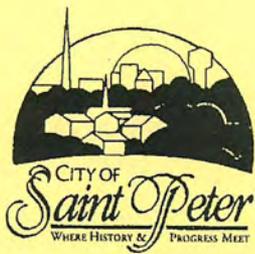


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 25, 2013  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. **APPROVAL OF CONSENT AGENDA ITEMS**
- VI. **UNFINISHED BUSINESS**
  - A. Broadway Plant Equipment Upgrade Project Bid Award
- VII. **NEW BUSINESS**
  - A. Highway 295 Project Variance Request
  - B. Mount Simon Aquifer Study
  - C. 2014-2015 Legal Services Contract
  - D. Traverse des Sioux Library System Contract
  - E. Request for City Assistance: Fish House Parade
  - F. 2014 Non-Union/Non-Contract Employee Wages
  - G. 2014 Police Officers Union Contract
  - H. 2014 Communications Technician Union Contract
  - I. 2014 Parks Union Contract
  - J. 2014 Streets Union Contract
  - K. 2014 Utilities Union Contract
  - L. Taxi Cab License Applications
- VIII. **REPORTS**
  - A. **MAYOR**
    - 1. Councilmember Presentations
    - 2. Others
  - B. **CITY ADMINISTRATOR**
    - 1. City/School/Gustavus Meeting Discussion
    - 2. Snow Emergency Regulations
    - 3. Council Reception
    - 4. Others
- IX. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
**ADJOURN TO CLOSED SESSION IN TDS ROOM**
    - 1. City Administrator Evaluation**RETURN TO OPEN SESSION**
- X. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the November 12, 2013 regular Council meeting and the November 4, 2013 Finance Committee meeting are attached for approval. MOTIONS are in order.

V. **VISITORS**

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

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

B. **General Visitor Comments**

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

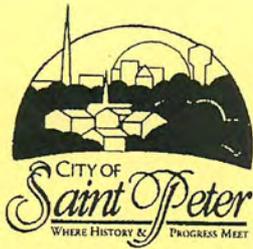
VI. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for November 7, 2013 through November 20, 2013, is attached. Please see the attached staff reports and RESOLUTION.

VII. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION AWARDED BID FOR BROADWAY PLANT EQUIPMENT UPGRADE PROJECT**

Staff recommends awarding the bid for installation of catalyst equipment at the Broadway Generation Plant to Prestige Manufacturing. Please see the attached staff report and RESOLUTION.



**VIII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION AUTHORIZING SUBMISSION OF VARIANCE REQUEST RELATED TO HIGHWAY 295 PROJECT**

Staff recommends a request be submitted to the State of Minnesota to allow for a variance from the 25% limitation on engineering costs related to the Highway 295 Turnback project. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH MINNESOTA STATE UNIVERSITY MANKATO FOR MOUNT SIMON AQUIFER STUDY**

Staff recommends authorization be provided for execution of an agreement with Mankato State University Mankato for a study of the Mount Simon aquifer. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF 2014-2015 LEGAL SERVICES CONTRACT**

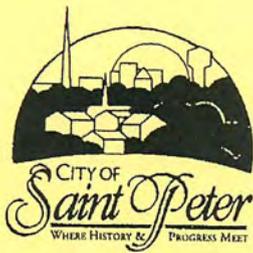
The Finance Committee recommends approval of the proposed 2014-2015 legal services contract with Brandt Law Office. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF TRAVERSE DES SIOUX LIBRARY SYSTEM CONTRACT**

The City has contracted with TDS Library system for provision of services that City staff is unable to provide. The current contract will expire at the end of the year and staff recommends authorization be provided for a renewal contract. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE: FISH HOUSE PARADE**

Staff recommends approval of a request for City assistance for the fourth annual fish house parade. Please see the attached staff report and RESOLUTION.



**F. ADOPTION OF A RESOLUTION APPROVING 2014 NON-UNION, NON-CONTRACT EMPLOYEE WAGES**

As discussed during 2014 budget discussions, a three percent 3% wage increase is recommended for all non-union, non-contract employees. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING 2014 POLICE OFFICERS UNION CONTRACT**

Staff recommends approval of the 2014 union contract with the Police Officers union. Please see the attached staff report and RESOLUTION.

**H. ADOPTION OF A RESOLUTION APPROVING 2014 COMMUNICATIONS TECHNICIANS UNION CONTRACT**

Staff recommends approval of the 2014 union contract with the Communications Technicians union. Please see the attached staff report and RESOLUTION.

**I. ADOPTION OF A RESOLUTION APPROVING 2014 PARKS UNION CONTRACT**

Staff recommends approval of the 2014 union contract with the Parks union. Please see the attached staff report and RESOLUTION.

**J. ADOPTION OF A RESOLUTION APPROVING 2014 STREETS UNION CONTRACT**

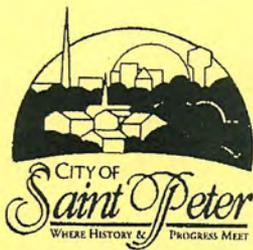
Staff recommends approval of the 2014 union contract with the Streets Union. Please see the attached staff report and RESOLUTION.

**K. ADOPTION OF A RESOLUTION APPROVING 2014 UTILITIES UNION CONTRACT**

Staff recommends approval of the 2014 union contract with the Utilities Union. Please see the attached staff report and RESOLUTION.

**L. ADOPTION OF A RESOLUTION APPROVING TAXI CAB LICENSE APPLICATION**

Following the background investigation, staff recommends approval of an application for a taxi cab license. Please see the attached staff report and RESOLUTION.



**IX. REPORTS**

**A. MAYOR**

**1. COUNCILMEMBER PRESENTATION**

Mayor Strand will make presentations at this time to outgoing Councilmembers Pfeifer and Eichmann.

**2. OTHERS**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/SCHOOL/GUSTAVUS MEETING DISCUSSION**

A report will be provided at this time on the discussion at the November 20<sup>th</sup> City/School/Gustavus meeting.

**2. REPORT ON SNOW EMERGENCY REGULATIONS**

A reminder will be provided at this time on the City's snow emergency regulations.

**3. REPORT ON COUNCIL RECEPTION**

A report will be provided at this time on a the schedule for the City Council reception.

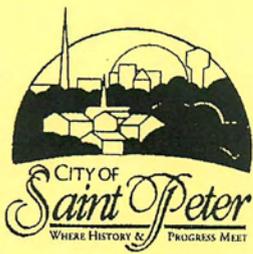
**4. OTHERS**

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

**X. EXECUTIVE SESSION**

**A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS CITY ADMINISTRATOR EVALUATION**

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



ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX  
ROOM

RETURN TO OPEN SESSION

XI. ADJOURNMENT

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
NOVEMBER 12, 2013**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on November 12, 2013.

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

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

**Public Hearing – Unpaid Utility Charges** – Mayor Strand opened the public hearing on the proposed assessment of unpaid utility charges at 7:04 p.m. City Administrator Prafke reviewed the rules and procedures the Council has adopted for public hearings. Finance Director O'Connell reviewed the process that is used for assessment of unpaid utility charges and reminded the Council that electricity charges for renters are not assessable. O'Connell also noted that certain charges (bankruptcies, death, under \$10 total) would be written off for a total write-off of \$13,941.15. O'Connell stated \$21,085.28 would be assessed for a one year period at 1.14% interest as provided for in the City's assessment policy. Roger Bakken, owner of Greenhill Cemetery, addressed the Council to object to the assessment of unpaid environmental services fees to his property. Mr. Bakken expressed his belief that the charges, which were the same as that charged to a cemetery three times the size of Greenhill, were unfair as he doesn't utilize any City services on the property. Bakken indicated he would agree to pay \$1.63 per month for environmental services because he wanted to "be a good neighbor". There being no further speakers, the hearing was declared closed at 7:11 p.m.

**Public Hearing – Unpaid Miscellaneous Charges** – Mayor Strand opened the public hearing on the proposed assessment of unpaid miscellaneous charges at 7:11 p.m. Finance Director O'Connell reviewed the proposed assessments for unpaid weed and snow removal charges in the amount of \$2,620. O'Connell also noted that the proposed resolution included write-off of \$5,781.64 in unpaid recreation programming fees and charges stemming from an accident with an uninsured motorist. There being no further speakers, the hearing was declared closed at 7:13 p.m.

**Public Hearing – Unpaid Water, Wastewater and Street Improvement Project Charges** – Mayor Strand opened the public hearing on the proposed assessment of unpaid water, wastewater and street improvement project charges at 7:13 p.m. City Administrator Prafke reported the proposed assessments were for repairs of private infrastructure like water and sewer service lines. Finance Director O'Connell reported the proposed assessments, with one exception, had been agreed to by the property owners through execution of a waiver of assessment document and the charges totaled \$81,907.08. O'Connell also pointed out that the terms of the assessments varied as provided for in the City's assessment policy and would be at 1.14% interest. Councilmember Kvamme asked how the City had financed the work. O'Connell

indicated that the work had been funded by the Permanent Improvement Revolving (PIR) fund. There being no further speakers, the hearing was declared closed at 7:17 p.m.

**Approval of Minutes** – A motion was made by Pfeifer, seconded by Zieman, to approve the minutes of the October 28, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the October 28, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-160 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Kvamme questioned whether the employee appointment was a new position or a replacement. City Administrator Prafke indicated the appointment was a replacement. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-160 is contained in the City Administrator's book entitled Council Resolutions 19.

**Assessment of Unpaid Utility Charges** – Finance Director O'Connell requested approval of the proposed assessment resolution for unpaid utility charges providing for write-off of certain charges and assessment of unpaid utilities in the amount of \$21,085.28. Councilmembers discussed the delinquent account of a local business and questioned why the account was allowed to grow to almost \$8,000 without being disconnected. City Administrator Prafke stated businesses are treated slightly different than residential customers and businesses are given more time to pay. O'Connell reported she had been working with the business owner for a year trying to work out a way for them to pay the delinquency, but had concluded that assessing the charges offered the best protection for the City to collect the unpaid amounts. O'Connell also reported the business owner had been told they must keep the account current or they would be disconnected.

Councilmember Kvamme questioned the appeal by the owner of Greenhill Cemetery and asked for clarification on the category used for the property for environmental services charges. City Administrator Prafke indicated the cemetery was in the same classification as both the Catholic cemetery and industrial properties and the classifications were based on the amount of land involved. Mayor Strand indicated the issue had been discussed by the Council during a workshop session after receipt of Mr. Bakken's prior correspondence. City Administrator Prafke also noted that he had personally visited with Mr. Bakken on three occasions to explain the charges.

In motion by Brand, seconded by Carlin, Resolution No. 2013-161 entitled "Resolution Adopting Assessment For Unpaid Charges For Municipal Utilities And The Writing Off Of Bad Debt Utility Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-161 is contained in the City Administrator's book entitled Council Resolutions 19.

**Assessment of Unpaid Miscellaneous Charges** – Finance Director O'Connell recommended approval of the assessment of unpaid miscellaneous charges as outlined in the resolution in the amount of \$2,620 to be assessed and \$5,781.64 in accident costs and Recreation and Leisure Services Department fees being written off. In motion by Zieman, seconded by Carlin, Resolution No. 2013-162 entitled "Resolution Adopting Assessment Of Unpaid Miscellaneous Charges And Write Off Of Uncollectible Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-162 is contained in the City Administrator's book entitled Council Resolutions 19.

**Assessment of Unpaid Water, Wastewater, and Miscellaneous Charges** – Finance Director O’Connell recommended approval of the assessment of unpaid charges for private infrastructure projects in the amount of \$81,907.08. City Administrator Prafke noted that the Public Works Department had worked hard to combine several of the smaller projects with a single contractor to make the projects less expensive for the property owners. In motion by Eichmann, seconded by Brand, Resolution No. 2013-163 entitled “Resolution Adopting Water, Wastewater And Miscellaneous Improvement Assessments”, was introduced. Councilmember Zieman questioned if the interest rate was 1% over the Treasury Bond rate. O’Connell responded that was the rate provided for in the City’s assessment policy. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-163 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Lambert Property Purchase Funding** – City Administrator Prafke requested affirmation of the Council directed purchase of 75.06 acres of future park land from the Lambert Trust auction at the price of \$8,300 per acre which was lower than the limit established by the City Council. Prafke also requested approval for the proposed funding sources for the land purchase which he recommended be made from tornado and park land dedication funds as well as Nicollet Meadows Tax Increment Financing District funds in the total amount of \$622,998. Prafke indicated the goal of the land purchase was to use the acreage for public purposes as defined in the parks plan and he noted the park facilities may be developed as soon as 2014. In motion by Pfeifer, seconded by Brand, Resolution No. 2013-164 entitled “Resolution Affirming Land Purchase And Identifying Funding Source”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-164 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Washington Avenue Link Improvement Project Right-Of-Way Purchase** – City Administrator Prafke recommended approval of the negotiated purchase of property from Summit Park MHC, LLC in the amount of \$410,000 plus five mobile homes and an additional \$5,000 as provided for in State Statute for appraisal costs to be used for Washington Avenue Link Improvement Project right-of-way. Prafke noted the purchase had been negotiated by the City’s land acquisition agent (Wilson Development Services), a memorandum of agreement on the sale had been signed by Summit Park officials, the City Attorney would begin a “dismissal of eminent domain proceedings” action upon Council approval of the agreement, and the agreement also included temporary construction easements. Councilmember Zieman questioned how the purchase would be funded. Prafke indicated the project, including right-of-way purchase, was being funded by utility funds, federal funds and Municipal State Aid funds. In motion by Zieman, seconded by Carlin, Resolution No. 2013-165 entitled “Resolution Approving Acquisition Of Washington Avenue Link Improvement Project Right-Of-Way Property”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-165 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Revolving Loan Fund Policy Modification** – Community Development Director Wille presented the Economic Development Authority recommendation for changes to the revolving loan fund guidelines which include reduction in the maximum amortization term length, changes to the maximum terms for extension of balloon payments, a new requirement for all loan recipients to submit annual financial reports to the City, a requirement for requests to extend balloon payment dates to include correspondence from the primary project lender declining to extend additional credit and removing text from Sections 3.2 and 4.1. In motion by Eichmann, seconded by Kvamme, Resolution No. 2013-166 entitled “Resolution Amending The Guidelines

Related To The Administration Of The Established Revolving Loan Funds”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-166 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Highway 169/Old Minnesota Avenue MnDOT Letter Of Intent** – City Administrator Prafke recommended authorization be provided for execution of an agreement with the Minnesota Department of Transportation (MnDOT) for the City and MnDOT to work cooperatively on contracting and bidding highway and street roadway work in 2014. Prafke indicated the action was the first step in the joint project and would allow the projects to be less disruptive to the public and less costly. In motion by Kvamme, seconded by Carlin, Resolution No. 2013-167 entitled “Resolution Authorizing Execution of Cooperative Agreement With Minnesota Department Of Transportation”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-167 is contained in the City Administrator’s book entitled Council Resolutions 19.

**2013 General Election Results Canvass** – City Administrator Prafke recommended acceptance of the returns from the November 5, 2013 general election. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-168 entitled “Resolution Canvassing 2013 Municipal Election Returns”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-168 is contained in the City Administrator’s book entitled Council Resolutions 19.

## **Reports**

**Mayor’s Report** – Mayor Strand reported on his recent activities which included attending the City/County meeting on October 30<sup>th</sup>; the reception for the outgoing and incoming Hospital CEO’s; and Region Nine Development Commission meetings. Strand also congratulated all of the successful candidates from the November 5th general election.

**City/County Meeting Discussion** – City Administrator Prafke reported on discussion at the October 30<sup>th</sup> City/County meeting which included roads, development updates, discussion on a pilot stormwater and river improvement project, and the Welco West Subdivision property.

**City/School District Meeting Discussion** – City Administrator Prafke reported on discussion at the November 1<sup>st</sup> City/School District meeting which included future land use planning.

**Community Center Vacancy** - City Administrator Prafke reported the Center For Rural Policy Development would be vacating their space in the Community Center in January and staff would begin the process of filling the vacancy. Prafke noted it was hoped to fill the spot without the use of a realtor.

**ATP Grant Project** – Public Works Director Giesking reported staff had completed further review of the criteria being used for the next round of Area Transportation Partnership (ATP) grant funds and the safety projects discussed by the Council at the last workshop would not qualify for funding so no further action would be taken.

**Executive Session – Land Sale Negotiations and City Administrator Evaluation** – City Administrator Prafke requested a closed session of the Council to discuss land sale negotiations and the annual City Administrator’s evaluation as allowed under State Statutes. In motion by Kvamme, seconded by Brand, Resolution No. 2013-169 entitled “Resolution Calling For

Executive Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-169 is contained in the City Administrator’s book entitled Council Resolutions 19.

The City Council adjourned to closed session in the Nicollet Room of the Community Center at 8:16 p.m. to discuss land sale negotiations. The closed session ended at 8:38 p.m.

The City Council adjourned to closed session in the Nicollet Room of the Community Center at 8:43 p.m. to discuss the City Administrator’s evaluation. The closed session ended at 9:01 p.m.

There being no further business, a motion was made by Brand, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:01 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE FINANCE COMMITTEE MEETING  
NOVEMBER 4, 2013

Pursuant to due call and notice thereof, a meeting of the City Council Finance Committee was conducted in the Library Meeting Room on November 4, 2013.

A quorum present, Mayor Strand called the meeting to order at 5:00 p.m. The following members were present: Councilmembers Kvamme, Carlin and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and Assistant City Attorneys Lucas and Menning.

**2014-2015 Legal Services Contract** – City Attorney Brandt reviewed the proposed contract for provision of legal services to the City for the years 2014-2015 which included a five dollar (\$5.00) per hour wage increase. Councilmembers had additional discussion regarding possible changes the City Attorney's office could make to lower overhead costs for legal services for the City.

