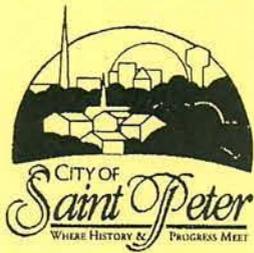


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 24, 2014
Community Center Governors' Room - 7:00 p.m. - 600 South Fifth Street

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
 - A. Refunding Bonds – Ecumen Second Century Project
 - B. Assessment of Unpaid Utility Charges
 - C. Assessment of Unpaid 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. 2013 North Third Street Improvement Project Final Acceptance
- VIII. **NEW BUSINESS**
 - A. 2014 Housing Study Update Acceptance
 - B. Housing/Health Care Revenue Refunding Bonds
 - C. Old Minnesota/Union Project MSA Funding
 - D. Vactor Truck Purchase
 - E. Polar Bear Plunge Request
 - F. 2015 Municipal Fee Schedule
 - G. Unbudgeted Purchase: Playground Equipment
- IX. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. City Office Closures
 - 2. Others
- X. **ADJOURNMENT**



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 HEARINGS

A. **PUBLIC HEARING ON THE ISSUANCE OF HOUSING AND HEALTH CARE REVENUE REFUNDING BONDS (ECUMEN – SECOND CENTURY PROJECT)**

A public hearing has been scheduled at this time to accept input on the proposed issuance of Housing and Health Care Revenue Refunding Bonds for the Ecumen Second Century Project. The City of Saint Peter has been “host” City for this issuance since 1999 and there is no cost to the City or obligation for repayment of the bonds. Notice of the hearing has been duly published in the St. Peter Herald. It is appropriate at this time to receive public comment. Action on the proposed refunding bond issuance is included under NEW BUSINESS.

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

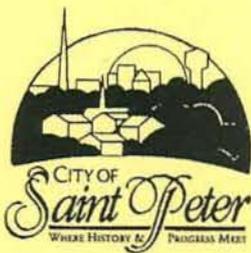
A public hearing has been scheduled at this time to receive comment on the proposed assessment of unpaid utility charges. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed modification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

C. **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.

IV. APPROVAL OF MINUTES

A copy of the minutes of the November 10, 2014 regular 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**

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 23, 2014 through November 5, 2014, is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

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

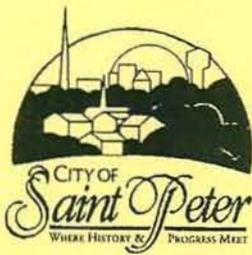
Following the public hearing, it is appropriate to consider action on the proposed assessment of unpaid utility charges. Please see the attached staff report and RESOLUTION.

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 ACCEPTING 2013 NORTH THIRD STREET IMPROVEMENT PROJECT**

Staff recommends the 2013 North Third Street Improvement Project be accepted as completed and authorization be provided for final payment to the contractor. Please see the attached staff report and RESOLUTION.



VIII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION ACCEPTING HOUSING STUDY UPDATE**

The updated to the City's housing study has been completed. Staff recommends acceptance of the document. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION GIVING HOST APPROVAL FOR ISSUANCE OF HOUSING/HEALTH CARE REFUNDING BONDS**

Following the public hearing, it is appropriate to take action on the refunding bond request. Staff recommends approval. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING USE OF MUNICIPAL STATE AID FUNDS FOR OLD MINNESOTA AVENUE/UNION STREET PROJECT**

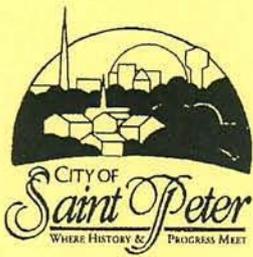
The scope of work for the Old Minnesota Avenue/Union Street project increased in several different areas. Staff recommends approval be provided for execution of a supplemental agreement with MnDOT that would allow Municipal State Aid funds to be used to fund the additional work. Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT VACTOR TRUCK**

The 2015 Wastewater and Stormwater fund budgets contain appropriations for shared costs replaced to replacement of the City's Vactor truck. Staff recommends approval be provided for purchase of the chassis and Vactor to be assembled at a facility in Illinois. Please see the attached staff report and RESOLUTION.

E. **ADOPTION OF A RESOLUTION APPROVING USE OF HALLETT'S POND FOR SPECIAL OLYMPICS POLAR BEAR PLUNGE EVENT**

Staff recommends approval of a request submitted by the Nicollet County Sheriff for use of Hallett's Pond for the Polar Bear Plunge. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION ADOPTING THE 2015 MUNICIPAL FEE SCHEDULE

Staff recommends approval of the 2015 municipal fee schedule. The new fees would take effect January 1, 2015 if adopted. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF PLAYGROUND EQUIPMENT

Staff recommends approval of the unbudgeted purchase of playground equipment to be installed at Ramsey Park. Funding for the purchase shall be from General Fund reserves, School District #508 and a grant from the Carl and Verna Schmidt Foundation. 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. CITY OFFICE CLOSURES

A report will be provided at this time on upcoming City office closures related to the Thanksgiving holiday and staff training.

2. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

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
NOVEMBER 10, 2014**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on November 10, 2014.

A quorum present, Mayor Strand called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Carlin, and Mayor Strand. Absent was Councilmember Grams. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

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

Approval of Minutes – A motion was made by Kvamme, seconded by Carlin, to approve the minutes of the October 27, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the October 27, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Kvamme, seconded by Carlin, Resolution No. 2014-162 entitled "Resolution Approving Consent Agenda" was introduced. A complete copy of Resolution No. 2014-162 is contained in the City Administrator's book entitled Council Resolutions 20.

Public Works Director Job Description – City Administrator Prafke recommended approval of an updated position description for the Director of Public Works. Prafke reminded Councilmembers that position descriptions are reviewed each time a vacancy occurs to ensure compliance with State and Federal regulations and to ensure the description accurately reflects the qualifications and essential functions of the position. Prafke noted that the most substantial change to the proposed description was the inclusion of a six minute emergency response time to the Public Works administration building. Councilmember Brand questioned the proposed salary for the position indicated in the memo. Prafke stated that although the salary might be a little low in the market when compared to cities of similar operations, the salary needed to be considered in comparison to the rate being paid to the current employee. In motion by Zieman, seconded by Parras, Resolution No. 2014-163 entitled "Resolution Approving Modification To Public Works Director Job Description", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-163 is contained in the City Administrator's book entitled Council Resolutions 20.

3.2 Off-Sale Beer License Application – City Administrator Prafke reported an application had been received for a 3.2 Off Sale Beer license from the management of Shopko Hometown and that nothing had been found in the background investigation that would prohibit issuance of the license. In motion by Parras, seconded by Kvamme, Resolution No. 2014-164 entitled "Resolution Approving New License", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-164 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor's Report – Mayor Strand thanked Councilmember Brand for serving as Mayor pro tem during his recent vacation.

Veteran's Day Closures – City Administrator Prafke reminded the public that City offices would be closed in recognition of Veteran's Day on November 11th.

Curbside Leaf Collection – City Administrator Prafke reported curbside leaf collection would continue for properties north of Broadway Avenue until snow prohibited further collection.

Resolution Calling For Closed Session: Union Negotiations – City Administrator Prafke requested a closed session as allowed under State law to discuss union negotiations with the Utilities, Streets, and Parks unions. In motion by Kvamme, seconded by Carlin, Resolution No. 2014-165 entitled "Resolution Calling For Closed Session" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-165 is contained in the City Administrator's book entitled Council Resolutions 20.

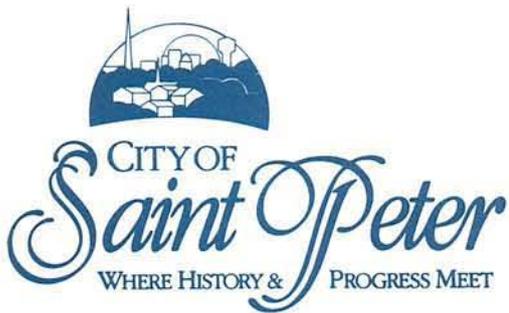
The Council adjourned to closed session in the Traverse des Sioux room at 7:25 p.m. Discussion on the Utilities Union contract began at 7:25 p.m. and ended at 7:40 p.m. The discussion on the Parks Union contract began at 7:41 p.m. and ended at 7:48 p.m. Discussion on the Streets Union contract began at 7:49 p.m. and ended at 7:58 p.m. The Council returned to open session at 7:58 p.m.

There being no further business, a motion was made by Brand, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:59 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/18/14

FROM: Cindy Moulton
Administrative Secretary

RE: Renewal License Applications

ACTION/RECOMMENDATION

Provide approval of several renewal license applications.

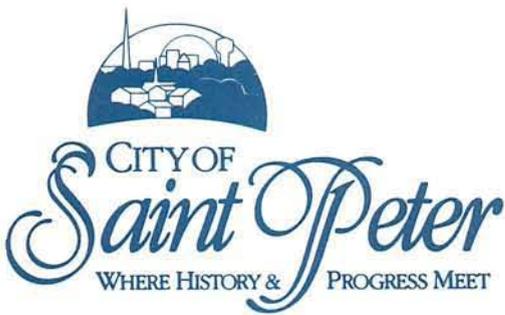
BACKGROUND

The Church of Saint Peter will be holding their annual fundraiser on March 28, 2015. The event will take place at Johnson Hall, 400 Union Street. The Church has applied for the following licenses: Temporary On Sale Liquor, Temporary Soft Drink and a LG220 Application for Exempt Permit in order to conduct raffles.

Please place these items on the November 24, 2014 City Council consent agenda.

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/17/2014

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Bicycles

ACTION/RECOMMENDATION

Declare the following list of unclaimed bicycles as surplus property.

BACKGROUND

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

<u>Description</u>	<u>Property card #</u>
BMX silver	15603
Hyper Havac black	15618
Magna LX2 Silver/Maroon mtn bike	15627
Quest Tetra blue girls bike	15644
Huffy Cannon Red mountain bike	15646
Next Power Climber lt blue mtn bike	15646
Magna Malibu purple/wht girls bike	15659
Huffy Canyon 26" woman's mtn bike	15661
Mongoose Freestyle pink girls bike	15665
Grand Teton FS Elite maroon mtn bike	15677
Huffy Sledge Hammer blk/org	15679
Huffy Beverly Hills 10 speed teal/pink	15680
Roadmaster Mtn Furry blue mtn bike	15686
Hyper BMX blk w/pegs	15687
Magna Mtn Climber Roadmaster	15688
Huffy Sportsman grn 3 speed	15691
Huffy Dominion purple girls	15700
Trek mtn Freestyle blk/silv/blu	15701
Magna Outreach purple mtn bike	15709
Magna Great Divide mtn bike	15714
Magna Ripclaw boys 20 in org	15719
Huffy purple/pink girls bike	15721
Roadmaster lt blue 10 speed	15725
Pink Mtn bike girls 20 in	15725

Girls 20 in purple bike	15725
Pacific Equation blue	15729
Mongoose BMX purple	15730
Magna teal/wht tires girls bike	15731
Huffy green mtn bike	15733
Schwinn Spitfire Freestyle bike	15671
Rock Creek Free spirit mtn bike purple	15671
Tundra blue mtn bike	15671

FISCAL IMPACT:

None

ALTERNATIVES/VARIATIONS:

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

Denial: No further action will be taken without additional direction from the Council.

