accounts due by May 15, 2013 of unpaid charges for municipal electric utilities incurred by renters, unpaid charges of combined property owner's municipal utility accounts of less than ten (10) dollars, and unpaid charges incurred before bankruptcy and death, be written off as a bad debt expense for the 2013 fiscal year.
5. The Director of Finance/Treasurer shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of November 2013.

Timothy Strand  
Mayor

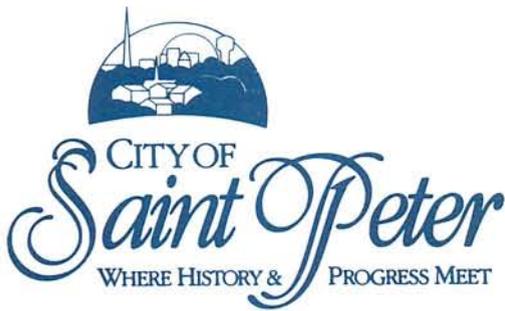
ATTEST:

Todd Prafke  
City Administrator

**Delinquent Utility Assessment  
Exhibit 1**

<u>ASSESS</u>	<u>PROPERTY OWNER</u>	<u>PARCEL</u>	<u>SUBDIVISION</u>	<u>LEGAL</u>
2,412.97	BRET HASLIP	19.029.0100	Section 29 Township 110 Range 026	PT OF NE 1/4 OF NE 1/4 LYG S OF TH 99; W OF E SEC LINE, NWLY OF CL
109.68	CHARLES MAXFIELD	19.412.4550	AMENDED PLAT	Block 183 Lot W 12' OF N 30' & S 102' LOT 4 & S 5' OF N 66' & S 66' LOTS 5 & 6
97.79	DAVID FILZEN & KIRSTEN HANSEN	19.503.2020	DODD'S ADD	LOT 6 BLK 27 & COMM @ SW COR OF LOT 6 N 132'; W TO 5 <sup>TH</sup>
7,911.12	GERALD & DIANE LUNDERBERG	19.794.0290	SUB LOTS OF SE1/4-16 110 26	PT E 1/2 OF SE 1/4 LYING ELY OF MN
135.50	GREEN HILL CEMETERY ASSOC	19.791.0065	SKARO & EVENSON'S ADD	Block 7 & 20 GREEN HILL CEMETERY
415.63	GREEN VALLEY LLP	19.704.0280	PLAT OF TRAVERSE	BLK 105 "EX HWY ROW" ALSO VAC ALLEY AND VAC ST L
214.92	GREGORY GUIMOND	19.502.0120	DAUN'S ADD	Block 1 Lot 12
74.33	GROWTH HOLDINGS LLC	19.502.0870	DAUN'S ADD	BLOCK 4 LOT 24
216.65	GROWTH HOLDINGS LLC	19.502.0860	DAUN'S ADD	BLOCK 4 LOT 23
1,631.51	JOHN & LORNA BUNGUM	19.412.5560	AMENDED PLAT	Block 201 Lot S 1/3 LOT 2
10.51	JOHN & LORNA BUNGUM	19.644.0160	MARTINSON'S SUBD	BLOCK 3 LOTS 5 & 6
530.00	JOHNSON, PHILLIP C & PATRICA	19.412.4710	AMENDED PLAT	Block 184 Lot W 48' OF E 51' LOT 10
90.72	KEVIN & MARCIA WENNER	19.532.0070	FAIRVIEW TNHS CONDO2	Lot UNIT 7
75.02	LEEANN M MECHLER	19.704.0060	PLAT OF TRAVERSE	09-110-26 NLY 4' OF LOT
209.82	LINDA LUNAK	19.704.0220	PLAT OF TRAVERSE	BEG NW COR BLK 39, SE 95.07' TO POB, SE 58', NE 150', NW 58', SW 150' TO POB
385.31	LINDA LUNAK	19.704.0216	PLAT OF TRAVERSE	BEG NW COR BLK 39, SE 40.03; NE 150', NW 80.06'
83.43	MARK & BARBARA DENNIS	19.412.0790	AMENDED PLAT	BLOCK 115 & VAC N-S ALLEY ADJ E5 & EX DEDICTED ALLEY LOT 11
407.47	MARK & BARBARA DENNIS	19.412.1710	AMENDED PLAT	BLOCK 140 S 1/2 OF LOTS 5 & 6 AND LOT 4
1,589.09	NICOLLET CTY BANK OF ST PETER	19.791.2590	SKARO & EVENSON'S ADDITION	Block 73 Lot 11 & 12
78.66	RCJ PROPERTIES LLC	19.412.6035	AMENDED PLAT	Block 204 Lot W 75' LOT 10
470.04	RONALD JOHNSON	19.412.3050	AMENDED PLAT	Block 159 Lot W 50' OF LOT 12
82.53	RYAN LOSINSKI	19.503.1510	DODD'S ADD	Block 22 Lot S 75' OF E 102 1/3' LOT 2
315.18	SECRETARY OF VETERANS	19.613.0250	LAMPERT HGTS SUBD #2	Block 3 Lot N 100' OF E 1/2 LOT 7

	AFFAIRS & LOAN GUARANTY DIVISION 266C			
494.16	SPEGANIN ENTERPRISES LLC	19.791.1400	SKARO & EVENSONS ADD	Block 54 Lot N 10' OF LOT 11 & ALL OF LOT 12
1,780.74	STEVEN R RADEMAKER	19.503.0560	DODD'S ADD	Block 10 Lot "EX E 70" LOT 4
708.83	SUMMIT PARK MHC LLC	19.009.0100	Section 09 Township 110 Range 026	PT OF S 1/2 OF SEC 9
175.78	THEODORE LANDWEHR	19.489.0050	CIC 22 TOWNHOMES @ APPLE TREE VILLAGE	LOTS 5 & 10 BLK 1 AKA UNIT
344.08	TIMOTHY & BERNADETTE SIMON	19.706.210	PRAIRIE HGTS SUBD	Block 5 Lot 3
33.81	VISTA VIEW TOWNHOMES	19.852.0010	VISTA VIEW ADDITION	Block 1 Lot 1
<b>\$21,085.28</b>	<b>Total to Assess</b>			



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 7, 2013

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

**RE:** Assessment for Unpaid Miscellaneous Charges.

### **ACTION/RECOMMENDATION**

Approve the following assessment roll to be placed on the appropriate parcels for the 2014 Property taxes.

### **BACKGROUND**

On Monday, October 14<sup>th</sup>, the City Council ordered the preparation of the proposed assessments. The date and place of the public hearing was published in the paper and all property owners have been notified by mail.

The proposed assessments include unpaid snow and weed removal from 2012-2013. These charges will be assessed according to the City's assessment policy for one year at an interest rate of 1.14%.

Past due amounts that stem from accidents (an example is a light pole getting run into and knocked over) and recreation program use fees that have gone unpaid are proposed to be written off as a part of this request. We will continue to pursue collections on these accounts, however I believe it is best to remove them from our accounts receivable due to the uncertainty of collection. The total to write off is \$5,781.64.

Following the public hearing which will be held earlier in the meeting on Monday evening, I recommend approval of the resolution.