A motion was made by Carlin, seconded by Kvamme to recommend approval of the proposed contract to the City Council. With all in favor, the motion carried.

There being no further business, a motion was made by Kvamme, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:07 p.m.

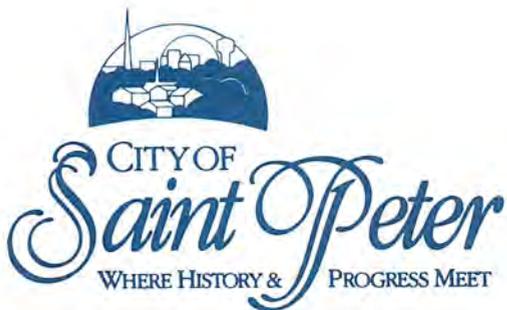
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/21/13

**FROM:** Todd Prafke  
City Administrator

**RE:** December Meeting Schedule

### **ACTION/RECOMMENDATION**

Consider cancellation of the second regular meeting and the second and third workshop sessions in December as provided for on the consent resolution.

### **BACKGROUND**

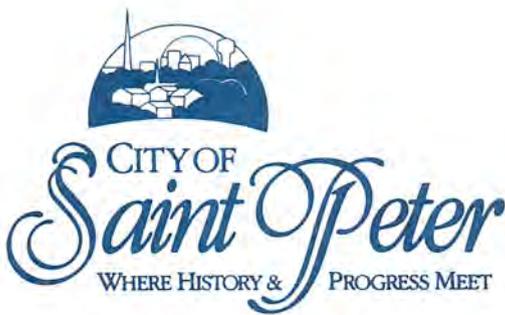
The customary practice for the Council has been to cancel the second regular meeting of December, which falls on December 23<sup>rd</sup> this year and the workshops on December 16<sup>th</sup> and 30<sup>th</sup>. Should the Council follow this practice in 2013, action has been included on the consent agenda to provide for cancellation.

Should the meeting be cancelled, payment of account payable would be handled as follows:

- Staff shall be directed to pay accounts payables prior to December 31, 2013 following review by the City Administrator, Director of Finance and Mayor.
- Staff shall prepare a disbursement list of the aforementioned end of the year accounts payable for formal consideration by the City Council at the January 13, 2014 regular Council meeting.

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/21/2013

**FROM:** Matt Peters  
Chief of Police

**RE:** Consent Agenda—Surplus Bicycles

### ACTION/RECOMMENDATION

Declare the following list of unclaimed bicycles as surplus property.

### BACKGROUND

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

<u>Property card #</u>	<u>Description</u>
15383	Hiawatha Gambler blue bike with child carrier
15460	Roadmaster Mountain Sports SX Mountain bike blue/yellow
15392	Roadmaster girls 24" Mountain Zone purple/green
15411	Schwinn S40 Shimano red/silver
15442	Next T22 Invader BMX green
15408	Trek Multitrack 700 dk blue
15415	Huffy Drastic yellow w/training wheels
15415	Quest Rocket red 16"
15421	Raleigh SC200 light blue
15458	Shimano Ride Light men's white bike 26"
15416	Thruster Rampage gry/orange/grn 20" front forks
15435	GMC Denali blk/yellow adult men's bike
15422	Fontan 10 speed light purple
15463	Thruster 2 seater blue 6 speed
15459	unknown brand white 10 speed bike with Geiko/Rockband stickers
15424	Schwinn Frontier purple
15423	Roadmaster girls bike pink/black
15414	Mongoose Outer Limit blue/silver
15417	Dynacraft yellow bike
15452	Schwinn Falcon red bike
15412	Schwinn Roadmaster Jingle Speed red
15426	Huffy Stone Mountain purple
15418	Huffy Seastar 20" teal girls bike
15444	Specialized Hot Rock BMX silver/blue

15450  
15427

Next Cobra 20" red boys bike  
Next Static aluminum silver BMX bike

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

MP/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADS CONCRETE LIFTING	521 inverness raise/level	GENERAL FUND	STREETS	150.00
			TOTAL:	150.00
AFFILIATED CREDIT SERVICES	october 2013 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	30.41
			TOTAL:	30.41
ALL AMERICA PRESSURE WASHER MFG., INC.	pilot orifice	WASTE WATER FUND	SOURCE/TREATMENT	58.78
			TOTAL:	58.78
ALPHA WIRELESS COMMUNICATIONS CO	november ltr radio mainten	GENERAL FUND	MUNICIPAL BUILDING	58.53
	november ltr radio mainten	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	november ltr radio mainten	WATER	ADMIN AND GENERAL	56.08
	november ltr radio mainten	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	november ltr radio mainten	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	298.00
AQUA SOLUTIONS, INC	pre-filter cartridge	WASTE WATER FUND	SOURCE/TREATMENT	87.00
			TOTAL:	87.00
ARROW ACE HARDWARE INC	antifreeze pool lines	GENERAL FUND	SWIMMING POOL	36.35
	red driveway markers	LIBRARY FUND	LIBRARY	17.05
	red driveway markers	COMMUNITY CENTER	COMMUNITY CENTER	17.06
	bolts	COMMUNITY CENTER	COMMUNITY CENTER	2.18
	ortho max	COMMUNITY CENTER	COMMUNITY CENTER	12.81
	lever--chrome,batteries	COMMUNITY CENTER	COMMUNITY CENTER	42.18
	batteries	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	22.96
	hfr set up suuplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	43.78
			TOTAL:	194.37
AUTOMATIC SYSTEMS CO.	universal plug-in transfor	WATER	DISTRIBUTION AND STORA	42.19
			TOTAL:	42.19
BLUE EARTH COUNTY	patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOLTON & MENK INC	2006 trans mastr 9/14-10/1	GENERAL FUND	STREETS	317.50
	staff mtgs	GENERAL FUND	STREETS	183.75
	msa	GENERAL FUND	STREETS	1,181.25
	ped ramp std detail	GENERAL FUND	STREETS	237.50
	staff mtgs	GENERAL FUND	PARKS	147.00
	trail plan	GENERAL FUND	PARKS	52.50
	floodpln mtg,growth areas	GENERAL FUND	ECONOMIC DEVMT	512.00
	10/11 wash ave link	PERM IMPROVMENT RE	STREETS	15,003.50
	10/11 n end 169 ops	PERM IMPROVMENT RE	STREETS	2,145.00
	10/11 old mn & st julien	PERM IMPROVMENT RE	STREETS	9,511.50
	10/11 n 3rd improvements	WATER	CAPITAL-WATER DISTRIBU	1,124.17
	research outstanding asses	WATER	DISTRIBUTION AND STORA	93.75
	staff mtgs	WATER	ADMIN AND GENERAL	73.50
	10/11 n 3rd improvements	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,124.17
	research outstanding asses	WASTE WATER FUND	COLLECTOR/LIFT STAT	93.75
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	73.50
	10/11 new compost site	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	625.00
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	73.50
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	183.75
	10/11 n 3rd improvements	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,124.16
	10/11/13brown st basin	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,132.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	35,013.25
BOYER TRUCKS	i/p shift	GENERAL FUND	STREETS	156.83
			TOTAL:	156.83
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	3,486.00
	criminal	GENERAL FUND	LEGAL SERVICES	12,481.96
	shot guns plus	REVOLVING LOAN FUN	ECONOMIC DEVMT	70.00
	theatre	REVOLVING LOAN FUN	ECONOMIC DEVMT	154.00
	prof services	PERM IMPROVMENT RE	STREETS	1,050.00
	green valley	WATER	ADMIN AND GENERAL	602.00
	plant contract review	WATER	ADMIN AND GENERAL	406.00
	dui proceeds icr #2012-341	RESTRICTED CONTRIB	NON-DEPARTMENTAL	329.03
			TOTAL:	18,578.99
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	2014 pool license	GENERAL FUND	NON-DEPARTMENTAL	378.00
	riverside camping license	GENERAL FUND	NON-DEPARTMENTAL	104.66
			TOTAL:	482.66
BRYAN ROCK PRODUCTS INC	jefferson#ired ball dia.ag	GENERAL FUND	PARKS	625.52
			TOTAL:	625.52
CARQUEST AUTO PARTS STORES	gasket,seal	GENERAL FUND	POLICE	24.01
	brake parts, gear lube	GENERAL FUND	FIRE	118.11
	starter,core return	GENERAL FUND	FIRE	57.39
	bottle,gear oil,lamp	GENERAL FUND	STREETS	66.56
	#112 hydraulic repair	GENERAL FUND	STREETS	50.02
	910a lamp	GENERAL FUND	PARKS	10.81
	bottle,gear oil,lamp	GENERAL FUND	PARKS	66.56
	brake fluid	COMMUNITY CENTER	COMMUNITY CENTER	6.83
	battery	WATER	PURIFICATION AND TREAT	124.36
	bottle,gear oil,lamp	WATER	DISTRIBUTION AND STORA	33.28
	grease gun,chain	WASTE WATER FUND	BIOSOLIDS	68.57
	kit,links	WASTE WATER FUND	SOURCE/TREATMENT	37.73
	bottle,gear oil,lamp	WASTE WATER FUND	SOURCE/TREATMENT	33.28
	bottle,gear oil,lamp	ENVIRON SERVICES F	REFUSE DISPOSAL	33.28
	hitch pin	ENVIRON SERVICES F	REFUSE DISPOSAL	10.27
	bottle,gear oil,lamp	ELECTRIC FUND	POWER DISTRIBUTION	66.56
	filter	ELECTRIC FUND	ADMIN AND GENERAL	4.07
	bottle,gear oil,lamp	STORMWATER FUND	TREATMENT	33.30
	belt #10	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	83.85
	gear oil & silicaone seala	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	79.54
	u-jointtreemendous swing p	RESTRICTED CONTRIB	PARKS	14.62
			TOTAL:	1,023.00
CINTAS CORPORATION #754	oct uniforms	ELECTRIC FUND	ADMIN AND GENERAL	439.47
			TOTAL:	439.47
CITY OF NORTH MANKATO	fun run bandshell rental	RESTRICTED CONTRIB	RECREATION/LEISURE SER	300.00
			TOTAL:	300.00
COLE PAPERS INC	towels,urinal scrns,clnr,p	GENERAL FUND	STREETS	58.56
	paper	GENERAL FUND	RECREATION/LEISURE SER	13.66
	towels,urinal scrns,clnr,p	GENERAL FUND	PARKS	58.56
	cleaning supplies	LIBRARY FUND	LIBRARY	284.89
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	1,139.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	towels,urinal scrns,clnr,p	WATER	DISTRIBUTION AND STORA	29.28
	towels,urinal scrns,clnr,p	WASTE WATER FUND	SOURCE/TREATMENT	29.28
	towels,urinal scrns,clnr,p	ENVIRON SERVICES F	REFUSE DISPOSAL	29.28
	towels,urinal scrns,clnr,p	ELECTRIC FUND	POWER DISTRIBUTION	58.56
	towels,urinal scrns,clnr,p	STORMWATER FUND	TREATMENT	29.27
			TOTAL:	1,730.94
COMPUTER TECHNOLOGY SOLUTIONS, INC.	wireless access point	LIBRARY FUND	LIBRARY	128.25
	generatr to computer switc	ELECTRIC FUND	ADMIN AND GENERAL	281.08
			TOTAL:	409.33
COPIER BUSINESS SOLUTIONS	contract overage 10/10-11/	GENERAL FUND	RECREATION/LEISURE SER	66.59
	contract overage 10/10-11/	COMMUNITY CENTER	COMMUNITY CENTER	66.59
			TOTAL:	133.18
COURT SPORTS AND MORE	tim f clothing allowance	COMMUNITY CENTER	COMMUNITY CENTER	72.00
	terry k clothing allowance	WATER	ADMIN AND GENERAL	70.00
			TOTAL:	142.00
CREDIT RIVER TOOLS	2 wrench replacements	GENERAL FUND	STREETS	40.02
	2 wrench replacements	GENERAL FUND	PARKS	40.02
	2 wrench replacements	WATER	DISTRIBUTION AND STORA	20.01
	2 wrench replacements	WASTE WATER FUND	SOURCE/TREATMENT	20.01
	2 wrench replacements	ENVIRON SERVICES F	REFUSE DISPOSAL	20.01
	2 wrench replacements	ELECTRIC FUND	POWER DISTRIBUTION	40.02
	2 wrench replacements	STORMWATER FUND	TREATMENT	20.03
			TOTAL:	200.12
CROP PRODUCTION SERVICES	stump spray chemical	ENVIRON SERVICES F	REFUSE DISPOSAL	172.57
			TOTAL:	172.57
CRYSTAL LAWN, INC	gault irrigation fall shut	GENERAL FUND	PARKS	220.00
	jefferson irrig fall shutd	GENERAL FUND	PARKS	182.00
			TOTAL:	402.00
CRYTEEL TRUCK EQUIPMENT INC	#207scraper hangr retrofit	GENERAL FUND	STREETS	603.58
			TOTAL:	603.58
CULLIGAN	muni bldg softener rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	cc solar salt delivered	COMMUNITY CENTER	COMMUNITY CENTER	10.64
	fun run participant water	RESTRICTED CONTRIB	RECREATION/LEISURE SER	88.00
			TOTAL:	126.69
DAKOTA SUPPLY GROUP	#796 5/8x3/4meter w/radio	WATER	NON-DEPARTMENTAL	9,084.38
	#798 1.5"meter,#343 1.5" f	WATER	NON-DEPARTMENTAL	545.06
	#799 2"meter,#719 2"flange	WATER	NON-DEPARTMENTAL	723.54
	upgrade 6 dial coder&remot	WATER	DISTRIBUTION AND STORA	970.70
			TOTAL:	11,323.68
DAVID DROWN ASSOCIATES, INC.	2013c bond fiscal fees	PERM IMPROVMENT RE	STREETS	18,250.00
			TOTAL:	18,250.00
DIAMOND VOGEL PAINTS	paint	WASTE WATER FUND	SOURCE/TREATMENT	41.09
			TOTAL:	41.09
DISPLAY SALES COMPANY	christmas c7 led blue	GENERAL FUND	PARKS	45.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	led blue downtown lights	GENERAL FUND	PARKS	999.55
			TOTAL:	1,045.51
ECONO FOODS	chimney fire bags	GENERAL FUND	FIRE	2.66
	cookies & beverage mmua mt	GENERAL FUND	FIRE	0.63
	cookies & beverage mmua mt	GENERAL FUND	PUBLIC WORKS ADMIN	3.81
	cookies & beverage mmua mt	GENERAL FUND	STREETS	3.78
	halloween	GENERAL FUND	RECREATION/LEISURE SER	24.50
	cookies & beverage mmua mt	GENERAL FUND	PARKS	3.15
	library programs	LIBRARY FUND	LIBRARY	20.39
	cookies & beverage mmua mt	COMMUNITY CENTER	COMMUNITY CENTER	1.89
	bleach	WATER	PURIFICATION AND TREAT	49.66
	cookies & beverage mmua mt	WATER	ADMIN AND GENERAL	2.52
	cookies & beverage mmua mt	WASTE WATER FUND	ADMIN AND GENERAL	3.78
	cookies & beverage mmua mt	ENVIRON SERVICES F	ADMIN AND GENERAL	1.26
	cookies & beverage mmua mt	ELECTRIC FUND	ADMIN AND GENERAL	3.15
	cookies & beverage mmua mt	STORMWATER FUND	ADMINISTRATION AND GEN	1.89
	get well gift	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	30.00
	wellness pd by bc/bs	RESTRICTED CONTRIB	CITY ADMINISTRATION	50.23
	fun run refreshments	RESTRICTED CONTRIB	RECREATION/LEISURE SER	15.50
	fun run water station	RESTRICTED CONTRIB	RECREATION/LEISURE SER	8.90
	ya/teen items	RESTRICTED CONTRIB	LIBRARY	8.31
	ya/teen items	RESTRICTED CONTRIB	LIBRARY	7.77
	storytime items	RESTRICTED CONTRIB	LIBRARY	53.42
			TOTAL:	297.20
ED'S PLUMBING	pw urinal drain cleaned	GENERAL FUND	STREETS	33.67
	pw urinal drain cleaned	GENERAL FUND	PARKS	26.94
	pw urinal drain cleaned	WATER	ADMIN AND GENERAL	13.47
	pw urinal drain cleaned	WASTE WATER FUND	ADMIN AND GENERAL	13.47
	pw urinal drain cleaned	ENVIRON SERVICES F	ADMIN AND GENERAL	13.47
	pw urinal drain cleaned	ELECTRIC FUND	ADMIN AND GENERAL	33.67
			TOTAL:	134.69
BETHANN EMLEY	third floor supplies	YOUTH CENTER GRANT	YOUTH CENTER	45.39
			TOTAL:	45.39
ERICKSON OIL PRODUCTS INC	october fuel	WATER	DISTRIBUTION AND STORA	11.51
	october fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	67.45
	october fuel	STORMWATER FUND	TREATMENT	199.35
			TOTAL:	278.31
FARMERS ELEVATOR CO OF TRAVERSE	fertilizer	GENERAL FUND	STREETS	46.80
	fertilizer	GENERAL FUND	PARKS	46.80
	fertilizer	WATER	DISTRIBUTION AND STORA	23.40
	fertilizer	WASTE WATER FUND	SOURCE/TREATMENT	23.40
	fertilizer	ENVIRON SERVICES F	REFUSE DISPOSAL	23.40
	fertilizer	ELECTRIC FUND	POWER DISTRIBUTION	46.80
	fertilizer	STORMWATER FUND	TREATMENT	23.41
			TOTAL:	234.01
FASTENAL COMPANY	cap screws	ELECTRIC FUND	POWER DISTRIBUTION	0.13
	cap screws refund	ELECTRIC FUND	POWER DISTRIBUTION	280.13
	cap screws	ELECTRIC FUND	POWER DISTRIBUTION	0.13
	boots	ELECTRIC FUND	ADMIN AND GENERAL	150.98
	boots refund for price cor	ELECTRIC FUND	ADMIN AND GENERAL	140.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	boots brian s	ELECTRIC FUND	ADMIN AND GENERAL	<u>131.00</u>
			TOTAL:	142.11
FIRE PROTECTION SERVICES, INC.	sprkler plan review621park	GENERAL FUND	BUILDING INSPECTOR	265.96
	sprkler plan review625park	GENERAL FUND	BUILDING INSPECTOR	<u>265.96</u>
			TOTAL:	531.92
FIRST SECURITY BANK - SLEEPY EYE	2009 a spcc refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	205,000.00
	2009 a spcc refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	<u>39,292.50</u>
			TOTAL:	244,292.50
FLEETPRIDE	u-joint parts & labor	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>285.08</u>
			TOTAL:	285.08
THE FLOOR TO CEILING STORE	blinds	COMMUNITY CENTER	COMMUNITY CENTER	<u>360.70</u>
			TOTAL:	360.70
JEFF FROST	excel computer class	WASTE WATER FUND	ADMIN AND GENERAL	<u>114.00</u>
			TOTAL:	114.00
G & K RENTAL	fun run crowd control saf	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>352.72</u>
			TOTAL:	352.72
GELDNER UNDERGROUND, INC.	directional bore 424 n 5th	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>2,436.00</u>
			TOTAL:	2,436.00
GLOWING HEARTH & HOME	gas fireplace service	LIBRARY FUND	LIBRARY	<u>100.00</u>
			TOTAL:	100.00
GOLDER ASSOCIATES INC.	task 1 air permit renewal	ELECTRIC FUND	POWER PRODUCTION	<u>1,016.50</u>
			TOTAL:	1,016.50
GOODTIMES MANUFACTURING	volleyball tourney shirts	GENERAL FUND	RECREATION/LEISURE SER	<u>524.25</u>
			TOTAL:	524.25
GRAINGER	chemical disp gloves	GENERAL FUND	STREETS	71.82
	chemical disp gloves	GENERAL FUND	PARKS	71.82
	chemical disp gloves	WATER	DISTRIBUTION AND STORA	35.91
	chemical disp gloves	WASTE WATER FUND	SOURCE/TREATMENT	35.91
	chemical disp gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	35.91
	chemical disp gloves	ELECTRIC FUND	POWER DISTRIBUTION	71.82
	chemical disp gloves	STORMWATER FUND	TREATMENT	<u>35.90</u>
			TOTAL:	359.09
GRAYBAR ELECTRIC COMPANY INC	3 lights	COMMUNITY CENTER	COMMUNITY CENTER	<u>410.90</u>
			TOTAL:	410.90
DAVID GRIMMIUS	volleyball ref	GENERAL FUND	RECREATION/LEISURE SER	<u>60.00</u>
			TOTAL:	60.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	october postage	GENERAL FUND	CITY ADMINISTRATION	31.20
	october postage	GENERAL FUND	CITY CLERK	13.77
	october postage	GENERAL FUND	ELECTIONS	4.59
	october postage	GENERAL FUND	FINANCE	119.65
	october postage	GENERAL FUND	POLICE	22.06
	october postage	GENERAL FUND	FIRE	0.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	october postage	GENERAL FUND	BUILDING INSPECTOR	50.92
	october postage	GENERAL FUND	PUBLIC WORKS ADMIN	68.76
	october postage	GENERAL FUND	RECREATION/LEISURE SER	5.61
	october postage	GENERAL FUND	ECONOMIC DEVMT	27.96
	october postage	LIBRARY FUND	LIBRARY	3.57
	october postage	COMMUNITY CENTER	COMMUNITY CENTER	3.57
	october postage	WATER	ADMIN AND GENERAL	7.70
	october postage	WATER	CUSTOMER ACCOUNTS	93.26
	october postage	WASTE WATER FUND	ADMIN AND GENERAL	7.65
	october postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	93.25
	october postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	93.25
	october postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	93.25
	october postage	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	4.59
			TOTAL:	745.12
HACH COMPANY	mercuric thiocyanate & ferric ion	WATER	PURIFICATION AND TREAT	78.41
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	642.66
	pipet tip	WASTE WATER FUND	SOURCE/TREATMENT	46.86
			TOTAL:	767.93
HAWKINS, INC.	sodium hyd	WATER	PURIFICATION AND TREAT	877.50
	sodium hyd, bleach, chlorine	WATER	PURIFICATION AND TREAT	1,131.25
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	71.79
	poly aqua hawk	WASTE WATER FUND	BIOSOLIDS	5,407.88
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	119.65
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	167.51
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,124.51
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	279.19
			TOTAL:	13,179.28
HD SUPPLY WATERWORKS, LTD.	#243 1" copper tubing	WATER	NON-DEPARTMENTAL	850.73
	8" lid (ai) only	WATER	DISTRIBUTION AND STORA	184.36
			TOTAL:	1,035.09
HICKORY TECH	phone svc 10/8-11/7/13	GENERAL FUND	CITY ADMINISTRATION	77.74
	phone svc 10/8-11/7/13	GENERAL FUND	CITY CLERK	15.37
	phone svc 10/8-11/7/13	GENERAL FUND	FINANCE	121.02
	phone svc 10/8-11/7/13	GENERAL FUND	MUNICIPAL BUILDING	7.19
	phone svc 10/8-11/7/13	GENERAL FUND	POLICE	363.11
	phone svc 10/8-11/7/13	GENERAL FUND	FIRE	151.48
	phone svc 10/8-11/7/13	GENERAL FUND	BUILDING INSPECTOR	45.12
	phone svc 10/8-11/7/13	GENERAL FUND	PUBLIC WORKS ADMIN	85.15
	phone svc 10/8-11/7/13	GENERAL FUND	STREETS	52.30
	phone svc 10/8-11/7/13	GENERAL FUND	SENIOR COORDINATOR	6.13
	phone svc 10/8-11/7/13	GENERAL FUND	RECREATION/LEISURE SER	129.16
	phone svc 10/8-11/7/13	GENERAL FUND	SWIMMING POOL	31.32
	phone svc 10/8-11/7/13	GENERAL FUND	PARKS	93.41
	phone svc 10/8-11/7/13	GENERAL FUND	ECONOMIC DEVMT	29.75
	phone svc 10/8-11/7/13	LIBRARY FUND	LIBRARY	91.54
	phone svc 10/8-11/7/13	PUBLIC ACCESS	PUBLIC ACCESS	15.37
	phone svc 10/8-11/7/13	COMMUNITY CENTER	COMMUNITY CENTER	47.98
	phone svc 10/8-11/7/13	WATER	ADMIN AND GENERAL	212.24
	phone svc 10/8-11/7/13	WASTE WATER FUND	ADMIN AND GENERAL	194.84
	phone svc 10/8-11/7/13	ENVIRON SERVICES F	ADMIN AND GENERAL	33.23
	phone svc 10/8-11/7/13	ELECTRIC FUND	ADMIN AND GENERAL	150.25
	phone svc 10/8-11/7/13	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	50.24

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	2,003.94
AL HILDEBRANDT	volleyball ref	GENERAL FUND	RECREATION/LEISURE SER	60.00
			TOTAL:	60.00
INFRATECH	credit for old equip	WATER	NON-DEPARTMENTAL	700.00-
	line locator package	WATER	CAPITAL-GENERAL PLANT	1,957.40
	line locator package	WASTE WATER FUND	CAPITAL-GENERAL PLANT	1,957.40
			TOTAL:	3,214.80
INGRAM BOOK COMPANY	library materials	LIBRARY FUND	LIBRARY	273.06
	library materials	LIBRARY FUND	LIBRARY	651.11
	library materials	LIBRARY FUND	LIBRARY	244.29
			TOTAL:	1,168.46
THE J.P. COOKE CO.	cat license tags	GENERAL FUND	CITY CLERK	69.25
			TOTAL:	69.25
KIND VETERINARY CLINIC PA	oct vet svcs	GENERAL FUND	COMMUNITY SERVICE	690.23
	oct paws vet svcs	RESTRICTED CONTRIB	COMMUNITY SERVICE	1,216.15
			TOTAL:	1,906.38
KWIK TRIP INC	october fuel	GENERAL FUND	POLICE	2,021.45
	october fuel	GENERAL FUND	BUILDING INSPECTOR	79.22
	october fuel	GENERAL FUND	PARKS	242.72
	october fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3,115.92
			TOTAL:	5,459.31
LAGER'S INC	bushing	GENERAL FUND	FIRE	9.81
			TOTAL:	9.81
LARKSTUR ENGINEERING & SUPPLY, INC.	male elbow	GENERAL FUND	STREETS	22.68
			TOTAL:	22.68
LE SUEUR NEWS-HERALD	1 year subscription - 2014	LIBRARY FUND	NON-DEPARTMENTAL	40.00
			TOTAL:	40.00
LEAGUE OF MINNESOTA CITIES	patrol subscription	GENERAL FUND	POLICE	1,275.00
			TOTAL:	1,275.00
LEXIS NEXIS	sept & oct '13 subscriptio	GENERAL FUND	POLICE	200.00
			TOTAL:	200.00
LJP ENTERPRISES INC	oct waste svc	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	oct waste svc	WATER	PURIFICATION AND TREAT	99.42
	oct waste svc	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	oct waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	963.87
			TOTAL:	1,636.06
MADDEN, GALANTER, HANSEN, LLP	10/1-10/3labor relations s	GENERAL FUND	CITY ADMINISTRATION	204.04
			TOTAL:	204.04
MARCO, INC.	city hall fax repair	GENERAL FUND	MUNICIPAL BUILDING	182.83
			TOTAL:	182.83
MAYO CLINIC HEALTH SYSTEM - MANKATO	pre-employment physical	COMMUNITY CENTER	COMMUNITY CENTER	252.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	252.00	
MENARDS	casters,forms for vets&gau	GENERAL FUND	STREETS	111.06	
	rebate-fence	GENERAL FUND	PARKS	28.96-	
	pvc pipes,plgs, adpt,elbow	STORMWATER FUND	COLLECTIONS/LIFT STATI	496.85	
	430 ritt 6"pvc coupling	STORMWATER FUND	COLLECTIONS/LIFT STATI	46.68	
			TOTAL:	625.63	
MISC VENDOR	ALLIANCE CONTRACTING	304 beacon water acc. tax	WATER	NON-DEPARTMENTAL	495.00
	IT'S ABOUT TIME	grandfather clock repair	LIBRARY FUND	LIBRARY	64.13
	LONE STAR GRILL	retirement gift card	GENERAL FUND	MAYOR & COUNCIL	50.00
	MN RIVER VALLEY BASKET	jr jammers basketball prog	GENERAL FUND	RECREATION/LEISURE SER	364.00
	PETERSON, LYNDON	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	125.00
				TOTAL:	1,098.13
MN DEPT OF HEALTH	2nd qtr 2013 water connect	WATER	NON-DEPARTMENTAL	4,854.00	
				TOTAL:	4,854.00
MN DEPT OF LABOR & INDUSTRY	elevator annual op	WASTE WATER FUND	SOURCE/TREATMENT	100.00	
				TOTAL:	100.00
MN MUNICIPAL UTILITIES ASSOCIATION	jerry h transformer school	ELECTRIC FUND	ADMIN AND GENERAL	555.00	
				TOTAL:	555.00
MN PIPE & EQUIPMENT	12"pvc sch40cap 430 ritt	STORMWATER FUND	COLLECTIONS/LIFT STATI	92.95	
				TOTAL:	92.95
MN WASTE PROCESSING	oct disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	13,114.37	
				TOTAL:	13,114.37
PETE MOULTON	10/28-11/8/13 mileage	WATER	ADMIN AND GENERAL	37.29	
	10/28-11/8/13 mileage	WASTE WATER FUND	ADMIN AND GENERAL	14.69	
	10/28-11/8/13 mileage	STORMWATER FUND	ADMINISTRATION AND GEN	52.55	
				TOTAL:	104.53
MTI DISTRIBUTING CO	#554 toro mower window	GENERAL FUND	PARKS	362.14	
				TOTAL:	362.14
MVTL LABORATORIES INC	aerobic testing	WASTE WATER FUND	SOURCE/TREATMENT	11.00	
				TOTAL:	11.00
NAPA AUTO PARTS OF ST PETER	cabin air filter	GENERAL FUND	NON-DEPARTMENTAL	36.68	
	#312 rotorkit	GENERAL FUND	POLICE	273.62	
	1918 oil	GENERAL FUND	POLICE	8.53	
	brk clnr&lube,chocks,gskt,	GENERAL FUND	STREETS	35.53	
	#33battery,#40oil seal	GENERAL FUND	STREETS	173.94	
	brk clnr&lube,chocks,gskt,	GENERAL FUND	PARKS	35.53	
	air hose cplrs,belt,fuel a	WATER	PURIFICATION AND TREAT	40.24	
	brk clnr&lube,chocks,gskt,	WATER	DISTRIBUTION AND STORA	17.77	
	brake pads/rotors	WATER	DISTRIBUTION AND STORA	161.11	
	brk clnr&lube,chocks,gskt,	WASTE WATER FUND	SOURCE/TREATMENT	17.77	
	brk clnr&lube,chocks,gskt,	ENVIRON SERVICES F	REFUSE DISPOSAL	17.77	
	brk clnr&lube,chocks,gskt,	ELECTRIC FUND	POWER DISTRIBUTION	35.53	
	brk clnr&lube,chocks,gskt,	STORMWATER FUND	TREATMENT	17.75	
	#11 shocks	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	217.43	
				TOTAL:	1,089.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NELSON PRINTING COMPANY	ups	WATER	ADMIN AND GENERAL	14.29
	letterhead,contracts,bill	WATER	CUSTOMER ACCOUNTS	221.98
	ups i-tron handheld	WATER	CUSTOMER ACCOUNTS	8.00
	chain of custody	WASTE WATER FUND	ADMIN AND GENERAL	189.70
	letterhead,contracts,bill	WASTE WATER FUND	CUSTOMER ACCOUNTS	221.98
	letterhead,contracts,bill	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	221.98
	letterhead,contracts,bill	ELECTRIC FUND	CUSTOMER ACCOUNTS	221.98
	ups i-tron handheld	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.00
	32 ticket adult ticket boo	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>258.64</u>
			TOTAL:	1,366.55
NICOLLET COUNTY RECORDER/ABSTRACTER	brdwy cingular wireless ea	WATER	DISTRIBUTION AND STORA	<u>46.00</u>
			TOTAL:	46.00
NICOLLET COUNTY BANK	oct ach ap & pr	GENERAL FUND	FINANCE	6.59
	oct ach ap & pr	WATER	ADMIN AND GENERAL	1.64
	oct ach utility bills	WATER	CUSTOMER ACCOUNTS	11.65
	oct ach ap & pr	WASTE WATER FUND	ADMIN AND GENERAL	1.64
	oct ach utility bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.65
	oct ach ap & pr	ENVIRON SERVICES F	ADMIN AND GENERAL	1.64
	oct ach utility bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.65
	oct ach ap & pr	ELECTRIC FUND	ADMIN AND GENERAL	1.64
	oct ach utility bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>11.65</u>
			TOTAL:	59.75
NICOLLET COUNTY PUBLIC HEALTH	nov/dec newsletters	GENERAL FUND	SENIOR COORDINATOR	147.74
	sr ctr prog coord oct	GENERAL FUND	SENIOR COORDINATOR	<u>2,300.00</u>
			TOTAL:	2,447.74
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	<u>75.40</u>
			TOTAL:	75.40
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	<u>1,012.65</u>
			TOTAL:	1,012.65
NUTTER CLOTHING CO	uniform cleaning	GENERAL FUND	POLICE	<u>14.79</u>
			TOTAL:	14.79
PAAPE COMPANIES, INC.	repair labor on ahu-3 reli	COMMUNITY CENTER	COMMUNITY CENTER	<u>133.50</u>
			TOTAL:	133.50
PET EXPO DIST.	aquarium maint & supplies	LIBRARY FUND	LIBRARY	<u>97.87</u>
			TOTAL:	97.87
PONDEROSA LANDFILL OF BLUE EARTH COUNT	lot 67 & other lot garbage	PERM IMPROVMENT RE	STREETS	<u>467.01</u>
			TOTAL:	467.01
PROFESSIONAL WATER TECHNOLOGIES	lavasol 2 ro membrane clea	WATER	PURIFICATION AND TREAT	<u>601.00</u>
			TOTAL:	601.00
QUALITY FLOW SYSTEMS, INC	fab pump grab hook	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>172.51</u>
			TOTAL:	172.51
QUICK MART ST PETER	october fuel	GENERAL FUND	POLICE	673.79
	october fuel	GENERAL FUND	FIRE	<u>92.95</u>
			TOTAL:	766.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
QUILL	toner	GENERAL FUND	CITY ADMINISTRATION	21.90
	toner	GENERAL FUND	CITY CLERK	21.90
	toner	GENERAL FUND	FINANCE	14.60
	toner	GENERAL FUND	POLICE	11.68
	toner	GENERAL FUND	BUILDING INSPECTOR	5.84
	toner	GENERAL FUND	PUBLIC WORKS ADMIN	2.92
	toner,ink,dvd	GENERAL FUND	STREETS	44.74
	toner,ink,dvd	GENERAL FUND	PARKS	35.79
	toner	GENERAL FUND	ECONOMIC DEVMT	1.46
	toner	WATER	ADMIN AND GENERAL	13.14
	toner,ink,dvd	WATER	ADMIN AND GENERAL	17.89
	toner	WASTE WATER FUND	ADMIN AND GENERAL	13.13
	toner,ink,dvd	WASTE WATER FUND	ADMIN AND GENERAL	17.89
	toner,ink,dvd	ENVIRON SERVICES F	ADMIN AND GENERAL	17.89
	toner	ELECTRIC FUND	ADMIN AND GENERAL	39.42
	toner,ink,dvd	ELECTRIC FUND	ADMIN AND GENERAL	44.74
			TOTAL:	324.93
RACE PLACE CHIP TIMING	fun run timing/results,bib	RESTRICTED CONTRIB	RECREATION/LEISURE SER	4,150.00
			TOTAL:	4,150.00
RADIO MANKATO	fun run advertising	RESTRICTED CONTRIB	RECREATION/LEISURE SER	898.00
			TOTAL:	898.00
RAMY TURF PRODUCTS	jeff ave basin	STORMWATER FUND	TREATMENT	160.31
			TOTAL:	160.31
RED WING SHOE STORE	2nd pr boots mike w	GENERAL FUND	MUNICIPAL BUILDING	161.49
	boots josh k	GENERAL FUND	STREETS	365.48
	boots mike k	GENERAL FUND	PARKS	159.99
	boots scot p, jeff f	WASTE WATER FUND	ADMIN AND GENERAL	344.23
	boots ken k	ELECTRIC FUND	ADMIN AND GENERAL	267.74
			TOTAL:	1,298.93
THE RETROFIT COMPANIES, INC.	recycle bulbs	COMMUNITY CENTER	COMMUNITY CENTER	149.25
			TOTAL:	149.25
RIVER'S EDGE HOSPITAL & CLINIC	drug testing	GENERAL FUND	MUNICIPAL BUILDING	29.00
	drug testing	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	drug testing	ELECTRIC FUND	ADMIN AND GENERAL	29.00
	drug & alcohol testing	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	93.00
			TOTAL:	180.00
ROYAL TIRE, INC	#48 cap & casing	GENERAL FUND	STREETS	2,484.11
			TOTAL:	2,484.11
RYAN ELECTRIC OF ST PETER	change ballasts in hall/mv	COMMUNITY CENTER	COMMUNITY CENTER	192.50
			TOTAL:	192.50
SAM'S CLUB	fun run volunteer supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	96.49
			TOTAL:	96.49
SERVOCAL INSTRUMENTS INC.	semi ann calib ww flow met	WASTE WATER FUND	COLLECTOR/LIFT STAT	100.00
	semi ann calib ww flow met	WASTE WATER FUND	SOURCE/TREATMENT	500.00
	danfoss mag5000 flow meter	WASTE WATER FUND	SOURCE/TREATMENT	1,354.96
			TOTAL:	1,954.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SOUTHERN MN CONSTRUCTION CO INC	jari ind asphalt	STORMWATER FUND	COLLECTIONS/LIFT STATI	803.98
			TOTAL:	803.98
SOUTHERN MN MUNICIPAL POWER AGENCY	oct purchased power	ELECTRIC FUND	POWER SUPPLY	558,469.44
			TOTAL:	558,469.44
ST PETER HERALD	1 year renewal rec	GENERAL FUND	NON-DEPARTMENTAL	49.50
	public accuracy test ad	GENERAL FUND	ELECTIONS	50.53
	election notice	GENERAL FUND	ELECTIONS	170.80
	admin secretary ad	GENERAL FUND	PUBLIC WORKS ADMIN	218.80
	gateway overlay notice	GENERAL FUND	ECONOMIC DEVMT	241.55
	birthing ctr zoning ad	GENERAL FUND	ECONOMIC DEVMT	57.60
	mysterious evening ads	LIBRARY FUND	LIBRARY	148.50
	request for bids	PERM IMPROVMENT RE	STREETS	143.50
	hydrant flushing	WATER	ADMIN AND GENERAL	147.00
	assessmnt hearing notice	WATER	CUSTOMER ACCOUNTS	199.10
	request bids brdwy equip u	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	71.75
	paws walk ads	RESTRICTED CONTRIB	COMMUNITY SERVICE	612.45
			TOTAL:	2,111.08
ST PETER LUMBER CO	levels	GENERAL FUND	STREETS	9.57
	vets/gault concrete rebar	GENERAL FUND	PARKS	127.24
	levels	GENERAL FUND	PARKS	9.57
	wood	GENERAL FUND	PARKS	23.39
	tube	WATER	PURIFICATION AND TREAT	26.18
	ladder,sono tube	WATER	PURIFICATION AND TREAT	406.11
	levels	WATER	DISTRIBUTION AND STORA	4.79
	utility knife	WATER	DISTRIBUTION AND STORA	5.31
	levels	WASTE WATER FUND	SOURCE/TREATMENT	4.79
	levels	ENVIRON SERVICES F	REFUSE DISPOSAL	4.79
	levels	ELECTRIC FUND	POWER DISTRIBUTION	9.57
	sono tube,shovel	ELECTRIC FUND	POWER DISTRIBUTION	51.26
	levels	STORMWATER FUND	TREATMENT	4.78
			TOTAL:	687.35
STAPLES ADVANTAGE	spare adding machine	GENERAL FUND	CITY ADMINISTRATION	23.89
	spare adding machine	GENERAL FUND	CITY CLERK	23.89
	spare adding machine	GENERAL FUND	FINANCE	15.93
	adding machine for a/p	GENERAL FUND	FINANCE	79.62
	spare adding machine	GENERAL FUND	POLICE	12.74
	spare adding machine	GENERAL FUND	BUILDING INSPECTOR	6.37
	spare adding machine	GENERAL FUND	PUBLIC WORKS ADMIN	3.19
	spare adding machine	GENERAL FUND	ECONOMIC DEVMT	1.59
	spare adding machine	WATER	ADMIN AND GENERAL	14.33
	adding machine for a/p	WATER	ADMIN AND GENERAL	19.91
	spare adding machine	WASTE WATER FUND	ADMIN AND GENERAL	14.32
	adding machine for a/p	WASTE WATER FUND	ADMIN AND GENERAL	19.91
	adding machine for a/p	ENVIRON SERVICES F	ADMIN AND GENERAL	19.90
	spare adding machine	ELECTRIC FUND	ADMIN AND GENERAL	43.00
	adding machine for a/p	ELECTRIC FUND	ADMIN AND GENERAL	19.91
	calculator	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	37.38
			TOTAL:	355.88
STAR TRIBUNE	renewal 12/1/13-11/30/14	LIBRARY FUND	LIBRARY	345.80
			TOTAL:	345.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STATE INDUSTRIAL PRODUCTS	toilet cleaning supplies	LIBRARY FUND	LIBRARY	479.87
			TOTAL:	479.87
TIMOTHY STRAND	cgmc fall conf mileage,hot	GENERAL FUND	MAYOR & COUNCIL	301.61
			TOTAL:	301.61
SURPLUS SERVICES	gasoline cabinets	GENERAL FUND	STREETS	54.63
	gasoline cabinets	GENERAL FUND	PARKS	54.63
	gasoline cabinets	WATER	DISTRIBUTION AND STORA	27.32
	gasoline cabinets	WASTE WATER FUND	SOURCE/TREATMENT	27.32
	gasoline cabinets	ENVIRON SERVICES F	REFUSE DISPOSAL	27.32
	gasoline cabinets	ELECTRIC FUND	POWER DISTRIBUTION	54.63
	gasoline cabinets	STORMWATER FUND	TREATMENT	27.32
			TOTAL:	273.17
JANE TIMMERMAN-PETTY CASH	sr ctr supplies	GENERAL FUND	SENIOR COORDINATOR	18.86
	fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	12.38
			TOTAL:	31.24
TIRE ASSOCIATES	#812onsite tire repair& o	ELECTRIC FUND	POWER DISTRIBUTION	209.47
			TOTAL:	209.47
UNIFORMS UNLIMITED	clothing allowance, dave a	GENERAL FUND	POLICE	297.93
			TOTAL:	297.93
MARK VAN ZEE	volleyball ref	GENERAL FUND	RECREATION/LEISURE SER	60.00
			TOTAL:	60.00
VERIZON WIRELESS	phone svc 10/2-11/1/13	GENERAL FUND	POLICE	349.04
	water ut jet pack 10/2-11/	WATER	ADMIN AND GENERAL	35.10
			TOTAL:	384.14
VON ESSEN TOWING	rotors,repair,mount/bal ti	GENERAL FUND	POLICE	254.46
	#40 tires mount & disposal	GENERAL FUND	STREETS	49.00
	#19a tires,bseball trlr ti	GENERAL FUND	PARKS	158.34
	#12 6 tires mount/balance	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	108.00
			TOTAL:	569.80
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	change in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	15.00
	oct refuse pckup,disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	18,795.30
			TOTAL:	18,810.30
WESCO DISTRIBUTION INC	#508 300kva 3p pad tub	ELECTRIC FUND	NON-DEPARTMENTAL	9,084.38
	#773 750kva 3p padmount	ELECTRIC FUND	NON-DEPARTMENTAL	14,556.38
	#765 head led cobra	ELECTRIC FUND	NON-DEPARTMENTAL	13,202.27
	electric coding tape	ELECTRIC FUND	POWER DISTRIBUTION	115.43
	saturated wipes	ELECTRIC FUND	POWER DISTRIBUTION	173.39
	end caps	ELECTRIC FUND	POWER DISTRIBUTION	379.41
	ratchet cable cutter	ELECTRIC FUND	POWER DISTRIBUTION	714.99
			TOTAL:	38,226.25
WESTMAN FREIGHTLINER	#409 radiator repair	ENVIRON SERVICES F	REFUSE DISPOSAL	476.70
			TOTAL:	476.70
WRITE ON	anniversary program gifts	GENERAL FUND	POLICE	116.88
	anniversary program gifts	GENERAL FUND	BUILDING INSPECTOR	28.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	anniversary program gifts	GENERAL FUND	RECREATION/LEISURE SER	45.33
	anniversary program gifts	GENERAL FUND	PARKS	45.33
	anniversary program gifts	WATER	ADMIN AND GENERAL	25.68
			TOTAL:	262.05

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

101	GENERAL FUND	42,634.23
211	LIBRARY FUND	2,990.32
213	PUBLIC ACCESS	15.37
217	COMMUNITY CENTER	3,366.64
230	REVOLVING LOAN FUND	224.00
317	COMMUNITY CENTER BOND	244,292.50
401	PERM IMPROVMENT REVOLVING	46,570.51
601	WATER	26,378.87
602	WASTE WATER FUND	20,396.53
603	ENVIRON SERVICES FUND	35,137.69
604	ELECTRIC FUND	603,518.18
606	STORMWATER FUND	4,302.98
610	HEARTLAND TRANSIT	4,101.55
820	RESTRICTED CONTRIBUTIONS	8,257.75
824	YOUTH CENTER GRANT	45.39

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 GRAND TOTAL: 1,042,232.51  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The December 23<sup>rd</sup> regular City Council meeting and the December 16<sup>th</sup> and 30th workshop sessions are hereby cancelled.
2. The following found bicycles are hereby declared as surplus and staff is directed to donate the bikes to the Key City Bike program in Mankato:

Hiawatha Gambler blue bike with child carrier  
Roadmaster Mountain Sports SX Mountain bike blue/yellow  
Roadmaster girls 24" Mountain Zone purple/green  
Schwinn S40 Shimano red/silver  
Next T22 Invader BMX green  
Trek Multitrack 700 dk blue  
Huffy Drastic yellow w/training wheels  
Quest Rocket red 16"  
Raleigh SC200 light blue  
Shimano Ride Light men's white bike 26"  
Thruster Rampage gry/orange/grn 20" front forks  
GMC Denali blk/yellow adult men's bike  
Fontan 10 speed light purple  
Thruster 2 seater blue 6 speed  
unknown brand white 10 speed bike with Geiko/Rockband stickers  
Schwinn Frontier purple  
Roadmaster girls bike pink/black  
Mongoose Outer Limit blue/silver  
Dynacraft yellow bike  
Schwinn Falcon red bike  
Schwinn Roadmaster Jingle Speed red  
Huffy Stone Mountain purple  
Huffy Seastar 20" teal girls bike  
Specialized Hot Rock BMX silver/blue  
Next Cobra 20" red boys bike  
Next Static aluminum silver BMX bike

3. The schedule of disbursements for November 7, 2013 through November 20, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 25th day of November, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/21/13

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

**RE:** Broadway Plant Equipment Upgrade Project Bid Award

### ACTION/RECOMMENDATION

Award the bid for installation of catalysts at the Broadway Generation Plant, including Addendum Number One, to Prestige Manufacturing, Inc. of Kimball, Nebraska, in the amount of \$248,750.

### BACKGROUND

The United States Environmental Protection Agency (EPA) has mandated through the Mac ZZZZ rule that reciprocal engines must be fitted with catalysts to reduce carbon dioxide emissions. In 2012 the EPA set the deadline for installation of catalysts as May 3, 2013; however, the EPA did not issue the final requirements until January, 2013. The City, along with many others, requested an extension of time to comply with the requirements and the EPA has set the new deadline as May 3, 2014. The City is on schedule to comply with the new deadline.

The project involves the installation of catalysts above all of the existing six engines at the Broadway Generation Plant. There are a variety of catalysts that can meet the requirements available from vendors; therefore, the decision was made to solicit bids and purchase the catalyst materials, then determine what was necessary to install the catalyst. On May, 13, 2013, the City Council authorized purchase of six catalysts from Ziegler Inc. These materials were delivered to the Broadway Generation Plant on August 16th. The catalysts have a material warranty of three years from the date of purchase from the manufacturer, and two years from the date of installation by the supplier, Ziegler Incorporated.

The City's engineers, DGR, have been working with the supplier of the catalysts to develop a structural support system for the catalysts. It has been determined that the best course of action is to hang the catalysts from the ceiling joists rather than provide a floor stand surrounding the engines. The original ceiling joists were not designed to carry additional weight and will need to be reinforced. The structural engineers have determined the existing joists can be reinforced in place by adding rods and angle iron to various portions of each joist. Three I-beams will be installed below the joists with a series of hangers to support the new equipment. The structural improvements, an addition to the original scope of project, has been included with the installation of the catalysts as one project. On October 14, 2013 the City Council authorized the receipt of bids for installation work and bids were received on November 13, 2013.

Five contractors bid the project with bids ranging from a high of \$369,659.98 to a low bid of \$248,750. The low bidder, Prestige Manufacturing, Inc, of Kimball, Nebraska, did not indicate they had received Addendum Number One as required on their bid form. This was a requirement of the specifications; however, Prestige Manufacturing has since indicated they will acknowledge the receipt of Addendum Number One with no change in their low bid. The City Council has the right to waive the requirement and accept the bid as per Article 19 of the "Instructions to Bidders". The second low bidder was \$285,005, or \$36,255 more than the low bid.

The installation contractor will be providing a two-year warranty from the date of completion on all materials supplied by them and installed by them.

The summary of the total project cost, based on known costs, and estimated remaining costs are as follows:

Informal Emissions Testing (Compliance Services, Inc.)	\$ 2,467.12
Major Materials (Ziegler Power Systems)	\$ 185,892.00
Construction Contract (Pending)	\$ 248,750.00
Inspection – Welds (estimated)	\$ 4,000.00
Inspection – Ziegler (estimated)	\$ 4,500.00
Formal Emissions Testing (estimated)	\$ 22,000.00
Engineering (estimated)	\$ 49,000.00
Contingencies	\$ 15,000.00
<b>Total:</b>	<b>\$ 531,609.12</b>

The current project cost estimate exceeds the original project cost estimate of \$500,000 by about \$32,000. The primary reason for the increase in cost was the additional structural work required to support the catalysts from the existing ceiling joists.

The proposed schedule for completing the installation of catalysts is as follows if the City Council awards the work on November 25, 2013:

- Construction begins December 19, 2013
- Release formal stack testing RFP November 8, 2013
- Release 60 day performance testing notice to EPA December 30, 2013
- Construction complete – installation ready for testing February 28th, 2014
- EPA formal stack testing complete – units operational March 7, 2014
- Final project cleanup complete March 31, 2014
- Mandated compliance date from EPA May 3, 2014

It is important to note that without this upgrade the City will not be allowed to run our generators and, therefore, will be in violation of the Capacity Contract and will not receive capacity payments or have backup generation for emergency use.

**FISCAL IMPACT:**

The project costs are being funded from the electric utility fund.

**ALTERNATIVES/VARIATIONS:**

Do not act: The project would be in jeopardy of not being completed by the mandated deadline of May 3, 2014.

Negative Votes: City staff will seek City Council direction for alternative action at the Council meeting.

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

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

LGG:bll



November 15, 2013 (Via E-mail Only)

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

**Re: Award Recommendation – Broadway Plant Equipment Upgrades  
Broadway Generation Plant – NESHAP Compliance Activities  
City of Saint Peter, MN  
DGR Project No. 415526**

Dear Lew:

We have completed our review of the bids that were received on November 13, 2013 for the above referenced project. All mathematical calculations were checked to insure accuracy, and corrections were made where necessary. A total of five (5) bids were received for this work, ranging in price from \$248,750.00 to \$369,659.98. Included is a bid summary and bid tabulation, which we will send to the respective plan holders and bidders.

The low bid was received from Prestige Manufacturing, Inc. (Prestige) of Kimball, NE in the amount of \$248,750.00. Since we are unfamiliar with Prestige's capabilities in this kind of work, we contacted several of their references and they all indicated that they were very pleased with Prestige's construction performance and business conduct. Prestige did not acknowledge Addendum #1 on their bid form. After contacting Prestige during the bid review process, they have verified that they do acknowledge Addendum #1 and will complete their work for their bid price as stated.