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

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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	uniform	GENERAL FUND	COMMUNITY SERVICE	58.00
	paws walk shirts, artwork	RESTRICTED CONTRIB	COMMUNITY SERVICE	831.40
	TOTAL:			889.40
AFFILIATED CREDIT SERVICES	collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	27.07
	TOTAL:			27.07
ALPHA WIRELESS COMMUNICATIONS CO	handheld radio maintenance	GENERAL FUND	MUNICIPAL BUILDING	59.32
	handheld radio maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	83.04
	handheld radio maintenance	WATER	ADMIN AND GENERAL	56.83
	handheld radio maintenance	WASTE WATER FUND	ADMIN AND GENERAL	51.40
	handheld radio maintenance	ELECTRIC FUND	ADMIN AND GENERAL	51.41
TOTAL:			302.00	
APPLIANCE CLINIC	REP DW DOOR RM 121	COMMUNITY CENTER	COMMUNITY CENTER	65.00
	repair of wash machine wat	WATER	PURIFICATION AND TREAT	234.99
	TOTAL:			299.99
AQUA SOLUTIONS, INC	lab carbon & osmosis cartr	WASTE WATER FUND	SOURCE/TREATMENT	636.00
	TOTAL:			636.00
BARNES & NOBLE INC	NEW JUV MATERIALS	LIBRARY FUND	LIBRARY	798.67
	TOTAL:			798.67
BEACON ATHLETICS	mound cover for vets field	GENERAL FUND	PARKS	435.00
	TOTAL:			435.00
BOLTON & MENK INC	STAFF MEETINGS	GENERAL FUND	STREETS	105.00
	hwy 22 flood mitigation mn	GENERAL FUND	STREETS	260.00
	park row name verification	GENERAL FUND	STREETS	330.00
	STAFF MEETINGS	GENERAL FUND	PARKS	84.00
	new school site storm drai	GENERAL FUND	PARKS	512.50
	future housing nic/travers	GENERAL FUND	ECONOMIC DEVMT	325.00
	wash av link:mtg, material	PERM IMPROVMENT RE	STREETS	27,671.75
	north end 169th options	PERM IMPROVMENT RE	STREETS	3,107.50
	old mn/st julien	PERM IMPROVMENT RE	STREETS	801.00
	st julien/th 169 sanitary	PERM IMPROVMENT RE	STREETS	130.00
	union/old mn const. servic	PERM IMPROVMENT RE	STREETS	4,012.50
	n 3rd st improvements 8/16	2013B TIF #1-18 N	ECONOMIC DEVELOPMENT	975.00
	water trtmt plant filter a	WATER	PURIFICATION AND TREAT	2,144.84
	STAFF MEETINGS	WATER	ADMIN AND GENERAL	42.00
	STAFF MEETINGS	WASTE WATER FUND	ADMIN AND GENERAL	42.00
	STAFF MEETINGS	ENVIRON SERVICES F	ADMIN AND GENERAL	42.00
	STAFF MEETINGS	ELECTRIC FUND	ADMIN AND GENERAL	105.00
swppp application	STORMWATER FUND	TREATMENT	4,289.00	
TOTAL:			44,979.09	
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,215.00
	criminal	GENERAL FUND	LEGAL SERVICES	9,335.25
	washington terrace	WASH TERRACE HOUSI	ECONOMIC DEVMT	14.50
	disconnects	WATER	CUSTOMER ACCOUNTS	58.00
	disconnects	WASTE WATER FUND	CUSTOMER ACCOUNTS	58.00
	disconnects	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	58.00
	disconnects	ELECTRIC FUND	CUSTOMER ACCOUNTS	58.00
	TOTAL:			11,796.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BUREAU OF CRIMINAL APPREHENSION	SEARCH WARRANTS TRAINING	GENERAL FUND	POLICE	60.00
			TOTAL:	60.00
CARQUEST AUTO PARTS STORES	BELTS/THERMOSTAT	GENERAL FUND	POLICE	56.72
	OIL,WWTF,SEAL/RET, STKR FL	WASTE WATER FUND	SOURCE/TREATMENT	159.36
	PARTS, BELTS, DRAIN PLUG	TRANSIT	TRANSIT/TRANSPORTATION	33.45
			TOTAL:	249.53
CHARD TILING & EXCAVATING	entrance for seitzer prope	GENERAL FUND	STREETS	800.00
	518 s 5th st curb gutter s	GENERAL FUND	STREETS	1,600.00
	1140 n 5th st curb & gutte	STORMWATER FUND	NON-DEPARTMENTAL	2,160.00
			TOTAL:	4,560.00
COLE PAPERS INC	dish soap, fl cleaner, bow	GENERAL FUND	STREETS	112.84
	wrong sanitizer pw	GENERAL FUND	STREETS	36.88-
	dish soap, fl cleaner, bow	GENERAL FUND	PARKS	112.84
	wrong sanitizer pw	GENERAL FUND	PARKS	36.88-
	WARRANTY PART FOR FLR SCR	COMMUNITY CENTER	COMMUNITY CENTER	77.46-
	dish soap, fl cleaner, bow	WATER	DISTRIBUTION AND STORA	56.42
	wrong sanitizer pw	WATER	DISTRIBUTION AND STORA	18.44-
	dish soap, fl cleaner, bow	WASTE WATER FUND	SOURCE/TREATMENT	56.42
	wrong sanitizer pw	WASTE WATER FUND	SOURCE/TREATMENT	18.44-
	dish soap, fl cleaner, bow	ENVIRON SERVICES F	REFUSE DISPOSAL	56.42
	wrong sanitizer pw	ENVIRON SERVICES F	REFUSE DISPOSAL	18.44-
	dish soap, fl cleaner, bow	ELECTRIC FUND	POWER DISTRIBUTION	112.84
	wrong sanitizer pw	ELECTRIC FUND	POWER DISTRIBUTION	36.88-
	dish soap, fl cleaner, bow	STORMWATER FUND	TREATMENT	56.44
	wrong sanitizer pw	STORMWATER FUND	TREATMENT	18.46-
			TOTAL:	302.34
COMPASS MINERALS AMERICA INC	bulk salt	GENERAL FUND	STREETS	1,851.41
	bulk salt	GENERAL FUND	STREETS	1,912.84
	BULK SALT	GENERAL FUND	STREETS	3,773.46
			TOTAL:	7,537.71
COMPUTER TECHNOLOGY SOLUTIONS, INC.	COMPUTER WITH WINDOWS 8	GENERAL FUND	FINANCE	147.50
	COMPUTER WITH WINDOWS 8	WATER	ADMIN AND GENERAL	36.88
	COMPUTER WITH WINDOWS 8	WASTE WATER FUND	ADMIN AND GENERAL	36.88
	COMPUTER WITH WINDOWS 8	ENVIRON SERVICES F	ADMIN AND GENERAL	36.86
	COMPUTER WITH WINDOWS 8	ELECTRIC FUND	ADMIN AND GENERAL	36.88
			TOTAL:	295.00
CRYSTAL LAWN, INC	irrigation fall shut down	GENERAL FUND	PARKS	62.00
	IRRIGATION FALL SHUTDOWN	LIBRARY FUND	LIBRARY	18.20
	IRRIGATION FALL SHUTDOWN	COMMUNITY CENTER	COMMUNITY CENTER	72.80
			TOTAL:	153.00
CRYSSTEEL TRUCK EQUIPMENT INC	repairs to front plow hois	GENERAL FUND	STREETS	1,171.15
	#207 hinge pin w/ roll	GENERAL FUND	STREETS	42.40
			TOTAL:	1,213.55
CULLIGAN	SOLAR SALT	COMMUNITY CENTER	COMMUNITY CENTER	26.50
	HALLOWEEN FUN RUN WATER	RESTRICTED CONTRIB	RECREATION/LEISURE SER	88.00
			TOTAL:	114.50
CUMMINS NPOWER, LLC	copier maint for august	LIBRARY FUND	LIBRARY	118.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	REPAIR GENERATOR	COMMUNITY CENTER	COMMUNITY CENTER	472.20
			TOTAL:	590.25
DEMCO, INC.	PROCESSING SUPPLIES	LIBRARY FUND	LIBRARY	190.04
			TOTAL:	190.04
DOUGLAS-KERR UNDERGROUND, LLC	7-Final N 3rd St Improveme	2013B TIF #1-18 N	ECONOMIC DEVELOPMENT	60,778.30
			TOTAL:	60,778.30
EARL F ANDERSEN INC	6" extension for street si	GENERAL FUND	STREETS	552.00
	30x30 slow moving sign	GENERAL FUND	STREETS	244.69
			TOTAL:	796.69
ED'S PLUMBING	314 s 3rd st update meter	WATER	DISTRIBUTION AND STORA	199.35
			TOTAL:	199.35
ELECTRIC PUMP	pump for wwtf	WASTE WATER FUND	SOURCE/TREATMENT	9,693.40
			TOTAL:	9,693.40
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	LED LIGHTS	GENERAL FUND	POLICE	177.80
			TOTAL:	177.80
EMERGENT NETWORKS	EXCHANGE REPAIR	GENERAL FUND	CITY ADMINISTRATION	11.17
	EXCHANGE REPAIR	GENERAL FUND	FINANCE	40.20
	EXCHANGE REPAIR	GENERAL FUND	POLICE	51.37
	EXCHANGE REPAIR	GENERAL FUND	FIRE	6.70
	EXCHANGE REPAIR	GENERAL FUND	BUILDING INSPECTOR	6.70
	EXCHANGE REPAIR	GENERAL FUND	PUBLIC WORKS ADMIN	15.63
	EXCHANGE REPAIR	GENERAL FUND	STREETS	4.47
	EXCHANGE REPAIR	GENERAL FUND	RECREATION/LEISURE SER	29.03
	EXCHANGE REPAIR	GENERAL FUND	PARKS	2.23
	EXCHANGE REPAIR	GENERAL FUND	ECONOMIC DEVMT	4.47
	EXCHANGE REPAIR	LIBRARY FUND	LIBRARY	71.47
	EXCHANGE REPAIR	PUBLIC ACCESS	PUBLIC ACCESS	2.23
	NEW WIRELESS NETWORK	COMMUNITY CENTER	COMMUNITY CENTER	472.50
	EXCHANGE REPAIR	COMMUNITY CENTER	COMMUNITY CENTER	2.23
	EXCHANGE REPAIR	WATER	ADMIN AND GENERAL	11.17
	EXCHANGE REPAIR	WASTE WATER FUND	ADMIN AND GENERAL	6.70
	EXCHANGE REPAIR	ENVIRON SERVICES F	REFUSE DISPOSAL	2.23
	EXCHANGE REPAIR	ELECTRIC FUND	ADMIN AND GENERAL	29.16
	EXCHANGE REPAIR	STORMWATER FUND	ADMINISTRATION AND GEN	4.47
	EXCHANGE REPAIR	TRANSIT	TRANSIT/TRANSPORTATION	2.12
			TOTAL:	776.25
ENDRES WINDOW CLEANING INC	COMM CTR WINDOWS	LIBRARY FUND	LIBRARY	292.50
	COMM CTR WINDOWS	COMMUNITY CENTER	COMMUNITY CENTER	682.50
			TOTAL:	975.00
ENVENTIS	OCTOBER SERVICES	GENERAL FUND	CITY ADMINISTRATION	69.91
	OCTOBER SERVICES	GENERAL FUND	CITY CLERK	13.82
	OCTOBER SERVICES	GENERAL FUND	FINANCE	108.82
	OCTOBER SERVICES	GENERAL FUND	MUNICIPAL BUILDING	6.46
	OCTOBER SERVICES	GENERAL FUND	POLICE	340.32
	OCTOBER SERVICES	GENERAL FUND	FIRE	151.54
	OCTOBER SERVICES	GENERAL FUND	BUILDING INSPECTOR	40.57
	OCTOBER SERVICES	GENERAL FUND	PUBLIC WORKS ADMIN	83.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	OCTOBER SERVICES	GENERAL FUND	STREETS	47.03
	OCTOBER SERVICES	GENERAL FUND	SENIOR COORDINATOR	5.61
	OCTOBER SERVICES	GENERAL FUND	RECREATION/LEISURE SER	409.15
	OCTOBER SERVICES	GENERAL FUND	SWIMMING POOL	31.34
	OCTOBER SERVICES	GENERAL FUND	PARKS	90.35
	OCTOBER SERVICES	GENERAL FUND	ECONOMIC DEVMT	26.75
	OCTOBER SERVICES	LIBRARY FUND	LIBRARY	82.46
	OCTOBER SERVICES	PUBLIC ACCESS	PUBLIC ACCESS	13.83
	OCTOBER SERVICES	COMMUNITY CENTER	COMMUNITY CENTER	48.01
	OCTOBER SERVICES	WATER	ADMIN AND GENERAL	167.25
	OCTOBER SERVICES	WASTE WATER FUND	ADMIN AND GENERAL	191.59
	OCTOBER SERVICES	ENVIRON SERVICES F	ADMIN AND GENERAL	29.88
	OCTOBER SERVICES	ELECTRIC FUND	ADMIN AND GENERAL	138.37
	OCTOBER SERVICES	TRANSIT	TRANSIT/TRANSPORTATION	48.71
			TOTAL:	2,144.89
FARMERS ELEVATOR CO OF TRAVERSE	FERTILIZER FOR PW	GENERAL FUND	STREETS	72.27
	FERTILIZER FOR PW	GENERAL FUND	PARKS	72.27
	FERTILIZER FOR PW	WATER	DISTRIBUTION AND STORA	36.14
	FERTILIZER FOR PW	WASTE WATER FUND	SOURCE/TREATMENT	36.14
	FERTILIZER FOR PW	ENVIRON SERVICES F	REFUSE DISPOSAL	36.14
	FERTILIZER FOR PW	ELECTRIC FUND	POWER DISTRIBUTION	72.27
	FERTILIZER FOR PW	STORMWATER FUND	TREATMENT	36.14
			TOTAL:	361.37
FASTENAL COMPANY	parcs #809 screwdriver bit	GENERAL FUND	PARKS	9.04
	screwdriver bits	GENERAL FUND	PARKS	3.05
	inverted stripe wand for 1	ELECTRIC FUND	POWER DISTRIBUTION	47.61
			TOTAL:	59.70
FERGUSON WATERWORKS #2516	10-3/4 coupling 10-3/4x3/4	WATER	NON-DEPARTMENTAL	310.30
			TOTAL:	310.30
FIRST SECURITY BANK - SLEEPY EYE	2009 A SPCC refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	215,000.00
	2009 A SPCC refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	34,526.25
			TOTAL:	249,526.25
THE FLOOR TO CEILING STORE	BLINDS FOR KIDS CORNER	COMMUNITY CENTER	COMMUNITY CENTER	700.00
			TOTAL:	700.00
FREEDOM VALUE CENTERS, INC.	FUEL	GENERAL FUND	POLICE	69.14
	oct fuel	WATER	DISTRIBUTION AND STORA	72.92
	october fuel	STORMWATER FUND	TREATMENT	249.22
			TOTAL:	391.28
GOPHER STATE ONE-CALL INC	gopher state one calls 10/	WATER	DISTRIBUTION AND STORA	118.85
	gopher state one calls 10/	WASTE WATER FUND	COLLECTOR/LIFT STAT	118.85
	gopher state one calls 10/	ELECTRIC FUND	POWER DISTRIBUTION	118.85
			TOTAL:	356.55
GUSTAVUS ADOLPHUS COLLEGE P.O.	OCTOBER POSTAGE	GENERAL FUND	MAYOR & COUNCIL	1.59
	OCTOBER POSTAGE	GENERAL FUND	CITY ADMINISTRATION	22.09
	OCTOBER POSTAGE	GENERAL FUND	CITY CLERK	6.15
	OCTOBER POSTAGE	GENERAL FUND	ELECTIONS	47.01
	OCTOBER POSTAGE	GENERAL FUND	FINANCE	202.40
	OCTOBER POSTAGE	GENERAL FUND	POLICE	23.53