### **FISCAL IMPACT:**

The following \$2,620.00 will be placed on the property taxes of each parcel:

Unpaid snow removal charges	\$ 70.00
Lawn mowing	\$ 2,550.00

### **ALTERNATIVES AND VARIATIONS:**

Do not Act: Staff will continue alternate methods of collection.

Negative vote: These charges will likely go unpaid and the City will not recover the revenue.

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

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

PO

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Date	PROJECT	years	rate	CUSTOMER NAME	HOUSE #	STREET ADDRESS	ASSESS	WRITE OFF	OWNER LAST
2012	ACCIDENT 07/23/212			JOHNNY PIERCE			\$ -	\$ 780.23	
2012	ACCIDENT 12/31/2012			GAMBELLA MAJIOK			\$ -	\$ 4,793.41	
2008	SWIMMING LESSONS			JAMIE ELY				\$ 9.00	
2009	ZUMBA			JULIE MILLER				\$ 66.00	
2010	TAE KWON DO			DANIEL MARROQUIN				\$ 65.00	
2010	VOLLEYBALL			CRYSTAL BERRY				\$ 40.00	
2012	SWIMMING LESSONS			VALERIE SCHUGEL				\$ 28.00	
2012	LAWN MOWING 05/30/2012	1	1.14	MELISSA WASYLIK	484	UNION ST W	\$ 150.00		WASYLIK
2012	LAWN MOWING 07/25/2012	1	1.14	WELCO DEVELOPMENT LLC		WELCO WEST SUBD	\$ 450.00		WELCO DEVELOPMENT LLC
2012	LAWN MOWING 08/01/2012	1	1.14	MELISSA WASYLIK	484	UNION ST W	\$ 150.00		WASYLIK
2012	LAWN MOWING 08/01/2012	1	1.14	LYNKA HELFMAN	324	EIGHTH ST N	\$ 150.00		NICOLLET COUNTY BANK OF ST F
2012	LAWN MOWING 08/28/2012	1	1.14	WELCO DEVELOPMENT LLC		WELCO WEST SUBD	\$ 450.00		WELCO DEVELOPMENT LLC
2013	LAWN MOWING 06/18/2013	1	1.14	MELISSA WASYLIK	484	UNION ST W	\$ 150.00		WASYLIK
2013	LAWN MOWING 06/18/2013	1	1.14	ESTATE OF DON DUOOS	507	ELM ST W	\$ 150.00		DONALD G DUOOS
2013	LAWN MOWING 06/18/2013	1	1.14	JESSE SHETKA	519	MEDARY	\$ 150.00		SHETKA
2013	LAWN MOWING 06/18/2013	1	1.14	KEITH HUNTER	1716	FIFTH ST N #4	\$ 150.00		HUNTER
2013	LAWN MOWING 06/18/2013	1	1.14	BTI, LLC	412	WALNUT STW	\$ 150.00		BOOHER ROBERT J & C/O BTI LLC
2013	LAWN MOWING 07/25/2013	1	1.14	ESTATE OF DON DUOOS	507	ELM ST W	\$ 150.00		DONALD G DUOOS
2013	LAWN MOWING 08/26/2013	1	1.14	BTI, LLC	412	WALNUT STW	\$ 150.00		BOOHER ROBERT J & C/O BTI LLC
2013	LAWN MOWING 08/26/2013	1	1.14	CHRISTOPHER SKILLMAN	1749	RIGGS RD	\$ 150.00		SKILLMAN
2012	SNOW/ICE REMOVAL 01/04/2013	93	1	AMY SEHAM	803	FIFTH ST S	\$ 70.00		SEHAM
<b>TOTAL ASSESSMENTS</b>							<b>\$2,620.00</b>	<b>\$5,781.64</b>	

ACCIDENT	\$	-	\$	5,573.64
RECREATION	\$	-	\$	208.00
LAWN MOWING	\$	2,550.00	\$	-
SNOW REMOVAL	\$	70.00	\$	-
	<b>\$</b>	<b>2,620.00</b>	<b>\$</b>	<b>5,781.64</b>

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION ADOPTING ASSESSMENTS OF UNPAID MISCELLANEOUS CHARGES AND  
WRITE OFF OF UNCOLLECTIBLE CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for unpaid snow and weed removal charges; and

WHEREAS, seven miscellaneous invoices remain unpaid for accidents and recreation programs;

WHEREAS, the property owners have unpaid snow/weed charges.

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

1. Such proposed assessment, a copy of which is attached hereto as Exhibit A and made apart hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over the period indicated on Exhibit A. The first of the installments to be payable on or before the first Monday in January 2014, and shall bear interest of 1.14% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before December 15th or interest will be charged through December 31st of the succeeding year.
4. The City Finance Director shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.
5. Seven invoices will be written off in the amount of \$5,781.64.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of November, 2013.

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

ATTEST:

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

**EXHIBIT A  
 SNOW AND WEED REMOVAL CHARGES**

<b>OWNER</b>	<b>TOTAL</b>	<b>Years</b>	<b>Parcel Number</b>	<b>Subdivision</b>	<b>Legal Description</b>
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0010	WELCO WEST SUBDIVISION	Block 1 Lot 1
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0020	WELCO WEST SUBDIVISION	Block 1 Lot 2
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0030	WELCO WEST SUBDIVISION	Block 1 Lot 3
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0040	WELCO WEST SUBDIVISION	Block 1 Lot 4
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0050	WELCO WEST SUBDIVISION	Block 1 Lot 5
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0060	WELCO WEST SUBDIVISION	Block 1 Lot 6
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0070	WELCO WEST SUBDIVISION	Block 1 Lot 7
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0080	WELCO WEST SUBDIVISION	Block 1 Lot 8
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0090	WELCO WEST SUBDIVISION	Block 1 Lot 9
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0100	WELCO WEST SUBDIVISION	Block 1 Lot 10
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0110	WELCO WEST SUBDIVISION	Block 1 Lot 11

WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0120	WELCO WEST SUBDIVISION	Block 1 Lot 12
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0210	WELCO WEST SUBDIVISION	Block 1 Lot 21
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0220	WELCO WEST SUBDIVISION	Block 1 Lot 22
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0230	WELCO WEST SUBDIVISION	Block 1 Lot 23
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0240	WELCO WEST SUBDIVISION	Block 1 Lot 24
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0250	WELCO WEST SUBDIVISION	Block 1 Lot 25
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0260	WELCO WEST SUBDIVISION	Block 1 Lot 26
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0270	WELCO WEST SUBDIVISION	Block 1 Lot 27
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0280	WELCO WEST SUBDIVISION	Block 1 Lot 28
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0290	WELCO WEST SUBDIVISION	Block 1 Lot 29
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0300	WELCO WEST SUBDIVISION	Block 1 Lot 30
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0310	WELCO WEST SUBDIVISION	Block 1 Lot 31
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0320	WELCO WEST SUBDIVISION	Block 1 Lot 32
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0330	WELCO WEST SUBDIVISION	Block 1 Lot 33
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0340	WELCO WEST SUBDIVISION	Block 1 Lot 34
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0350	WELCO WEST SUBDIVISION	Block 1 Lot 35
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0360	WELCO WEST SUBDIVISION	Block 1 Lot 36
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0370	WELCO WEST SUBDIVISION	Block 1 Lot 37
WELCO	\$15.00	1	19.880.0380	WELCO WEST	Block 1 Lot 38