Based on this information, we know of no reason why they should not be awarded the project. We therefore recommend that Prestige Manufacturing, Inc. be awarded the contract for this project.

Please pass our recommendations on to the City Council, and let us know when this contract has been awarded. We will then proceed with processing the contract documents. Feel free to contact us with any questions you or the Council may have.

Best Regards,

DGR Engineering

A handwritten signature in blue ink, appearing to read 'Andy Koob', written over a light blue horizontal line.

Andy Koob, P.E.

Enclosures 1



**DATE:** November 8, 2013

**PROJECT:** Broadway Plant Equipment Upgrades  
City of Saint Peter, Minnesota  
DGR Project No. 415526  
QuestCDN Project #2964787

**LETTING:** Wednesday, November 13, 2013 at 2:00 PM at City Hall

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### ADDENDUM NO. 1

This ADDENDUM NO. 1 hereby revises the Contract Documents dated October 15, 2013. Revisions made herein shall become a binding part of the Contract Documents.

#### CONTRACT DOCUMENTS

Drawing Package Sheet S4 – Structural Notes – Add the following notes to the structural steel section:

10. Contractor shall coordinate steel installation requirements with existing conditions. Any proposed revisions required to avoid interference with the existing fire sprinkler system or other existing conditions shall be submitted for approval prior to fabrication of steel.
11. Contractor shall submit support layout including member sizes and lengths for new pipe supports for review prior to fabrication.

This ADDENDUM NO. 1 shall become a legal and binding part of the Contract Documents. All BIDDERS shall acknowledge receipt of this ADDENDUM NO. 1 on the BID FORM and agree to accept the revisions indicated and prepare proposals in accordance therewith.

DGR Engineering

By   
Andrew Koob, P.E.  
Minnesota License No. 46098

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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION AWARDING BID FOR BROADWAY GENERATION PLANT  
EQUIPMENT UPGRADES TO COMPLY WITH ENVIRONMENTAL PROTECTION AGENCY  
(EPA) REQUIREMENTS**

WHEREAS, the United States Environmental Protection Agency has mandated that reciprocal engines must be fitted with a catalyst to reduce carbon dioxide emissions by May 3, 2014; and

WHEREAS, the Broadway Generation Plant has six engines which must meet the new requirement; and

WHEREAS, six catalysts to meet the requirements have been purchased and were delivered to the Broadway Generation Plant in August, 2013; and

WHEREAS, separate receipt of bids was authorized for the installation of the catalysts and making structural improvements for the support of the catalysts; and

WHEREAS, five bids were received for the installation project as follows:

Prestige Manufacturing, Inc.	\$248,750.00
Met-Con Construction	\$285,005.00
Mechanical Systems, Inc.	\$294,672.72
HiMEC, Inc.	\$366,000.00
Brennan Construction, Inc.	\$369,659.98

WHEREAS, the low bidder, Prestige Manufacturing, did not indicate receipt of the addendum on their bid form as required; and

WHEREAS, Prestige Manufacturing has provided written documentation of receiving the addendum; and

WHEREAS, as indicated in Article 19 of the bid specifications, the City Council "reserves the right to waive all informalities not involving price, time, or changes in the Work..."; and

WHEREAS, the references for Prestige Manufacturing, Inc. have confirmed Prestige does quality work; and

WHEREAS, the City's electrical engineers, DeWild, Grand, and Reckert, have recommended award of the bid to Prestige Manufacturing, Inc. of Kimball, Nebraska; and

WHEREAS, awarding the work on November 25, 2013, will keep the project on schedule for completion by May 3, 2014.

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

1. The City Council chooses to waive the informality of the low bidder not acknowledging Addendum #1 as authorized in the bid specifications.
2. The Broadway Generation Plant Equipment Upgrade Project bid is hereby awarded to Prestige Manufacturing, Inc. of Kimball, Nebraska, in the amount of \$248,750.
3. Funding for the work shall be from Electric Utility Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

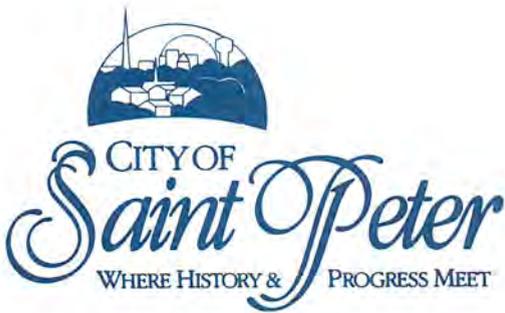
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 20, 2013

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

**RE:** Mount Simon Aquifer Study Contract

### **ACTION/RECOMMENDATION**

Authorize the City Administrator to enter into an agreement with Minnesota State University Mankato (MSUM) to complete an ongoing 5-year study of the Mount Simon Aquifer.

### **BACKGROUND**

The Minnesota Department of Natural Resources (DNR) has been working with local well owners (public and private) who withdraw water from the Mount Simon aquifer to study and determine withdrawal impacts on the aquifer. The Mount Simon aquifer supplies water used by over one million Minnesotans with a majority of the large users located in the metro area.

It has been identified that in areas where there are high and consistent withdrawal rates, the water levels are diminishing. Recently, additional users have been seeking water use permits in south central Minnesota as the region continues to look for a viable sources. The Mount Simon aquifer stretches south past Mankato and has become a reliable resource for new large users.

Saint Peter has been involved with the DNR and other local large users to study the aquifer since 2006. The City participated because the Mount Simon aquifer is a source that is relied on heavily to meet our needs as approximately 42% of all our water used comes from the Mount Simon aquifer. In addition, the DNR requires the City to participate in the study because we currently have increased our usage from the aquifer and have a permit to draw water from the aquifer. Other stakeholders include the cities of Mankato, Lake Crystal, and North Mankato, Wis-Pak of Mankato, Cenex Harvest States and Southern Minnesota Construction. Of these users, Saint Peter pays about 7% of the total amount of work required.

The research is being completed by the Water Resources Department at MSUM. MSUM requires a contract be completed to identify the scope of work as recognized by the DNR. The study will run from 2013 through 2017 and will include an annual detailed expense which is calculated based on the water that is withdrawn from the Mount Simon aquifer each year by the permitted users.

In our area, MSUM is investigating aquifer characteristics through observation of well installations. They also monitor water levels (static and pumping), groundwater chemical

analysis, and perform aquifer capacity testing to help determine recharge pathways and sustainable limits for this aquifer. This data will help determine aquifer recharge characteristics and potential limitations for future use.

For 2013, MSUM estimates the monitoring cost will be \$5,207 which will be divided amongst the users identified above based on usage records for the Mount Simon aquifer.

**FISCAL IMPACT:**

This is a budgeted expense in the Water Utility Budget.

**ALTERNATIVES AND VARIATIONS:**

Do not act: Staff will wait for additional instruction.

Negative vote: Staff will wait for additional instruction.

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.

LGG/bl

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

**STATE OF MINNESOTA**  
**MINNESOTA STATE UNIVERSITY, MANKATO**  
**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**INCOME CONTRACT**

This contract is by and between City of St. Peter, 405 West St. Julien Street, St. Peter, MN 56082 (hereinafter "PERMIT HOLDER(S)") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State University, Mankato, 238 Wigley Administration Center, Mankato, MN 56001 (hereinafter "STATE").

As per agreement by the PERMIT HOLDERS listed below in Paragraph III.A., the agreement to monitor the Mount Simon aquifer includes all PERMIT HOLDERS that utilize greater than or equal to one percent (1%) of the total Mount Simon water usage during a running five (5) year period based on water use reports submitted by the PERMIT HOLDERS to the Minnesota Department of Natural Resources.

WHEREAS, the PERMIT HOLDER has been requested to enter into an agreement to assist in the monitoring of the Mount Simon aquifer with the STATE; and payments shall be made in accordance with each respective PERMIT HOLDERS percentage of the total Mount Simon aquifer use as described above and in Paragraph III.A., and

WHEREAS, the STATE, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

- I. DUTIES OF PERMIT HOLDER. The PERMIT HOLDER agrees to provide the following:
  - A. Provide input on annual cost estimates provided by the STATE regarding the expenses associated with the monitoring of the Mount Simon wells. These sites include Well #5 operated by the City of Mankato, the well in 7-Mile Creek Park, and the well at the Loon Lake public access. The STATE, in consultation with the PERMIT HOLDERS and the Minnesota Department of Natural Resources retains approval authority for allowable expenses to be billed to the project.
  - B. Participate in the monitoring process by contributing requested funds to cover expenses of the effort, and to participate in PERMIT HOLDERS meetings as requested by the STATE and/or the Minnesota Department of Natural Resources.

II. DUTIES OF STATE. The STATE agrees to provide the following:

- A. Fiscal services in the form of tracking expenses, provision of invoices, collection of costs and reimbursement for expenses to those who provide services for the Mount Simon aquifer monitoring project, including annual cost estimates.
- B. Provide invoices of annual services to the PERMIT HOLDERS no later than April 30<sup>th</sup> of each year for the previous year's expenses, and at that same time provide an estimated cost for the upcoming year.
- C. Collect, manage, and report data from the well monitoring sites in an objective and unbiased manner. Provide an annual report that contains details about accrued expenses, data results and a summary report of work that has been done and is going to be done on the project.

III. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed and goods or materials supplied by the STATE, the Minnesota Department of Natural Resources and PERMIT HOLDERS participating in the monitoring pursuant to this contract shall be paid by the PERMIT HOLDERS based on the proportion of the total waters use based on a five (5) year running average (as provided by the Minnesota Department of Natural Resources). As of 2013, the following entities have been identified as participants in the Mt. Simon Monitoring collaboration:

- i. City of Mankato,
- ii. City of North Mankato,
- iii. City of St. Peter,
- iv. City of Lake Crystal,
- v. Wis-Pak, Inc.,
- vi. Cenex Harvest States, Inc., and
- vii. Southern Minnesota Construction

The five (5) year running averages of total water used on which the proportion of the annual payments will be calculated are as follows:

<u>Expense Year</u>	<u>5-Year Water Use Reports used to Calculate Proportions*</u>
2013.....	2008-2012
2014.....	2009-2013
2015.....	2010-2014
2016.....	2011-2015
2017.....	2012-2016

\*In the event that total use reports are unavailable at the time of billing, STATE will retain the right to utilize the most recent proportions that are available.

Invoices will reflect the total cost of all expenses for the previous year and the amount due based on the proportions listed above will be noted. This payment allocation table will be updated each year and new five (5) year running proportions will be calculated (see attached Exhibit A). The new proportions will be reported to the PERMIT HOLDERS as soon as they are available. If a PERMIT HOLDER becomes responsible for less than one percent (1%) of

the total use among the listed PERMIT HOLDERS, the PERMIT HOLDER is no longer responsible for participation until use is again greater than or equal to one percent (1%) of the total Mount Simon aquifer water use. Any new Mount Simon PERMIT HOLDERS will also be reviewed to determine if they are using one percent (1%) or more of the Mount Simon water drawn each year, and they will be included in the project.

B. Terms of Payment. Payment shall be made by the PERMIT HOLDER within ninety (90) days of receipt of invoice from STATE, with invoicing by the STATE April 30<sup>th</sup> of each year.

IV. TERM OF CONTRACT. This contract shall be retroactive to January 1, 2013, and will include actual expenses incurred during the 2013 calendar year to prepare materials, labor and installation on the Mount Simon aquifer projects, and data collection as discussed with the PERMIT HOLDERS; and shall remain in effect until December 31, 2017. Included in the expenses will be an annual maintenance fee. The annual maintenance fee will be used to repair/replace equipment, conduct routine equipment verifications, complete software updates, etc. and will be tracked separately from other expenses. An annual report will be provided to the PERMIT HOLDERS and the Minnesota Department of Natural Resources, and then in 2017, STATE will meet to discuss monitoring program status and determine an agreement (as needed) for the period of 2018-2022.

V. CANCELLATION. This contract may be canceled by the PERMIT HOLDER or STATE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the STATE and other entities that incurred expenses shall be entitled to payment, determined on a pro rata basis for work or services satisfactorily performed. PERMIT HOLDER cancellation of this agreement may impact groundwater use permits from the Minnesota Department of Natural Resources, including cancellation, reduction or other penalties determined by the Division of Waters.

VI. AUTHORIZED REPRESENTATIVES.

The PERMIT HOLDER'S Authorized Representative for the purposes of administration of this contract is Peter Moulton, Water Superintendent, City of St. Peter, 405 West St. Julien Street, St. Peter, MN 56082.

The STATE'S Authorized Representative for the purposes of administration of this contract is Shannon Fisher, Director of Water Resources Center, Minnesota State University, 135 Trafton Science Center South, Mankato, MN 56001.

In the event the PERMIT HOLDER'S authorized representative cannot fulfill the duties, an alternate representative may be appointed by the PERMIT HOLDERS. In the event the STATE'S authorized representative cannot fulfill the duties, an alternate representative may be appointed by the STATE.

VII. ASSIGNMENT. Neither the PERMIT HOLDERS nor the STATE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

- VIII. LIABILITY. Each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Minnesota State University, Mankato's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Chapter §3.736 and other applicable law.
- IX. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PERMIT HOLDER is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. 12101, et. seq. and regulations promulgated pursuant to it. The STATE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
- X. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- XI. GOVERNMENT DATA PRACTICES ACT. The PERMIT HOLDERS must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PERMIT HOLDERS in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the PERMIT HOLDERS or the STATE.

In the event the PERMIT HOLDERS receive a request to release the data referred to in this Article, the PERMIT HOLDERS must immediately notify the STATE. The STATE will give the PERMIT HOLDERS instructions concerning the release of the data to the requesting party before the data is released PERMIT HOLDERS shall not be obligated to incur any legal expense relating to or arising out of such instructions.

- XII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XIII. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the PERMIT HOLDERS relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XIV. OTHER PROVISIONS.

N/A.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. **STATE: MINNESOTA STATE COLLEGES AND UNIVERSITIES  
MINNESOTA STATE UNIVERSITY, MANKATO**

By: Brian Martensen
Title: Interim Dean of the College of Science, Engineering & Technology
Date:

By: Richard J. Straka
Title: V.P. Finance and Administration
Date:

2. **PERMIT HOLDERS: CITY OF ST. PETER**

PERMIT HOLDER certifies that the appropriate person(s) have executed the contract on behalf of PERMIT HOLDER as required by applicable articles, by-laws, resolutions, or ordinances.

By: Peter Moulton
Title: Water Superintendent
Date:

3. **AS TO FORM AND EXECUTION:**

By: Vickie Hanson
Title: Office Administrator
Date:

**Mt Simon Collaboration  
Estimated Expenses for Calendar Year 2013**

**EXHIBIT A**

<u>Expense</u>	<u>Rate</u>	<u>Units</u>	<u>Total Cost</u>
Technical Assistance			
Field Monitoring, Maintenance, and Data Mgmt.	\$41.00	48 hrs	\$1,968
Data Analyses and Report Preparation	\$41.00	16 hrs	\$656
Travel (mileage reimbursement for 52 miles/month)	\$0.52	624 miles	\$324
Supplies and Repairs*	\$600.00	1 annual*	\$600
Administration (contracts, report/data review, etc..)	\$75.00	16 hrs	\$1,200
Indirect Charges (12% on labor charges only)			\$459
<b>Total Estimated Expenses for 2013*</b>			<b>\$5,207</b>

*\*Expenses for 2014-2017 are anticipated to increase approximately 3-6%/year, but are subject to change.*

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH MINNESOTA STATE  
UNIVERSITY MANKATO TO STUDY THE MOUNT SIMON AQUIFER

WHEREAS, the City has worked with Minnesota State University Mankato in previous years to study characteristics of the Mount Simon Aquifer; and

WHEREAS, the Minnesota Department of Natural Resources (DNR) requires that the City of Saint Peter participate in this study as a condition of requirement of our water appropriation permit; and

WHEREAS, this contract is a requirement of the University for all contract work performed; and

WHEREAS, approximately 43% of all water consumed in Saint Peter comes from the Mount Simon Aquifer; and

WHEREAS, the University and DNR wishes to use the information provided through this study to develop a sustainable source of water for the community.

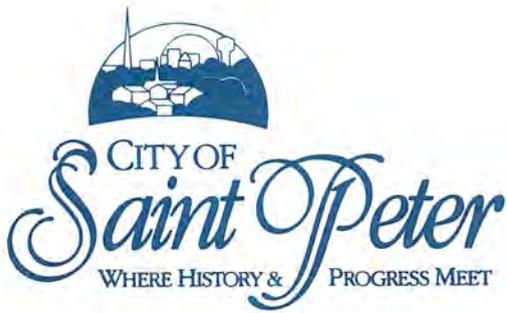
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes the City Administrator to enter into an agreement with Minnesota State University Mankato (MSUM) to provide a study based on the scope of work prepared for the period of January 1, 2013 through December 31, 2017.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25<sup>th</sup> day of November 2013.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/22/13

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

**RE:** Highway 295 Project Variance Request

### ACTION/RECOMMENDATION

Approve submission of a request to the Minnesota Department of Transportation (MnDOT) for approval of a variance on the limit for turn back funding for engineering for the trunk Highway 295 turnback project.

### BACKGROUND

The Minnesota Department of Transportation (MnDOT) turned back State Highway 295 (Freeman Drive) to the City. MnDOT provided turnback funds to fund the reconstruction of Highway 295 and the creation of a new Washington Avenue access to State Highway 169. The project was to solve several issues including the safety issue on Highway 169 with intersections too close together; create a new access to the Saint Peter Regional Treatment Center complex; provide for improvements to Highway 295; and to resolve property ownership in the area. Some members may remember a few of the issues that were discussed with you during the project construction.