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	OCTOBER POSTAGE	GENERAL FUND	FIRE	4.24
	OCTOBER POSTAGE	GENERAL FUND	FIRE	0.53
	OCTOBER POSTAGE	GENERAL FUND	BUILDING INSPECTOR	57.77
	OCTOBER POSTAGE	GENERAL FUND	PUBLIC WORKS ADMIN	2.54
	OCTOBER POSTAGE	GENERAL FUND	RECREATION/LEISURE SER	10.13
	OCTOBER POSTAGE	GENERAL FUND	SWIMMING POOL	0.53
	OCTOBER POSTAGE	GENERAL FUND	PARKS	1.06
	OCTOBER POSTAGE	GENERAL FUND	ECONOMIC DEVMT	52.23
	OCTOBER POSTAGE	LIBRARY FUND	LIBRARY	4.24
	OCTOBER POSTAGE	PUBLIC ACCESS	PUBLIC ACCESS	5.43
	OCTOBER POSTAGE	COMMUNITY CENTER	COMMUNITY CENTER	2.12
	OCTOBER POSTAGE	WATER	ADMIN AND GENERAL	3.13
	OCTOBER POSTAGE	WATER	CUSTOMER ACCOUNTS	88.30
	OCTOBER POSTAGE	WASTE WATER FUND	ADMIN AND GENERAL	3.41
	OCTOBER POSTAGE	WASTE WATER FUND	CUSTOMER ACCOUNTS	88.30
	OCTOBER POSTAGE	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	88.30
	OCTOBER POSTAGE	ELECTRIC FUND	ADMIN AND GENERAL	14.52
	OCTOBER POSTAGE	ELECTRIC FUND	CUSTOMER ACCOUNTS	88.29
	OCTOBER POSTAGE	STORMWATER FUND	ADMINISTRATION AND GEN	1.27
	OCTOBER POSTAGE	TRANSIT	TRANSIT/TRANSPORTATION	6.25
			TOTAL:	825.36
H & L MESABI	1x12 cutting edge bolt & b	GENERAL FUND	STREETS	771.50
			TOTAL:	771.50
HABITAT FOR HUMANITY	APPLIANCE REBATE	ELECTRIC FUND	ADMIN AND GENERAL	521.95
			TOTAL:	521.95
HAWKINS, INC.	waterplant chemicals	WATER	PURIFICATION AND TREAT	487.50
	water treatment for wtr ut	WATER	PURIFICATION AND TREAT	682.50
	biosolids polymer	WASTE WATER FUND	BIOSOLIDS	5,060.00
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,346.08
			TOTAL:	10,576.08
HD SUPPLY FACILITIES MAINTENANCE	REP FLUSH VALVE IN LIBRARY	LIBRARY FUND	LIBRARY	258.00
			TOTAL:	258.00
HOLIDAY INN	st cloud tt&o conference;	ELECTRIC FUND	ADMIN AND GENERAL	186.42
			TOTAL:	186.42
IMPACT	PRINTING&MAILING UTILITY B	WATER	CUSTOMER ACCOUNTS	158.58
	PRINTING&MAILING UTILITY B	WATER	CUSTOMER ACCOUNTS	364.26
	PRINTING&MAILING UTILITY B	WASTE WATER FUND	CUSTOMER ACCOUNTS	158.58
	PRINTING&MAILING UTILITY B	WASTE WATER FUND	CUSTOMER ACCOUNTS	364.26
	PRINTING&MAILING UTILITY B	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	158.58
	PRINTING&MAILING UTILITY B	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	364.27
	PRINTING&MAILING UTILITY B	ELECTRIC FUND	CUSTOMER ACCOUNTS	158.58
	PRINTING&MAILING UTILITY B	ELECTRIC FUND	CUSTOMER ACCOUNTS	169.30
	PRINTING&MAILING UTILITY B	ELECTRIC FUND	CUSTOMER ACCOUNTS	364.26
			TOTAL:	2,260.67
INDUSTRIAL SEALING & LUBRICATION, INC.	grease/oil additive for ww	WASTE WATER FUND	SOURCE/TREATMENT	719.14
			TOTAL:	719.14
JOHNSON AGGREGATES	sand dog park	GENERAL FUND	PARKS	11.00
			TOTAL:	11.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
KEELEY FARM DRAINAGE	mulch @ family fresh	ENVIRON SERVICES F	REFUSE DISPOSAL	94.00	
			TOTAL:	94.00	
KWIK TRIP INC	october fuel	GENERAL FUND	STREETS	39.25	
	october fuel	GENERAL FUND	PARKS	67.51	
			TOTAL:	106.76	
LEXIS NEXIS	SEPT MONTHLY SUBSCRIPTION	GENERAL FUND	POLICE	100.00	
			TOTAL:	100.00	
LOWE'S	ch garage door repairs	GENERAL FUND	MUNICIPAL BUILDING	24.09	
	POOL UMBRELLA	GENERAL FUND	SWIMMING POOL	6.23	
			TOTAL:	17.86	
LUBRICATION TECHNOLOGIES, INC.	PU AND CLEANOUT ANTIFREEZE	GENERAL FUND	STREETS	105.60	
	PU AND CLEANOUT ANTIFREEZE	GENERAL FUND	PARKS	105.60	
	PU AND CLEANOUT ANTIFREEZE WATER		DISTRIBUTION AND STORA	52.80	
	PU AND CLEANOUT ANTIFREEZE WASTE WATER FUND		SOURCE/TREATMENT	52.80	
	PU AND CLEANOUT ANTIFREEZE ENVIRON SERVICES F		REFUSE DISPOSAL	52.80	
	PU AND CLEANOUT ANTIFREEZE ELECTRIC FUND		POWER DISTRIBUTION	105.60	
	PU AND CLEANOUT ANTIFREEZE STORMWATER FUND		TREATMENT	52.80	
			TOTAL:	528.00	
MANKATO CLINIC LTD	PRE-EMPLOYMENT PHYSICAL	GENERAL FUND	POLICE	2,204.49	
			TOTAL:	2,204.49	
MARTIN-MCALLISTER	SAFETY ASSESSMENT	GENERAL FUND	POLICE	900.00	
			TOTAL:	900.00	
MENARDS	retaining blk around elec	ELECTRIC FUND	POWER DISTRIBUTION	178.35	
			TOTAL:	178.35	
METERING & TECHNOLOGY SOLUTIONS	water meter radios	WATER	DISTRIBUTION AND STORA	877.31	
			TOTAL:	877.31	
MISC VENDOR	HOFFMAN CONSTRUCTION C	city hauling for hwy 169	WASTE WATER FUND	COLLECTOR/LIFT STAT	384.00
	KEATING, SEAN	KEATING, SEAN: YOUTH PRG B	GENERAL FUND	RECREATION/LEISURE SER	490.00
	OLSEN CHAIN & CABLE, I	tree removal cables	ENVIRON SERVICES F	REFUSE DISPOSAL	443.70
	PRIDE HEATING, COOLING	HHEATING PREV MAINTENANCE	LIBRARY FUND	LIBRARY	325.00
	PROFILE BY SANDFORD	REFUND FOR HFR	RESTRICTED CONTRIB	RECREATION/LEISURE SER	300.00
	SPLIT ENZ CONST	rent excav-lower cable 169	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,725.00
	SPLIT ENZ CONST	rent excav-lower cable 169	ELECTRIC FUND	POWER DISTRIBUTION	1,725.00
	UNIMIN CORP	compost site lease 2013-20	ENVIRON SERVICES F	REFUSE DISPOSAL	1,500.00
			TOTAL:	6,892.70	
MN DEPT OF HUMAN SERVICES	OCTOBER MOWING	GENERAL FUND	NON-DEPARTMENTAL	100.00	
			TOTAL:	100.00	
MN LIBRARY ASSOCIATION	REG FEE FOR PUBLIC LIB DAY	LIBRARY FUND	LIBRARY	35.00	
			TOTAL:	35.00	
MN PIPE & EQUIPMENT	s 3rd st water & sewer rep	WASTE WATER FUND	COLLECTOR/LIFT STAT	151.62	
			TOTAL:	151.62	
MN SOUTH CENTRAL INVESTIGATORS COALITI	LAW ENFORCEMENT CONF	GENERAL FUND	NON-DEPARTMENTAL	75.00	
			TOTAL:	75.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN WASTE PROCESSING	october disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	13,685.84
			TOTAL:	13,685.84
MOTOROLA SOLUTIONS, INC	speakers for new buses	TRANSIT	TRANSIT/TRANSPORTATION	99.00
			TOTAL:	99.00
PETE MOULTON	MILEAGE FOR 10/27-11/7/14	WATER	ADMIN AND GENERAL	10.08
	MILEAGE FOR 10/27-11/7/14	WATER	ADMIN AND GENERAL	21.84
	MILEAGE FOR 10/27-11/7/14	WASTE WATER FUND	ADMIN AND GENERAL	13.44
	MILEAGE FOR 10/27-11/7/14	ELECTRIC FUND	ADMIN AND GENERAL	22.96
	MILEAGE FOR 10/27-11/7/14	ELECTRIC FUND	ADMIN AND GENERAL	13.44
	MILEAGE FOR 10/27-11/7/14	STORMWATER FUND	ADMINISTRATION AND GEN	12.32
	MILEAGE FOR 10/27-11/7/14	STORMWATER FUND	ADMINISTRATION AND GEN	5.60
	MILEAGE FOR 10/27-11/7/14	STORMWATER FUND	ADMINISTRATION AND GEN	21.28
	MILEAGE FOR 10/27-11/7/14	STORMWATER FUND	ADMINISTRATION AND GEN	13.44
	MILEAGE FOR 10/27-11/7/14	STORMWATER FUND	ADMINISTRATION AND GEN	14.56
			TOTAL:	148.96
MVTL LABORATORIES INC	hwe chem series	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	hwe phosphorus nitrogen	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	chem series, phosphorus	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	hwe testing phos nitrogen	WASTE WATER FUND	SOURCE/TREATMENT	56.00
	phosphorus test mei	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	chem series, phosphorus	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	chem series, phosphorus	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	chem series, phosphorus, f	WASTE WATER FUND	SOURCE/TREATMENT	118.40
			TOTAL:	628.80
NAPA AUTO PARTS OF ST PETER	AIR FILTER	GENERAL FUND	POLICE	11.62
	FILTERS	GENERAL FUND	FIRE	56.39
	FUEL LINE	GENERAL FUND	STREETS	4.75
	BATT AND CORE DEPOSIT	GENERAL FUND	STREETS	387.16
	LED BEACON	GENERAL FUND	STREETS	114.26
	CONNECTOR	GENERAL FUND	STREETS	19.96
	CONNECTOR	GENERAL FUND	STREETS	18.98
	AIR FILTER	GENERAL FUND	STREETS	17.99
	AIR FILTER	GENERAL FUND	STREETS	52.68
	AIR FILTER/LUBE FILTER	GENERAL FUND	STREETS	26.84
	CORE DEP CREDIT	GENERAL FUND	STREETS	90.00-
	FILTER KIT, OIL AND AIR FI	GENERAL FUND	RECREATION/LEISURE SER	49.24
	CORE DEP CREDIT	GENERAL FUND	RECREATION/LEISURE SER	6.50-
	FUEL LINE	GENERAL FUND	PARKS	4.75
	FILTER	GENERAL FUND	PARKS	8.20
	FILTER	GENERAL FUND	PARKS	8.20
	NEW BATTERY FOR GARAGE DOO	COMMUNITY CENTER	COMMUNITY CENTER	31.49
	FUEL LINE	WATER	DISTRIBUTION AND STORA	2.38
	HOSE CLAMPS FOR 314 S3RD	WATER	DISTRIBUTION AND STORA	18.15
	FUEL LINE	WASTE WATER FUND	SOURCE/TREATMENT	2.38
	FUEL LINE	ENVIRON SERVICES F	REFUSE DISPOSAL	2.38
	FUEL LINE	ELECTRIC FUND	POWER DISTRIBUTION	4.75
	BATT AND CORE DEPOSIT	ELECTRIC FUND	POWER DISTRIBUTION	241.84
	CORE DEP CREDIT	ELECTRIC FUND	POWER DISTRIBUTION	45.00-
	FUEL LINE	STORMWATER FUND	TREATMENT	2.36
	DISC BRAKE ROTORS/PADS BRK	STORMWATER FUND	TREATMENT	164.12
	BEAM BLADE, FLTR KIT, AIR F	STORMWATER FUND	TREATMENT	74.17
	#12 BULB	TRANSIT	TRANSIT/TRANSPORTATION	13.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#11 CORE DEPOSIT	TRANSIT	TRANSIT/TRANSPORTATION	9.00-
	#11 ALTERNATOR	TRANSIT	TRANSIT/TRANSPORTATION	208.76
	#11 CORE DEPOSIT	TRANSIT	TRANSIT/TRANSPORTATION	223.11-
	#12 BRAKES	TRANSIT	TRANSIT/TRANSPORTATION	144.43
	!2 BRAKE CALIPERS	TRANSIT	TRANSIT/TRANSPORTATION	282.58
	#12 CORE DEPOSIT	TRANSIT	TRANSIT/TRANSPORTATION	67.90-
	STEPWELL LIGHT BULB #11	TRANSIT	TRANSIT/TRANSPORTATION	1.93
			TOTAL:	1,534.82
NELSON PRINTING COMPANY	ACHF EVENT	LIBRARY FUND	LIBRARY	121.50
	ups lakes & links lead/cop	WATER	ADMIN AND GENERAL	14.54
	billing change slips	WATER	CUSTOMER ACCOUNTS	17.68
	billing change slips	WASTE WATER FUND	CUSTOMER ACCOUNTS	17.68
	mailed vests to court spor	ENVIRON SERVICES F	ADMIN AND GENERAL	11.82
	billing change slips	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	17.66
	ups main sub ocr for ins	ELECTRIC FUND	ADMIN AND GENERAL	49.37
	billing change slips	ELECTRIC FUND	CUSTOMER ACCOUNTS	17.68
			TOTAL:	267.93
NICOLLET CTY PUBLIC HEALTH	SEPT CONTRACT FOR NIC CTY	GENERAL FUND	SENIOR COORDINATOR	2,458.00
	SENIOR NEWSLETTER	GENERAL FUND	SENIOR COORDINATOR	169.44
			TOTAL:	2,627.44
NICOLLET COUNTY BANK	bank entries - finance	GENERAL FUND	FINANCE	9.74
	bank entries - finance	WATER	ADMIN AND GENERAL	2.44
	bank entries - customer ac	WATER	CUSTOMER ACCOUNTS	12.78
	bank entries - finance	WASTE WATER FUND	ADMIN AND GENERAL	2.44
	bank entries - customer ac	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.78
	bank entries - finance	ENVIRON SERVICES F	ADMIN AND GENERAL	2.44
	bank entries - customer ac	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.78
	bank entries - finance	ELECTRIC FUND	ADMIN AND GENERAL	2.44
	bank entries - customer ac	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.76
			TOTAL:	70.60
NORTH CENTRAL LABORATORIES	lab supplies, bottles, rac	WASTE WATER FUND	SOURCE/TREATMENT	277.50
			TOTAL:	277.50
NORTHERN COMFORT, INC.	humidifer leak fixed valve	GENERAL FUND	STREETS	24.50
	roof top unit power off &	GENERAL FUND	STREETS	12.25
	humidifer leak fixed valve	GENERAL FUND	PARKS	19.60
	roof top unit power off &	GENERAL FUND	PARKS	9.80
	humidifer leak fixed valve	WATER	ADMIN AND GENERAL	9.80
	roof top unit power off &	WATER	ADMIN AND GENERAL	4.90
	humidifer leak fixed valve	WASTE WATER FUND	ADMIN AND GENERAL	9.80
	roof top unit power off &	WASTE WATER FUND	ADMIN AND GENERAL	4.90
	humidifer leak fixed valve	ENVIRON SERVICES F	ADMIN AND GENERAL	9.80
	roof top unit power off &	ENVIRON SERVICES F	ADMIN AND GENERAL	4.90
	humidifer leak fixed valve	ELECTRIC FUND	ADMIN AND GENERAL	24.50
	roof top unit power off &	ELECTRIC FUND	ADMIN AND GENERAL	12.25
			TOTAL:	147.00
OVERHEAD DOOR COMPANY OF MANKATO INC	SEAL FOR WEST DOORS MAIN S	GENERAL FUND	STREETS	46.86
	SEAL FOR WEST DOORS MAIN S	GENERAL FUND	PARKS	37.49
	SEAL FOR WEST DOORS MAIN S	WATER	ADMIN AND GENERAL	18.74
	SEAL FOR WEST DOORS MAIN S	WASTE WATER FUND	ADMIN AND GENERAL	18.74
	SEAL FOR WEST DOORS MAIN S	ENVIRON SERVICES F	ADMIN AND GENERAL	18.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	SEAL FOR WEST DOORS MAIN S	ELECTRIC FUND	ADMIN AND GENERAL	46.86
			TOTAL:	187.44
PEPSI-COLA OF MANKATO INC	VENDING PROD	COMMUNITY CENTER	COMMUNITY CENTER	290.50
			TOTAL:	290.50
MATTHEW PETERS-PETTY CASH	GLASS EPOXY	GENERAL FUND	POLICE	9.60
	NOTARY REGISTRATION	GENERAL FUND	POLICE	20.00
	POSTAGE	GENERAL FUND	POLICE	33.75
	TRAVEL AND TRAINING EXP	GENERAL FUND	POLICE	21.22
			TOTAL:	84.57
SCOT PETERSON	BOILERS EXAM	WASTE WATER FUND	ADMIN AND GENERAL	50.00
	BOILER LICENSE	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	PHONE	WASTE WATER FUND	ADMIN AND GENERAL	100.00
			TOTAL:	175.00
PROFESSIONAL WATER TECHNOLOGIES	micron prefilters	WATER	PURIFICATION AND TREAT	975.50
			TOTAL:	975.50
QUICK MART ST PETER	OCTOBER FUEL	GENERAL FUND	POLICE	798.43
			TOTAL:	798.43
QUILL	INK CARTRIDGE	GENERAL FUND	FINANCE	35.50
	INK CARTRIDGE	GENERAL FUND	FINANCE	60.86
	ink cartridges	GENERAL FUND	POLICE	150.38
	ink cartridges	GENERAL FUND	STREETS	59.45
	ink cartridges	GENERAL FUND	STREETS	70.50
	ink cartridges	GENERAL FUND	STREETS	40.10
	ink cartridges	GENERAL FUND	PARKS	47.56
	ink cartridges	GENERAL FUND	PARKS	56.40
	ink cartridges	GENERAL FUND	PARKS	32.08
	ink cartridges	LIBRARY FUND	LIBRARY	302.57
	ink cartridges	WATER	ADMIN AND GENERAL	23.78
	ink cartridges	WATER	ADMIN AND GENERAL	28.20
	ink cartridges	WATER	ADMIN AND GENERAL	16.04
	INK CARTRIDGE	WATER	ADMIN AND GENERAL	8.88
	INK CARTRIDGE	WATER	ADMIN AND GENERAL	15.22
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	23.78
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	28.20
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	16.04
	INK CARTRIDGE	WASTE WATER FUND	ADMIN AND GENERAL	8.88
	INK CARTRIDGE	WASTE WATER FUND	ADMIN AND GENERAL	15.22
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	23.78
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	28.21
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	16.04
	INK CARTRIDGE	ENVIRON SERVICES F	ADMIN AND GENERAL	8.86
	INK CARTRIDGE	ENVIRON SERVICES F	ADMIN AND GENERAL	15.20
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	59.45
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	70.50
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	40.10
	INK CARTRIDGE	ELECTRIC FUND	ADMIN AND GENERAL	8.88
	INK CARTRIDGE	ELECTRIC FUND	ADMIN AND GENERAL	15.22
			TOTAL:	1,325.88
RADIO MANKATO	ADV FOR HALLOWEEN FUN RUN	RESTRICTED CONTRIB	RECREATION/LEISURE SER	905.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	905.00
RAMY TURF PRODUCTS	HYDRO SEEDING	GENERAL FUND	STREETS	267.89
	HYDRO SEEDING	WATER	DISTRIBUTION AND STORA	267.87
	HYDRO SEEDING	ENVIRON SERVICES F	REFUSE DISPOSAL	267.87
	HYDRO SEEDING	ELECTRIC FUND	POWER DISTRIBUTION	267.87
			TOTAL:	1,071.50
RDO EQUIPMENT CO.	knob for #310	GENERAL FUND	STREETS	15.58
	#59 spring	ELECTRIC FUND	POWER DISTRIBUTION	351.90
			TOTAL:	367.48
RED WING SHOE STORE	SAFETY BOOTS MIKE W.	GENERAL FUND	MUNICIPAL BUILDING	165.74
	boots for yushta	STORMWATER FUND	ADMINISTRATION AND GEN	276.24
			TOTAL:	441.98
RYAN ELECTRIC OF ST PETER	BALLAST	COMMUNITY CENTER	COMMUNITY CENTER	286.25
	wwtf auger monster repair	WASTE WATER FUND	SOURCE/TREATMENT	150.00
			TOTAL:	436.25
SHOPKO STORES OPERATING CO., LLC	laundry soap wwtf	WASTE WATER FUND	SOURCE/TREATMENT	35.64
			TOTAL:	35.64
PRESTON SMITH	ELECTION JUDGE	GENERAL FUND	ELECTIONS	52.50
			TOTAL:	52.50
SOUTHERN MN MUNICIPAL POWER AGENCY	smpa purchased power	ELECTRIC FUND	POWER SUPPLY	540,065.62
			TOTAL:	540,065.62
STAR TRIBUNE	ANNUAL SUBSCRIPTION	LIBRARY FUND	LIBRARY	345.80
			TOTAL:	345.80
STREICHER'S	POLICE UNIFORMS	GENERAL FUND	POLICE	44.99
	POLICE UNIFORMS	GENERAL FUND	POLICE	36.99
	UNIFORMS	GENERAL FUND	POLICE	179.99
	POLICE UNIFORMS	GENERAL FUND	POLICE	249.99
			TOTAL:	511.96
J.ARLN TACKETT	CLOTHING ALLOWANCE	WATER	CUSTOMER ACCOUNTS	25.00
	CLOTHING ALLOWANCE	WASTE WATER FUND	CUSTOMER ACCOUNTS	25.00
	CLOTHING ALLOWANCE	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	25.00
	CLOTHING ALLOWANCE	ELECTRIC FUND	CUSTOMER ACCOUNTS	25.00
			TOTAL:	100.00
CURTIS THOMPSON	pants 2 pr	WATER	ADMIN AND GENERAL	49.98
			TOTAL:	49.98
TIGERDIRECT.COM	LIB PAT MONITOR REPLACEMENT	LIBRARY FUND	LIBRARY	130.77
			TOTAL:	130.77
JANE TIMMERMAN-PETTY CASH	POSTAGE	COMMUNITY CENTER	COMMUNITY CENTER	19.47
	BATTERY WII	YOUTH CENTER GRANT	YOUTH CENTER	19.31
			TOTAL:	38.78
USA BLUE BOOK	labratory reagents	WATER	SOURCE OF SUPPLY	594.32
	chemical feed pipe fitting	WATER	PURIFICATION AND TREAT	116.34

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	labratory reagents	WATER	PURIFICATION AND TREAT	139.26
	labratory reagents	WATER	PURIFICATION AND TREAT	79.25
			TOTAL:	929.17
VALLEY ASPHALT PRODUCTS INC	winter mix asphalt	GENERAL FUND	STREETS	1,393.20
			TOTAL:	1,393.20
VERIZON WIRELESS	VERIZON WIRELESS	GENERAL FUND	POLICE	340.56
	WIRELESS JET PACKS	GENERAL FUND	BUILDING INSPECTOR	70.12
	water utility jet pack oct	WATER	ADMIN AND GENERAL	35.01
			TOTAL:	445.69
VOSS LIGHTING	REPLACE BALLAST	LIBRARY FUND	LIBRARY	271.95
			TOTAL:	271.95
WESCO DISTRIBUTION INC	240v electric meters	ELECTRIC FUND	NON-DEPARTMENTAL	335.60
	electric meters	ELECTRIC FUND	NON-DEPARTMENTAL	525.00
	streetlight blubs 100w	ELECTRIC FUND	NON-DEPARTMENTAL	219.60
	wire splice kit 15kv	ELECTRIC FUND	NON-DEPARTMENTAL	550.00
	wire 169 streetlights	ELECTRIC FUND	NON-DEPARTMENTAL	1,900.00
	electrical tape	ELECTRIC FUND	POWER DISTRIBUTION	192.50
	15 kv elbow gripper tool	ELECTRIC FUND	POWER DISTRIBUTION	130.00
			TOTAL:	3,852.70
WW BLACKTOPPING INC	s 3rd st asphalt patch	WATER	DISTRIBUTION AND STORA	2,251.60
	s 3rd st asphalt patch	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,539.04
			TOTAL:	4,790.64

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

101	GENERAL FUND	41,373.72
211	LIBRARY FUND	3,366.22
213	PUBLIC ACCESS	21.49
217	COMMUNITY CENTER	3,094.11
317	COMMUNITY CENTER BOND	249,526.25
401	PERM IMPROVMENT REVOLVING	35,722.75
432	2013B TIF #1-18 N THIRD	61,753.30
459	WASH TERRACE HOUSING #15	14.50
601	WATER	11,001.46
602	WASTE WATER FUND	28,126.75
603	ENVIRON SERVICES FUND	17,096.07
604	ELECTRIC FUND	549,433.94
606	STORMWATER FUND	7,414.97
610	TRANSIT	540.81
820	RESTRICTED CONTRIBUTIONS	2,124.40
824	YOUTH CENTER GRANT	19.31

 GRAND TOTAL: 1,010,630.05

Magna Ripclaw boys 20 in org	15719
Huffy purple/pink girls bike	15721
Roadmaster lt blue 10 speed	15725
Pink Mtn bike girls 20 in	15725
Girls 20 in purple bike	15725
Pacific Equation blue	15729
Mongoose BMX purple	15730
Magna teal/wht tires girls bike	15731
Huffy green mtn bike	15733
Schwinn Spitfire Freestyle bike	15671
Rock Creek Free spirit mtn bike purple	15671
Tundra blue mtn bike	15671

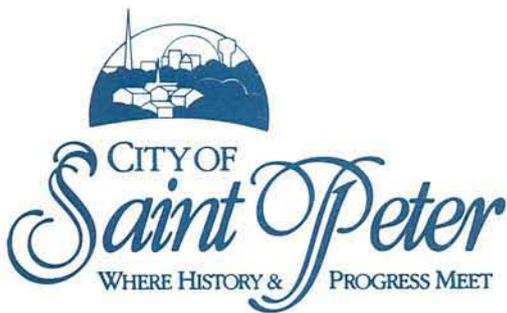
3. The schedule of disbursements for November 6, 2014 through November 19, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: November 19, 2014

FROM: Paula O'Connell
Finance Director

RE: Assessment/Write off of Delinquent Utility Accounts

ACTION/RECOMMENDATION

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

BACKGROUND

On Monday, October 27th the City Council ordered the preparation of the proposed assessments for unpaid utility accounts. The date of the assessment public hearing was published in the paper and all property owners have been notified by mail.