DEVELOPMENT LLC				SUBDIVISION	
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0390	WELCO WEST SUBDIVISION	Block 1 Lot 39
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0400	WELCO WEST SUBDIVISION	Block 1 Lot 40
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0410	WELCO WEST SUBDIVISION	Block 1 Lot 41
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0420	WELCO WEST SUBDIVISION	Block 2 Lot 1
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0430	WELCO WEST SUBDIVISION	Block 2 Lot 2
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0440	WELCO WEST SUBDIVISION	Block 2 Lot 3
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0450	WELCO WEST SUBDIVISION	Block 2 Lot 4
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0460	WELCO WEST SUBDIVISION	Block 2 Lot 5
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0470	WELCO WEST SUBDIVISION	Block 2 Lot 6
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0480	WELCO WEST SUBDIVISION	Block 2 Lot 7
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0490	WELCO WEST SUBDIVISION	Block 2 Lot 8
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0500	WELCO WEST SUBDIVISION	Block 2 Lot 9
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0510	WELCO WEST SUBDIVISION	Block 2 Lot 10
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0520	WELCO WEST SUBDIVISION	Block 2 Lot 11
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0530	WELCO WEST SUBDIVISION	Block 2 Lot 12
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0540	WELCO WEST SUBDIVISION	Block 2 Lot 13
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0550	WELCO WEST SUBDIVISION	Block 2 Lot 14
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0560	WELCO WEST SUBDIVISION	Block 2 Lot 15

WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0600	WELCO WEST SUBDIVISION	Block 2 Lot 19
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0610	WELCO WEST SUBDIVISION	Block 2 Lot 20
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0620	WELCO WEST SUBDIVISION	Block 2 Lot 21
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0630	WELCO WEST SUBDIVISION	Block 2 Lot 22
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0640	WELCO WEST SUBDIVISION	Block 2 Lot 23
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0650	WELCO WEST SUBDIVISION	Block 2 Lot 24
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0660	WELCO WEST SUBDIVISION	Block 2 Lot 25
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0670	WELCO WEST SUBDIVISION	Block 2 Lot 26
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0680	WELCO WEST SUBDIVISION	Block 2 Lot 27
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0690	WELCO WEST SUBDIVISION	Block 2 Lot 28
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0700	WELCO WEST SUBDIVISION	Block 2 Lot 29
WELCO DEVELOPMENT LLC	\$15.00	1	19.880.0710	WELCO WEST SUBDIVISION	Block 2 Lot 30
ROBERT BOOHER	\$300.00	1	19.412.1740	AMENDED PLAT	Block 140 Lot 9
DONALD G DUOOS	\$300.00	1	19.412.0800	AMENDED PLAT	Block 116 Lot 2 & 3
KEITH W HUNTER	\$150.00	1	19.502.0110	DAUN'S ADD	Block 1 Lot 11
NICOLLET CTY BANK OF ST PETER	\$150.00	1	19.791.2590	SKARO & EVENSON'S ADD	Block 73 Lot 11 & 12
AMY SEHAM	\$70.00	1	19.412.1850	AMENDED PLAT	Block 141 Lot N 1/2 OF LOTS 10, 11, & 12
JESSE SHETKA	\$150.00	1	19.791.0680	SKARO & EVENSON'S ADD	Block 42 Lot 1 & S 1/2 LOT 2
CHRISTOPHER	\$150.00	1	19.502.0650	DAUN'S ADD	Block 4 Lot 2

SKILLMAN  
STEVE WASYLIK

\$450.00

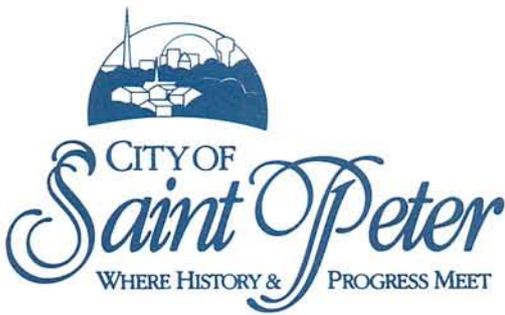
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19.794.0010

16-110-26

26E 80' OF W  
375' OF N 110' OF  
SE 1/4

\$ 2,620.00



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 7, 2013

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

**RE:** Street, Water, Wastewater and Miscellaneous Improvements.

### **ACTION/RECOMMENDATION**

Approve the final assessment roll for Water, Wastewater and Miscellaneous Improvements.

### **BACKGROUND**

Staff in the Public Works Department have worked with property owners to correct water and sewer services and make improvement to sidewalks or drainage abutting specific properties. While most of this work was completed through agreement for assessment with the abutting property owners, one sidewalk project was completed under your Ordinance when the property owner failed to make the required corrections.

The cost of the work will be assessed to the properties according to our assessment policy.

Water and sewer service lines have been repaired for seven properties with project costs totaling \$38,029.29.

Drainage/Sidewalk improvements have also been completed for a total cost of \$43,877.79.

Notices have been sent to the officials newspaper and to the residents. Following Monday's public hearing it is appropriate to present the Council with this resolution approving the assessment roll of \$81,907.08 to be certified to the County Auditor.

The parcels and individuals associated with these assessments and their pertinent information are included in Exhibit I.

### **FISCAL IMPACT:**

The Water, Wastewater, and PIR fund reserves will fund these costs until recouped through assessments for a total of \$81,907.08.

The assessments will be certified to the County Auditor for the number of years allowed in our assessment policy with an interest rate of 1.14% (1% over the investment rate of a treasury

bond).

**ALTERNATIVES/VARIATIONS:**

Do not Act: Staff will pursue other methods of collection.

Negative vote: Other funding sources will need to be discussed to fund the assessable costs of the projects.

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

Please contact me if you have any further questions or concerns on this agenda item.

PO

PROJECT	HOUSE	STREET ADDRESS	COMMENTS	RATE	ASSESS	OWNER LAST	OWNER FIRST
Sanitary Sewer Line	522	Minnesota Ave N		1.14	4,930.15	Flowers	Sharon
Drainage Improvements	325	Minnesota Ave S		1.14	6,696.11	Blaschko	Terry
Drainage Improvements	209	Nassau St W		1.14	532.88	Loeffler	LaVonne
Drainage Improvements	213	Nassau St W		1.14	1,520.93	Loeffler	LaVonne
Drainage Improvements	105	Third St S		1.14	6,771.45	Detlefsen	David F
Drainage Improvements	125	Third St S		1.14	26,684.70	Mayer	John T
sidewalk repair	516	Third St S		1.14	117.01	GANSEN	KENNETH
water service line disconnect	405	Mulberry		1.14	1,840.02	Floren	Gerald Jr & Susan
water line repair	511	Fifth St		1.14	3,246.60	Trinity Lutheran Church	
Sanitary Sewer line	1445	Loren St		1.14	2,996.91	Hobart	Kathleen E
Sanitary Sewer line	404	Broadway		1.14	3,722.25	Rieger	Benjamin
Sanitary Sewer line	417	Nassau		1.14	9,813.83	May	Kathleen May
water line repair	1420	Third St N		1.14	11,479.53	Hunt	Kari L
sidewalk repair	211	Nassau		1.14	1,554.71	Olson	Richard & Delores
					<u>81,907.08</u>		

9h

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION ADOPTING WATER, WASTEWATER AND MISCELLANEOUS  
IMPROVEMENT ASSESSMENTS**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment of the Water, Wastewater and Miscellaneous Improvements; and

WHEREAS, the work has been completed and accepted by staff; and

WHEREAS, City staff has completed the financial summary of the project, and have calculated the assessable cost.