MnDOT turnback funds were allocated to fund 100% of the project cost. A stipulation in the agreement restricts the allowance for project development/engineering costs to a maximum of 25% of the total project costs. Engineering/development costs exceeded the allowable project costs by \$28,227.37. Bolton and Menk, Inc. has provided an explanation for exceeding the 25% limit including extra costs as follows:

- Additional soil boring
- Resolving right-of-way issues relating to an old abandoned railroad property, the State of Minnesota property, and MnDOT property
- Resolution of wetland mitigation issues
- Resolution of poor sub-grade soil issues
- Work with MnDOT and the Regional Treatment Center to minimize traffic disruptions during construction; and
- A semi rollover near the end of the project resulting in repairs to the high tension cable barrier.

These unforeseen issues resulted in exceeding the project development/engineering cost limits.

To help resolve this the City Council may wish pass a resolution requesting that MnDOT authorize a variance from the project development/engineering cost limits. This process provides an opportunity for State Turnback Funds. City staff concurs with the justifications for extra cost as requested by the engineers.

If the Council does not request the variance, the additional cost would be borne by the General Fund or the City's Municipal State Aid (MSA) Funds. After discussion with MnDOT, we do believe that they are likely to approve the variance given the nature of the work and documentation that can be provided.

**FISCAL IMPACT:**

If the variance is approved, \$28,227.37 will be funded with State turnback funds. If the variance is not approved, the City will be responsible for funding the additional cost utilizing Municipal State Aid (MSA) funds or the General Fund.

**ALTERNATIVES/VARIATIONS:**

Do not act: The City will be obligated to utilize MSA or general funds to fund the extra costs.

Negative Votes: The City will be obligated to utilize MSA or general funds to fund the extra cost.

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

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

LGG:bl



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900  
Phone (507) 625-4171 • FAX (507) 625-4177

### MEMORANDUM

**DATE:** May 25, 2012

**TO:** Mr. Lew Giesking  
Director of Public Works

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

**SUBJECT:** TH 295 Variance Request

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In 2008, MnDOT asked the City to consider accepting the turnback of Trunk Highway (TH) 295 between TH 169 and the lower campus of the Regional Treatment Center (RTC) and, TH 333 from TH 99 to the upper campus of the RTC. TH 295 was also known as Freeman Drive as it served the Marwey Manufactured Home Park and a local business; TH 333 is also known as Sheppard Drive and only served the upper campus of the RTC. Prior to turning the roadways back to the City, MnDOT was responsible for the roads maintenance.

As part of the 2008 turnback agreement, MnDOT would provide the City with turnback funds to eliminate the Freeman Drive access to TH 169, being it was too close to the TH 99 intersection with TH 169. In order to maintain access to the lower campus of the RTC, turnback funding was provided to realign Washington Avenue to intersect TH 169 father to the south of TH 99.

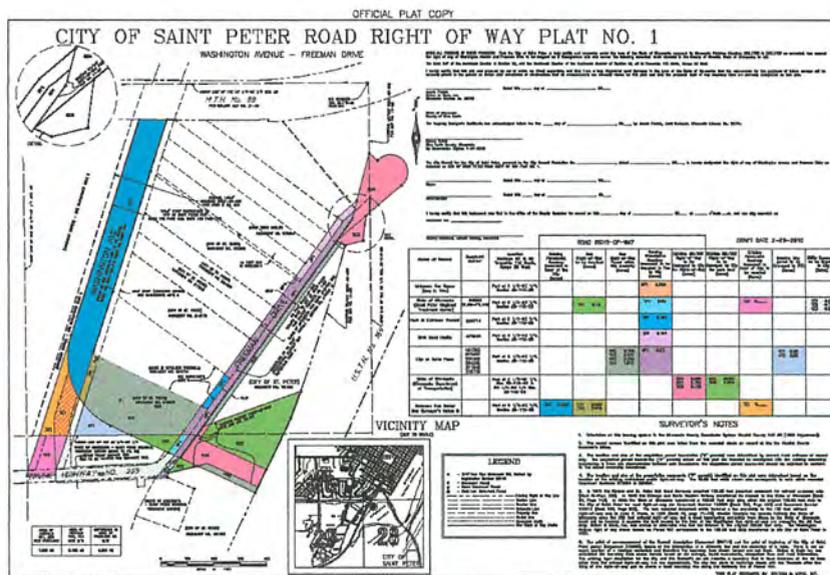
Turnback funds were eligible for costs associated with construction, engineering, environmental mitigation, right of way, etc. Both Municipal State Aid (MSA) funds and turnback funds are governed by Minnesota Rules Chapter 8820. The rules allow project development costs including, surveying, design, soil testing, constructing staking, construction testing, construction administration and inspection to be reimbursed with the funds. The rules limit the reimbursement amount to 25% of the final construction cost.

Because of a number of reasons described below, project development costs exceeded the 25% maximum (normally project development costs are less than 20%). Any costs over 25% are not reimbursable without requesting a variance to the rules. To request a variance, the City Council must pass a resolution and submit supporting project data to MnDOT by December 1, 2013. The provided information is reviewed by a Variance Committee who votes to support or deny the variance request. We feel that the unique challenges of the project justify a variance request:

- 1) Initial soil borings showed extremely soft soils between TH 169 and Freeman Drive. Therefore, MnDOT requested additional soil borings to be completed for construction of the southbound TH 169 turn and acceleration lanes. The additional borings required a special machine, from the Twin Cities, as the borings were in standing water.



- 2) The new Washington Avenue alignment required the acquisition of a number of parcels. After researching the existing Washington Avenue right of way (ROW), it was determined that 100-feet of the 150-foot wide railroad ROW was transferred to the City of Saint Peter in 1983. This left a 25-foot strip on each side that remained the property of an individual who was deceased. Other records show that the State of Minnesota owns the remaining 25-foot strip but no deed for the transfer could be found. Therefore, the owner of the strip could not be determined. It was also necessary to obtain ROW from the State of Minnesota RTC. In order to do this, an appraisal and agreement were necessary. The additional coordination and research for preparation of the ROW plat was an unforeseen cost.



- 3) A wetland delineation report was required to be completed. The delineation determined that wetlands existed between TH 169 and Freeman Drive. Once a wetland report is prepared, it must be reviewed and approved by the Local Governing Unit (LGU). Once approved, the road alignment must minimize wetland impacts. Normally the LGU is Nicollet County's Environmental Services but since the wetlands were in MnDOT ROW, MnDOT was responsible to review the mitigation plan. A number of weeks were needed to work with the county's wetland LGU to determine which entity, the county or MnDOT, had jurisdiction.
- 4) After soils testing was completed, the geotechnical engineer determined that approximately 350-feet of the new roadway between Freeman Drive and TH 169 would need to be constructed on lightweight fill. A number of options were considered with shredded tires chosen for this application. During construction, underlying soils were required to be surcharged with four 3-foot lifts of granular borrow and then the elevation and pore pressure had to be monitored between 3 and 6-weeks before the next lift could be placed. The additional testing, elevation checks and soil monitoring costs were only required because of the poor underlying soils.



- 5) The location of the improvements required a substantial amount of planning with MnDOT and the RTC to minimize traffic disruption during construction. Both turn and acceleration lanes were constructed on TH 169 along with a high tension cable barrier and a concrete median.
- 6) The unexpected rollover of a semi-tractor and trailer within the project on TH 169 caused hazardous oil to spill and drain into the new concrete median. It was necessary to coordinate the removal of the hazardous material with MnDOT along with repair of the ditch and high tension cable barrier installed as part of the project.



The TH 295 turnback project was assigned two state project numbers. One for the work on TH 169 (165-010-012) and one for work on the new South Washington Avenue alignment (165-102-005). Together, project costs are as follows:

**Construction Costs**

Project Estimate Based on Low Bid	\$2,132,005.25
Change Order No. 1	\$36,947.80
Changer Order No. 2	\$16,386.75
Quantity Overrun	\$43,813.99
Final Construction Cost	\$2,229,153.79
PD Maximum 25% of Construction	\$557,288.44

**Project Development Costs**

Predesign Soil Testing, Report, Construction Testing	\$107,848.00
City Administration / Inspection	\$27,607.86
Engineering	\$450,059.95
Total Project Development Cost	\$585,515.81
Amount Over 25% Maximum	\$28,227.37

The amount of project development costs over the 25% maximum is \$28,227.37, or 1.3%. Therefore, a variance should be requested to modify the 25% maximum for project development costs to 26.3%. The variance is requested in the form of a resolution that will be prepare for City Council consideration.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION REQUESTING VARIANCE FROM STANDARD FOR STATE AID OPERATION  
FOR MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) PROJECT NOS. S.A.P.  
165-010-012 & 165-102-005 - HIGHWAY295 TURNBACK PROJECT**

WHEREAS, the City of Saint Peter successfully completed the realignment of South Washington Avenue to provide a new access to TH 169 near the Minnesota Regional Treatment Center; and

WHEREAS, the project was known as the TH 295 Turnback Project and turnback funds were utilized to remove the existing and dangerous TH 295 access to TH 169 and replace it with a safer access in a different location; and

WHEREAS, Minnesota Rules for State Aid Operation 8820.1500 – Subp.5 states that *“The sum of the project development and construction engineering charges must be limited to 25 percent of the eligible construction costs. Limitations for the project development costs paid before a contract is awarded must be based upon the engineer’s estimate of the eligible construction costs”*; and

WHEREAS, the completed project development-costs totaled 26.31% of the of the eligible construction costs; and

WHEREAS, the City believes the cost-overs are reasonable and project related.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City Council does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.1500 (Construction Funds) to allow project development costs incurred by the City to be limited to 26.31% of eligible construction cost in lieu of 25% based on the following reasons:

- The new alignment of South Washington Avenue required the acquisition of right-of-way and easements from the State of Minnesota and access rights from MnDOT. Right-of-way for existing Washington Avenue also did not have clear title and required additional research to determine the owner and necessary action to utilize the property.
- MnDOT requested the construction of turn and acceleration lanes on TH 169 and the addition of a high tension cable barrier.
- Underlying soils between TH 295 and TH 169 required additional testing by special machinery in underwater areas.
- Poor underlying soils also required the use and design of a lightweight fill (shredded rubber tires).
- Poor underlying soils required staged construction of embankment for TH 169 turn and acceleration lanes and the new Washington Avenue between TH 295 and TH 169.

- Staged embankment construction required additional survey work and time to determine maximum deflection. Soil pore pressure was also monitored prior to placement of the next lift of embankment (typically 3 to 6 weeks).
- Construction on TH 169 and roads near the Regional Treatment Center required constant construction staging and coordination to minimize disruptions to traffic and employees.
- A semi carrying oil rolled over in the median of TH 169 causing damage to the project's high tension cable barrier and median landscaping. Removal of the material and repair to damages required extra time and coordination.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

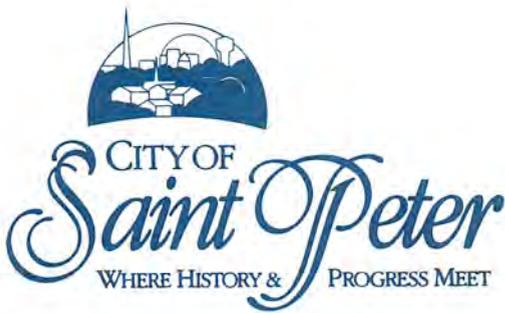
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/20/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** 2014-2015 Legal Services Contract

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing authority for the Mayor and City Administrator to enter into a contract for legal services for the years 2014 and 2015.

### **BACKGROUND**

As you may recall, the City Attorney's office has proposed a contract for the years 2014-2015. The Finance Committee of the City Council has reviewed the contract and recommended approval.

The Brandt Law Office has served the Council well and the institutional history that is provided is important to the operation and deliberation of the Council and staff. If proposals were sought, that institutional history could be costly to replace.

Once again, the Finance Committee recommends approval.

### **FISCAL IMPACT:**

The contract provides for a \$5.00 per hour increase for both the City Attorney and the Assistant City Attorneys in each year of the contract. This increase falls within the budget parameters for the 2014 budget.

### **ALTERNATIVES/VARIATIONS:**

Do not act: No further action will be taken without additional direction from the Council.

Denial: Staff will inform the City Attorney of your decision and staff will await further direction from the Council.

Modification of the Resolution: This is always an option of the Council. If the Council wished to modify the terms of the contract, I would suggest general direction be provided to staff, the details worked out if possible, and the modified contract be brought back to a future meeting.

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

TP/bal

**CONTRACT FOR CITY ATTORNEY SERVICES - 2014**

**PARTIES:** City of St. Peter, a Municipal Corporation, Brandt Law Office, P.A., Attorneys.

**DURATION:** January 1, 2014 - December 31, 2015

**RETENTION:** The City of St. Peter hereby retains and appoints James W. Brandt to serve as the City Attorney and Stefanie L. Menning and Jerold M. Lucas to serve as the Assistant City Attorneys, as well as a Law Clerk to serve as the Assistant City Attorney under Student Practice Rules if one should be hired by the Brandt Law Office. The attorneys hereby agree to act in such capacity pursuant to the terms and conditions herein specified.

**JOB DESCRIPTION:** The City Attorney and his office agree to perform all legal services for the City of St. Peter as required to efficiently and effectively run the legal department of the City. Services rendered shall be as authorized by the City Council or the City Administrator, or his designee.

**NORMAL DUTIES:** The Office of City Attorney will prosecute the criminal offenses committed within the City; furnish legal opinions upon request; attend City Council and other City meetings as requested; and draft any and all legal documents and instruments required for the normal legal operation of the City.

In addition to agreeing to perform the above described legal services, the attorneys agree not to perform services or represent any party in an action where such party has an interest adverse to the City.

It is understood by the parties hereto that the legal services rendered by the office of City Attorney to the City shall include all of those required

for the usual operation of the City and its departments, divisions and offices.

Such normal duties are not intended to include extraordinary legal matters as defined herein.

**COMPENSATION  
FOR ROUTINE  
DUTIES:**

As a minimum retainer, the City shall provide the following benefits each month during the term of this contract:

Cellular phone, medical and dental insurance coverage for the City Attorney, Assistant City Attorney and such staff persons as selected by the City Attorney, the cost of which shall be reimbursed to the City by the City Attorney.

The City shall compensate the City Attorney at a hourly rate as follows:

	<u>2014</u>	<u>2015</u>
James W. Brandt	\$145.00	\$150.00;
Stefanie L. Menning	\$135.00	\$140.00;
Jerold M. Lucas	\$145.00	\$150.00;
Law Student Practitioner	\$110.00	\$115.00.

An itemization of all time spent performing services for the City shall be provided.

**COMPENSATION  
FOR STAFF  
SUPPORT  
DUTIES:**

The City shall compensate the City Attorney for the administration of all City files including civil matters and criminal matters at the following hourly rates:

	<u>2014</u>	<u>2015</u>
Paralegal/Secretarial:	\$72.50	\$75.00

**LEGAL**

**RESEARCH:** The City shall reimburse the City Attorney for actual costs incurred in the City Attorney’s legal research. The City Attorney shall utilize the most cost efficient legal research available including online research.

**OUT OF POCKET**

**EXPENSES:** The City shall reimburse the City Attorney for all filing fees, photocopies, long distance telephone expenses, and travel related to City business. Also the City shall reimburse the City Attorney 50% of the cost of registration for the following Continuing Legal Education Programs:

- City Attorney Update Seminar;
- Mid year City Attorney Update Seminar;
- Criminal Law Institute;
- Employment Law Institute.

**EXTRAORDINARY**

**DUTIES:** Extraordinary duties shall include the preparation for and appearance at the Minnesota Supreme Court, the Minnesota Court of Appeals (except criminal appeals), Minnesota District Court (except criminal cases), or U.S. Federal Courts in actions brought by or against the City.

**COMPENSATION  
FOR  
EXTRAORDINARY**

**DUTIES:** As compensation for extraordinary duties performed by the City Attorney, shall be at the following hourly rates:

	<u>2014</u>	<u>2015</u>
James W. Brandt	\$155.00	\$160.00;
Stefanie L. Menning	\$145.00	\$150.00;
Jerold M. Lucas	\$155.00	\$160.00.

CITY OF ST. PETER

---

Timothy Strand, Mayor

---

James W. Brandt

ATTEST:

---

Todd Prafke  
City Administrator

---

Stefanie L. Menning

---

Jerold M. Lucas

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION APPROVING EXECUTION OF 2014-2015 LEGAL SERVICES CONTRACT**

WHEREAS, the City Council wishes to provide legal services for City operations; and

WHEREAS, James Brandt has served in the capacity of City Attorney for many years; and

WHEREAS, Brandt Law Office has provided a proposal for services for 2014 and 2015; and

WHEREAS, the City Council Finance Committee has reviewed the proposal and recommended it to the City Council for action.

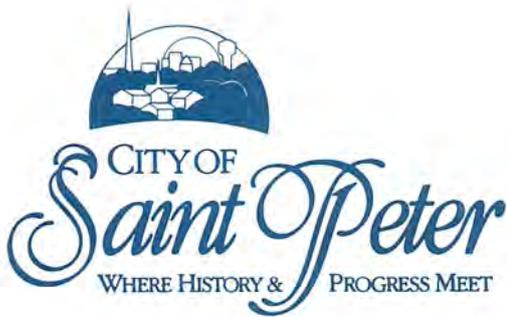
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are directed to enter into a contract with Brandt Law Office for provision of legal services during 2014 and 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

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

ATTEST:

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



## Memorandum

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

**DATE:** 11/21/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** TDS Library Contract

### **ACTION/RECOMMENDATION**

Approve the attached resolution authorizing the Mayor and City Administrator to enter into an agreement for library services through Traverse des Sioux Library System (TDS).

### **BACKGROUND**

As Councilmembers may recall, the City is part of a regional system that provides library services for libraries. Those services include online cataloging, data integration, some computer access services, book preparations, interlibrary loans, courier services and access to other library systems. Those services are described as Package 3 of the contract.

Please find enclosed a contract with TDS for service for the 2014 year. The contract is substantially similar to contracts from previous recent years and as you may note, we are selecting the same level of services we have used in the past (Package 3).

The services we purchase are an integral part of the services we in turn provide to our patrons.

### **FISCAL IMPACT:**

The cost for these services is \$22,100. This cost structure and price is very similar the amount you have paid in the recent past.

### **ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for your further direction. If you don't approve this the City would be in a position that would require us to quickly solve any gaps that would occur in service provision. Negative vote. Staff will wait for your direction. Again, the services we purchase are needed by the library.

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.

TP/bal

# TdS Traverse des Sioux Library Cooperative

1400 Madison Ave., Suite 622    PHONE: 507-625-6169  
Mankato, MN 56001-5488    Toll-Free: 800-450-6169  
tdslib.org    FAX: 507-625-4049

## TRAVERSE DES SIOUX LIBRARY COOPERATIVE Member Library Contract for Services 2014

Whereas Regional Libraries exist to serve the needs of the participating member libraries and all citizens of a region, and

Whereas public libraries can provide cost effective services for their citizens by sharing services that may be made more efficient through cooperative efforts, and

Whereas TdS uses the Regional Library Basic System Support funding from the State of Minnesota to support basic system services, and

Whereas TdS desires to provide opportunities for member libraries to contract for services unable to be fully funded by Regional Library Basic System Support, and

TdS offers this contract of service options for member libraries.

### Article I: General

1. The Traverse des Sioux Library Cooperative (hereafter known as TdS) and the St. Peter Public Library a TdS member library (hereafter known as the Member Library) enter into this agreement for the purpose of contracting for services.
2. This agreement is effective for the 2014 calendar year.

### Article II: Definitions

For the purpose of this agreement:

1. Traverse des Sioux Library Cooperative, also referred to as TdS, is a federated regional library system designated by the Minnesota State Board of Education to strengthen, improve and promote public library services in south-central Minnesota, organized under the provision of M.S. 134.
2. Member Library is a public library established under M.S. 134 that provides free access to all residents of a city or county without discrimination and receives at least half its financial support from public funds. Member Library is a library in the region with or without branches. Headquarters libraries will sign for all branch libraries, but branch libraries will receive the same services.
3. Advisory Council of Member Library Directors is a group made up of member library directors, or assigned representatives, who meet monthly to share information, recommend regional policies,

procedures, and determine best practices to better serve library users in the region. Recommendations from the Advisory Council are approved by a simple majority vote and referred to the TdS Board of Directors for discussion and final approval.

4. Delivery, means transport of materials and information, to, from and among member libraries in the regional delivery system, other MnLINK libraries, and OCLC libraries with statewide delivery.
5. Interlibrary Loan, also referred to as ILL, is a service that allows a library card holder of one library system to borrow materials, that are not owned or available within their own system, from another library system. This is made possible because of cooperative agreements that allow libraries to share materials for the benefit of library users.
6. Automation includes the regional shared integrated online catalog and enhancements, circulation, reporting, cataloging, serials control, acquisitions and fund accounting, shared bibliographic and patron databases, training and technical support.
7. Vendor means company or individual to which TdS contracts for goods or services.

**Article III: Services offered by TdS and elected by Library**

It is mutually agreed that TdS shall provide packaged services as detailed in Appendix A for Package 1, Appendix B for Package 2 and Appendix C for Package 3, attached and incorporated in their entirety. Member Library agrees to compensate TdS for such services as detailed in the respective Appendices. Member library has elected the package indicated below.

Package 1

\_\_\_ Delivery

Package 2

\_\_\_ Delivery and Interlibrary Loan

Package 3

\_\_\_ Delivery and Interlibrary Loan and Automation

#### **Article IV: Traverse des Sioux Library System Responsibilities**

In performing all services under all of these packages, it is mutually agreed that TdS shall:

1. Work with the Advisory Council of Member Library Directors to make recommendations on policy, procedure, budget, and problem resolution. The TdS Board of Trustees will provide final approval and authority on such policies, procedures, budgets, and problem resolutions that affect the region as a whole.
2. Pay all vendor invoices in a timely manner so as not to incur late payment charges. If a late payment charge occurs, TdS shall be responsible for that payment.
3. Bill and collect from each member library its fees as elected by the member library in article III above and described in the appendices attached.
4. In the event the agreement between any vendor services and TdS is canceled for any reason, outstanding liabilities shall be paid. Any remaining funds collected under this paragraph shall be returned to the Member Libraries on the same prorated basis upon which they were collected.
5. Work with vendors to make all possible efforts to minimize the number of times in which any service is unavailable for normal operations.
6. Remain a member in good standing of MINITEX.
7. Not be liable or responsible for losses caused by interruption of service due to causes beyond its control, including but not limited to acts of God, equipment failure, power outages, inclement weather, and /or sabotage to the System. TdS will work with vendor and Member Library to resolve any incidents related to the above. TdS will contract with the System vendor to provide a secure site with a regularly scheduled, complete backup of the database and all means necessary to recover the System in the event of a disaster.
8. Maintain a philosophy of cooperation in decision-making and professional interactions.

#### **Article V: Member Library Responsibilities**

In order to receive said services, Member library agrees that Member Library shall:

1. Pay invoices for services within 60 days of receipt of a TdS invoice, unless otherwise mutually agreed in writing. Failure by the Member Library to pay invoice amount promptly shall be a breach of this agreement and cause for immediate termination of this agreement as provided in Article VI below.
2. Be responsible for preliminary troubleshooting, maintenance and repair of all equipment, in order to expedite the process when calling TdS for assistance
3. Send a representative to appropriate TdS meetings and/or training sessions.

4. Comply with standards and procedures agreed upon by the Advisory Council of Member Library Directors and approved by the TdS Board of Trustees.
5. Comply with state and federal law regarding the privacy of and access to library records.
6. Refrain from any activity which dilutes the value of the services provided by TdS to this member Library or to others; shifts costs from users of services provided by TdS to non users; or results in libraries obtaining services without payment.
7. Maintain a philosophy of cooperation in decision-making and professional interactions.

#### **Article VI: Termination**

1. This contract shall be in effect during the full calendar year from January 1 to December 31, 2014 unless terminated as provided below.
2. This agreement may be terminated by TdS immediately for member violations of the provisions of Article V.
3. In the event of a breach of this agreement by TdS, the Member Library shall inform TdS of the breach in writing. The Member Library may withhold payment until the breach is cured. TdS must cure the breach within 60 days. If the breach is not so cured, the Member Library may terminate this agreement.
4. In the event that Member Library or TdS would otherwise be unable to meet its financial obligations, said party may terminate this agreement during the course of the contract by providing the other party with 120 day written notice of intent.

#### **Article VII: Other**

1. All provisions of this contract shall be interpreted according to Minnesota Law.
2. This contract may only be amended by mutual written agreement.
3. This agreement replaces and supersedes all previous agreements unless otherwise mutually agreed to with respect to services.
4. Should any part of this agreement become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, while the balance of this agreement shall remain in full force and effect
5. TdS and Member Library have a responsibility to monitor compliance of both parties with TdS agreements, bylaws, policies and procedures. Any non-compliance with agreements, bylaws,

policies and procedures will be brought to the TdS and Member Library Boards to determine appropriate action.

6. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

For Traverse des Sioux Library Cooperative:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

For Member Library:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

# Appendix A

## Package 1: Delivery

A. TdS shall provide Delivery services and member library shall pay for said services as indicated in Appendix D.

B. In addition to those services detailed in Article IV of the Master Agreement, in performing Delivery Services, TdS shall:

1. Be the contracting authority with delivery services vendor
2. Be responsible for management of regional delivery, scheduling and problem solving.
3. Provide space and access to Delivery vendor for picking up and dropping off of library materials.
4. Provide adequate storage tubs for transporting materials.
5. Remain a member in good standing of MINITEX.

C. In addition to those services detailed in Article V of the Master Agreement, in performing their obligations under Delivery Services, Member Library shall:

1. Adhere to delivery policies and conditions of the delivery vendor contract.
2. Properly and securely package and label all outgoing materials.
3. Provide building access and open, accessible area for pickup and delivery.

For Traverse des Sioux Library Cooperative:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

For Member Library:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

## Appendix B

### Package 2: ILL and Delivery

A. TdS shall provide Interlibrary Loan and Delivery services and member library shall pay for said services as indicated in Appendix D.

B. In addition to those services detailed in Article IV of the Master Agreement, in performing ILL and Delivery Services, TdS shall:

1. Be the contracting authority with delivery services vendor
2. Be responsible for management of regional delivery, scheduling and problem solving.
3. Provide space and access to Delivery vendor for picking up and dropping of library materials.
4. Provide adequate storage tubs for transporting materials.
5. Provide access and proper sorting and packaging for state-wide delivery vendor.
6. Remain a member in good standing in MINITEX, and MnLINK.
7. TdS will meet all of the MnLINK Gateway Server site requirements.
8. TdS agrees to handle interlibrary loan requests through VDX for Member Library.
9. TdS will follow and keep current with all policies, procedures, and standards required by the American Library Association and MnLINK.
10. Assess an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.

C. In addition to those services detailed in Article V of the Master Agreement, in performing their obligations under ILL and Delivery Services, Member Library shall:

1. Adhere to delivery policies and conditions of the delivery vendor contract.
2. Properly and securely package and label all outgoing materials.
3. Provide building access and open, accessible area for pickup and delivery
4. Agree to have cataloged and barcode all current materials promptly.
5. Agree to lend circulating materials in accordance with TdS and MNLINK guidelines, and in accordance with the Minnesota Reciprocal Borrowing Compact.
6. Agree to pay an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.

For Traverse des Sioux Library Cooperative:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

For Member Library:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

## Appendix C

### Package 3: Automation, ILL and Delivery

A. TdS shall provide Automation, Interlibrary Loan, and Delivery services and member library shall pay for said services as indicated in Appendix D.

B. In addition to those services detailed in Article IV of the Master Agreement, in performing Automation, ILL and Delivery Services, TdS shall:

1. Be the contracting authority with delivery services vendor
2. Be responsible for management of regional delivery, scheduling and problem solving.
3. Provide space and access to Delivery vendor for picking up and dropping of library materials.
4. Provide adequate storage tubs for transporting materials.
5. Provide access and proper sorting and packaging for state-wide delivery vendor.
6. Remain a good standing member of MINITEX or MnLINK.
7. TdS will meet all of the MnLINK Gateway Server site requirements.
8. TdS agrees to handle interlibrary loan requests through VDX and/or OCLC for Member Library.
9. TdS will follow and keep current with all policies, procedures, and standards required by the American Library Association and MnLINK.
10. Assess an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.
11. Provide overall administration, management and problem solving for regional automation services.
12. Offer regional training opportunities.
13. Administration of regional telecommunications network and provision of Internet services to Member Libraries, including cost abatement, e-rate applications.
14. Provide hardware, software and network support.
15. Participate in the automated state-wide resource sharing network through the ILL Department
16. Provide an ongoing, updated list of minimum requirements for public and patron PCs and peripheral equipment such as barcode readers, receipt printers, etc. to Member Libraries.
17. Acquire appropriate products for System operation from vendors as requested by Member Library and deliver and install according to a mutually agreed upon schedule.
18. Work with Member Library to develop an efficient, effective and equitable method for cataloging new materials and adding records to the automation system's database.
19. Ensure that all bibliographic data entered into the System complies with national standards for machine-readable cataloging and form of entry.
20. Regularly investigate the feasibility of adding new subsystems and/or products or services to Member Libraries.
21. Contract with Automation vendor to provide daily backup of data, with one copy of all data stored off-site each week.
22. Contract with Automation vendor to make all possible efforts to minimize the amount of time in which the automation system is unavailable for normal operations.
23. Comply with state and federal law regarding the privacy of and access to library records.

24. Offer cooperative purchasing of hardware and software for best pricing.

C. In addition to those services detailed in Article V of the Master Agreement, in performing their obligations under Automation, ILL, and Delivery Services, Member Library shall:

1. Adhere to delivery policies and conditions of the delivery vendor contract.
2. Properly and securely package and label all outgoing materials.
3. Provide building access and open, accessible area for pickup and delivery.
4. Agree to have cataloged and barcode all current materials promptly.
5. Agree to lend circulating materials in accordance with TdS and MNLINK guidelines, and in accordance with the Minnesota Reciprocal Borrowing Compact.
6. Agree to pay an additional 25% in fees to partially compensate TdS for additional steps in handling and mediating ILL requests outside of the normal workflow. Workflow measures and consultant studies show additional work is required to accomplish ILL services to libraries who are non-participants in the TdS automation system.
7. Maintain compliance with the requirements of the Children's Internet Protection Act. Have on file with TdS, an Internet Acceptable Use Policy, approved by Member Library Board.
8. Contribute to the shared bibliographic database by submitting materials for cataloging to TdS or by adding holdings to existing bibliographic records already in the database.
9. Comply with state and federal law regarding the privacy of and access to library records.
10. Make prompt payments of all invoices for equipment and peripherals ordered through TdS. Member Library agrees to pay vendor service charges and penalties if late payments occur.
11. Install only devices or peripheral equipment to system and/or network that have been approved by TdS, so as not to harm or degrade the Automation System in any way.
12. Be responsible for preliminary local troubleshooting, maintenance and repair of all local equipment, in order to expedite the process when calling TdS if Automation System and/or network problems continue.
13. Be responsible for the maintenance of record holdings information, item and patron records held in the shared automation system.
14. Agree to share machine-readable bibliographic records with other Member Libraries.

For Traverse des Sioux Library Cooperative:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

For Member Library:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

# Appendix D

## 2014 Member Library Contract

Fees if North Mankato purchases  
ILL and Delivery Services

Library Name	2014 Service fee
Comfrey	\$7,005.56
Dyckman	\$ 10,027.71
Hanska	\$3,954.38
New Ulm	\$24,346.90
Springfield	\$10,334.14
Blue Earth	\$10,504.47
Elmore	\$4,366.54
Wells	\$9,710.23
Muir	\$8,913.33
Waseca-LeSueur	\$64,032.75
Martin County	\$39,078.90
St. Peter	\$22,086.46
Sibley County	\$ 39,404.37
Blue Earth County	\$59,655.20
Watonwan County	\$35,237.06

Library Name	2014 Service fee
Comfrey	\$6,982.75
Dyckman	\$9,997.30
Hanska	\$3,939.17
New Ulm	\$24,308.89
Springfield	\$10,303.73
Blue Earth	\$10,481.66
Elmore	\$ 4,351.33
Wells	\$ 9,679.82
Muir	\$ 8,882.92
Waseca-LeSueur	\$ 63,850.29
Martin County	\$ 38,957.26
North Mankato	\$5,107.65
St. Peter	\$22,048.45
Sibley County	\$39,259.92
Blue Earth County	\$59,586.78
Watonwan County	\$35,130.63

1291202.1

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING EXECUTION OF LIBRARY SERVICES CONTRACT WITH  
TRAVERSE DES SIOUX LIBRARY SYSTEM**

WHEREAS, the City has previously entered into a contract with the Traverse des Sioux Library System (TDS) for functions and services that are needed by the Saint Peter Library; and

WHEREAS, a contract for those services in 2014 has been proposed by TDS; and

WHEREAS, sufficient funding has been budgeted in the library budget to cover the costs of the contract.

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

1. The Mayor and City Administrator are hereby authorized to execute a contract with the Traverse des Sioux Library System for library services in 2014.
2. Funding for the service shall be provided from the Library fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

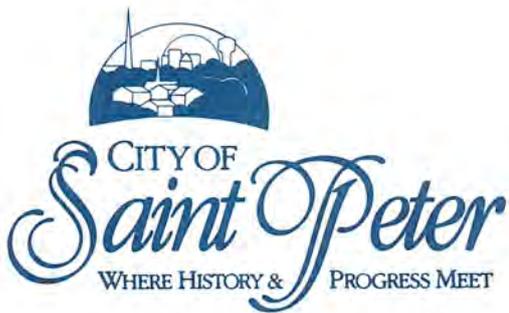
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/20/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request: Fish House Parade

### **ACTION/RECOMMENDATION**

Provide for adoption of a resolution allowing for a fish house parade on December 7th.

### **BACKGROUND**

Mark Bollum and Casey Wussow have submitted a request for permission to hold the fourth annual St. Peter fish house parade on December 7th and for City assistance to designate "no parking" along the parade route and control intersections during the parade. As you may remember, the parade is modeled on a similar parade which takes place in Aitkin, Minnesota which includes creatively decorated fish houses and fishing related floats. The organizers are expecting even more participants than in the first few years.

Staff recommends approval of the request contingent upon the following:

- Parade route shall be limited to South Third Street from West Broadway Avenue to West Mulberry Street. This route is the same as that used for the St. Patrick's Day parade.
- "No Parking" restrictions on only the west side of the parade route beginning at 2:00 pm on December 7th and ending at the end of the parade. This will minimize the impact on businesses.
- Public Works and Police assistance will be provided for the parking restrictions and controlling intersections during the parade.

### **FISCAL IMPACT:**

The anticipated cost of \$650 for City assistance for this event shall be funded by General Fund reserves.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: The organizers will be informed of the Council's decision.

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

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

TP/bal

St. Peter Fish House Parade  
422 S. Minnesota Ave  
St. Peter, MN 56082  
507-934-5510

September 4, 2013

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



Dear Mr. Prafke,

We would like to hold the 2013 St. Peter Fish House Parade on Saturday, December 7<sup>th</sup>, 2013 at 4:30pm. We would again like to have the parade route be on 3<sup>rd</sup> Street as we have done the past three years. The parade will again feature creatively decorated fish houses and fishing related floats of local business and community members. We would need this 3<sup>rd</sup> Street route closed off or partially closed off for parking during the parade if possible. The set up that we had last year worked well.

The check-in for those that are pre-registered, same-day registration, line-up and judging for prizes like will take place at the Nicollet County Fairgrounds. Check-in and judging will begin at 2:30pm.

We want to get started a little earlier this year getting the businesses in the area involved, as the event date will be here before we know it. Please let us know as soon as possible if the details for this event are acceptable and we can move forward in our planning.

Best regards,

Mark Bollum

Casey Wussow

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION APPROVING CITY ASSISTANCE FOR FISH HOUSE PARADE

WHEREAS, a request has been submitted for permission to hold a "Fish House Parade" on December 7, 2013; and

WHEREAS, staff has reviewed the request and recommended approval on a limited basis.

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

1. The request by Mark Bollum and Casey Wussow to hold a fish house parade on December 7, 2013 is approved with the following conditions:
  - Parade route shall be limited to South Third Street from West Broadway Avenue to West Mulberry Street. This route is the same as that used for the St. Patrick's Day parade.
  - "No Parking" restrictions be placed along the west side of the parade route beginning at 2:00 pm on December 7<sup>th</sup> and ending at the end of the parade. This will minimize the impact on businesses.
  - Public Works and Police assistance will be provided for the parking restrictions and controlling intersections during the parade.
  - The Fish House parade organizers shall be allowed to use Municipal Lot #5 for inspection of the fish houses following the parade.
2. The anticipated cost of \$650 for City assistance for this event shall be funded by General Fund reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

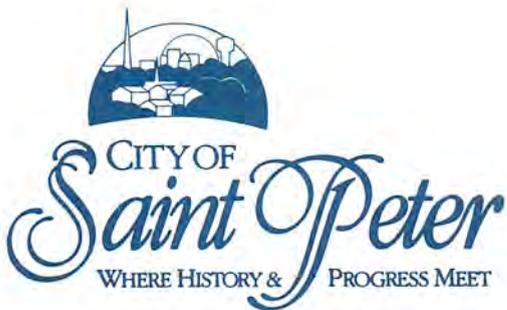
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Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/20/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Non-Unionized, Non-Contract Employee Compensation For 2014

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for a 3% wage adjustment effective January 1, 2014 for all non-union, non-contract employees.

### **BACKGROUND**

Members are aware of cost and wage issues that drive the budget within the City of Saint Peter. The Council has discussed priorities for wages and the impact that changes have relating to union vs. non-union employees for the 2014 year. The Council has also discussed taxes, Local Government Aid, and other revenue streams within the City. A number of different avenues have been explored and discussed in addition to other alternatives being analyzed.

Based on the Council priority that all employees be treated in a similar fashion, and noting that all bargaining units and non-union employees had a zero wage change for 2011 and a 3% contract increase in 2012, and a 2% increase in 2013, I am recommending an increase in non-union, non-contract employee wages of 3% for the 2014 year. Under the current budget for 2014 and with the best information we have now, you will have sufficient funds for this wage change. If circumstances change, I will pursue other alternatives as directed by the Council, which may mean additional modifications to the number of FTE's currently employed by the City. Any modification will be driven by the amount of change in tax proceeds, changes to Local Government Aid allocations and the cost of goods and services in general. Again, if there are changes to our revenue stream, additional changes may be made including an additional review and modification to the number of FTE's employed by the City across all funds including General and Enterprise funds.

Please note the resolution provides for a slight additional increase to the lowest compensated employees in the Library. This is being recommended in an effort to move this closer to what I believe to be the appropriate marketplace wage. This is the second of a three-year plan in that Department.

As you know, we have negotiated union agreements with all five of the bargaining units and those are planned to be finalized at this meeting as well. Lastly, I am cognizant of the Council desire to see all employees treated in a similar fashion, just as we have done with those union and non-union roles reversed over the last 10 to 15 years. This employee compensation and

philosophical principle has been a prominent issue in all union negotiations and in all wage modifications for non-union employees. Again, this principle has driven many decisions and it seems inappropriate to change that basic principle at this time.

**FISCAL IMPACT:**

This does fall within budget considerations for 2014.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will wait for additional direction from the Council. I believe that the timing of this action is appropriate. It matches your past practice and previous discussions. A delay does not provide any additional advantage as this decision is solely at the pleasure of the Council.

Negative vote: Staff will not act. Wages for non-union/non-contract employees will not change.

Modification of the resolution: This is always an option of the Council. I would ask that consideration be given for the numerous issues that have been discussed to this point should modification of the resolution be considered. The Council has the ability to change the wording or set a number at any level, however I ask that additional time be provided for a review of the impact that any change may have on our entire pay process.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ESTABLISHING 2014 WAGE FOR NON-UNION, NON-CONTRACT  
EMPLOYEES

WHEREAS, the City Council provides for wage modifications; and

WHEREAS, a basic tenet of the City Council has been to ensure that non-union and union employees are treated in a similar fashion; and

WHEREAS, the Council continues to work to contain costs but recognizes that the quality of City services are dependent on the quality of City employees; and

WHEREAS, if changes occur to the City's revenue stream the Council will review the number of full-time equivalent employees and services provided to the community.

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

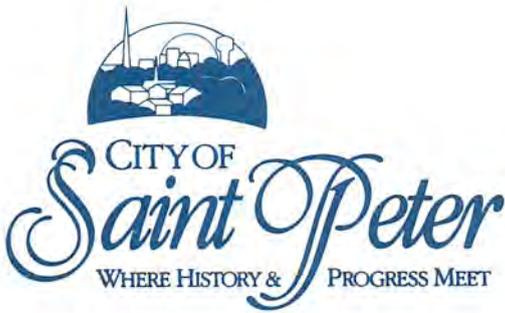
1. Non-unionized, non-contract full-time and part-time employees that have completed probation will receive a wage increase of 3% effective January 1, 2014.
2. Seasonal employees will be allowed to move within their respective scales, however no increase in the scale amounts will take place.
3. The following job titles will receive an additional increase of \$0.20 per hour:
  - Library Circulation Clerk
  - Library Associate

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

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

ATTEST:

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



## Memorandum

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

**DATE:** 11/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** LELS 241 Employment Contract (Police Officers)

### **ACTION/RECOMMENDATION**

Approve the attached resolution directing the Mayor and City Administrator to enter into a contract with LELS 241 Police Officers for the 2014 year.

### **BACKGROUND**

Members are aware of the negotiations that have taken place with LELS 241. Those negotiations have yielded a tentative agreement that has been reviewed by both Union and Council as a part of their closed sessions. The Union members have voted to accept the tentative agreement and therefore it is appropriate that the Council take action in a similar fashion.

The significant provisions and/or changes from the previous year are:

- Wage modification of 3% for all classifications included in the agreement
- Term of one year (2014)
- Gender neutral term changes
- A clarification to the language related to Health Care Saving Plans and separation from employment. There is no cost to this clarification; is it simply a clarification to meet State standards.

If members would like to review the entire contract, please contact my office and we will print one for you.

### **FISCAL IMPACT:**

The costs of these changes are contemplated as a part of your 2014 proposed budget.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for additional direction. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your action.

Negative vote. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your vote and ask for an additional negotiation session.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER  
AND LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 241 (POLICE OFFICERS) FOR  
CALENDAR YEAR 2014**

WHEREAS, the City has previously entered into a contract with Law Enforcement Labor Services Union Local No. 242 (Police Officers); and

WHEREAS, the current contract will expire on December 31, 2013; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 241; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2014 general fund budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for year 2014 between the City of Saint Peter and Law Enforcement Labor Services Union Local No. 241 (Police Officers) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25<sup>th</sup> day of November, 2013.

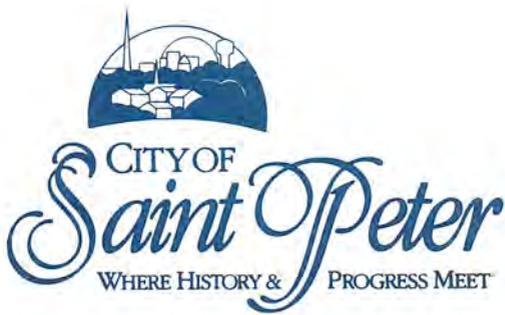
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** LELS 241 Employment Contract (Communications)

### **ACTION/RECOMMENDATION**

Approve the attached resolution directing the Mayor and City Administrator to enter into a contract with LELS 241 Communications for the 2014 year.

### **BACKGROUND**

Members are aware of the negotiations that have taken place with LELS 241. Those negotiations have yielded a tentative agreement that has been reviewed by both Union and Council as a part of their closed sessions. The Union members have voted to accept the tentative agreement and therefore it is appropriate that the Council take action in a similar fashion.

The significant provisions and/or changes from previous year are:

- Wage modification of 3% for all classifications included in the agreement
- Term of one year (2014)

If members would like to review the entire contract, please contact my office and we will print one for you.

### **FISCAL IMPACT:**

The costs of these changes are contemplated as a part of your 2014 proposed budget.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for additional direction. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your action.

Negative vote. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your vote and ask for an additional negotiation session.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER  
AND LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 242 (COMMUNICATIONS  
TECHNICIANS) FOR CALENDAR YEAR 2014**

WHEREAS, the City has previously entered into a contract with Law Enforcement Labor Services Union Local No. 242 (Communications Technicians); and

WHEREAS, the current contract will expire on December 31, 2013; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 242; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2014 general fund budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for year 2014 between the City of Saint Peter and Law Enforcement Labor Services Union Local No. 242 (Communications Technicians) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

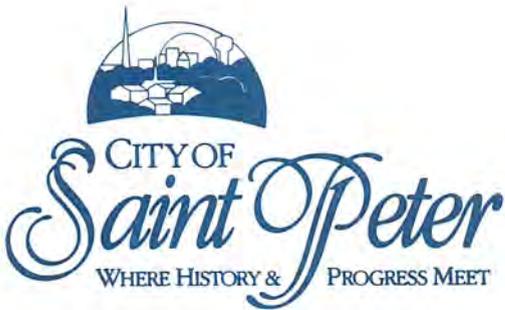
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Local 70 AFL-CIO (Parks) Employment Contract

### **ACTION/RECOMMENDATION**

Approve the attached resolution directing the Mayor and City Administrator to enter into a contract with your Utilities Union for the 2014 year.

### **BACKGROUND**

Members are aware of the negotiations that have taken place with Local 70. Those negotiations have yielded a tentative agreement that has been reviewed by both Union and Council as a part of their closed sessions. The Union members have voted to accept the tentative agreement and therefore it is appropriate that the Council take action in a similar fashion.

The significant provisions and/or changes from the previous year are:

- Wage modification of 3% for all classifications included in the agreement
- Term of one year (2014)
- Develop a pay schedule or scale for Maintenance Engineer (previously there was only one step) and receiving a 96% probationary pay provision for all job titles.
- A long standing "hours of work" agreement incorporated into contract. (This has been done with other contacts in the past.)
- Allow for those union members who decline the City's health insurance to receive an insurance rebate as is provided through other union contracts and the personnel policy.

If members would like to review the entire contract, please contact my office and we will print one for you.

### **FISCAL IMPACT:**

The costs of these changes are contemplated as a part of your 2014 proposed budget.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for additional direction. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council

would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your action.

Negative vote. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your vote and ask for an additional negotiation session.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER  
AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 70 (PARKS) FOR  
CALENDAR YEAR 2014**

WHEREAS, the City has previously entered into a contract with the International Union of Operating Engineers International Union of Operating Engineers Local No. 70 (Parks); and

WHEREAS, the current contract will expire on December 31, 2013; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 70; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2014 general fund budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for year 2014 between the City of Saint Peter and International Union of Operating Engineers Local No. 70 (Parks) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

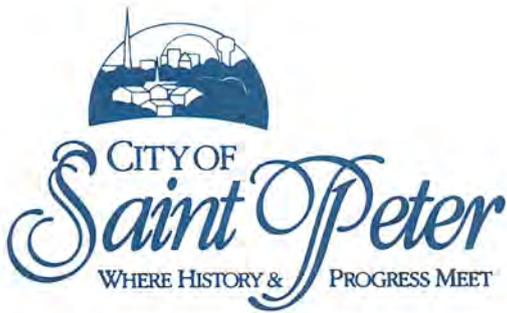
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Local 70 AFL-CIO (Streets) Employment Contract

### **ACTION/RECOMMENDATION**

Approve the attached resolution directing the Mayor and City Administrator to enter into a contract with your Utilities Union for the 2014 year.

### **BACKGROUND**

Members are aware of the negotiations that have taken place with Local 70. Those negotiations have yielded a tentative agreement that has been reviewed by both Union and Council as a part of their closed sessions. The Union members have voted to accept the tentative agreement and therefore it is appropriate that the Council take action in a similar fashion.

The significant provisions and/or changes from the previous year are:

- Wage modification of 3% for all classifications included in the agreement
- Term of one year (2014)

If members would like to review the entire contract, please contact my office and we will print one for you.

### **FISCAL IMPACT:**

The costs of these changes are contemplated as a part of your 2014 proposed budget.

### **ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your action.

Negative vote. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your vote and ask for an additional negotiation session.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER  
AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 70 (STREETS)  
FOR CALENDAR YEAR 2014**

WHEREAS, the City has previously entered into a contract with the International Union of Operating Engineers International Union of Operating Engineers Local No. 70 (Streets); and

WHEREAS, the current contract will expire on December 31, 2013; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 70; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2014 general fund budget.

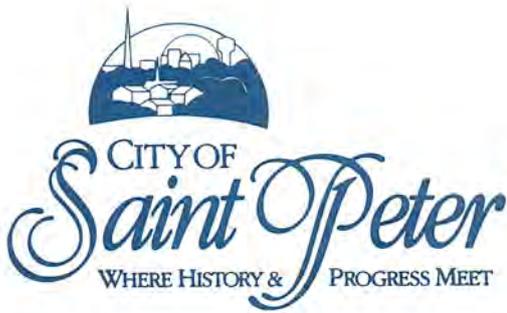
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for year 2014 between the City of Saint Peter and International Union of Operating Engineers Local No. 70 (Streets) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25<sup>th</sup> day of November, 2013.

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

ATTEST:

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



## Memorandum

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

**DATE:** 11/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Local 70 AFL-CIO (Utilities) Employment Contract

### **ACTION/RECOMMENDATION**

Approve the attached resolution directing the Mayor and City Administrator to enter into a contract with your Utilities Union for the 2014 year.

### **Background**

Members are aware of the negotiations that have taken place with Local 70. Those negotiations have yielded a tentative agreement that has been reviewed by both Union and Council as a part of their closed sessions. The Union members have voted to accept the tentative agreement and therefore it is appropriate that the Council take action in a similar fashion.

The significant provisions and/or changes from previous year are:

- Wage modification of 3% for all classifications included in the agreement
- Term of one year (2014)
- Increase in "On Call "pay from \$180 to \$185 per week.

If members would like to review the entire contract, please contact my office and we will print one for you.

### **FISCAL IMPACT**

The costs of these changes are contemplated as a part of your 2014 proposed budget.

### **ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your action.

Negative vote. A number of things could happen which may include re-negotiation, retro pay, mediation and arbitration. Additional direction from the Council would be needed for staff to determine the next course of action. I would inform the Union Business Representative of your vote and ask for an additional negotiation session.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER  
AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 70 (UTILITIES)  
FOR CALENDAR YEAR 2014**

WHEREAS, the City has previously entered into a contract with the International Union of Operating Engineers International Union of Operating Engineers Local No. 70 (Utilities); and

WHEREAS, the current contract will expire on December 31, 2013; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 70; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2014 general fund budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for year 2014 between the City of Saint Peter and International Union of Operating Engineers Local No. 70 (Utilities) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 11/19/13

**FROM:** Todd Prafke  
City Administrator

**RE:** License

### **ACTION/RECOMMENDATION**

Provide approval of license.

### **BACKGROUND**

The City has received a new license application request for City Council approval.

Remo Alexandri dba Saint Peter Cab Company, has submitted a Taxicab License application in order to provide taxi service in Saint Peter. At the present time, Mr. Alexandri plans to operate one taxi (Kia Rio 5) in Saint Peter. He has provided a copy of his insurance and rate schedule. Upon approval, Mr. Alexandri has been informed that he will need to provide the City with a vehicle inspection report. The licensing period will be November 26, 2013 – November 25, 2014 if approved.

The Police Department has conducted a background investigation on Mr. Alexandri and found nothing that would prohibit the applicant from obtaining this license.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: The applicants will be informed of the Council decision.

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

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

# Saint Peter Cab Company

11/13/2013

## Proposed Fair Rates

Starting rate:	\$3.50*
Per mile:	\$1.50
Per idle minute:	\$0.50**
Flat rate one-way to Minneapolis-Saint Paul International Airport	\$120.00

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\* The meter starts when the passenger(s) is/are in the cab.

\*\* The idle time will be the number of full minutes when the vehicle is completely stopped due to traffic or during stop(s) requested by the passenger(s).

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION APPROVING TAXI LICENSE**

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

**Taxi Cab**

Remo Alexandri dba Saint Peter Cab Company

11/26/13 – 11/25/14

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including property sale negotiations and personnel evaluations; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session in the Nicollet Room as provided for under Minnesota Statutes for discussion of property sale negotiations and personnel evaluation.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of November, 2013.

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

ATTEST:

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