Our first step for collection is when an account is one month delinquent and the customer is sent a notice. The notice includes a date of disconnection, at which point the customer would be two months past due (if no payments had been made). Those occupants 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, 2013 to May 31, 2014. 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.

All written off accounts are charges not allowed to be assessed by law; those that are under \$10 for combined property owner charges; or those that are unpaid charges incurred before bankruptcy or death.

FISCAL IMPACT:

The City has a 2014 total of \$17,971.36 in delinquent utility accounts, which is down substantially from last year. The 2005 to 2014 total delinquent trend line goes up and down, the last number of years have included business accounts that ranged between \$8-10,000. This year, \$11,051.00 will be written off to bad debt and \$6,920.36 will be assessed to property owners and included in their 2015 property tax statements.

Delinquent utility assessments are assessed for one year and according to our assessment policy it will carry a 1.11% interest rate. This interest rate is based on treasury bonds plus one percent.

ALTERNATIVES/VARIATIONS:

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

Negative Votes: 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.

NAME	TOTAL
ARNOLD, RUTH A.	108.71
BLACK, SHADEONNA R.	27.38
BLACK, SHANA L.	199.57
CABARCAS, ARACELI	326.16
CARDENA, BIANCA C.	352.03
CARLSTED, LEE ANN	27.04
CHAVEZ, ERICA M.	275.77
CHICOS, JILL F.	376.47
COLTER, DEBRA D.	124.60
DAHANE, OTHMAN	587.31
DETTMER, TYLER J.	351.20
DIEDRICH, BETSY J.	834.80
DUOOS, DONALD G.	478.50
ESPINOSA, LATASHA M.	200.30
FLORES, LIZETH	177.18
FLOWERS, SHERRY J.	1,541.82
FOSS, PATRICIA M.	187.35
FRYE, PAUL R.	135.08
GARIBAY, AMY LOU	90.98
GEISLER, MEGAN J.	62.53
GERHARDSON, KAREN J.	493.83
GESSNER, MICHAEL A.	539.67
GIBSON, STEPHANY J.	98.37
GOMEZ, RAMIRO	240.01
GONZALEZ, JOSE	709.46
GOULD, MATTHEW M.	83.22
GOULD, MATTHEW M.	12.54
HARRISON, JACOB B.	189.60
HAUSER, TAMMY J.	581.26
HOPPE, JAMES G.	82.21
JIRIK, SADIE M.	216.55
JONES MFG LLC/JARI USA	679.11
JONES MFG LLC/JARI USA	859.92
KEATON, STEPHANIE D.	63.82
KNAAK, JOSHUA T.	172.37
LARA, SANDRA ANN	87.90
LIRA SANCHEZ, PEDRO A.	41.81
LUNA, JESENIA J.	241.29
MANSFIELD, CHRISTI M.	596.61
MARTINEZ, JUAN M.	62.79
MEIER, LUKE D.	176.08
MILLER, EMILEE G.	194.26
MODROW, MICHAEL R.	2.40
MOORE, JOHN P.	83.92
MUELLERLEILE, PAMELA A.	356.12
MURRAY, LEON E.	34.64
NELSON, CASAUNDRAL	332.62
NICHOLS, JORDAN L.	48.64
OHOTTO, TIA M.	319.94

NAME	TOTAL
PARKS, SHAQUITA	524.39
PATTEN, TIFFANY R.	346.71
PATTEN, TIFFANY R.	68.31
REGENSCHEID, JENNA L.	60.65
RIVER VALLEY RENTALS, LLC	47.91
ROBINSON, SHARAY L.	45.36
SANFORD, SHAWN E.	296.98
SCHATZ, ANNETTE M.	152.28
SEIVERT, PEGGY S.	114.25
SHAW, JEANETTE M.	198.06
SKILLMAN, CHRISTOPHER M.	858.42
SMITH, TIANA L.	122.02
TELSHAW, AMBER M.	433.98
VOLMARY, JOHN & LISA	93.94
WATSON, DOUGLAS E.	37.35
WILSON, REGINA W.	505.01
	17,971.36

FINALS THROUGH 5/31/14

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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; and

WHEREAS, the amount of bad debt has 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 31, 2014, 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 2015, and shall bear interest at the rate of 1.11% 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, 2015.
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 24 or interest will be charged through December 31 of the following year.
4. Accounts closed by May 31, 2014 of unpaid charges for municipal electric utilities incurred by renters, unpaid charges of combined property owner's municipal utility accounts of less than ten dollars (\$10.00), and unpaid charges incurred before bankruptcy and death, shall be written off as a bad debt expense for the 2014 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 24th day of November 2014.

 Timothy Strand
 Mayor

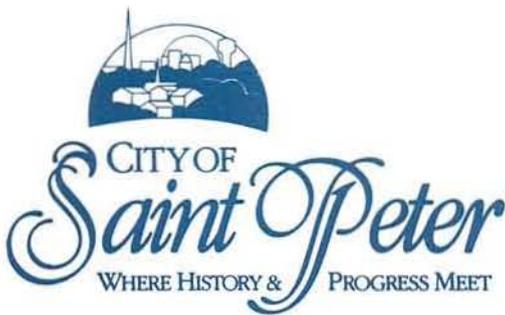
ATTEST:

 Todd Prafke
 City Administrator

**Delinquent Utility Assessment
 Exhibit 1**

<u>ASSESS</u>	<u>PROPERTY OWNER</u>	<u>PARCEL</u>	<u>LEGAL</u>
\$161.43	ASPEN COURT TOWNHOMES LLC	19.706.0530	Block 10 Lot 1 PRAIRIE HGTS SUBD
377.22	BUNGUM, JOHN & LORNA	19.412.3120	Block 160 "EX N 29.5" Lot N 2/3 OF LOTS 7 & 8 AMENDED PLAT
6.89	BUNGUM, JOHN & LORNA	19.644.0160	Block 3 Lot 5 & 6 MARTINSON'S SUBD
212.71	DRUMMER DEVELOPMENT INC	19.489.0640	CIC 22 TOWNHOMES @ APPLE TREE VILLAGELot 6 BLK 4 & UND INT IN CE
478.50	DUOOS, DONALD	19.412.0800	Block 116 Lot 2 & 3 AMENDED PLAT
15.56	FILZEN, DAVID & KIRSTEN HANSEN	19.503.2020	LOT 6 BLK 27 & COMM @ SW COR OF LOT 6 N 132'; W TO 5 TH DODD'S ADD
539.67	GESSNER MICHAEL & KATHY	19.791.0080	Block 13 Lot N 45' LOT 1 & S 16 2/3' LOT 2 SKARO & EVENSON'S ADD
346.72	GREEN VALLEY LLP	19.704.0280	BLK 105 "EX HWY ROW" ALSO VAC ALLEY AND VAC ST L PLAT OF TRAVERSE
59.52	GROWTH HOLDINGS LLC	19.502.0860	Block 4 Lot 23 DAUN'S ADD
38.37	GROWTH HOLDINGS LLC	19.502.0890	Block 4 Lot 26 DAUN'S ADD
321.61	HASLIP, BRET	19.029.0100	Section 29 Township 110 Range 026PT OF NE 1/4 OF NE 1/4 LYG S OF TH 99; W OF E SEC LINE, NWLY OF CL

152.28	JOHNSON, RONALD	19.412.3050	Block 159 Lot W 50' OF LOT 12 AMENDED PLAT
258.04	JUELL, GERALD & JULIE	19.541.0120	Block 2 Lot 1 GARDNER COURT SUBD
316.24	LEONHARDT, DANIEL	19.791.0650	Block 41 Lot 9 SKARO & EVENSON'S ADD
44.79	MAXFIELD, CHARLES	19.412.4550	Block 183 Lot W 12' OF N 30' & S 102' LOT 4 & S 5' OF N 66' & S 66' LOTS 5 & 6
1,390.66	NICOLLET MEADOWS TOWNHOMES LLC	19.664.0470	Lot OUTLOT G NICOLLET MEADOWS
48.99	RIVER VALLEY RENTALLS LLC	19.412.2020	Block 144 Lot S 100' OF LOT 1 BLK 144 S 100' OF W 25.84' OF LOT 2
443.86	SALWEDEL, CHAD	19.502.0260	Block 2 Lot 8 DAUN'S ADD
858.42	SKILLMAN, CHRISTOPHER	19.502.0650	Block 4 Lot 2 DAUN'S ADD
190.24	ST PETER ECONOMIC DEV AUTH	19.571.0060	Block 2 Lot 5 INDUSTRIAL PARK SUBD
12.21	SUNRISE MEADOW AFFORDABLE LLC	19.702.0010	Block 1 Lot 1 PETRIE SUBD
316.46	WIBORG, LANCE	19.412.5600	Block 201 Lot S 6' LOT 9 & ALL LOT 8 AMENDED PLAT
270.03	WIBORG, LANCE	19.791.0590	Block 41 Lot 2 SKARO & EVENSON'S ADD
59.94	WITTEMANN, EUGENE	19.412.5260	Block 197 Lot 8 & N 1/2 VAC E-W ALLEY LYING ADJ. AMENDED PLAT
\$6,920.36	Total to Assess		



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 19, 2014

FROM: Paula O'Connell
Finance Director

RE: Assessment for Unpaid Miscellaneous Charges and write off of uncollectible charges.

ACTION/RECOMMENDATION

Approve the following assessment roll to be placed on the appropriate parcels for the 2015 property taxes and write off of uncollectible charges.

BACKGROUND

On Monday, October 27th, the City Council ordered the preparation of the proposed assessments for unpaid miscellaneous charges. The date and place of the public hearing was published in the paper and all affected property owners have been notified by mail.

The proposed assessments include unpaid snow and weed removal of \$865 as well as a nuisance property that needed cleaning up. There are also two property owners that have agreed and signed for drainage and sewer improvements. These two charges had anticipated assessment but in the last week have asked to be billed. Their amounts are included in this process to prevent having to come back if they go unpaid. These charges will be assessed according to our assessment policy at an interest rate of 1.11%.

Past due amounts that stem from material sales, transit, services, and Community Center fees that have gone unpaid are proposed to be written off as a part of this request. The transit charges were incurred prior to our current policy for preschool registration/payments. We will continue with 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 \$2,378.81.

	<u>Assess</u>	<u>Write Off</u>
Materials/Services	\$12,176.37	\$ 2,025.00
Community Ctr fee	\$.00	\$ 32.06
Preschool Transit	\$.00	\$ 321.75
Nuisance Clean up	\$ 775.23	\$.00
Lawn Mowing	<u>\$ 750.00</u>	<u>\$.00</u>
TOTALS	\$13,701.60	\$ 2,378.81

Following the public hearing scheduled for earlier in the meeting it would be appropriate to consider adoption of the draft resolution.

FISCAL IMPACT:

Thirty days following an approval of an assessment resolution, the resolution will be filed with the Nicollet County Auditor to place the charges onto the property owner's parcel. This income, \$13,701.60, will then be received from the County as the owners make payment.

The write off amount of \$2,378.81 will be removed from the accounts receivables due to the uncertainty of collection.

ALTERNATIVES AND VARIATIONS:

Do not act: Staff will continue 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/

DATE	PROJECT	ASSESS	write off	OWNER LAST	OWNER FIRST
12/31/2012	salt		575.00	C J Yard Care	Chris Forbrook
02/26/2013	salt		1,325.00	C J Yard Care	Chris Forbrook
03/09/2013	add'l hour rental at spcc		16.03	Kortuem	Wendy
03/14/2013	frozen meter charge		125.00	Farias-Martinez	Samuel
04/20/2013	add'l hour rental at spcc		16.03	Reyes	Gloria
04/24/2013	preschool transit		273.00	Pribyl	Ryan and Misti
04/24/2013	preschool transit		48.75	Bock	Jill and Chad
06/12/2014	lawn mowing	150.00		Duoos	Donald G.
07/09/2014	lawn mowing	150.00		Duoos	Donald G.
07/30/2014	lawn mowing	150.00		Duoos	Donald G.
09/04/2014	lawn mowing	150.00		Duoos	Donald G.
10/17/2014	lawn mowing	150.00		Duoos	Donald G.
11/14/2014	property clean up	775.23		Duoos	Donald G.
12/18/2013	snow removal	85.00		Huff	John
03/04/2014	snow removal	30.00		Huff	John
10/15/2014	Drainage Improvements	2,654.37		Roggow	Thomas & Diane
10/22/2014	sewer service line repair	9,407.00		Fister	William and Barbara
		<u>13,701.60</u>	<u>2,378.81</u>		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

**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 improvements and miscellaneous charges; and

WHEREAS, seventeen (17) miscellaneous invoices remain unpaid for City services; and

WHEREAS, ten (10) of these invoices are assessable to property owners.

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 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.
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, 2015, and shall bear interest of 1.11% 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, 2015. 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 31 of the year in which such payment is made. Such payment must be made before December 24 or interest will be charged through December 31 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 (7) invoices will be written off in the amount of \$2,378.81.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2014.

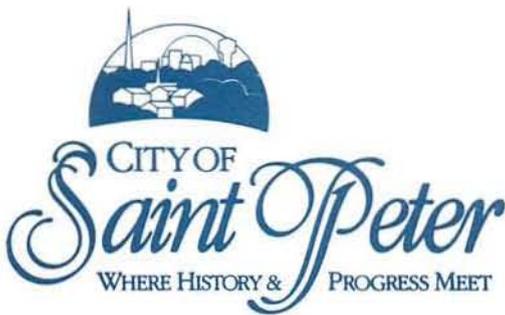
 Timothy Strand
 Mayor

ATTEST:

 Todd Prafke
 City Administrator

EXHIBIT A
Assessable Improvement Projects and Miscellaneous Charges

OWNER	TOTAL	Years	Parcel Number	Subdivision	Legal Description
Donald G. Duoos	\$1,525.23	1	19.412.0800	AMENDED PLAT	Block 116 Lot 2 & 3
Speganin Enterprises LLC	\$115.00	1	19.791.1400	SKARO & EVENSON'S ADDITION	Block 54 Lot N 10' of Lot 11 & all of Lot 12
Thomas and Diane Roggow	\$2,654.37	10	19.501.0500	DALY & SMITH'S ADD	N 30' OF LOT 19 BLK 24 LOT 20 BLK 24; & ELY 1/2 VAC N-S ALLEY LYG ADJ;
William and Barbara Fister	\$9,407.00	10	19.412.3370	AMENDED PLAT	Block 162 Lot S 1/2 OF S 1/3 OF LOT 7, 8 & 9
	<u>\$ 13,701.60</u>				



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/20/14

FROM: Pete Moulton
Acting Director of Public Works

RE: 2013 North Third Street Improvements Project Final Acceptance

ACTION/RECOMMENDATION

Accept the 2013 North Third Street Improvements Project and authorize final payment of \$60,778.30 to Douglas-Kerr Construction of Mora, Minnesota.