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

1. Such proposed assessment, a copy of which is attached hereto as Exhibit I and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
1. Such assessment shall be payable in equal annual installments extending over the period as indicated in Exhibit I. The first of the installments to be payable on or before the first Monday in January 2014, and shall bear interest of 1.14% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
2. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.
3. The City Finance Director shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of November 2013.

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Timothy Strand  
Mayor

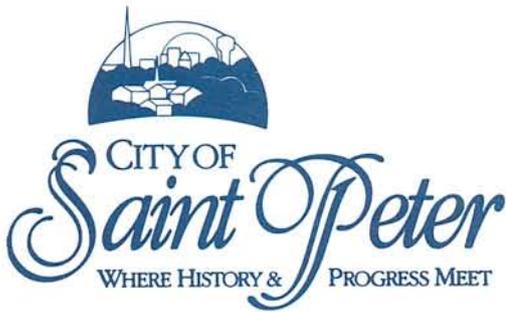
ATTEST:

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

**EXHIBIT I**

**STREET, WATER, WASTEWATER AND MISCELLANEOUS IMPROVEMENTS**

<b>ASSESS</b>	<b>OWNER</b>	<b>YEARS</b>	<b>PARCEL</b>	<b>DESCRIPTION</b>
4,930.15	Sharon Flowers	10	19.503.0750	Lot 1 & N 12' Lot 2, Block 13; DODD'S ADDITION
6,696.11	Terry Blaschko	10	19.412.5730	Block 202 Lot S 30' LOT 4 AMENDED PLAT
532.88	LaVonne Loeffler	5	19.412.3820	Block 177 1/2 Lot W 20' OF E 111' OF S 40' OF LOT 4 AMENDED PLAT
1,520.93	LaVonne Loeffler	5	19.412.3840	Block 177 1/2 Lot W 22' OF S 40' OF LOT 4 AMENDED PLAT
6,771.45	David F Detlefsen	10	19.412.3730	Block 177 Lot 8 & ALLEY ADJ TO SWLY 51.67' OF LOT 8; & N 2/3 OF LOTS 9 & 10; AMENDED PLAT
26,684.70	John T Mayer	15	19.412.3640	Block 177 Lot S 82.5' OF W 74' OF LOTS 1 & 2 AMENDED PLAT
117.01	Kenneth Gansen	1	19.412.3090	N 78' of Lots 4-6, Block 160; AMENDED PLAT
1,840.02	Gerald Jr & Susan Floren	5	19.412.1490	Lot 5 & 6, Block 137; AMENDED PLAT
3,246.60	Trinity Lutheran Church	10	19.412.1546	Block 138 Lot N 1/2 LOTS 1 & 2; E 11 1/3' OF S 1/2 OF LOT 2; ALL OF LOTS 3 & 4; S 16' OF N 1/3 OF LO
2,996.91	Kathleen E Hobart	10	19.613.0060	Lot 6, Block 1; LAMPERT HEIGHTS SUBD #2
3,722.25	Benjamin Rieger	10	19.503.1880	Lot 2, Block 26; DODD'S ADDITION
9,813.83	Kathleen May	10	19.412.1250	Lot 3, Block 135; AMENDED PLAT
11,479.53	Kari L Hunt	15	19.704.0110	PLAT OF TRAVERSEPT BK 35 COM S 1/4 COR SEC 9-110-26, E 1321.05',
1,554.71	Richard & Delores Olson	5	19.412.3830	1/2 Lot E 22' of W 44' of S 40' of Lot 4, Block 177; AMENDED PLAT
<b>\$81,907.08</b>	<b>TOTAL TO BE ASSESSED</b>			



## Memorandum

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

**DATE:** 10/30/13

**FROM:** Todd Prafke                      Paula O'Connell  
City Administrator                  Director of Finance

**RE:** Funding potential for land purchase

### ACTION/RECOMMENDATION

Approve the attached resolution authorizing use of funds and affirming the purchase of approximately 75 acres of land owned by the Lambert Trust for a price of \$8300 per acre.

### BACKGROUND

The land described above is part of the Parks Plan and staff was directed to be in a position to purchase property when available. At a closed session in September, staff described the property for sale, the real estate's possible use as expressed in the Parks Plan, and the opportunity to acquire it using various City funding sources. The City Council directed staff to bid on the property up to and including a specific dollar amount. Your City Attorney was directed to be the authorized bidder and acted at the auction within the parameters set by the Council.

Again, part of your discussion included funding sources that had been identified to purchase land at an auction on October 29, 2013. The sources identified were;

- Tornado Funds remaining after related activity - \$218,700
- Parkland Dedication funds - \$110,350
- Nicollet Meadows Construction Fund - \$540,000. The projected balance is what may remain after we exhaust the tax increment available to repay the construction debt of Nicollet Meadows Subdivision. Debt will be paid in 2016.
- General Fund Reserves \$2.9 million is the current projected balance at the close of 2014. The use of \$622,000 would reduce the fund balance to 36% of the 2014 budget.

The land purchase price was \$8,300/acre and we purchased a parcel of 75.06 acres. Total cost to the City will be \$622,998 plus closing costs.

The land will be for public use including additional parks facilities. Exact configuration, number of fields and others issues are yet to be finalized. It is the goal that some use and development of park facilities may occur in 2014. However, due to the crop use and weed control as a part of previous uses, the soils may not support grass until the 2015 year. Additional planning will take place starting late this year and running into early next year.

**FISCAL IMPACT:**

We are recommending the use of funds as shown below:

Tornado Funds	\$218,700
Parkland Dedication Funds	\$110,350
Nicollet Meadows Funds	\$253,948
Total	\$622,998

Closing costs to be paid by General Fund.

**ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for additional direction as to the use of funds. The staff was directed to work towards a purchase with in the parameters set so it is appropriate that you affirm that action and determine where you want the funding to come from. If you do not act, a number of complicated problems will ensue and you will forgo approximately \$124,000 in earnest money. If you do not approve specific funding, the entire purchase price will be taken from your General Fund.

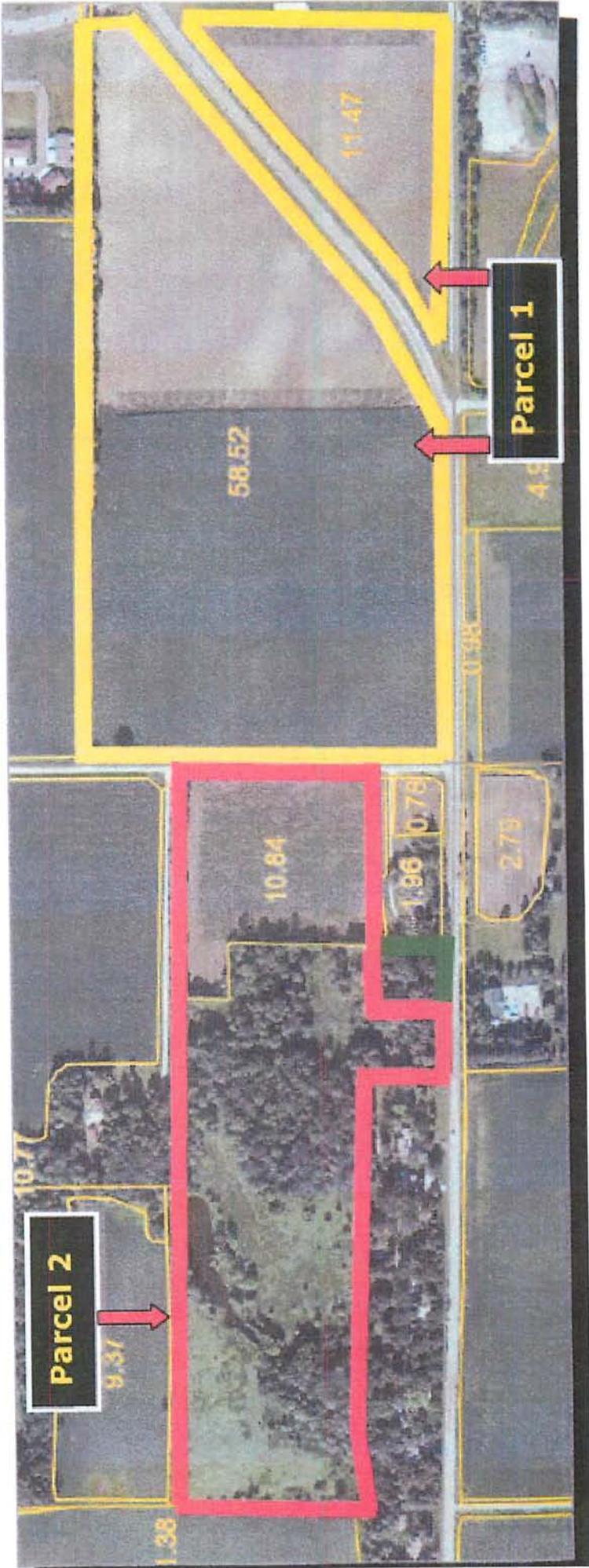
Negative vote. If you do not act, a number of complicated problems will ensue and you will forgo approximately \$124,000 in earnest money.

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

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

TP/bal

**LAMBERT TRUST PROPERTY  
CITY PURCHASED PARCEL 1  
75.06 ACRES**



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AFFIRMING LAND PURCHASE AND IDENTIFYING FUNDING SOURCE**

WHEREAS, the City Council has previously directed staff to submit a bid for agricultural land located directly west of the City limits; and

WHEREAS, the City was the successful bidder on a 75.06 acre parcel of land with a bid of \$8,300 per acre; and

WHEREAS, staff is seeking affirmation of the land purchase; and

WHEREAS, it is necessary to identify the funding source for the land purchase.

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

1. The purchase of 75.06 acres of land from the Lambert Trust at a price of \$8,300 is hereby affirmed.
2. Staff is directed to provide for funding for the purchase from the following sources:

Tornado Funds	\$218,700
Parkland Dedication Funds	\$110,350
<u>Nicollet Meadows Funds</u>	<u>\$253,948</u>
<b>Total</b>	<b>\$622,998</b>

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of November, 2013.

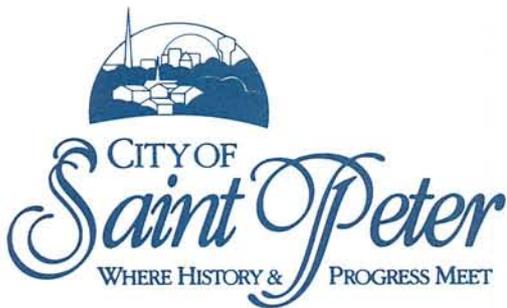
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/8/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Washington Avenue Link Improvement Project Land  
Purchase

### **ACTION/RECOMMENDATION**

Approve the attached resolution authorizing staff to complete the purchase of land from Summit Park MHC, LLC.

### **BACKGROUND**

The Council has taken numerous actions to acquire manufactured homes and real estate and has directed engineering work to complete the Washington Avenue Link project which has been planned since 1995.

The final remaining real estate is owned by Summit Park MHC, LLC and is the right-of-way (ROW) needed to complete the land acquisition for the project. You have previously authorized an eminent domain action (sometimes referred to as condemnation) that will now be dismissed given an agreement on price and timeline for closing on the land transaction is in place.

A map indicating the general area to be purchased is included for your review. A copy of you agent's Memorandum of Agreement signed by the property's owner is also attached.

### **FISCAL IMPACT:**

The cost of this acquisition is reimbursable through our debt service supported by our Municipal State Aid Street Funds. The agreed to purchase price is \$410,000 plus five housing units and the \$5,000 appraisal fee as provided for in the Statute. This agreement falls within the parameters set by the Council at your last closed session on this topic.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for additional direction, however a prolonged delay will mean additional rental costs which could jeopardize the agreement with the land owners and could lead to a very challenging situation as the Council has taken a number of actions that would then need to be untangled.

Negative vote. Staff will wait for additional direction.

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

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

TP/bal

## MEMORANDUM OF AGREEMENT

Project: Washington Ave Link Project  
Acquiring Agency: City of St. Peter ("City")  
Subject Property Owner: Summit Park MHC, LLC ("Owner")

### Background:

The City made an offer to purchase certain property rights described in its "Offer to Purchase" dated April 17, 2013.

The City initiated a condemnation petition dated 5-20-13 as Court File No. 52-CV-13-581. The Owner on October 17, 2013 accepted a settlement proposal put forth on October 17, 2013 by the City's representative, Dan Wilson.

The St. Peter City Council met 10-28-13 to review the proposed settlement and placed the settlement on their November 12, 2013 regular City Council meeting for action.

### Intent of Agreement:

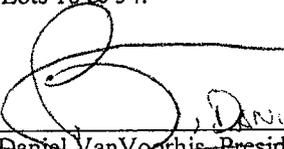
The City and Owner have reached an agreement of the material terms & conditions surrounding the purchase of the property described in the April 17, 2013 "Offer to Purchase" and the dismissal by the City of the condemnation action against the Owner. The City & Owner's intent is to identify the principal terms and conditions mutually arrived in this agreement and to set forth the process to complete the real estate transaction.

### Terms and Conditions:

1. The City Attorney will draft a Stipulation for Dismissal of Parcel, Order and Partial Judgment and forward to the Owner for review and approval.
2. The City will prepare and forward to the Owner (4) temporary construction easements identified in the April 17, 2013 "Offer to Purchase" (1.69 acres, .05 acres, .13 acres, .12 acres.).
3. The St. Peter City Council at their November 12, 2013 City Council meeting will act upon the Stipulated Settlement for Dismissal and (4) temporary construction easements.
4. The City Attorney will file with the District Court the Stipulation for Dismissal as soon as practical after the Owner and City have signed the Stipulation for Dismissal and temporary construction easements.
5. The City will make payments to the Owner or its assignees in the amount of \$410,000 on December 2, 2013 for the purchases of (4) temporary construction easements and approximately 5.1 acres of fee acquisition.
6. The City will provide marketable title to 5 manufactured units identified on the attached Exhibit A, Manufactured Home Units list as soon as practical after the City and Owner have signed the Stipulation for Dismissal. The Owner will have 60 days from the transfer of title to remove the units from the subject property.
7. The City will pay the Owner \$5,000 for an Owner's appraisal fee reimbursement by November 1, 2013.
8. The City's obligation to make lot rental payments to the Owner will cease ~~November 30,~~ <sup>DECEMBER 31,</sup> 2013.
9. The City will provide relocation assistance in compliance with the Uniform Relocation Act for the Owner owned manufactured units on Lots 18 & 54.

Todd Prafke, City Administrator  
City of St. Peter

Date

  
Daniel Van Voorhis, President & CEO  
Continental Community Holdings, LLC  
Date: <sup>DECEMBER 31,</sup> 12/3/13

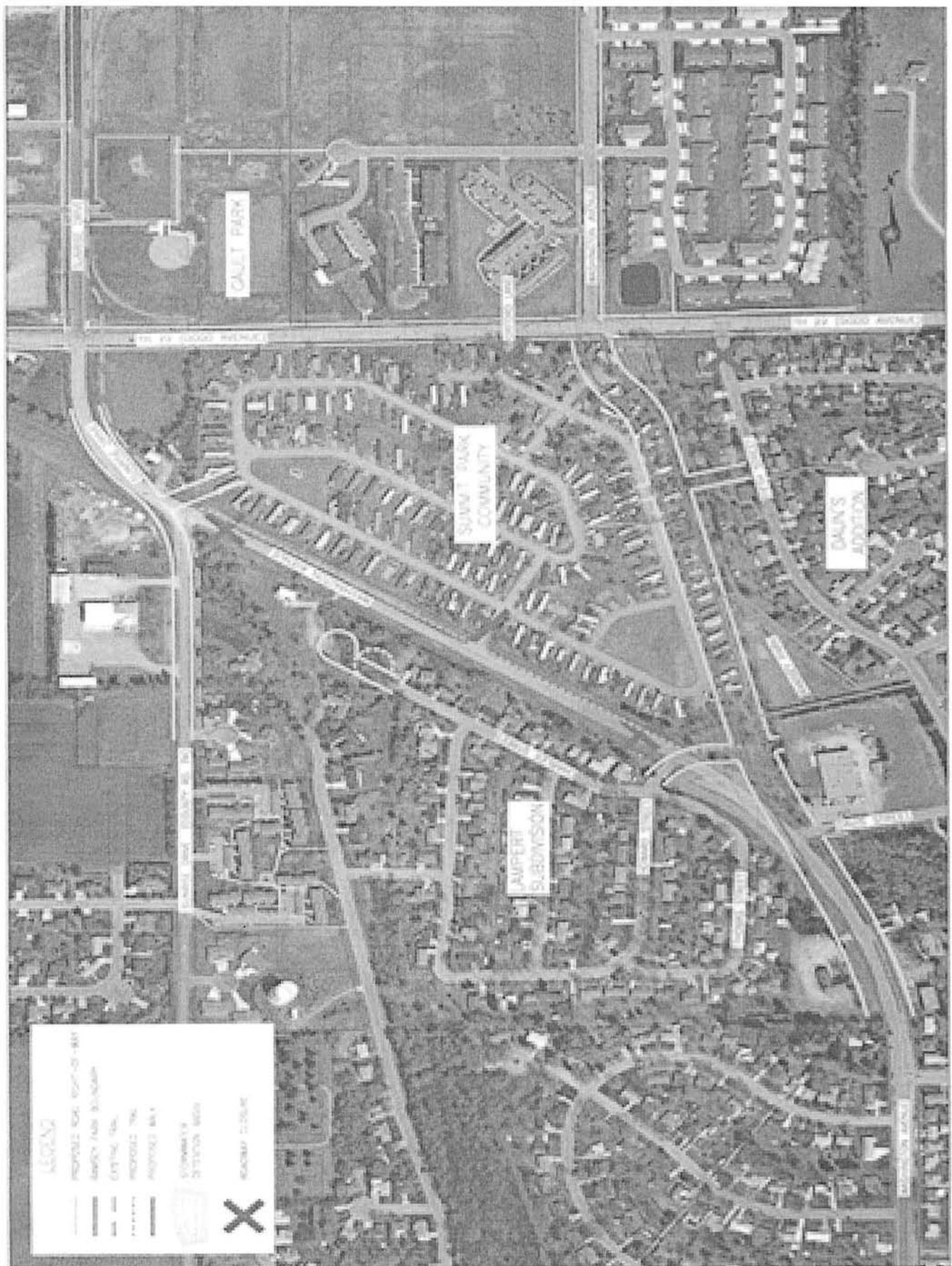
SUMMIT PARK MHC, LLC

By: DANIEL T. VAN VOORHIS, PRESIDENT  
CCM, INC., MANAGER

Exhibit A

Manufactured Home Units

<u>Unit #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Vin#</u>
21	1997	MHMFQ	FS203807
24	1999	LIBH	06L29818XU
25	1989	HIGH	HD1898
26	1993	FBRK	1W300236F
42	2003	SCHU	R308962



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING ACQUISITION OF WASHINGTON AVENUE LINK PROJECT  
RIGHT-OF-WAY PROPERTY**

WHEREAS, the City Council has taken action to acquire Right OF Way and directed staff to pursue engineering, and bidding on a portion of the Washington Link Project, and

WHEREAS, the City Council directed staff to initiate an Eminent Domain process should a negotiate acquisition of the property known as Summit Community, and

WHEREAS, through negotiation a Memorandum of Agreement has been signed by the property owners, and

WHEREAS the agreement provides of a sale price and other consideration for acquisition and construction easements

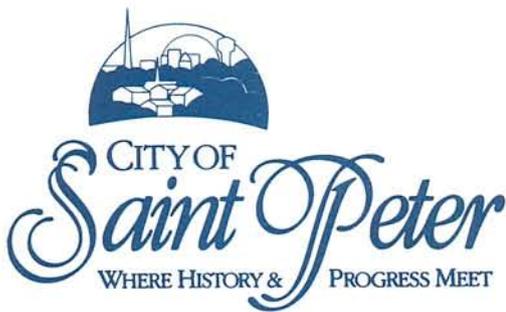
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to complete the acquisition of property under the terms outlined in the Memorandum of Agreement between the City of Saint Peter and Summit Park MHC, LLC dated November 3, 2013, a copy of which is on file in the City Administrator's Office.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of November, 2013.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/08/13

**FROM:** Russ Wille  
Community Development Director

**RE:** Revolving Loan Fund – Policy Amendments

### ACTION/RECOMMENDATION

Adopt the attached resolution amending the policy and guidelines for the administration of the established revolving loan funds.

### BACKGROUND

Prior to 2005, the Economic Development Authority (EDA) revolving loans were typically established on straight amortization schedules. The loans were regularly provided with terms of up to 10–15 years.

In 2005, the EDA and City Council adopted alternative loan guidelines which established balloon payments for nearly every loan. The establishment of the balloon payment provided the EDA with an opportunity to “touch base” with the borrower to review the financial performance of the business.

Depending upon the purpose and use of the loan funds, the repayment terms varied. The repayment guidelines were established as follows:

<u>Purpose</u>	<u>Term</u>	<u>Amortization</u>	<u>Balloon</u>	<u>Extension</u>
Real Estate*	15 years	30 years	10 years	5 years.
Machinery/Equip.	10 years	10 years	5 years	5 years
Working Capital	4 years	10 years	2 years	2 years

\* Real Estate includes purchase, construction or renovation of structures.

In the last few years, nearly every borrower has requested an extension of the established balloon payment date. To receive an extension, the primary lender (bank) would need to indicate that it is unable to extend the credit necessary to repay the EDA loan.

When determined necessary, borrowers have typically been provided with a single, twenty-four month extension.

Some EDA members suggested that it would be appropriate to require that the borrower be rejected by at least two banks before receiving an extension of a balloon payment.

Some on the EDA have also suggested that if a balloon payment is extended, the interest rate of the loan should be altered to reflect a market rate or be raised to match the rate charged by the primary lender (bank).

The EDA has been asked to consider the process of extending the balloon payments. In addition to the balloon extension policy, the EDA has recommended additional alterations to correct perceived deficiencies in the guidelines and policy. The EDA has discussed the revolving loan policies and have made a recommendation to incorporate the following changes to the policy.

1. The maximum amortization of real estate loans shall be reduced from thirty (30) to twenty (20) years.
2. The maximum balloon payment extension for loans secured by fixtures, furnishings and equipment shall be two (2) years.
3. The maximum balloon payment extension for loans provided to finance working capital shall be two (2) years.
4. All loan recipients shall be obligated to submit annual financial reports to the Community Development Director's office which at a minimum shall include a profit and loss statement and balance sheet.
5. Loan recipients seeking to extend an established balloon payment shall be required to provide correspondence from the primary project lender that they are unable to extend additional credit to the business or otherwise refinance the debt.
6. The text, "*..and located within the boundaries of School District 508*" shall be deleted from Section 3.2 of the guidelines.
7. The text, "*Small loans of \$5,000 or less, may be granted or guaranteed by the EDA upon recommendation of the EDA President and Economic Development Officer for the City of Saint Peter. Applications for small loans shall be supported with a bank loan application and letter describing the project.*" shall be deleted from Section 4.1.

**FISCAL IMPACT:**

No fiscal impact has been identified.

**ALTERNATIVES/VARIATIONS:**

Do not act: The policy and guidelines will remain as they currently exist.

Negative Votes: The policy and guidelines will remain as they currently exist.

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.

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AMENDING THE GUIDELINES RELATED TO THE ADMINISTRATION OF  
THE ESTABLISHED REVOLVING LOAN FUNDS**

WHEREAS, the Economic Development Authority (EDA), via the Community Development Department, administers the Revolving Loan Fund(s); and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, the EDA has considered the existing revolving loan guidelines and has determined that it would be appropriate and advantageous to amend the guidelines to provide clarification as to the ongoing administration of the loan programs.

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

1. The maximum amortization of real estate loans shall be reduced from thirty (30) years to twenty (20) years.
2. The maximum balloon payment extension for loans secured by fixtures, furnishings and equipment shall be two (2) years.
3. The maximum balloon payment extension for loans provided to finance working capital shall be two (2) years.
4. All loan recipients shall be obligated to submit annual financial reports to the Community Development Director's office which, at a minimum, shall include a profit and loss statement and balance sheet.
5. Loan recipients seeking to extend an established balloon payment shall be required to provide correspondence from the primary project lender that they are unable to extend additional credit to the business or otherwise refinance the debt.
6. The text, "*..and located within the boundaries of School District 508*" shall be deleted from Section 3.2 of the guidelines.
7. The text, "*Small loans of \$5,000 or less, may be granted or guaranteed by the EDA upon recommendation of the EDA President and Economic Development Officer for the City of Saint Peter. Applications for small loans shall be supported with a bank loan application and letter describing the project*" shall be deleted from Section 4.1.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of November, 2013.

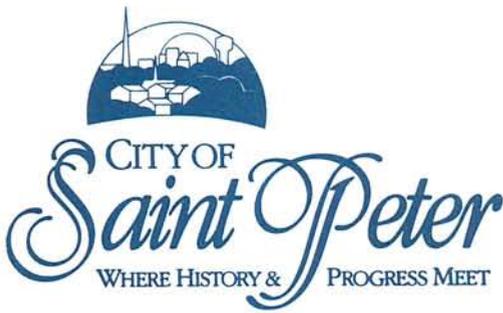
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/8/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Hwy 169/Old Minnesota Avenue MnDOT Letter of Intent

### **ACTION/RECOMMENDATION**

Approve the attached resolution entering a letter of intent with the Minnesota Department of Transportation (MnDOT) for joint construction on the project described.

### **BACKGROUND**

The Council has taken action to approve design concepts and has given municipal consent to the work planned by MnDOT and the City. The attached resolution states our intent to pay for City costs as a part of the combined project.

Staff believes that this is the most cost and time efficient way to complete the work previously approved by the Council. We believe this is true as generally money is saved with an increase in volume of materials and size of contract. The better coordination of work will reduce inconvenience to businesses in the area as compared to having two separate agreements.

If approved, the next step in the process will be for the City to enter into a formal agreement for contracting in February or March prior to the project being let for bidding.

### **FISCAL IMPACT**

There is no direct cost to this action, but it will establish our position in requesting that a joint project be planned for by MnDOT.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for additional direction. An extended delay could result in a change in project timeline and may mean that MnDOT could withdraw from the joint project which we believe will result in increased costs and other concerns with MnDOT.

Negative vote. Staff will wait for direction from the Council and without direction, will proceed as if the project would be bid independently from the MnDOT project.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING EXECUTION OF COOPERATIVE AGREEMENT WITH  
MINNESOTA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Minnesota Department of Transportation (MnDOT) proposes to make certain improvements on a portion of T.H. 169 located in the City of Saint Peter under State Project (S.P.) 5209-66; and

WHEREAS, it is the City's desire that the State include, in this project letting, certain improvements to Saint Julien Street, Old Minnesota Avenue, and Union Street located in the City of Saint Peter; and

WHEREAS, MnDOT has requested that the City formally indicate its intent to participate in the costs of the St. Julien Street/Old Minnesota Avenue roundabout, the Union Street local connection, and other improvements requested by the City in an amount estimated to be \$1,800,000 and in accordance with MnDOT's "Policy and Procedures for Cooperative Construction Projects with Local Units of Government" dated April, 2004.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: following approval by the Minnesota Department of Transportation of plans and specifications for the improvement of said trunk highway and City streets, before a contract is awarded for the construction of said improvements, the City shall enter into an agreement with the State which shall provide that the City shall pay its share of the cost of the requested improvements as determined by the State in accordance with the latest "Policies and Procedures for Cooperative Construction Projects with Local Units of Government" (a copy of which has been received by the City).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of November, 2013.

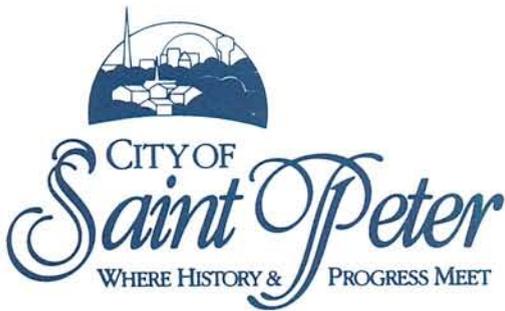
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/6/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** 2013 General Election Canvass

### ACTION/RECOMMENDATION

Provide for adoption of a resolution canvassing the results of the 2013 general election held on November 5, 2013.

### BACKGROUND

As you know the City conducted a general election on November 5, 2013 to elect a Mayor, one Councilmember in Ward II, and two Councilmembers in Ward I. Also on the ballot were races to elect three members of the School District #508 board. M.S. 205.185, Subd. 3 requires the City Council to canvass the results of the election within seven days of a municipal election. A sample resolution has been included for your consideration.

The City had 6,525 registered voters at 7:00 a.m. on election day. Overall turnout was 17% which slightly lower than the normal 24-28% turnout for odd-year elections.

Certificates of election will be distributed to the winning candidates after the final day for contesting the election subject to compliance with other election regulations.

Staff recommends the election results be accepted.

### FISCAL IMPACT:

None.

### ALTERNATIVES/VARIATIONS:

Approval: Staff will proceed with the process for certification of the election results to Nicollet County.

Denial: No further action will be taken without additional direction from the Council. It is important to remember that action must be taken by the Council to accept the results within seven days of the actual election.

Modification of the Resolution: Without the election being contested, the Council does not have the option to change the results.

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION CANVASSING 2013 MUNICIPAL ELECTION RETURNS**

WHEREAS, the City Administrator has presented the ballots and official election tally records for the 2013 municipal election which was conducted on November 5, 2013; and

WHEREAS, the members of the City Council have canvassed the returns of said election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following summary of the votes cast in the November 5, 2013 election is hereby accepted:

<u>MAYOR</u>	<u>WIP1</u>	<u>WIP2</u>	<u>W2P1</u>	<u>W2P2</u>	<u>TOTAL</u>
TIMOTHY STRAND	154	287	83	192	716
JOEL BRINKER	130	140	44	125	439
TOTALS	284	427	127	317	1155

<u>COUNCILMEMBER-WARD I</u>	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>TOTAL</u>
SUSAN CARLIN	221	346	567
ROGER PARRAS	163	229	392
TOTALS	384	575	959

<u>COUNCILMEMBER-WARD II</u>	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>TOTAL</u>
DAVID B. MCGUIRE	20	61	81
STEPHEN C GRAMS	85	192	277
RUSSELL NACHREINER	11	44	55
TOTALS	116	297	413

<u>SCHOOL BOARD</u>	<u>W1P1</u>	<u>W1P2</u>	<u>W2P1</u>	<u>W2P2</u>	<u>OLD DISTRICT OFFICE</u>	<u>KASOTA</u>	<u>TOTAL</u>
DAN BERGESON	57	70	23	91	4	13	258
DREW DIXON	165	258	71	161	36	44	735

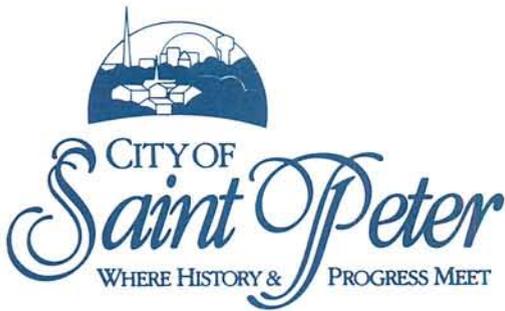
CHARLIE POTTS	163	272	81	162	41	39	758
KEITH STELTER	102	203	56	148	28	17	554
JON CARLSON	143	208	72	151	32	34	640
CHRISTOPHER HARMES	98	136	42	108	19	21	424
TOTALS	728	1147	345	821	160	168	3369

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of November, 2013.

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

ATTEST:

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



## Memorandum

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

**DATE:** 11/8/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Community Center Vacancy

### **ACTION/RECOMMENDATION**

A report for your information.

### **BACKGROUND**

The Center for Rural Policy Development has given notice of their intent to vacate their location at Room 211 at the Community Center. They plan to leave at the end of January. The total square footage they occupy is approximately 1,356. The lease value is about \$1,450 per month including rent, utilities and a specified amount of meeting room use.

Staff will send correspondence to all other tenants to inform them of the pending vacancy and our intent to work to fill the space without the use of a realtor.

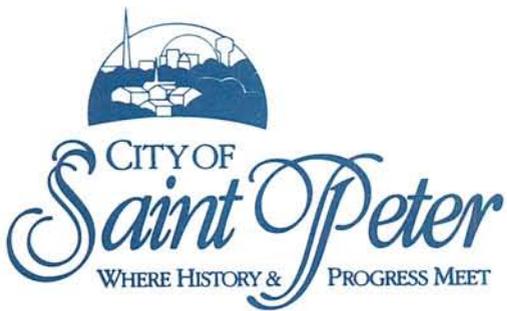
When the Community Center was constructed, the Council established general criteria for tenants of the building. That criteria was as follows:

- Community Action Organization or Not For Profit
- Foundation
- Affiliate organization of Local Unit of Government
- Educational institutions or entities
- Organizations that offer services to seniors, youth or families

The focus was to make space available for those entities that would help the community.

Please contact me if you have any questions or concerns.

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/07/13

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

**RE:** Requirements for ATP Grant Application

### ACTION/RECOMMENDATION

None needed, for your information.

### BACKGROUND

Staff had discussed the opportunity to apply for ATP funding for a safety project on the City street system. Consideration was being given to six different intersections as potential projects for the ATP grant funding. Further investigation into the evaluation of projects considered for the grant funding resulted in the discovery of the criteria being used to approve projects for a grant. Projects will be evaluated based on economic criteria for the cost of accidents at a given site. Death at a site will be assigned a cost of \$1 million, critical injuries will be assigned a cost of \$500,000, and all other property damage will be at cost. The total cost of accidents over the last three years of accidents at a site will then be summarized and measured against the construction cost of the improvements. The construction cost must be equal to the accident cost or less for a project to be considered for grant funding. None of the six projects the City was considering meet those criteria.

I will be available for discussion during the Reports section of the City Council meeting.

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

LGG:bl

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

**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 property sale negotiations and personnel evaluations; and

WHEREAS, the City of Saint Peter is also currently in negotiations for property sale and;

WHEREAS, the City Council wishes to conduct an annual evaluation of the City Administrator; and

WHEREAS, the Council wishes to discuss these negotiations in closed session in the Nicollet Room of the Community Center.

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 Nicollet Room as provided for under Minnesota Statutes for discussion of property sale negotiations and personnel evaluation.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of November, 2013.

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

ATTEST:

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