BACKGROUND

The City Council authorized Douglas-Kerr Construction to complete the work specified in the amount of \$895,813.84. The work included new water and wastewater utilities on North Third Street, installation of storm sewer and roadway to accommodate expected traffic changes for the new developments along Old Minnesota Avenue.

During the project a few changes were needed to accompany the construction. Those changes included:

Change Order #1 – During the installation of storm sewer on Brown Street rock was encountered in excess of anticipated volumes; additional concrete was required to be removed from Old Minnesota Avenue; and some storm sewer had to be relayed because of elevation issues. Total additional cost for Change Order #1 = \$21,326.52.

Cost Over Runs –

- During construction there was less topsoil to be salvaged than our Engineer had estimated. An additional 400 yards had to be hauled in to finish the boulevards.
- 800 square yards of additional sod had to be installed in the construction zone.
- In the Union Street intersection 315 square yards of additional bituminous was required to correct utility improvements.
- Along North Third Street 10 additional trees were removed to accompany the new sidewalk installation and on the east/west area of the new North Third Street driveway elevation corrections were required to provide adequate access.
- Total additional cost for over runs = \$34,819.00.

Cost Under Runs – A portion of the sidewalk along Old Minnesota Avenue south of the North Third Street development was removed from the project along with multiple minor utility changes resulting in a deduction of cost = \$45,383.19.

The following table shows changes and issues that were addressed by staff during the course of the project.

	Base Project	Alternate Project	Total Project
COUNCIL AUTHORIZED	\$683,653.47	\$212,160.37	\$895,813.84
Change Order #1 Rock Excavation Concrete Removals Storm Sewer Relay	\$21,326.52		\$917,140.36
Cost Under Runs Miscellaneous Deductions Sidewalk (Old Minn)	\$ 5,383.19 \$40,000.00		\$871,757.17
Cost Over Runs Topsoil Sod Bituminous Tree Removals Driveway Improvements	\$ 6,820.00 \$ 3,000.00 \$ 8,500.00 \$ 5,000.00 \$11,499.00	400 yds. of topsoil 800 sq. yds. of sod 315 sq. yds. of asphalt removed 10 trees elevation correction	
Total Project Cost			\$906,576.17

Staff recommends acceptances of the project as completed and issuance of the final payment to the contractor.

FISCAL IMPACT:

The project will be funded from Tax Increment Financing (TIF) proceeds. The cost overruns will be funded by the General Fund as budgeted in the 2015 budget.. Future development will determine TIF fund availability.

ALTERNATIVES/VARIATIONS:

- Do not act: Staff will seek City Council direction.
- Negative Votes: Staff will seek City Council direction.
- Modification of the Resolution: This is always an option of the Council.

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

PM/amg



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

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

November 17, 2014

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

RE: Acceptance and Final Payment Recommendation
North 3rd Street Improvement Project (Union Street to Old Minnesota Avenue)
BMI Project No. M14.105396

Dear Lew:

Enclosed are signed copies of Contractor's Estimate No. 7-Final in the amount of \$60,778.30, along with the Consent of Surety to Final Payment and IC-134's certifying the withholding of income tax. The total construction cost was \$906,576.17. This was less than the total project bid amount of \$917,140.36 because the walk along Old Minnesota Avenue between Union and North 3rd was eliminated and completed as part of the MSA surface improvement project by SMC.

The North 3rd Street project included construction of larger storm sewer between TH 169 and North 3rd Street. The storm sewer was designed and constructed to serve the new Shopko site along with the vacant property west of Old Minnesota Avenue between Shopko and St. Julien Street. Storm sewer improvements also included extending a 36-inch pipe to Halletts Pond to serve as an emergency pond outlet.

New sanitary sewer and watermain were also constructed to replace outdated and undersized utilities in the roadway. Surface improvements included the construction of sidewalk along the west and north sides of North 3rd Street along with a 9-ton bituminous pavement section.

We believe the project has been constructed according to the plans and specifications and therefore recommend acceptance and final payment to Douglas-Kerr Underground.

Sincerely,
BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer

Enclosures

H:\STPE\M14105396\1_Corres\105396 Final Estimate Acceptance Recommendation.doc

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014-

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

**RESOLUTION ACCEPTING 2013 NORTH THIRD STREET PROJECT AS COMPLETED AND
AUTHORIZING FINAL PAYMENT TO DOUGLAS-KERR**

WHEREAS, Douglas-Kerr has completed the work on the 2013 North Third Street Project according to the plans and specifications; and

WHEREAS, Douglas-Kerr has met all testing requirements for installation of utilities and public infrastructure; and

WHEREAS, the project was completed within the time allowed and improvements including a new street surface, curb and gutter, drainage improvements and sidewalk; and

WHEREAS, funding for this improvement will be from Tax Increment Financing funds and General Fund reserves; and

WHEREAS, Staff recommends acceptance of the project as completed and authorization for final payment to the contractor.

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

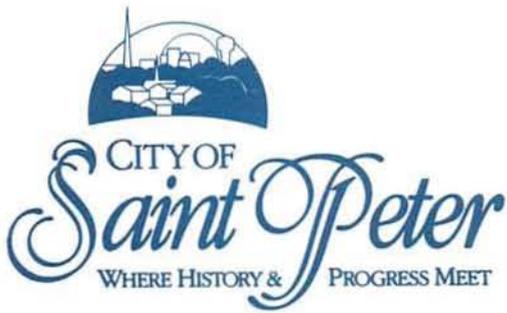
1. The 2013 North Third Street Improvement Project is hereby accepted as completed.
2. Staff is directed to make final payment in the amount of \$60,778.30 to contractor Douglas-Kerr Construction

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/20/14

FROM: Russ Wille
Community Development Director

RE: Accept October, 2014 Housing Study Update

ACTION/RECOMMENDATION

Adopt the attached resolution accepting the October 2014 City of Saint Peter Housing Study Update as prepared by Community Partners Research, Inc.

BACKGROUND

In 1999, the City contracted with Community Partners Research, Inc. (CPR) for the production of a comprehensive study of the Saint Peter housing market. The 1999 study was updated by CPR in 2002, 2005 and once again in 2012. Earlier in 2014, the City entered into a contract with CPR for the development of an update to the 2012 analysis of the Saint Peter housing market.

The 2014 Housing Study Update has recently been delivered by CPR. A copy of the 2014 Update has been provided to the City Council for review and consideration.

Previous housing studies have proven to be invaluable to the City. The studies have served to guide the City Council as they determine the acceptable municipal role in residential development. In the past, the City Council has used the results in determining the need for additional single family home ownership opportunities which were then addressed through the development and sale of lots within Nicollet Meadows and Washington Terrace Subdivisions.

The update has focused on household incomes, employment data, home sales and residential lots available for construction. The intent of the update is to determine the impact of the significant regional job growth on the demand for various types of housing.

Ultimately, the Study is expected to assist the Council in determining if there is a market to support the development of an affordable, first time homebuyer neighborhood such as Nicollet Meadows or Washington Terrace.

Staff recommends the study be formally accepted by the City Council.

FISCAL IMPACT:

The contract with Community Partners Research established a fee of \$5,600 for production of the Housing Study Update. The entire \$5,600 fee would be due and payable at this time.

ALTERNATIVES/VARIATIONS:

Do not act: No action will be taken. The City would have an outstanding obligation to Community Partners Research in the amount of \$5,600.

Negative Votes: No action will be taken. The City would have an outstanding obligation to Community Partners Research in the amount of \$5,600.

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. 2014 -

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

RESOLUTION ACCEPTING THE 2014 SAINT PETER HOUSING STUDY UPDATE

WHEREAS, in 1999 the City of Saint Peter and Community Partners Research, Inc. (CPR) entered into a contract for the completion of a study of the Saint Peter housing market; and

WHEREAS, an additional contract was signed with CPR in 2002 for an update to the 1999 Saint Peter Housing Study; and

WHEREAS, the Saint Peter Housing Study was again updated by CPR in 2005 and in 2012; and

WHEREAS, the completed studies provided insight and recommendations regarding the need for various types of housing within the community; and

WHEREAS, an updated study provides valuable information related to the housing needs today and into the future, and

WHEREAS, the City Council contracted with Community Partners Research, Inc. to provide an update to the 2012 housing study; and

WHEREAS, Community Partners Research, Inc. has completed the study in accordance with the contract.

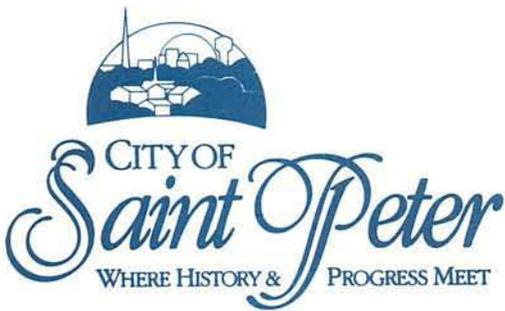
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby accepts the 2014 Saint Peter Housing Study Update and authorizes final payment in accordance with the executed contract.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/18/2014

FROM: Todd Prafke
City Administrator

RE: Second Century Housing Refunding Bonds Host Approval

ACTION/RECOMMENDATION

Approve the attached resolution providing City of Saint Peter host approval for issuance of refunding bonds for the Second Century Housing project.

BACKGROUND

In 1999, the City of Saint Peter, in cooperation with five other communities, approved issuance of bonds to finance the acquisition of 171 units of assisted living beds. In Saint Peter, the housing that was included in the financing was The Wilds of Sand Prairie. "The Wilds" now called Sand Prairie contains 42 of the 171 total units.

At that time, each of the assisted living facilities was to be purchased and operated by what is now Ecumen. At the time of the original funding, the company name was "The Board of Lutheran Social Ministry". As part of the City participating in this process, it was clearly stipulated that the City would incur no costs and would not have any legal or moral obligation to repay the bonds. Those stipulations continue today.

In July of 2006, a refunding request was submitted to the City and the other entities to "call" the bonds and lower interest rates. The City Council, as well as the other entities, all approved that refunding request.

At this time, Briggs and Morgan, acting as legal counsel for the bond issuance, have once again recommended issuance of refunding bonds to take advantage of even lower interest rates. As with the previous two actions, the City will have no obligation to repay the bonds and is simply acting as a funding conduit for the housing projects identified in the resolution.

Briggs and Morgan has prepared the attached resolution for Council consideration and staff recommends approval.

FISCAL IMPACT:

There is no fiscal impact to the City taking action on the refunding bond request.

ALTERNATIVES/VARIATIONS:

Do Not Act: Should the Council choose not to take action on this request, I will notify bond counsel and wait for additional direction from the Council.

Denial: Should the Council deny this request, I will notify bond counsel and wait for additional direction from the Council.

Modification of the Resolution: This is always an option of the Council, however you should note that any substantive changes to the resolution should first be reviewed by the bond counsel.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION GIVING HOST APPROVAL TO THE ISSUANCE OF HOUSING AND HEALTH CARE REVENUE REFUNDING BONDS UNDER MINNESOTA STATUTES, CHAPTER 462C, SECTIONS 469.152 THROUGH 469.1655 AND SECTION 471.656 (ECUMEN - SECOND CENTURY AND OWATONNA SENIOR LIVING PROJECT)

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

General Recitals. Minnesota Statutes, Chapter 462C, as amended, and Sections 469.152 through 469.1655 and Section 471.656, as amended (collectively, the "Act"), confer upon cities, the power to issue revenue bonds to finance and refinance health care and multifamily and assisted living housing developments within the boundaries of the city and elsewhere in the State of Minnesota pursuant to a conduit borrowing/joint powers agreement.

Description of the Project. Second Century Housing, a Minnesota nonprofit corporation, (the "Borrower"), have proposed the issuance of revenue bonds to current refund outstanding Housing and Health Care Refunding Revenue Bonds (Ecumen-Second Century Project), Series 2006A issued by the City of Lake Crystal, Minnesota (the "Prior Bonds"). The Prior Bonds were issued to finance or refinance certain tax exempt obligations of the Borrower, or a related entity, relating to the senior/assisted living/memory care facilities (collectively, the "Project") described below:

175 East Derrynane Street, Le Center, Minnesota	26 units
945 Century Avenue, Hutchinson, Minnesota	42 units
511 West Blue Earth, Lake Crystal, Minnesota	24 units
206 Third Avenue NE, Mapleton, Minnesota	18 units
113 First Street SW, Saint Peter, Minnesota	19 units
700 Knight Street, Saint Peter, Minnesota	42 units

The Borrower, or a related entity, is the owner or operator of the Project.

The Borrower has proposed that Lake Crystal (the "Issuer"), issue revenue obligations, in one or more series (the "Bonds"), under the Act, in order to refinance the Project, in the approximate aggregate principal amount not to exceed \$8,560,000; and

The City has been advised that the Bonds or other obligations, as and when issued, will not constitute a charge, lien or encumbrance upon any property of the City or the Issuer, except the Project and the revenues to be derived from the Project to be paid by the Borrower pursuant to a revenue agreement.

Recital of Representations Made by the Borrower. The Borrower has agreed to pay any and all costs incurred by the City in connection with the issuance of the Bonds, whether or not such

issuance is carried to completion, and has agreed to pay the administrative fee imposed by the City for its host approval.

The Borrower has represented to the City that no public official of the City has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project.

Public Hearing. As required by the Act and Section 147(f) of the Code, a Notice of Public Hearing was published in the City's official newspaper and newspaper of general circulation, for a public hearing on the proposed issuance of the Bonds and the proposal to undertake and refinance the Project.

As required by the Act and Section 147(f) of the Code, the City Council has on this same date held a public hearing on the issuance of the Bonds and the proposal of the Issuer to undertake and refinance the portion of the Project located within the jurisdictional limits of the City, at which all those appearing who desired to speak were heard and written comments were accepted.

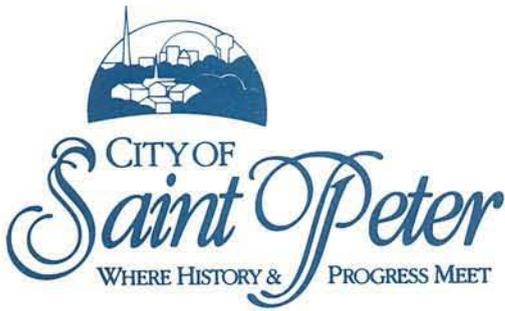
Host Approval. The Saint Peter City Council hereby gives the host approval required under Section 147(f) of the Code and, pursuant to Minnesota Statutes Sections 469.155, Subd. 12 and 471.656, Subd. 2(2), the City Council hereby consents to the issuance of the Bonds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/07/2014

FROM: Lewis Giesking Pete Moulton
Director of Public Works Water Utilities Superintendent

RE: Old Minnesota Avenue Sidewalk Improvement Project Supplemental Agreement

ACTION/RECOMMENDATION

Approve a change in scope and authorize execution of a supplemental agreement allowing Municipal State Aid funds to be used for the increased scope of work on Project M14105586.

BACKGROUND

Staff is requesting approval of the attached Supplemental Agreement for the increased scope of work on the Old Minnesota Avenue Surface Improvement Project M14105586. The additional work is located in four different areas and includes:

McDonald's: Since the Saint Julien intersection project has been delayed additional curb and gutter work in the parking lot was required. Staff negotiated with McDonald's Corporation for right of way and temporary construction easements for the MnDOT work on St. Julien Street, modifications were necessary to the McDonalds lot. Modifications included closing the original access near TH 169 by adding curb and gutter to the parking lot. This work was included with the construction plans however, additional work within the lot was requested by McDonald's to allow for proper movement of vehicles using the new St. Julien street driveway. Although these modifications were proposed to be part of the proposed Old Minnesota Ave./St. Julien Street intersection project, it was determined that it would be appropriate to complete the improvements at this time. The improvements include the removal of a portion of the center island median to allow better access to the drive thru and the addition of curb and gutter on the east side of the new St. Julien Street access to improve drainage and customer parking. The improvements to McDonald's totaled \$7,075.20 and is eligible to be funded through Municipal State Aid funds.

Old Minnesota Avenue and Union Street Intersection: Utility improvements were proposed and bid for the intersection. As part of this work, the utility contractor was to remove the bituminous pavement and 10-inch reinforced concrete slab under the roadway. Bids related to utilities came in higher than expected and the Council rejected the bids as recommended so this work was not completed. However, bids for the surface improvement work were reasonable and therefore the surface improvement work was awarded to Southern Minnesota Construction (SMC). Surface improvement work included modifying the intersection roadway and curb to match the new MnDOT alignment from TH 169. Since SMC was working in that intersection on the sidewalk project staff requested a price to remove the bituminous and concrete pavement.

The removals to the intersection at Old Minnesota Ave./Union Street totaled \$20,054.90 and are eligible to be funded through Municipal State Aid funds.

Lager's Inc: After receipt of bids for the surface improvement project, subsequent discussions with the property owner determined that intermittent vehicle access to Old Minnesota Avenue was required. Therefore, it was determined that the B624 curb and gutter planned along this property should be changed to a modified S418 to allow a vehicle to drive over the curb. The 4" concrete walk proposed along this property was also upgraded to 6" to accommodate heavier loads expected. The increased thickness and roll-over curb totaled \$9,063.60 and are eligible to be funded through Municipal State Aid funds.

Saint Peter Motel: After receipt of bids, staff approached the property owner about installing the sidewalk using Municipal State Aid funds. The owner agreed and provided an easement for construction of a sidewalk along the south side of the property. The concrete walk in this area was not included with the original plans and therefore the Contractor was asked to provide additional walk. As part of this work, two pedestrian ramps have been constructed in the northeast and northwest corners of Union and North Third Streets, which provide an adequate pedestrian crossing for the area. The improvements to the area totaled \$9,061.80 and are eligible to be funded through Municipal State Aid funds.

Additional Municipal State Aid Summary:

McDonald's	\$7,075.20
Old Minnesota / Union Street	\$20,054.90
Lager's	\$9,063.60
<u>Saint Peter Motel</u>	<u>\$9,061.80</u>
Supplemental Agreement Total	\$45,255.50

Staff recommends approval of the changes and use of Municipal State Aid funds to pay for the work.

FISCAL IMPACT:

None at this time. Municipal State Aid funds will be used to pay the contractor for work completed.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for additional direction

Negative Vote: Staff will seek City Council direction.

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

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

LGG/PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION SUPPORTING APPROVAL OF SUPPLEMENTAL AGREEMENT WITH
MINNESOTA DEPARTMENT OF TRANSPORTATION (MnDOT) PROJECT #14105586
ALONG OLD MINNESOTA AVENUE AND WEST ST. JULIEN**

WHEREAS, the City of Saint Peter is engaged in the development of agreements with the State of Minnesota covering the use of Municipal State Aid (MSA) funds for local transportation on Old Minnesota Avenue and West St. Julien; and

WHEREAS, the project was expanded to assist businesses abutting the project area; and

WHEREAS, the new scope of improvements included additional curb and gutter, parking modifications, and sidewalk; and

WHEREAS, work completed is eligible to be paid using Municipal State Aid funds; and

WHEREAS, the cost of the improvements is \$45,255.50.

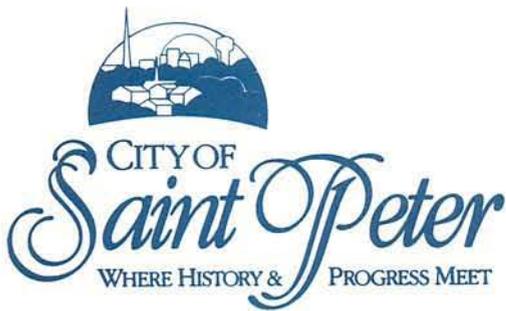
NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to process a supplemental agreement requesting payment of costs from MnDOT totaling \$45,255.50 for work completed on the Old Minnesota Avenue for MnDOT's Project # 14105586.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/10/2014

FROM: Lewis Giesking
Public Works Director

Pete Moulton
Water Utilities Superintendent

RE: Purchase of Sewer Cleaning Truck

ACTION/RECOMMENDATION

Authorize purchase of a new 2016 Mack GU713 Truck chassis from Nuss Truck & Equipment of Roseville, Minnesota in the amount of \$118,574.19 and authorize the purchase of a Vactor Sewer Cleaner from MacQueen Equipment Inc. of St. Paul, Minnesota in the amount of \$221,667.30.

BACKGROUND

The City of Saint Peter has two separate collection systems. First is the sanitary sewer collection system, which collects household and industrial wastewater. The City's sanitary system contains pipe sizes of 6" to 33" in diameter. The pipe materials consist of clay, cement, cast iron, and PVC. There are approximately 55 miles of pipe in the sanitary sewer collection system.

The sanitary collection system is divided into sixteen (16) work zones, including Gustavus and the Saint Peter Regional Treatment Center. Street address and flow volumes divide the work zones. The division into zones allows maintenance crews the ability to monitor and clean specific areas as needed. Currently, maintenance crews clean three (3) zones per year as preventive maintenance and routinely clean "troubled spots" as needed throughout the sanitary collection system. The previous five-year average of lineal footage cleaned averaged around 52,100 feet or 9.85 miles annually.

Gustavus Adolphus College (GAC) is included as part of the preventive maintenance program as our system extends past their campus. Staff began cleaning GAC sewers in the late 1990's when expansion to the west became feasible. The campus collection system is approximately 11,200 linear feet or 2.12 miles and is currently scheduled for annual cleaning. Also, staff cleans at the Saint Peter Regional Treatment Center (SPRTC) on an "as needed" basis. The SPRTC currently has over 5,000 lineal feet of sewer collection system.

The total amount of footage in the sanitary collection system requiring maintenance on an annual basis is approximately 52,000 feet. If this work were contracted out, the estimated annual cost would be \$120,000.

Second is the storm sewer collection system. This system handles storm water drainage from road right-of-ways and private property throughout Saint Peter and from the rural western area (west of Sunrise Drive). The storm water system contains piping that ranges in size from 6" to 45" in diameter, with clay and reinforced concrete pipe as the main materials. This system carries treated and untreated storm water to treatment basins and finally the Minnesota River.

In the past, staff has cleaned storm sewers only during emergency events. Stormwater rules, along with a stringent National Pollutant Discharge Elimination System (NPDES) permit, have required additional best management practices (BMP's) to be implemented. These rules require the City to provide additional preventive maintenance measures.

A few of the BMP's recommended include cleaning drainage pipe and catch basins to remove sediment and settleable solids from the storm water and removing solids from detention basins. When State Highway 169 was rebuilt in 2009, stormwater structures called "Downstream Defenders" were installed to assist with sand and sediment removals. The City, through an agreement with the Minnesota Department of Transportation (MnDOT), is obligated to provide cleaning and maintenance of these structures.

Implementation of stormwater BMP's are accomplished by City staff on an annual basis using the equipment described above. If this work were contracted out, the estimated annual cost would be \$50,000.

The goal of the wastewater and stormwater maintenance crews is to clean "zones" within the City on a regular or routine basis. This function of customer service has been successful in controlling the number of "City liable" sewer back-ups and it is recommended that routine maintenance continue to be performed. Since 1995 and the implementation of a sewer cleaning policy, the City has experienced a reduction in sewer back-up calls which limits the City's financial liability.

Another goal is to remove sediment from sanitary sewers so that the cost of treatment can be controlled. Since the new wastewater treatment facility has been in operation staff has looked for ways to reduce or remove solids from the sewer system so that the incremental cost of treatment will be cheaper. Removal of solids ahead of the lift station will reduce pump maintenance, pre-treatment and chemical costs.

A final goal is to remove solids from storm water catch basins and storm water detention ponds. As the community expands, storm water treatment will be expanding. In order to maintain the existing ponds and storm water system, staff must have the adequate equipment to complete maintenance. The cleaning of storm water structures will provide a cleaner effluent discharges to the Minnesota River. The discharge to the river of higher quality effluent reduces our environmental impact.

The existing sewer cleaning truck and vacuum machine are near the end of their useful life. The existing sewer cleaning truck consists of a 2000 Sterling Truck and a 2000 Vactor Series 2112. This unit has been a productive machine and for the past 14 years has completed most of the work requested.

Utility staff has been evaluating combination sewer cleaning/vacuum trucks for over two years and has discussed the combination units with other communities and private contractors. Communities that presently have combination units include, North Mankato, Mankato (2) and New Ulm. Staff has also assembled information related to the purchase of a new sewer

truck/vacuum unit and financing options, which have been implemented into the present and future wastewater budgets.

Staff is proposing to purchase the new chassis and vacuum units using the State of Minnesota bidding process. The truck chassis would be purchased separately from Nuss Truck and Equipment in Mankato, Minnesota. The dealer who sells the cleaner/vacuum unit would have the truck built to their specifications and "drop shipped" to the assembly plant in Streator, Illinois.

FISCAL IMPACT:

Upon delivery to the assembly plant, the City would pay for the chassis unit in the amount of \$110,946.61 plus tax of \$7,627.58 for a total chassis cost of \$118,574.19. Using this approach will save the City approximately \$7,500 in delivery and coordination cost.

The cleaner/vacuum unit would be installed at the factory in Illinois and delivered to Saint Peter around April 1, 2015. Once the unit has been assembled, the City would pay for the Vactor unit in the amount of \$294,408 minus the trade-in value of \$87,000 plus tax on the difference in cost of \$14,259.30 for a total of \$221,667.30. Vactor will be responsible for delivery of the complete unit to Saint Peter. Councilmembers may recall that it is our plan to finance both purchases through an equipment certificate similar to that used by the City for purchases of larger equipment. That certificate would be issued closer to the time of cash need.

The existing 2000 Sterling/Vactor will be traded in to MacQueen Equipment and they will credit the City \$87,000 toward the purchase of a new Vactor. Staff feels this is a fair price compared to the value of other units on the market.

The dollar amounts being financed have been included in the 2015 Stormwater and Wastewater budgets.

The following comparison is a summary of the equipment from the State Bid.

Mack Truck Purchase	\$110,946.61
Tax Chassis	\$ 7,627.58
Vactor Sewer Cleaner Purchase	\$294,408.00
Trade-In (deduction)	\$ 87,000.00
Tax Vactor	\$ 14,259.30
<hr/> Total Cost	<hr/> \$340,241.49

Funding for the project has not changed and is part of the 2015 Wastewater and Stormwater budgets. Wastewater will pay for 75% (\$255,181.12) and Stormwater will pay 25% (\$85,060.37) of the cost of the combination unit.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for further direction from the Council. Waiting until the new calendar year will likely mean a cost increase of about 5+%.

Negative vote: Staff will wait for further direction.

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

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

LGG/PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING PURCHASE OF TRUCK CHASSIS AND SEWER CLEANING
UNIT TO REPLACE EXISTING VACTOR TRUCK**

WHEREAS, the City provides a service to customers by maintaining sanitary and storm sewer systems; and

WHEREAS, the City sewer policy includes requires for cleaning sewers and treatment facilities on an annual basis to minimize backups and damage to private property; and

WHEREAS, the current Vactor truck has reached its' useful life expectancy for the City's purpose and amount of use; and

WHEREAS, staff recommends purchase of a 2016 Mack chassis from Nuss Truck and Equipment of Roseville, Minnesota through the State bid process; and

WHEREAS, staff recommends purchase of a Vactor 2115 sewer cleaner and vacuum machine form MacQueen Equipment of Saint Paul, Minnesota through the State bid process' and

WHEREAS both vendors will deliver their portion of the truck to an assembly facility in Streator, Illinois; and

WHEREAS, the purchase will include an allowance for trade-in of the existing 2000 Sterling and Vactor; and

WHEREAS, funding has been allocated in the 2015 Wastewater Fund and Stormwater Fund for these purchases.

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

1. The City Council hereby authorizes Nuss Truck and Equipment of Roseville, Minnesota to furnish and supply a Mack GU713 Tandem in the amount of \$118,998.33, and authorizes MacQueen Equipment of Saint Paul, Minnesota to furnish and supply a Vactor sewer cleaning machine in the amount of \$221,667.30 which includes trade-in and taxes for a total purchase as follows:

Mack Truck Purchase	\$ 111,343.47
Motor Vehicle Tax	\$ 7,654.86
Vactor Sewer Cleaner Purchase	\$ 294,408.00
Trade-In (deduction)	(\$ 87,000.00)
Tax Vactor	\$ 14,259.30
<hr/> Total Cost	\$ 340,665.63

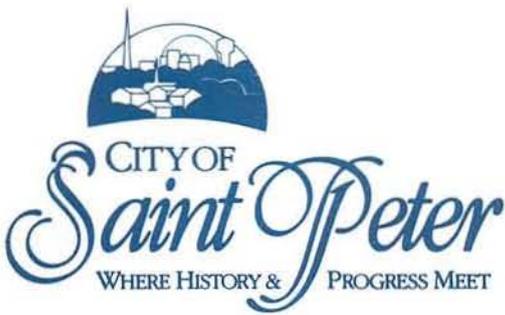
2. Funding for the purchases has been allocated in the 2015 Wastewater and Stormwater Fund budgets.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/17/14

FROM: Todd Prafke
City Administrator

RE: Polar Bear Plunge Request

ACTION/RECOMMENDATION

Provide authorization for the use of Hallett's Pond for the Special Olympics Polar Bear Plunge fundraising event.

BACKGROUND

Sheriff David Lange has submitted a request for use of Hallett's Pond for the annual Polar Bear Plunge event on February 7th beginning at 1:00 p.m.

Special Olympics will provide a certificate of insurance, in an amount not less than \$1,500,000 per occurrence. The Certificate will name the City of Saint Peter as an additional insured for the event. Sheriff Lange and his staff will oversee the event.

Staff recommends approval.

FISCAL IMPACT:

There should be no cost to the City for this authorization.

ALTERNATIVES AND VARIATIONS:

Vote in favor: The organizers will be notified of your approval.

Negative vote: The organizers will be notified of your denial. However, please be aware that the event has already been advertised by the Special Olympics as part of their nationwide advertisement for the Polar Bear Plunge.

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

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

TP/bal

OFFICE OF SHERIFF NICOLLET COUNTY

Dave Lange
Sheriff

501 South Minnesota Ave.
P.O. Box 117
St. Peter, MN 56082
(507) 931-1570
Admin. Fax: (507) 931-1577
Jail Fax: (507) 931-4466
Dispatch Fax: (507) 934-7169
www.co.nicollet.mn.us

Karl Jensen
Chief Deputy



October 29, 2014

Mayor Tim Strand and Council Members
277 South Front Street
St. Peter, MN 56082

Mayor and Council,

Plans are underway for the ninth annual Polar Bear Plunge. This event has been a very successful event for the past several years. This is a fundraiser for the Special Olympics that is usually presented by Law Enforcement personnel. It would be our intent to conduct this activity at Hallet's pond on February 7, 2015 at 1 pm. That location and date have already been given to the Special Olympics for advertisement.

With this letter I am requesting your approval to conduct this activity at Hallet's pond and for any support the city is willing to give towards this cause. In the past the Fire Department assists in cutting the hole in the ice and the city has supplied some bleachers as well last year. Special Olympics will be covering all insurance for this event and I will advise them to issue a certificate of insurance to the city for the event as well. I have also made contact with management at Shopko and explained the event to them. They too are willing to work with us during the event as well.

I would be more than happy to attend one of your meetings to give you more details if needed. More information on the activity can be located at the Special Olympics web address www.plungemn.org.

Respectfully,

Sheriff Dave Lange

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING USE OF HALLETT'S POND FOR POLAR BEAR PLUNGE

WHEREAS, a request has been made by organizers of the Special Olympics Polar Bear Plunge to utilize Hallett's Pond for their event on February 7, 2015; and

WHEREAS, the fundraising activity has previously been held at Hallett's Pond with no adverse impact; and

WHEREAS, the event is insured by Special Olympics and staffed by local law enforcement personnel.

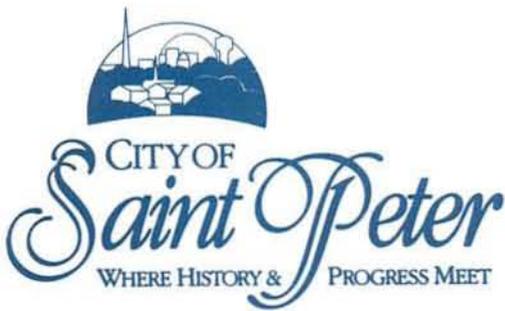
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request to utilize Hallett's Pond for the Polar Bear Plunge event on February 7, 2015 is hereby approved contingent upon receipt of a certificate of insurance, in the amount of not less than \$1,500,000 per occurrence, naming the City of Saint Peter as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/20/14

FROM: Todd Prafke
City Administrator

RE: 2015 Municipal Fee Schedule

ACTION/RECOMMENDATION

Provide for adoption of the 2015 municipal fee schedule.

BACKGROUND

On an annual basis the Council reviews the fee schedule for the City. The Council has discussed the proposed changes to the fee schedule at the last workshop session and the changes you have requested have been incorporated into the proposed resolution.

As in the past, budgets in many of these areas have already been approved so the material impact of these changes on budgets is expected to be minimal. Usually major changes are based on a previous policy change or direction given by the Council. Minor changes usually reflect a change in facts, process, or a perceived "fairness" issue that has been brought up or noticed by customers, Council, or staff.

It should be noted that this fee schedule does not encompass everything that we charge for and from time to time issues or services come up that we provide and we establish a one-time charge for. We base those charges on the Department's best estimate of costs and an overall understating of the City Council policies. An example may be the sale of goods. This list does not include candy sales at the Pool, nor does it include parts that might be sold infrequently to a plumber for a water installation as examples. In those instances, we set the fee internally with a couple things in mind.

First, we want to provide a service, but at a rate that is at times slightly higher than private competitors charge because we do not want to be the preferred place to stop and buy candy or a pipefitting. We will do it, but our goal is to not seriously compete with private enterprise. Second, usually we have inventory for our own use and there are costs involved for replacement of items that we might sell to others that are sometimes higher than our cost when the inventory was originally purchased, so our price should be reflective of the issues stated above, but also current market pricing as well. Lastly, it would be a substantial challenge to come up with every possible service or sale we might provide and the time commitment is likely not worth the value to control this at the Council fee schedule level. Having that list also might be interpreted to exclude any other sales and may limit our ability to help customers.

Staff recommends approval of the proposed 2015 municipal fee schedule to be effective January 1, 2015.

FISCAL IMPACT:

The proposed changes would have minimal impact on the operations of the various fund budgets.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for your direction and no fees will change until the Council provides approval.

Negative vote: The 2014 fee schedule will remain in place until the Council chooses to make modifications.

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

Please feel free to contact me if you have other questions or concerns.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION APPROVING 2015 MUNICIPAL FEE SCHEDULE

WHEREAS, the City has adopted a schedule of municipal fees for permits, licenses, and services provided; and

WHEREAS, the fees are reviewed on an annual basis to ensure all City costs of providing the service, permit or license is covered; and

WHEREAS, fees are also reviewed to ensure compliance with State regulations regarding maximum and minimum charges; and

WHEREAS, staff recommends modifications to the municipal fee schedule to take effect January 1, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following municipal fee schedule shall take effect on January 1, 2015.

BUSINESS LICENSES AND PERMITS

- | | | |
|----|---|------------|
| 1. | On-Sale Liquor License | |
| | A. Initial License | \$2,500.00 |
| | B. Investigation Fee | 250.00 |
| | C. Annual Renewal | 1,400.00 |
| | D. Temporary On-Sale Liquor per day (non-profit organizations only) | 30.00 |
| | E. Extension of On-Sale Liquor per day beyond licensed premises | 30.00 |
| 2. | Club Liquor License | |
| | A. Investigation Fee (New applicants) | 250.00 |
| | B. For a club with under 200 members | 300.00 |
| | C. For a club with between 201 and 500 members | 500.00 |
| | D. For a club with between 501 and 1,000 members | 650.00 |
| | E. For a club with between 1,001 and 2,000 members | 800.00 |
| | F. For a club with between 2,001 and 4,000 members | 1,000.00 |
| | G. For a club with between 4,001 and 6,000 members | 2,000.00 |
| | H. For a club with over 6,000 members | 3,000.00 |
| 3. | Off-Sale Liquor License | |
| | A. Investigation Fee | 250.00 |
| | B. Annual Renewal | 150.00 |

4.	Sunday On-Sale Liquor License Annual Renewal	200.00
5.	Consumption and Display License	
	A. Investigation Fee	250.00
	B. Annual Renewal (sent to State)	150.00
	C. Daily Fee (not to exceed 10 permits issued annually)	30.00
6.	On-Sale Wine License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
7.	On-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
8.	Off-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	155.00
	C. Annual Renewal	150.00
9.	Short-term On-Sale Beer License (per day not to exceed \$75.00 for requests involving periods of 3-90 consecutive days)	25.00
10.	Duplicate business license	10.00
11.	Taxi Cab License	
	A. Investigation Fee	100.00
	B. First Vehicle (annual)	50.00
	C. Each additional vehicle (annual)	25.00
	D. Vehicle inspection fee (per vehicle/per year)	30.00
12.	Tree Worker's License	
	A. Initial License	55.00
	B. Annual renewal	50.00
13.	Peddler/Transient Merchant License	
	A. Investigation Fee	50.00
	B. Annual License	375.00
	C. Six Month License	200.00
	D. Daily License	50.00
14.	Pawnbroker and Precious Metal Dealer License	
	A. Annual Fee	\$8,000.00
	B. Investigation Fee	500.00
15.	Solid Waste Hauler's Permit	
	A. Investigation Fee	250.00

	B. Annual Renewal	120.00
16.	Amusement Device License (per device per year) (10 devices included in On-Sale Liquor fee)	15.00
17.	Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee)	25.00
18.	Short-term non-regulated Gambling/Bingo License Initial Investigation fee for permanent gambling sites	100.00
19.	Temporary Gambling License (per event)	25.00
20.	Dance License	
	A. Annual License (per year)	135.00
	B. Daily License (per day)	15.00
21.	Fireworks Display Permit (per occasion)	50.00
22.	Tobacco License	
	A. Initial License	250.00
	B. Annual Renewal	100.00
23.	Soft Drink License	
	A. Initial License	30.00
	B. Annual Renewal	25.00
	C. Daily License (for 1-4 days) (per day/per vendor)	5.00
	D. Short term license (for periods 5-180 consecutive days/per vendor)	15.00
	E. Temporary Event Soft Drink License (event sponsor must obtain)	50.00
24.	Show and Theater License (includes circus/carnivals)	
	A. Background Investigation	40.00
	B. Annual License	35.00
	C. Short Term (1-3 days)	20.00

NON-BUSINESS LICENSES AND PERMITS

25.	Sign Permit (copy of design and site plan required)	
	A. 100 square feet or less	50.00
	B. Each additional 25 square feet or portion thereof after 100 square feet	10.00
26.	Adult Foster Care/Day Care Facility inspection (per inspection)	
	A. Within City limits	\$45
	B. Outside City limits	\$55 plus mileage
27.	Rental Housing Registration and Inspection Permit	
	A. Rental Certificate application fee per unit (valid for 24 months)	24.00

	B. Inspection fee per unit (maximum of 6 units per apartment complex)	20.00
	C. Re-inspection fee per unit (failure to pass inspection)	20.00
	D. Rental certificate application fee per unit after December 31st	36.00
28.	<u>Demolition Permits</u>	
	A. Garage	20.00
	B. House	50.00
	C. Other structures	50.00
29.	<u>Building Permits including replacement of windows and exterior doors and/or Plumbing and Mechanical Permits</u>	
	\$1 to \$500	\$21.00
	\$501 to \$2,000 (for the first \$500 plus \$2.36 for each additional \$100 or fraction thereof to and including \$2,000)	\$21.00
	\$2,001 to \$25,000 (for the first \$2,000 plus \$10.50 for each additional \$1,000 or fraction thereof to and including \$25,000)	\$56.40
	\$25,001 to \$50,000 (for the first \$25,000 plus \$8.40 for each additional \$1,000 or fraction thereof, to and including \$50,000)	\$297.90
	\$50,001 to \$100,000 (for the first \$50,000 plus \$6.30 for each additional \$1,000 or fraction thereof, to and including \$100,000)	\$507.90
	\$100,001 to \$500,000 (for the first \$100,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$500,000)	\$822.90
	\$500,001 to \$1,000,000 (for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000)	\$2,922.90
	\$1,000,000 and up (for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof)	\$5,547.90
30.	Permit for replacement of garage doors	\$45 plus \$5 state surcharge
31.	Plan Review:	
	A. Commercial properties	65% of building permit fee
	B. Residential properties	35% of building permit fee
	C. Similar plans meeting 1300.0160, subp. 6	25% of building

	permit fee
32. Permit for replacement of furnace, air conditioner, or water heater	\$15.00 plus \$5 state surcharge
33. Inspection fees outside of normal business hours (2 hour minimum)	\$45.00/hour
34. Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing)	\$45.00/hour
35. Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee)	\$1 up to 100% of building permit fee at discretion of Building Official
36. Surcharge fees	As provided in State Statutes
37. Building moving permit	
A. Primary Structures	\$100.00 & utility crew expense
B. Accessory Structures	\$50.00 & utility crew expense
38. Mobile home installation fee	50.00
39. Conditional Use Permit	300.00
40. Petition to subdivide plats	250.00
41. Variance application filing fee	300.00
42. Easement vacation requests	80.00
43. Interim parking use permit	110.00
44. South 7th Street Residential Parking Permit	15.00
45. Capital Drive Residential Parking Permit	15.00
46. Rezoning request filing fee	300.00
Publication fee	125.00
47. Street/Alley Vacation Request Filing Fee	300.00
48. Annexation Request Filing Fee	
A. Filing Fee	230.00
B. Municipal Board Fee	\$5.00/acre (\$100 minimum/\$600 maximum)

49.	Waiver of Subdivision Fee	200.00
50.	Golf Carts/ATV/Personal Mobility devices Permit for use of City Streets	50.00
51.	Municipal Parking Lot Permit Fee (per permit/per calendar year)	25.00
52.	Private Use of City Parking Lots, Streets and Sidewalks	
	A. Private use of public sidewalks (permit valid for a period of five years)	100.00
	B. Private use of public parking lots or streets	25.00
53.	Request for renaming streets or for private drive designations (per name)	\$100.00

CHARGES FOR SERVICE

<u>General Government</u>		
54.	Copies	
	A. One side (per copy)	0.25
	B. Two sides (per copy)	0.35
	C. Color Copies per single side page	\$1.00
55.	Faxing (no international calls allowed)	
	A. Per page sent	1.00
	B. Per page received	1.00
56.	Notary Public Services	
	A. Notary Public services (per signature by Notary)	1.00
	B. Certified copies of resolutions/ordinances (per document)	5.00
57.	City map sales (per map)	
	A. 2' x 3' black and white	10.00
	B. Colored zoning map	20.00
	C. Address map	50.00
58.	City Code	
	A. City Code Book Sales	150.00
	B. Updates to City Code (per Chapter)	\$75.00
	C. Zoning Ordinance	15.00
	D. Requests for City Code change	
	1. Codification Charges	400.00
	2. Publication Charges	200.00
59.	Audited Financial Report (per copy)	20.00
60.	Other City publications without specific charge (per publication)	Determined by City Administrator

61.	Comprehensive Plan (per copy)	30.00
62.	Assessment search and certification	35.00
63.	Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)	2,500.00
64.	Service charge for returned checks (per check)	30.00
65.	Utility Bill Advertisements (whether printed by City or provided by advertiser)	
	A. Full page ad	700.00
	B. One-half page ad	350.00
66.	Utility Flyer Community Custom Event Notice	25.00
67.	Utility Flyer Community Event Notice via form (less than 25 words)	5.00
68.	Voting booth rental (per booth)	25.00
69.	Replacement dog/cat license tags	1.00
70.	Dog licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 th	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
71.	Cat licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 th	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
72.	Dog Pound	
	A. Impounding Fee (per dog)	30.00
	B. Daily maintenance fee (per day)	7.70
73.	Cat Pound	
	A. Impounding Fee (per cat)	30.00
	B. Daily maintenance fee (per day)	7.70
74.	Animal Adoption Fee (Includes rabies vaccination, distemper vaccination,	120.00

	heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)	
75.	General Parking Violations	
	A. Minimum fine for General Parking violations	12.00
	B. If paid after 7 days but prior to 21 days	25.00
	C. After 21 days and prior to summons	50.00
76.	Snow Emergency Parking Violations (Effective July 1, 2011)	
	A. Minimum fine for Snow Emergency Violations	25.00
	B. If paid after 7 days but prior to 21 days	50.00
	C. After 21 days and prior to summons	150.00
77.	Penalties for violations of alcohol and alcohol related statutes and ordinances	
	A. First offense within 12 month licensing period	\$50.00
	B. Second offense within 12 month licensing period	\$100.00
	C. Third offense within 12 month licensing period	\$200.00 and/or suspension or revocation
	D. Fourth offense within 12 month licensing period	\$400.00 and/or suspension or revocation
78.	Penalties for violations of tobacco and tobacco related products statutes and ordinances.	
	A. Purchase or attempt to purchase tobacco related products	100.00
	B. Illegal possession or use of a tobacco related product - 1st offense	25.00
	C. Illegal possession or use of a tobacco related product - 2nd offense	50.00
	D. Aiding/assisting another to illegally purchase a tobacco related product	125.00
	E. Furnishing tobacco related products to person under age of 18 years	125.00
	F. Sale of tobacco related products to person under age of 18 years	100.00
	G. All other violations	100.00
79.	Conveyance of parcels in violation of City Code (per lot or parcel)	100.00
80.	Storage of impounded items	
	A. Cars, vans and trucks (per day)	10.00
	B. Other motorized vehicles (per day)	10.00
	C. Non-motorized equipment (per day)	5.00
	D. Bicycle storage (per day)	2.00
	(Exceptions: bikes with Police Department or MN inspection/registration sticker	
81.	Highway 169 banner (for each two week period or portion	350.00

	thereof)	
82.	Non-resident finger printing	20.00
83.	Police Reports	
	A. Accident and theft reports (per report)	5.00
	B. Civil action cases (per case)	30.00
	C. Civil action pictures (per case)	30.00
	D. Drivers record check fee	5.00
	E. Vehicle registration check fee	5.00
	F. Criminal history check	5.00
84.	False Alarms (after 3 false alarms within a calendar year – fee to be waived if alarm illegally set off)*	
	A. 4th burglar or fire alarm	25.00
	B. 5th burglar or fire alarm	50.00
	C. Each burglar or fire alarm thereafter	100.00
85.	Use of Hurst Tool by Fire Department (per incident)	350.00
86.	Fire call fee	\$350.00 + \$100 per hour after the first hour up to a maximum of \$1,000
87.	Fire CO2 Detector Call Fee	\$175.00
88.	Police Labor	
	A. Licensed Peace Officer (per hour)	50.00
	B. K-9 Officer with canine (per hour)	70.00
	C. Communications Technicians (per hour)	25.00
	D. Police Reserve Officer (per hour)	15.00
	E. Community Service Officer (per hour)	30.00
	F. Building Moving Escort Fee	minimum \$50 per Officer/hour
89.	Weed removal on private property	
	A. City crew	Refer to #125 and #127
	B. City subcontractor (per hour for first two hours)	\$75 per hour
	C. City subcontractor for each hour in excess of first two	\$30
90.	Sidewalk snow removal City crew (per hour) (minimum charge one hour)	75.00
91.	Tree removal on private property	Refer to #125 and #127
92.	Work Zone Equipment Fees	<u>Per sign/per day</u>
	A. 36" x 36" sign (on strut)	3.00
	B. 36" x 36" sign only	1.50
	C. 36" x 36" arrow	1.50
	D. Road closed sign	2.00
	E. Cone	2.00

	F. Reflective Cone	1.00
	G. Safety Fence (50 foot roll plus posts)	3.00
	H. Type "A" Flasher	2.50
	I. Type "I" Barricade with flasher	2.00
	J. Type "I" Barricade (6 feet)	1.50
	K. Type "III" Barricade	3.50
	L. Electric Arrow board (2 shift) and trailer	75.00
93.	Campsites	
	A. Mill Pond site with electrical hookup (per day)	20.00
	B. Mill Pond/Riverside Park primitive site (per day)	10.00
	<u>Utilities</u>	
94.	Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions.	4.00
95.	Water service line thawing (per line)	325.00
96.	Water Main Tapping Fee:	
	1" Water Main Tap	340.00
	1½" Water Main Tap	540.00
	2" Water Main Tap	640.00
97.	Sanitary Sewer main Tapping Fee:	
	4" Sanitary Sewer Tap	340.00
	6" Sanitary Sewer Tap	360.00
98.	Water Main Access Fee:	
	1" Line	1,800.00
	1½" Line	1,900.00
	2" Line	2,000.00
	4" Line	2,400.00
	6" Line	3,000.00
	8" Line	3,800.00
	10" Line	4,800.00
	12" Line	6,000.00
99.	Sanitary Sewer Main Access Fee:	
	4" Line	1,500.00
	6" Line	2,100.00
	8" Line	2,900.00
	10" Line	3,900.00
	12" Line	5,100.00
100.	Storm Sewer Access Fee:	
	2-4" Line	300.00
	6-10" Line	500.00
	12-24" Line	1,000.00

101.	Freeze Water Service Line ¾" or 1" Lines	200.00
	<u>Traverse des Sioux Laboratory Fees</u>	
102.	Certified Test Results	
	A. Ammonia	18.00
	B. Carbonaceous Biochemical Oxygen Demand (CBOD)	30.00
	C. Colilert – 24	16.00
	D. Colilert (re-check within 7 days)	12.00
	E. Fecal Coliform Plate	28.00
	F. Fluoride	16.00
	G. Nitrate/Colilert Combination	25.00
	H. Nitrates	15.00
	I. Ortho Phosphorus	16.00
	J. pH	9.00
	K. Total Phosphorus	19.00
	L. Total Suspended Solids	15.00
	M. Rush Orders	Double original cost
103.	Uncertified Test Results:	
	A. Biological Oxygen Demand	30.00
	B. Dissolved Oxygen	12.00
	C. Chloride	13.00
	D. Iron	15.00
	E. Manganese	15.00
	F. Sulfate	14.00
	G. Total Dissolved Solids	12.00
	H. Total Hardness	18.00
	I. Turbidity	12.00
	J. Quantitray	20.00
	K. Rush Orders	Double original cost
104.	Wastewater Treatment Surcharges	
	A. Volume Base (flow) – per 1,000 gallons delivered (regular cost plus \$10/1,000)	18.00
	B. Monthly dumping fee	350.00
	C. Biological Oxygen Demand (BOD) – per pound removed	1.00
	D. Total Suspended Solids (TSS) – per pound removed	1.00
	E. Phosphorus (P) – per pound removed	17.00
	F. Ammonia (NH ₃) – per pound removed	2.00
	G. pH Violation – per violation	100.00
105.	<u>Sewer Televising</u>	
	A. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	B. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe	

exceeding 600 lineal feet in length, the fee shall be \$0.40 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

C. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.70 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

D. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

E. Contractor requesting televising of new sanitary sewer main or storm sewer lines	\$1.50/linear foot
F. Private sanitary lateral televising	\$100.00
G. Copy of Televising DVD	\$25.00
106. Stormwater Utility right-of-way management fees	
A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway	\$100.00/block
B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips).	\$25.00/block
107. Cleaning Catch Basins on Private Property (per sump)	
A. Structures less than 1.4 cubic feet in size	\$90.00
B. Structures greater than 1.4 cubic feet in size	\$135.00
108. Underground Utility Work Permit Fees	
A. Excavation – work performed in any area of the right-of-way	\$150.00
B. Trenching or Direction Boring for underground utilities	\$150 plus \$15.00/100 l.f.
C. Utility Inspection per crossing (boring, trenching)	\$50.00
D. Services Installation in Utility Easement/Alley Outside Street ROW	\$25.00
E. Inspection – failure to provide notification within 48 hours of the job completion and/or expiration of the 90-day permit.	\$50.00
109. Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours)	\$5.00/day
110. Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional)	\$50.00

111.	Unauthorized Work Permit	Fee is regular permit fee plus \$100.00
112.	Permit Penalty Fee for failure to provide notification to City within 48 hours of job completion and/or at expiration of 90-day permit	\$50.00
113.	Irrigation Meter application and permit	25.00
114.	Reconnection Charges Resulting From Failure To Pay (per water or electric meter)	
	A. 7:00 a.m. - 3:30 p.m.	70.00
	B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored (effective 5/1/03)	300.00
115.	Reconnection charges for reasons other than failure to pay (per water or electric meter)	
	A. 7:00 a.m. - 3:30 p.m.	65.00
	B. During call-out hours (per call)	150.00
116.	Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by \$40.00 for each meter)	
	A. 5/8" - 3/4" meters	265.00
	B. 1" meters	415.00
	C. 1 1/2" and larger meters	Labor and materials expense
117.	Seasonal meter installation (per meter)	65.00
118.	Residential electric and water meter test (up to 1" meter by request)	
	A. First request (no charge if meter is defective)	175.00
	B. Second request within 12 months (no charge if meter is defective)	350.00.00
119.	Meter test for all other meters (no charge if meter is defective)	Labor and equipment charge out rates
120.	Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)	500.00
121.	Fee in lieu of assessments	
	A. Per building lot serviced per utility	3,200.00
	B. Per dwelling unit in excess of two per utility	600.00
	<u>Public Works</u>	Labor, equipment and cost of materials
122.	A. Street repair	

	B. Asphalt Street Patch for new Driveway		\$350.00
123.	Salt or salt/sand mixture materials (per ton)		85.00
124.	Winter asphalt mix materials (per ton)		115.00
125.	Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person)		
	A. Business hours		50.00
	B. Non-business hours		65.00
126.	Truck parking electrical outlets		
	A. Seasonal (November 1 - May 1)		300.00
	B. Short-term (3 days - 3 nights)		50.00
127.	Equipment Charges Per Hour - With Operators	<u>Business</u>	<u>Non-Business</u>
		<u>Hours</u>	<u>Hours</u>
	A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck	\$125.00	\$145.00
	B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader	\$135.00	\$155.00
	C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower.	\$160.00	\$180.00
	D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors	\$90.00	\$110.00
	E. Six inch pumps with engine	\$75.00	\$95.00
	F. 12" high capacity low head pump with engine	\$80.00	\$100.00
	G. 16" high capacity low head pump with engine	90.00	\$105.00
	H. Bucket truck, digger derrick, trencher	\$145.00	\$165.00
	I. Sewer jet rodding machine, Vactor with pickup (Each of these require two operators. There is an additional charge of \$0.35 per lineal foot for sewer cleaning.)	\$135.00	\$145.00
	J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher	\$85.00	\$105.00
	K. All other equipment such as chain saw, push mower, snow blower, and weed whips	\$75.00	\$95.00
	L. Skidsteer with milling machine	\$110.00	\$120.00
	M. Dump truck with leaf blower, (tandem truck with 2 operators)	160.00	190.00
	N. Crash Trailer with Operator and arrow Board	\$160.00	\$180.00
	O. Air Compressor Soda Blaster with Operator	\$135.00	\$155.00
	P. Tack trailer with truck and operator (plus cost of asphalt emulsion)	160.00	180.00
	Q. Stump grinder with truck and operator	145.00	165.00
	R. Electric all-terrain vehicle with operator	85.00	105.00
	S. Mosquito sprayer with truck and operator (cost of	145.00	165.00

	materials extra)		
	T. Site Lite SL4000 14' light tower with generator	60.00/day plus fuel	\$80.00/day plus fuel
	U. Asphalt paver with three operators	235.00	280.00
128.	Hydrant Meter Charge - provides meter for a period of 1-30 days plus charges for all water used.		\$200 first 30 days plus \$50/week thereafter
		CITY REFUSE CUSTOMERS	NON-REFUSE CUSTOMERS
129.	Yard Waste Drop Off Site		
	A. Disposal of yard bag of leaves or grass	No charge*	\$1.00 each
	B. Per cubic yard of leaves or grass	No charge*	\$5.00 each
	C. Per cubic yard of brush	No charge*	\$7.00 each
	D. Per cubic yard of branches	No charge*	\$7.50 each
	E. Per Christmas tree (undecorated)	No charge*	\$3.00 each
	F. Per Christmas wreath (no wire)	No charge*	\$0.50 each
	**No charge other than environmental services fee on utility bills		
	<u>Swimming Pool</u>	<u>Resident</u>	<u>Non-Resident</u>
130.	Ticket Books		
	A. 10 tickets	\$20.00	
131.	Family Season Swim Pass	\$40.00	
132.	Individual Season Swim Pass	\$30.00	
133.	Day Care Pass (up to 10 daycare children on one pass – only for use during daycare hours of operation and daycare supervisor must accompany children	\$75.00	
134.	Daily rates	\$3.00	
135.	Lap Swim, Swimnastics Senior Watercise	\$3.00	
136.	Lap Swim – 10 punch card	\$18.00	
137.	Family Swim* - Adults *Children free when accompanied by an adult	\$3.00	
138.	Pool Party Rental		
	A. 1-25 people # of guards - 2	\$55	\$72.00
	B. 26-50 people # of guards - 3	\$65.00	\$85.00
	C. 51-75 people # of guards - 4	\$75.00	\$98.00
	D. 76-100 people # of guards - 5	\$85.00	\$110.00
139.	Special Events	Determined by Director	

<u>Park Related Fees</u>		
140.	Picnic Shelter Reservation	\$40.00 \$52.00
141.	Refundable Park Cleanup Deposit	
	A. 1-199 People	\$100.00 \$100.00
	B. 200+ people	\$250.00 \$250.00
142.	Alcoholic Beverages Deposit	\$100.00 \$100.00
143.	Softball Fields Tournament Fee	
	A. Locally sponsored reservation fee	\$40.00
	B. Refundable performance deposit	\$100.00
	C. Basic Maintenance fee per field	\$25.00 \$25.00
	D. Additional dragging fee – after play starts per field	\$5.00
	E. Additional striping fee – after play starts per field	\$10.00
	F. Diamond Dry fee -per bag	\$15.00
	G. Light fee per hour and field	\$20.00
	H. Out-of-Town Sponsor per team	
	I. Refundable Deposit	\$13.00 \$100.00
144.	Tent Installation Non-Refundable Fee - cumulative	
	A. 1st day	\$25.00 \$32.50
	B. 2nd day additional	\$50.00 \$65.00
	C. 3rd day additional	\$100.00 \$130.00
<u>Senior Citizen Activities</u>		
145.	Seniorcise (per day)	\$1.00 \$1.50
146.	Trips and tours	Determined by Director
147.	Continental Breakfast	Determined by Director
148.	Community Center gym walking	No charge
<u>Transit</u>		
		<u>Saint Peter</u> <u>Kasota/Shoreland</u>
149.	Cash Fares	
	A. Dial-a-Ride	3.50 4.50
	B. Route	1.75 Not available
	C. Seniors Dial-a-ride (55+)	2.00 3.00
	D. Seniors Route (55+)	1.00 Not available
	E. Preschoolers Dial-a-ride (Up to 6 years of age)	1.00 1.00
	F. Preschools Route (Up to 6 years of age)	\$0.50 Not available
150.	Ticket Books Dial-a-ride = 1 ticket; Route = 2 tickets)	
	A. 32 tickets	\$40.00 \$48.00
	B. 20 tickets	\$27.00 \$32.00
	C. 10 tickets	\$14.00 \$17.00
	D. Senior Citizens 32 tickets book	\$28.00 \$32.00
	E. Senior Citizens 20 tickets book	\$18.00 \$20.00
151.	Monthly Preschool Express Rates	

A. Five Days M-F		
1-way	\$40.00	\$55.00
2-way	\$65.00	\$90.00
B. Three Days (MWF)		
1 way	24.00	33.00
2 way	39.00	54.00
C. Two Days (T-R)		
1 way	16.00	22.00
2 way	26.00	36.00
152. Night/weekend rate – bus with driver (Four hour minimum)	\$37.50/hour	
	<u>BASE</u>	<u>EACH ADDT'L</u>
	<u>RATE (1-3</u>	<u>HOOR</u>
	<u>hrs.)</u>	
	<u>COMMUNITY CENTER ROOM RENTAL* All non-resident</u>	
	<u>School District #508 fees shall be plus 25%; non-resident</u>	
	<u>outside of the School District #508 rate shall be fees plus</u>	
	<u>100%</u>	
153. Meeting Room 102 – Traverse des Sioux	\$33.00	\$10.00
154. Conference Room 104 – Nicollet Room	\$27.50	\$10.00
155. Locker room lockers	\$12.00/6	
	months	
156. Storage Cage/Room 120 per month	\$33.00	
157. Meeting Room 215	85.00	\$15.00
159. Meeting Room 217 – St. Peter Room	\$44.00	\$15.00
159. Senior Center/Room 219	\$110.00	\$15.00
160. Gymnasium Room 218A or 218B	\$71.50	\$25.00
	(1/2 gym)	
161. Gymnasium Room 218 (whole gym)	\$143.00	\$25.00
162. Community Center Lobby Rental	\$110.00	\$15.00
163. Reception Room 300A or 300B – Governors' Room	\$60.50	\$15.00
164. Reception Room 300 – Governors' Room	\$82.50	\$15.00
165. Multi-purpose Room	\$44.00	\$10.00
166. Damage deposit	\$100.00	
167. Alcohol permit fee (for use of alcohol in Community Center rooms)	\$20.00	
168. Room set-up fee (for rearranging room in other than normal	\$25.00	

	set-up)	
169.	LCD Projector fee with room rental	\$25/day + \$100 security deposit
170.	Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director)	Free with \$100 damage deposit
171.	<u>COPIES</u>	
	A. Copies – tenant one side	\$0.08
	B. Copies – tenant two sides	\$0.12
	C. Copies – public one side	\$0.25
	D. Copies – public two sides	\$0.35
	E. Copies color per one sided page	\$1.00
172.	<u>FAX SERVICES – International Faxes Shall Not Be Allowed</u>	
	A. Tenant fax – received or sent per page per attempt	\$.75
	B. Public fax – received or sent per page per attempt	\$1.00
	<u>PUBLIC LIBRARY FEES FOR LOST/DAMAGED MATERIALS</u> - all fees are as stated OR the actual cost of the item - whichever is greater	
173.	<u>HARDCOVER BOOKS (per item)</u>	
	A. Adult Fiction	\$30.00
	B. Adult Non-Fiction	\$35.00
	C. Junior/Young Adult Fiction	\$25.00
	D. Junior/Young Adult Non-Fiction	\$30.00
	E. Picture Book Fiction	\$25.00
	F. Picture Book Non-Fiction	\$30.00
	G. Reader	\$25.00
174.	<u>PAPERBACK BOOKS (per item)</u>	
	A. Adult Fiction	\$20.00
	B. Adult Non-Fiction	\$20.00
	C. Junior Fiction	\$15.00
	D. Junior Non-Fiction	\$20.00
	E. Young Adult Fiction	\$20.00
	F. Young Adult Non-Fiction	\$20.00
175.	<u>MISCELLANEOUS PRINT MATERIALS (per item)</u>	
	A. Board Book	\$15.00
	B. Periodicals	\$10.00
176.	<u>AUDIO-VISUAL MATERIALS (per item)</u>	
	A. Books on CD	\$20.00
	B. Books on Tape	\$20.00
	C. Cassette Picture Book	\$25.00
	D. Compact Discs (CDs)	\$30.00
	E. DVD	\$40.00

F. Videocassette \$30.00

** All above costs include a \$10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the \$10.00 service fee.

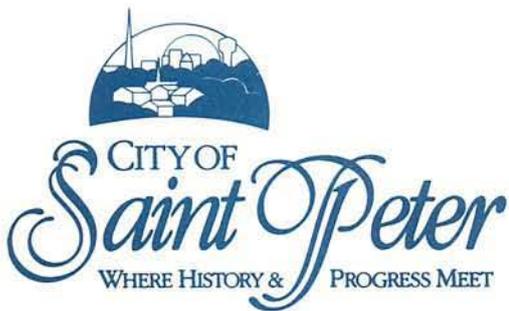
<u>OTHER LIBRARY CHARGES/FEES</u>		
177.	Replacement library cards	\$ 5.00
178.	Photocopies per page	
	One-side	\$0.25
	Two-sided	\$0.35
179.	Printing from Computer (b/w) per page	\$0.25
180.	Printing from Computer (color) per side/per page	\$1.00
181.	Library Meeting Room Deposit	\$30.00

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 18, 2014

FROM: Jane Timmerman
Recreation and Leisure Services Director

RE: Unbudgeted purchase: Ramsey Park
Playground Equipment

ACTION/RECOMMENDATION

Approve the unbudgeted purchase of playground equipment for Ramsey Park from Flagship Recreation in the amount of \$25,249.

BACKGROUND

Ramsey Park is a neighborhood park located off North Washington Avenue. Until the Washington Avenue Link Project was completed the park was mostly hidden from public view and was underutilized.

The Minnesota Valley Education District (MVED) building is situated just south of Ramsey Park and houses an on-site intervention program, Minnesota Valley School, and two classrooms dedicated to students on the autism spectrum as well as other services.

Staff from School District #508 and the City recognized the importance of providing a playground in the park for both the students at MVED and for the neighborhood residents and met to determine the appropriate equipment for the site based on a budget with funds from the City, School District, and a grant received from the Carl and Verna Schmidt Foundation.

The equipment will be part of an agreement for use that will be completed in the spring and will provide the basis for the City/School relationship in regards to this equipment and the recently developed ball field just north of the MVED building. That agreement will spell out access, use and maintenance of both additions.

Staff from the City and School are recommending the purchase of inclusive playground equipment which addresses the needs of all children, including kids with social, emotional, sensory, physical, and cognitive disabilities. The components of inclusive playgrounds address accessibility, age, and developmentally-appropriate play activities, as well as sensory play. Additional components can be added to the structure in the future if so desired.

This type of equipment is available from Flagship Recreation through the State bid process. If approved, the equipment would be installed in the spring, but staff recommends ordering the

equipment now before pricing changes that will take affect at the end of this year. The equipment would then be stored by the City until installation.

The equipment will be placed in close proximity to the MVED building and will be available to all users at the School and in the neighborhood. This project has been previously discussed by the Council as a part of the cooperative effort and changes to Ramsey Park.

FISCAL IMPACT:

This is an unbudgeted purchase that will be funded from park reserves (\$10,000), School District #508 (\$12,000), and a grant from the Schmidt Foundation (\$8,000).

ALERNATIVES/VARIATIONS:

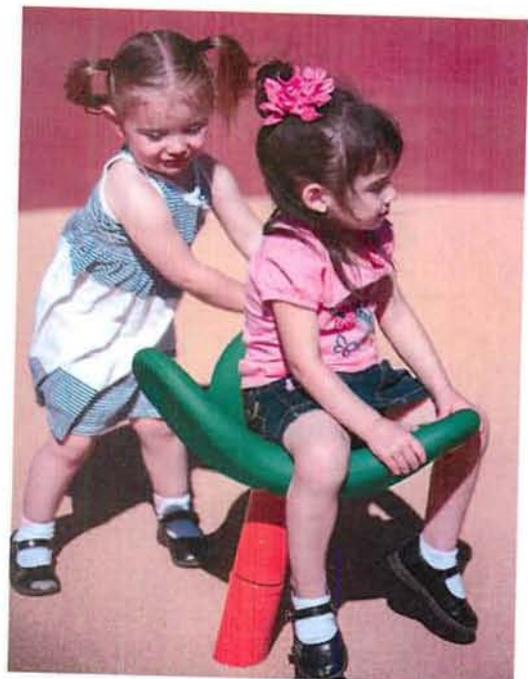
Do not act: Staff will wait for further direction from the City Council.

Negative Votes: Staff will wait for further direction from the Council.

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.

JT/



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING UNBUDGETED PURCHASE OF PLAYGROUND EQUIPMENT
FOR RAMSEY PARK**

WHEREAS, Ramsey Park is a neighborhood park located off North Washington Avenue which serves the surrounding neighborhood; and

WHEREAS, Ramsey Park will also serve students attending school at the Minnesota Valley Education District building which is located south of Ramsey Park; and

WHEREAS, the City of Saint Peter and School District #508 want to provide appropriate play equipment for neighborhood residents and school children; and

WHEREAS, an inclusive playground addresses the needs of all children including those with social, emotional, sensory, physical, and cognitive disabilities; and

WHEREAS, the inclusive playground equipment is listed on the State bid list; and

WHEREAS, funding is available in General Fund reserves and from the School District #508 and a grant from the Carl and Verna Schmidt Foundation for this unbudgeted purchase.

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

1. Staff is directed to proceed with the purchase of playground equipment from Flagship Recreation in the amount of \$25,249.
2. Funds for the playground equipment shall be provided from General Fund reserves (\$10,000), School District #508 (\$12,000), and the acceptance of a grant from the Carl and Verna Schmidt Foundation in an amount of \$8,000.
3. The remaining funds will be used to pay for expenses related to the installation of the equipment.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of November, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator