

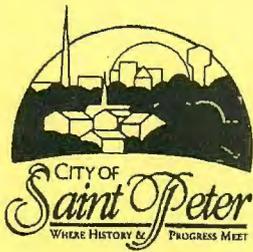
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 28, 2016
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VII. **NEW BUSINESS**
 - A. River's Edge Hospital and Clinic Equipment Purchase
 - B. Broadway Avenue Parking Restrictions
 - C. Nicollet County Cooperative Agreement Broadway Avenue
 - D. Backhoe/Hammer Replacement Purchase
 - E. MRVT Lease Agreement
 - F. MRVT Interagency Agreement
 - G. Acceptance of Utility Improvements At Regional Treatment Center
 - H. Transit Radio Purchase
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. COGMC Fall Conference
 - 2. City/County Meeting Schedule – December 14th
 - 3. Goal Session Report
 - 4. Others
- IX. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

Mayor Zieman 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 14, 2016 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

A. Scheduling of Visitor Comments on Agenda Items

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

B. General Visitor Comments

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for November 11, 2016 through November 23, 2016, is attached. Please see the attached staff reports and RESOLUTION.

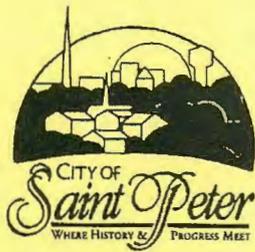
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF EQUIPMENT FOR RIVER'S EDGE HOSPITAL AND CLINIC

The Hospital Commission recommends purchase of a wearable communication device system for nurses and others to wear while working that allows them to communicate. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION ESTABLISHING “NO PARKING” RESTRICTIONS ON BROADWAY AVENUE FROM SUNRISE DRIVE TO WEST CITY LIMITS

As part of the requirements for use of Municipal State Aid funding for the improvements being undertaken on Broadway Avenue, staff recommends that “no parking” restrictions be designated for the portion of Broadway from Sunrise Drive west to the corporate limits of the City. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF COOPERATIVE AGREEMENT WITH NICOLLET COUNTY FOR WORK ON A PORTION OF BROADWAY AVENUE

Staff recommends execution of a cooperative agreement with Nicollet County for design, construction and maintenance of improvements on Broadway Avenue from Sunrise Drive to the west City limits. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT BACKHOE/HAMMER

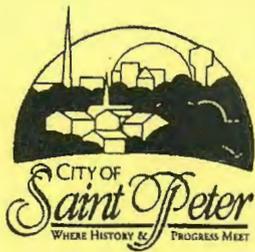
Staff recommends purchase of a replacement backhoe and hammer from the State bid program. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF LEASE AGREEMENT FOR SPACE AT CITY HALL TO BE USED BY MINNESOTA RIVER TRANSIT SYSTEM

Staff recommends authorization be provided for execution of a lease for space at City Hall by the MRVT system. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF INTERAGENCY AGREEMENT FOR PROVISION OF HUMAN RESOURCES ADMINISTRATION TO MINNESOTA RIVER TRANSIT SYSTEM

As outlined in the Joint Powers Agreement for MRVT, staff recommends approval be provided for execution of an interagency agreement with MRVT for the City of Saint Peter to provide human resource administration for transit employees. Please see the attached staff report and RESOLUTION.



G. ADOPTION OF A RESOLUTION ACCEPTING UTILITY IMPROVEMENTS AT REGIONAL TREATMENT CENTER

The State of Minnesota has completed utility improvements at the Regional Treatment Center campus. The improvements have been done to the City's standards and it is appropriate for the City to accept the improvements which will now become part of the City's system. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF TRANSIT RADIOS

Staff recommends purchase of a new radio system to be used by the transit system. Purchase of the system will ensure use across the entire service territory for the Minnesota River Transit System. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON COALITION OF GREATER MINNESOTA CITIES CONFERENCE

A report will be provided at this time on the annual fall conference of the Coalition of Greater Minnesota Cities.

2. REPORT ON CITY/COUNTY MEETING SCHEDULE

The next meeting of the City/County committee will be on December 14th at the Nicollet County Government Center.

4. REPORT ON CITY COUNCIL GOAL SESSION DISCUSSION

A report will be provided at this time on discussion at the City Council goal session of November 7, 2016.

5. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
NOVEMBER 14, 2016**

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 14, 2016.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Pfeifer, Parras, Kvamme, Carlin, Brand, and Mayor Zieman. Absent was Councilmember Grams. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineer Domras.

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: Assessment of Unpaid Utility Charges – Mayor Zieman opened the public hearing on the proposed assessment of unpaid utility charges at 7:02 p.m. City Administrator Prafke reviewed the process to be followed for conduct of a public hearing. Finance Director O'Connell provided background information on the proposed assessment of utility bills remaining unpaid as of May 31, 2016 in the total amount of \$15,833.18. O'Connell indicated that \$5,905.76 would be assessed and the remainder, which is not assessable under Sstate law, would be written off as bad debt although collection efforts would continue. City Administrator Prafke read into the record a letter received from Marc Bachmann, owner of 806 South Minnesota Avenue, objecting to the proposed assessment on his property which he felt was the responsibility of the previous owner of the home. Staff and Councilmembers noted that a title search prior to buying the home would have shown the outstanding debt. O'Connell indicated that Bachmann had told her he would go back to his title insurance company on the issue. There being no further speakers, the hearing was declared closed at 7:06 p.m.

Public Hearing: Assessment of Unpaid Miscellaneous Charges – Mayor Zieman opened the public hearing on the proposed assessment of unpaid miscellaneous charges at 7:07 p.m. Finance Director O'Connell reviewed the proposed assessments to seven properties for unpaid lawn mowing, property cleanup and improvement projects. O'Connell also indicated she was recommending the bad debt write-off of a \$60 charge for Recreation and Leisure Services Department registration fees that staff had deemed to be uncollectible. There being no further speakers, the hearing was declared closed at 7:08 p.m.

Public Hearing: Maplewood Apartments SCDP Grant Application Review – Mayor Zieman opened the public hearing on the Maplewood Apartments Small Cities Development Program grant application review at 7:08 p.m. City Administrator Prafke noted the letter from Southwest Minnesota Housing Partnership (SWMHP) regarding the SCDP grant funded renovation of Maplewood Apartments. Prafke indicated the funding was a pass-thru to SWMHP and the vast majority of the project had been completed. Prafke also stated the public hearing was a requirement of the grant program and no further action was required by the City Council. There being no further speakers, the hearing was declared closed at 7:09 p.m.

Approval of Minutes – A motion was made by Carlin, seconded by Parras, to approve the minutes of the October 24, 2016 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 24, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Pfeifer, seconded by Carlin, Resolution No. 2016-163 entitled, "Resolution Approving Consent Agenda", was introduced. Councilmember Brand asked for additional explanation on the DeWild, Grant, and Reckert charges on the bill list. Public Works Director Moulton indicated the bill was a charge to review a proposed solar connection to the City's electric system for a City utility customer and the engineering fees are passed on to the customer. Mayor Ziemann noted, in light of the Council's recent discussion about buying locally even if the price is higher, the purchase from Menard's for lumber for the new Mechanic's shop and pointed out the \$8,000 difference between the cost and the cost if the purchase had been made at St. Peter Lumber and questioned what defines "close enough" for pricing. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2016-163 is contained in the City Administrator's book entitled Council Resolutions 21.

Assessment Of Unpaid Utility Charges – Finance Director O'Connell recommended approval be provided for assessment of unpaid utility charges. O'Connell noted the assessments would be for a one year period at 1.66% interest and the property owners had thirty (30) days to pay the assessments in full without interest or the full amount would be assessed on the 2017 tax roll with interest through the end of 2017. Councilmember Parras again questioned whether unpaid utilities would be discovered during a title search. City Attorney Brandt indicated that title searches normally include unpaid utilities and indicated the City has a very well defined system in place for responding in writing to such requests by title insurance companies and attorneys. In motion by Carlin, seconded by Kvamme, Resolution No. 2016-164 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. 2016-164 is contained in the City Administrator's book entitled Council Resolutions 21.

Assessment of Unpaid Miscellaneous Charges – Finance Director O'Connell recommended approval be provided for assessment of unpaid miscellaneous charges and write-off of a \$60 recreation program charge as uncollectible. O'Connell reported there were seven parcels involved for a total of \$4,920.97 and the assessments would range in length from one to five years at 1.66% - 2.29% interest as outlined in the City's assessment policy. In motion by Brand, seconded by Parras, Resolution No. 2016-165 entitled "Resolution Adopting Assessments Of Unpaid Miscellaneous Charges And Approval To Write-Off Uncollectible" was introduced with a modification to specify write-off of the \$60 recreation program charge. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2016-165 is contained in the City Administrator's book entitled Council Resolutions 21.

Councilmember Kvamme noted that the \$9,000 being written off from the unpaid utility charges was less than one-half of one percent of the total utility sales.

Revolving Loan Modifications – City Administrator Prafke reported the Economic Development Authority had received applications from four previous recipients of revolving loans asking to be included in the newly revised loan guidelines that would allow for forgiveness of a portion of their principle loan amounts. Prafke noted the EDA recommendation was to approve the requests by Blaido, Inc. (dba 4 The Team), Chabeans, LLC (dba Patrick's on 3rd),

and Community Core Partners and to deny the request from Stelters (dba Fair Emporium) based on the Stelter loan being approved prior to consideration of the changes in the loan program. Prafke also noted that the applicants would still need to meet the conditions that allow for partial forgiveness which included making every loan payment as due and in the full amount due. Prafke also pointed out that the total exposure to the City if the forgiveness provisions were applied to the three loans would be \$13,325.

In motion by Kvamme, seconded by Brand, Resolution No. 2016-66 entitled "Resolution Retroactively Applying Partial Loan Forgiveness Provisions Of The Central Business District Renovation/Accessibility Enhancement Loan Program To Loan Previously Approved For Blaido, Inc. (D.B.A 4 The Team)" was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-166 is contained in the City Administrator's book entitled Council Resolutions 21.

In motion by Kvamme, seconded by Parras, Resolution No. 2016-167 entitled "Resolution Modifying Terms Of Community Core Partners, LLC Revolving Loan To Retroactively Allow Partial Loan Forgiveness As Contained In The Central Business District Renovation/Accessibility Enhancement Loan Program" was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-167 is contained in the City Administrator's book entitled Council Resolutions 21.

In motion by Kvamme, seconded by Parras, Resolution No. 2016-168 entitled "Resolution Approving Retroactive Application Of The Partial Loan Forgiveness Provision Of The Central Business District Renovation/Accessibility Enhancement Loan Program To Loan Previously Approved For Chabeans, LLC (D.B.A. Patrick's On Third)" was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Pfeifer abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-168 is contained in the City Administrator's book entitled Council Resolutions 21.

Comprehensive Plan Update – City Administrator Prafke presented the Planning and Zoning Commission's recommendation for approval of the updated Comprehensive Plan. Prafke noted the plan included the small changes recommended by the City Council at the last workshop session and would serve as the long-term land use plan for the City. In motion by Kvamme, seconded by Parras, Resolution No. 2016-169 entitled "Resolution Adopting Revised 2016 Comprehensive Plan For Municipal Development" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-169 is contained in the City Administrator's book entitled Council Resolutions 21.

Parks Master Plan Update – Public Works Director Moulton presented the Parks and Recreation Advisory Board recommendation for approval of an updated Parks Master Plan. Moulton indicated the Board had been working on the update for 18 months and the last plan had been adopted in 2005. Moulton indicated the plan includes revisions related to a higher demand for open space in the community and more passive uses of those open spaces; the two new parks being developed; expansion of Ramsey Park; future specialty parks like BMX, archery, and skateboard; Americans with Disabilities Act compliance regulations; comprehensive trail system; an increase in population of almost 2,000 people since the last plan was adopted; and the City's relationship with the various athletic associations. In motion by

Pfeifer, seconded by Parras, Resolution No. 2016-170 entitled "Resolution Adopting The 2016 Parks Master Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-170 is contained in the City Administrator's book entitled Council Resolutions 21.

Bureau of Criminal Apprehension (BCA) Agreements – City Administrator Prafke recommended authorization be approved for execution of agreements with the Minnesota Bureau of Criminal Apprehension (BCA) that would allow continued access to BCA records by the Police Department and the City Attorney's office. Prafke noted that the existing agreements, which were initially entered into in 2011, would expire this year and without new agreements the City's access to BCA records would be curtailed which would hamper Police and prosecution efforts. In motion by Parras, seconded by Carlin, Resolution No. 2016-171 entitled "Resolution Approving State Of Minnesota Joint Powers Agreements With The City Of Saint Peter On Behalf Of Its' City Attorney And Police Department" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-171 is contained in the City Administrator's book entitled Council Resolutions 21.

2017 Stormwater Budget – Finance Director O'Connell reviewed the proposed 2017 budget for the Stormwater Fund in the total amount of \$813,447. O'Connell reported the budget was similar to the 2016 budget and did not include a rate change. O'Connell reviewed the capital projects and purchases included in the budget and indicated that the expected reserve balance at the end of 2017 would be \$276,000. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-172 entitled "Resolution Adopting The 2106 Stormwater Enterprise Fund Budget" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-172 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

Mayor's Report – Mayor Zieman reported on his attendance at the signing ceremony for the new agreements with Greater Mankato Growth Regional Economic Development Alliance. Zieman also reported that representatives from Saint Peter's Sister City of Petatlan, Mexico would be arriving for a visit the weekend after Thanksgiving.

LMC Regional Meetings – Councilmember Parras reported on the League of Minnesota Cities regional meeting he attended which focused on communication, civility and diversity.

General Election – City Administrator Prafke thanked the City's Election Judges for their service during the Presidential election and indicated the Election Judges were the "stewards of democracy."

City/County Meeting Schedule- City Administrator Prafke noted that a joint meeting of the City and County committee would be scheduled soon.

City/School Board Meeting Schedule – City Administrator Prafke reminded Councilmembers of the joint meeting between the City Council and the School Board which was scheduled for November 30th at 6:00 p.m. in the Governors' Room.

Goal Session Report – City Administrator Prafke stated the report from the November 7, 2016 goal session would be provided in the next Council packet.

City Administrator Prafke also reported that the newly purchased public access equipment was being used for the first time.

Executive Session: City Land Sale Negotiations – City Administrator Prafke requested a closed session to discuss negotiations for sale of the City owned land formerly used as the wastewater treatment ponds. In motion by Pfeifer, seconded by Carlin, Resolution No. 2016-173 entitled "Resolution Calling For Closed Session" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-173 is contained in the City Administrator's book entitled Council Resolutions 21. Prafke stated the closed session would take place in the St. Peter Room of the Community Center and the only action expected to take place when the Council returned to open session would be to adjourn the meeting.

The Council adjourned to closed session in the St. Peter Room of the Community Center at 8:05 p.m. The Council returned to open session at 8:15 p.m.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:16 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/14/16

FROM: Jane Timmerman 
Recreation & Leisure Services Director

RE: Library purchase

ACTION/RECOMMENDATION

Approve the replacement of sprinkler heads in the Saint Peter Public Library in the amount of \$9,750.

BACKGROUND

According to the State Fire Inspector sprinkler heads in a facility have to be tested at least every ten years to make sure they are in working order. Unfortunately, the existing sprinkler heads in the library cannot be tested because when we go to remove them, they break. In order to comply with the State Fire code, all the library sprinkler heads need to be replaced so that they can be tested and we are confident that we have a safe and viable system.

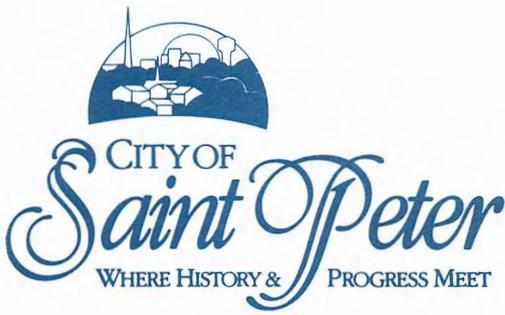
Quotes have been received from three vendors. Staff recommends acceptance of the low quote from Viking Automatic Sprinkler Co.

<u>Company</u>	<u>Quote</u>
Tyco Simplex Grinnell	\$ 10,484
Viking Automatic Sprinkler	\$ 9,750
Ahern	\$ 12,800

Viking Automatic Sprinkler Co. will be able to complete the work in the library by the end of December 2016. The replacement process will not necessitate the closing of the library.

This work was planned for in the 2016 Saint Peter Public Library budget.

JT/



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2016

FROM: Pete Moulton
Public Works Director

RE: Mechanics Shop Relocation - Trench Drain Purchase

ACTION/RECOMMENDATION

Approve the purchase of trench drains for the mechanic's shop at Public Works from Trench Drain Systems of Fremont, Ohio in the amount of \$8,142.39.

BACKGROUND

Staff has received quotes to purchase the materials for a trench drain water collection system for the new Mechanic's Shop at Public Works. This unit is expandable and joins together with a tongue-in-groove mechanism and is made of fiberglass with form brackets built-in for a faster and more accurate installation.

The bracket and unit are held together with four sets of integral rebar clips which extend from each channel, allowing rebar placement and adjustment. No additional forms are needed to set which will minimize installation cost. The drainage system is pre-sloped, meaning the water movement is natural and not dependent on installation.

This is the type of drainage system installed at the Broadway Water Plant which is operating well and is easy to maintain.

Cost Comparison – 114' Channel Materials, Framing and Delivery

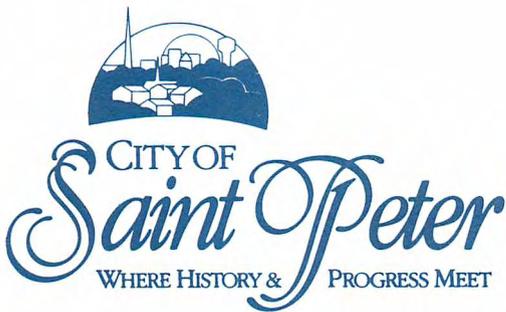
Trench Drain Systems (Zurn) Z-886 80" Channel (pre-framed) \$8,142.39

Neenah Foundry (Type A) R-4990-AX-A 2' Section (framing \$800) \$8,666.00

City staff is recommending purchase of the system from Trench Drain Systems of Fremont, Ohio. Funds for this project will be allocated across multiple funds.

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

PM/TM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2016

FROM: Pete Moulton
Director of Public Works

RE: Purchase of Cooper Decorative Light Pole Post Tops for Community Spirit Park

ACTION/RECOMMENDATION

Approve the purchase of 20 Cooper decorative post tops for light poles from WESCO of New Brighton, Minnesota in the amount of \$9,800.

BACKGROUND

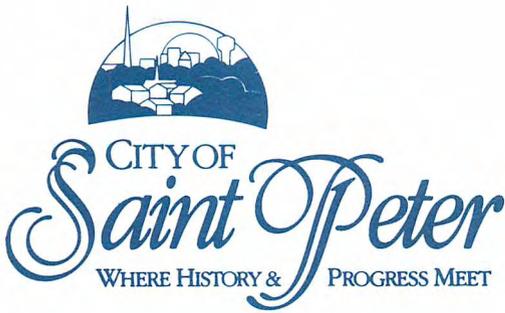
The Electric Utility is in need of 20 additional Cooper decorative post tops for light poles being installed in Community Spirit Park. Quotes were received from vendors and the following responses were received:

<u>Vendor</u>	<u>Unit Price/With Delivery</u>	<u>Total Price</u>
WESCO	\$490.00	\$ 9,800.00
Border States	\$555.17	\$11,103.40
RESCO	Did Not Supply Quote	

Staff recommends ordering these street light pole decorative post tops from WESCO in the amount of \$9,800 to be funded by Electric Fund.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2016

FROM: Pete Moulton
Director of Public Works

RE: Purchase of Light Poles for Community Spirit Park

ACTION/RECOMMENDATION

Approve the purchase of 20 light poles in medium bronze with bolt covers from WESCO of New Brighton, Minnesota in the amount of \$8,500.

BACKGROUND

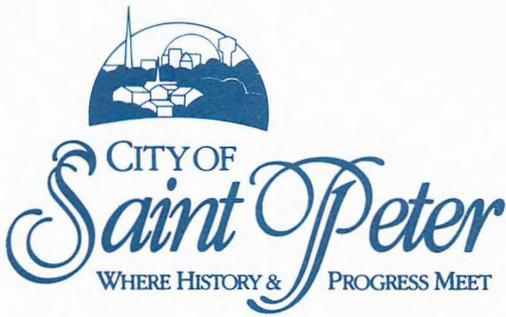
The Electric Utility is in need of 20 additional light poles for installation in Community Spirit Park project. Written quotes were requested from vendors and the following quotes were received:

<u>Vendor</u>	<u>Unit Price/With Delivery</u>	<u>Total Price</u>
WESCO	\$425.00	\$8,500.00
Border States	\$437.66	\$8,753.20
RESCO	Did Not Supply Quote	

Staff recommends ordering these street light poles and bolt covers from WESCO in the amount of \$8,500. Funding for the purchase would be from the Electric Fund.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 22, 2016

FROM: Pete Moulton
Director of Public Works

RE: Purchase of Street Lights and Anchor Foundations

ACTION/RECOMMENDATION

Approve the purchase of 20 street light foundations for Community Spirit Park and 35 street light foundations for Broadway Avenue West/Jefferson Avenue reconstruction from RESCO of Madison, Wisconsin in the amount of \$19,865.25.

BACKGROUND

The Electric Utility is in need of 20 additional street light foundations for Community Spirit Park and 35 street light anchor foundations for Broadway Avenue West/Jefferson Avenue reconstruction. City staff requested written quotes and received the following responses below.

Vendor	Streetlight Foundations (20)	Foundation Anchors (35)	Total Price
RESCO	\$260.45 EA	\$418.75 EA	\$19,865.25
Graybar	\$280.90 EA	\$446.67 EA	\$21,251.45
WESCO	\$284.10 EA	\$456.82 EA	\$21,670.70

Staff recommends ordering the street light foundations and street light anchors from RESCO in the amount of \$19,865.25.

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

PM/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NITA AASEN	2016 general election judg	GENERAL FUND	ELECTIONS	285.00
			TOTAL:	285.00
PAUL AASEN	2016 general election judg	GENERAL FUND	ELECTIONS	285.00
			TOTAL:	285.00
AFFORDABLE TOWING OF MANKATO, INC.	#47 driveshaft & brakes	GENERAL FUND	STREETS	293.00
			TOTAL:	293.00
AMAZON	inck cartridges,	GENERAL FUND	CITY ADMINISTRATION	85.09
	inck cartridges,	GENERAL FUND	ECONOMIC DEVMT	154.99
	library non-fiction matera	LIBRARY FUND	LIBRARY	772.54
	library non-fiction materi	LIBRARY FUND	LIBRARY	588.33
	safety boots - wayne p.	COMMUNITY CENTER	COMMUNITY CENTER	111.88
	ink cartridges	WATER	ADMIN AND GENERAL	340.65
	ink cartidges	WATER	ADMIN AND GENERAL	18.80
	ink cartidges	WATER	CUSTOMER ACCOUNTS	27.75
	ink cartidges	WASTE WATER FUND	ADMIN AND GENERAL	18.80
	ink cartidges	WASTE WATER FUND	CUSTOMER ACCOUNTS	27.75
	ink cartidges	ENVIRON SERVICES F	ADMIN AND GENERAL	9.40
	ink cartidges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	27.74
	ink cartidges	ELECTRIC FUND	ADMIN AND GENERAL	47.00
	ink cartidges	ELECTRIC FUND	CUSTOMER ACCOUNTS	27.75
	wellness challenge flex ba	RESTRICTED CONTRIB	CITY ADMINISTRATION	27.70
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	621.43
			TOTAL:	2,907.60
MARILYN BEYER	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
			TOTAL:	310.00
BOLTON & MENK INC	staff mtg	GENERAL FUND	STREETS	150.00
	msa gardner rd	GENERAL FUND	STREETS	90.00
	csah 5 design	GENERAL FUND	STREETS	980.00
	2016 gardner rd. improveme	GENERAL FUND	STREETS	7,587.50
	staff mtg	GENERAL FUND	PARKS	120.00
	msu mtg on housing project	GENERAL FUND	ECONOMIC DEVMT	490.00
	survey parkland on Enz pro	PARK LAND DEDICATI	PARKS	412.00
	earthwork modeling/ b. lam	HOUSING DISTRICT #	ECONOMIC DEVMT	700.00
	gis implementation	WATER	CAPITAL-WATER DISTRIBU	499.38
	staff mtg	WATER	ADMIN AND GENERAL	60.00
	gis implementation	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	499.37
	staff mtg	WASTE WATER FUND	ADMIN AND GENERAL	60.00
	staff mtg	ENVIRON SERVICES F	ADMIN AND GENERAL	60.00
	gis implementation	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	499.38
	staff mtg	ELECTRIC FUND	ADMIN AND GENERAL	150.00
	grd/brd drainage	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	626.00
	gis implementation	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	499.37
			TOTAL:	13,483.00
DENNY BOOREN	2016 general election judg	GENERAL FUND	ELECTIONS	330.00
			TOTAL:	330.00
BORDER STATES ELECTRIC SUPPLY	gaurds for library storage	LIBRARY FUND	LIBRARY	62.80
			TOTAL:	62.80
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	annual pool lic. for 2017	GENERAL FUND	NON-DEPARTMENTAL	405.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	405.00
CERTIFIED LABORATORIES	hydraulic oil	GENERAL FUND	STREETS	226.27
	hydraulic oil	GENERAL FUND	PARKS	226.27
	hydraulic oil	WATER	DISTRIBUTION AND STORA	113.14
	hydraulic oil	WASTE WATER FUND	SOURCE/TREATMENT	113.14
	hydraulic oil	ENVIRON SERVICES F	REFUSE DISPOSAL	113.14
	hydraulic oil	ELECTRIC FUND	POWER DISTRIBUTION	226.27
	hydraulic oil	STORMWATER FUND	TREATMENT	113.12
			TOTAL:	1,131.35
HELEN L CHRISTIANSON	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
			TOTAL:	310.00
CINTAS CORPORATION #754	oct. uniform cleaning	GENERAL FUND	STREETS	1.33
	oct. uniform cleaning	GENERAL FUND	PARKS	1.33
	oct. uniform cleaning	WATER	DISTRIBUTION AND STORA	0.67
	oct. uniform cleaning	WASTE WATER FUND	SOURCE/TREATMENT	0.67
	oct. uniform cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	0.67
	oct. uniform cleaning	ELECTRIC FUND	POWER DISTRIBUTION	1.33
	oct. uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	767.95
	oct. uniform cleaning	STORMWATER FUND	TREATMENT	0.65
			TOTAL:	774.60
CINTAS FIRST AID & SAFETY	safety cabinet	GENERAL FUND	STREETS	9.56
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	19.30
	safety cabinet	GENERAL FUND	PARKS	7.65
	safety cabinet	WATER	ADMIN AND GENERAL	3.83
	safety cabinet	WASTE WATER FUND	ADMIN AND GENERAL	3.83
	safety cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	3.82
	safety cabinet	ELECTRIC FUND	ADMIN AND GENERAL	9.56
			TOTAL:	57.55
COLE PAPERS INC	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	359.79
			TOTAL:	359.79
CONSOLIDATED COMMUNICATIONS	phone bill	GENERAL FUND	CITY ADMINISTRATION	58.93
	phone bill	GENERAL FUND	CITY CLERK	11.66
	phone bill	GENERAL FUND	FINANCE	91.74
	phone bill	GENERAL FUND	MUNICIPAL BUILDING	5.45
	phone bill	GENERAL FUND	POLICE	270.04
	phone bill	GENERAL FUND	FIRE	125.14
	phone bill	GENERAL FUND	BUILDING INSPECTOR	34.21
	phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	68.02
	phone bill	GENERAL FUND	STREETS	39.65
	phone bill	GENERAL FUND	SENIOR COORDINATOR	4.64
	phone bill	GENERAL FUND	RECREATION/LEISURE SER	166.79
	phone bill	GENERAL FUND	SWIMMING POOL	35.24
	phone bill	GENERAL FUND	PARKS	73.81
	phone bill	GENERAL FUND	ECONOMIC DEVMT	22.55
	phone bill	LIBRARY FUND	LIBRARY	67.69
	phone bill	PUBLIC ACCESS	PUBLIC ACCESS	11.64
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	107.44
	phone bill	WATER	ADMIN AND GENERAL	162.04
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	156.40
	phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	25.19

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone bill	ELECTRIC FUND	POWER PRODUCTION	26.24
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	127.43
	phone bill	TRANSIT	TRANSIT/TRANSPORTATION	40.15
			TOTAL:	1,732.09
ELAINE M. DESCHAINÉ	2016 general election judg	GENERAL FUND	ELECTIONS	315.00
			TOTAL:	315.00
CRAIG DRAGER	2016 general election judg	GENERAL FUND	ELECTIONS	125.00
			TOTAL:	125.00
PATRICIA DUENWALD	2016 general election judg	GENERAL FUND	ELECTIONS	357.50
			TOTAL:	357.50
PATRICK DUENWALD	2016 general election judg	GENERAL FUND	ELECTIONS	440.00
	2016 general election judg	GENERAL FUND	ELECTIONS	7.74
			TOTAL:	447.74
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	clear lens divider	GENERAL FUND	POLICE	22.75
			TOTAL:	22.75
EMERGENCY RESPONSE SOLUTIONS	mask #17 & facepiece #525	GENERAL FUND	FIRE	747.23
			TOTAL:	747.23
FAMILY FRESH MARKET	floral	GENERAL FUND	POLICE	47.97
	monthly meeting supplies	GENERAL FUND	STREETS	8.07
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	45.16
	monthly meeting supplies	GENERAL FUND	PARKS	6.46
	monthly meeting supplies	WATER	ADMIN AND GENERAL	3.23
	monthly meeting supplies	WASTE WATER FUND	ADMIN AND GENERAL	3.23
	monthly meeting supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	3.22
	monthly meeting supplies	ELECTRIC FUND	ADMIN AND GENERAL	8.07
			TOTAL:	125.41
FASTENAL COMPANY	safety gloves, head lamp	GENERAL FUND	STREETS	36.34
	safety gloves, head lamp	GENERAL FUND	PARKS	29.07
	washer/ bit holder	GENERAL FUND	PARKS	21.13
	carriage bolts for soccer	GENERAL FUND	PARKS	19.11
	safety gloves, head lamp	WATER	ADMIN AND GENERAL	14.54
	recip blade	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.96
	safety gloves, head lamp	WASTE WATER FUND	ADMIN AND GENERAL	14.54
	safety gloves, head lamp	ENVIRON SERVICES F	ADMIN AND GENERAL	14.52
	safety gloves, head lamp	ELECTRIC FUND	ADMIN AND GENERAL	36.34
			TOTAL:	209.55
FIRE PROTECTION SERVICES, INC.	review resubmitted plans a	GENERAL FUND	BUILDING INSPECTOR	146.25
			TOTAL:	146.25
BOB GENELIN	2016 general election judg	GENERAL FUND	ELECTIONS	340.00
			TOTAL:	340.00
DONNA J GREEN	2016 general election judg	GENERAL FUND	ELECTIONS	210.00
			TOTAL:	210.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	9.65
	postage	GENERAL FUND	CITY CLERK	4.48

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	GENERAL FUND	ELECTIONS	64.38
	postage	GENERAL FUND	FINANCE	138.02
	postage	GENERAL FUND	POLICE	20.91
	postage	GENERAL FUND	FIRE	6.18
	postage	GENERAL FUND	BUILDING INSPECTOR	59.71
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	0.52
	postage	GENERAL FUND	STREETS	1.03
	postage	GENERAL FUND	RECREATION/LEISURE SER	34.31
	postage	GENERAL FUND	PARKS	2.58
	postage	GENERAL FUND	ECONOMIC DEVMT	143.09
	postage	LIBRARY FUND	LIBRARY	3.61
	postage	COMMUNITY CENTER	COMMUNITY CENTER	2.58
	postage	WATER	ADMIN AND GENERAL	4.12
	postage	WATER	CUSTOMER ACCOUNTS	100.16
	postage	WASTE WATER FUND	ADMIN AND GENERAL	1.53
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	100.16
	postage	ENVIRON SERVICES F	ADMIN AND GENERAL	0.73
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	100.16
	postage	ELECTRIC FUND	ADMIN AND GENERAL	16.39
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	100.16
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	6.70
	postage	TRANSIT	TRANSIT/TRANSPORTATION	15.15
			TOTAL:	936.31
MAX HAILPERIN	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
			TOTAL:	170.00
JOHN HALL	2016 general election judg	GENERAL FUND	ELECTIONS	330.00
			TOTAL:	330.00
MARY ANN HANSON	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
			TOTAL:	310.00
DIANE HARMS	2016 general election judg	GENERAL FUND	ELECTIONS	442.50
	2016 general election judg	GENERAL FUND	ELECTIONS	9.23
			TOTAL:	451.73
MARYANN HARTY	2016 general election judg	GENERAL FUND	ELECTIONS	202.50
			TOTAL:	202.50
GERALDINE HILDEBRANDT	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
			TOTAL:	170.00
HILLYARD/HUTCHINSON	parts for rider scrubber	COMMUNITY CENTER	COMMUNITY CENTER	43.27
	parts for rider scrubber	COMMUNITY CENTER	COMMUNITY CENTER	355.75
			TOTAL:	399.02
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	621.43
	new library materials	LIBRARY FUND	LIBRARY	553.61
	new library materials	LIBRARY FUND	LIBRARY	1,728.33
			TOTAL:	2,903.37
RAYMOND JACOBSON	2016 general election judg	GENERAL FUND	ELECTIONS	315.00
			TOTAL:	315.00
AMY KAMM	boots	STORMWATER FUND	ADMINISTRATION AND GEN	147.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	<u>147.99</u>	
KENNEDY & GRAVEN	mediacom renewal	GENERAL FUND	CITY ADMINISTRATION	350.00	
	enventis renewal	PUBLIC ACCESS	PUBLIC ACCESS	<u>131.25</u>	
			TOTAL:	481.25	
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	1,075.03	
	oct. fuel	GENERAL FUND	BUILDING INSPECTOR	<u>37.13</u>	
			TOTAL:	1,112.16	
THOMAS LEONHARDT	2016 general election judg	GENERAL FUND	ELECTIONS	<u>320.00</u>	
			TOTAL:	320.00	
LELIA LEONHARDT	2016 general election judg	GENERAL FUND	ELECTIONS	<u>380.00</u>	
			TOTAL:	380.00	
LJP ENTERPRISES INC	oct. 2016 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>19,514.36</u>	
			TOTAL:	19,514.36	
LOOKOUT BOOKS	new juvenile materials	LIBRARY FUND	LIBRARY	<u>402.78</u>	
			TOTAL:	402.78	
BARBARA A LUKER	election mileage	GENERAL FUND	ELECTIONS	39.96	
	election supplies, trainin	GENERAL FUND	ELECTIONS	<u>4.28</u>	
			TOTAL:	44.24	
NANCY LUKER	2016 general election judg	GENERAL FUND	ELECTIONS	280.00	
	2016 general election judg	GENERAL FUND	ELECTIONS	<u>4.05</u>	
			TOTAL:	284.05	
MADDEN, GALANTER, HANSEN, LLP	labor relations service	GENERAL FUND	CITY ADMINISTRATION	<u>55.69</u>	
			TOTAL:	55.69	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>362.63</u>	
			TOTAL:	362.63	
METRO SALES INC	copier contract	GENERAL FUND	RECREATION/LEISURE SER	160.97	
	copier contract	COMMUNITY CENTER	COMMUNITY CENTER	<u>160.97</u>	
			TOTAL:	321.94	
WARREN MICHELS	2016 general election judg	GENERAL FUND	ELECTIONS	<u>340.00</u>	
			TOTAL:	340.00	
LEONA MILLER	2016 general election judg	GENERAL FUND	ELECTIONS	<u>180.00</u>	
			TOTAL:	180.00	
MISC VENDOR	ALGER, L LEE	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
	BEAHLER, JACK	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
	BENTS, JASON	2016 general electon judge	GENERAL FUND	ELECTIONS	312.50
	BENTS, JENNIE	2016 general election judg	GENERAL FUND	ELECTIONS	313.00
	BUENO, ELIZABETH	2016 general election judg	GENERAL FUND	ELECTIONS	85.00
	DESCHAINED, DANIEL	2016 general election judg	GENERAL FUND	ELECTIONS	332.50
	FRAUENDIENST, DIANE	2016 general election judg	GENERAL FUND	ELECTIONS	55.00
	GONZALEZ, LUCIO	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
	HAUKOOS, NADINE	2016 general election judg	GENERAL FUND	ELECTIONS	120.00
	HOMEWARD BOUND THEATRE	family holiday open house	RESTRICTED CONTRIB LIBRARY	300.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHNSON, THERESA	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
LACHMILLER, RON	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
MCCABE, DON	MCCABE, DON: 2016 general	GENERAL FUND	ELECTIONS	170.00
MORRISON, KATHY	MORRISON, KATHY: 2016 gene	GENERAL FUND	ELECTIONS	80.00
NYGARD, MARIAN	NYGARD, MARIAN: 2016 gener	GENERAL FUND	ELECTIONS	170.00
PELL, BRITTANY	PELL, BRITTANY: 2016 gener	GENERAL FUND	ELECTIONS	170.00
PHENIX, DAVID	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
PHENIX, GINA	2016 general election judg	GENERAL FUND	ELECTIONS	310.00
PRAFKE, CONNER	PRAFKE, CONNER: 2016 gener	GENERAL FUND	ELECTIONS	310.00
RUNDELL, ED	2016 general election judg	GENERAL FUND	ELECTIONS	115.00
SANDA, SAMUEL	2016 general election judg	GENERAL FUND	ELECTIONS	147.50
SHAWN C. ANDREWS	dot physicals	TRANSIT	TRANSIT/TRANSPORTATION	120.00
SOLBERG, MARY	2016 general election judg	GENERAL FUND	ELECTIONS	440.00
SOLBERG, MARY	2016 general election judg	GENERAL FUND	ELECTIONS	9.99
THORSTENSSON, EDITH	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
WALDHAUSER, STEVE	WALDHAUSER, STEVE: 2016 ge	GENERAL FUND	ELECTIONS	295.00
WALTER, SHIRLEY	WALTER, SHIRLEY: 2016 gene	GENERAL FUND	ELECTIONS	310.00
WANOUS, LUVERNE	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	185.00
WILSON, ALEENA	WILSON, ALEENA: 2016 gener	GENERAL FUND	ELECTIONS	170.00
ZAHN, CATHY	2016 general election judg	GENERAL FUND	ELECTIONS	170.00
			TOTAL:	6,300.49
MN MUNICIPAL UTILITIES ASSOCIATION	pre-employment drug test	TRANSIT	TRANSIT/TRANSPORTATION	35.50
			TOTAL:	35.50
MN PIPE & EQUIPMENT	pw shop gas locating wire	GENERAL FUND	STREETS	13.74
	pw shop gas locating wire	GENERAL FUND	PARKS	13.74
	#243 copper coil	WATER	NON-DEPARTMENTAL	994.56
	pw shop gas locating wire	WATER	CAPITAL-GENERAL PLANT	6.84
	pw shop gas locating wire	WASTE WATER FUND	CAPITAL-GENERAL PLANT	6.87
	pw shop gas locating wire	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	6.87
	pw shop gas locating wire	ELECTRIC FUND	CAPITAL-GENERAL PLANT	10.30
	pw shop gas locating wire	STORMWATER FUND	CAPITAL-GENERAL PLANT	6.84
	pw shop gas locating wire	TRANSIT	TRANSIT/TRANSPORTATION	3.43
			TOTAL:	1,063.19
MN SHERIFFS' ASSOCIATION	staff training	GENERAL FUND	CITY ADMINISTRATION	850.00
			TOTAL:	850.00
MN STATE FIRE CHIEFS ASSOCIATION	registration- neary	GENERAL FUND	FIRE	300.00
			TOTAL:	300.00
MN WASTE PROCESSING	oct. disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	15,381.07
			TOTAL:	15,381.07
MOTOROLA SOLUTIONS, INC	programming cable, usb	GENERAL FUND	POLICE	221.25
			TOTAL:	221.25
MVTL LABORATORIES INC	wwtf bio-solids testing	WASTE WATER FUND	BIOSOLIDS	823.00
			TOTAL:	823.00
MARGARET NELSEN	2016 general election judg	GENERAL FUND	ELECTIONS	290.00
			TOTAL:	290.00
NELSON PRINTING COMPANY	copies	GENERAL FUND	PUBLIC WORKS ADMIN	8.10
	ups	WATER	ADMIN AND GENERAL	27.17

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>35.27</u>
NICOLLET COUNTY BANK	oct ach fees	GENERAL FUND	FINANCE	7.19
	oct ach fees	WATER	ADMIN AND GENERAL	1.79
	oct ach fees	WATER	CUSTOMER ACCOUNTS	13.81
	oct ach fees	WASTE WATER FUND	ADMIN AND GENERAL	1.79
	oct ach fees	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.81
	oct ach fees	ENVIRON SERVICES F	ADMIN AND GENERAL	1.79
	oct ach fees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.81
	oct ach fees	ELECTRIC FUND	ADMIN AND GENERAL	1.79
	oct ach fees	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>13.82</u>
			TOTAL:	69.60
NICOLLET CTY PUBLIC HEALTH	senior center coord.	GENERAL FUND	SENIOR COORDINATOR	<u>2,535.65</u>
			TOTAL:	2,535.65
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>179.83</u>
			TOTAL:	179.83
NUTTER CLOTHING CO	stripes uniform	GENERAL FUND	FIRE	<u>50.00</u>
			TOTAL:	50.00
PAAPE COMPANIES, INC.	repair actuator	COMMUNITY CENTER	COMMUNITY CENTER	<u>285.00</u>
			TOTAL:	285.00
ROGER PARRAS	mileage lmc regional meeti	GENERAL FUND	MAYOR & COUNCIL	<u>124.20</u>
			TOTAL:	124.20
AL PASSON	snowblower mount & ready f	LIBRARY FUND	LIBRARY	22.75
	snowblower mount & ready f	COMMUNITY CENTER	COMMUNITY CENTER	<u>22.75</u>
			TOTAL:	45.50
PENWORTHY	new juvenile material	LIBRARY FUND	LIBRARY	<u>336.55</u>
			TOTAL:	336.55
PET EXPO DIST.	routine aquarium maintenanc	LIBRARY FUND	LIBRARY	<u>62.50</u>
			TOTAL:	62.50
DARRELL PETTIS	mileage hotel meals conf	GENERAL FUND	FIRE	<u>477.26</u>
			TOTAL:	477.26
ASHLEY PRAX	2016 general election judg	GENERAL FUND	ELECTIONS	<u>335.00</u>
			TOTAL:	335.00
SUE PRAX	2016 general election judg	GENERAL FUND	ELECTIONS	<u>200.00</u>
			TOTAL:	200.00
QUICK MART ST PETER	oct. fuel	GENERAL FUND	FIRE	<u>45.88</u>
			TOTAL:	45.88
QUILL	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	<u>162.94</u>
			TOTAL:	162.94
RED WING SHOE STORE	boot insoles	ELECTRIC FUND	ADMIN AND GENERAL	<u>54.99</u>
			TOTAL:	54.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RELIANCE ELECTRIC OF SOUTHERN MN	mixer bearing & starter	WATER	PURIFICATION AND TREAT	<u>291.34</u>
			TOTAL:	291.34
RIVER'S EDGE HOSPITAL & CLINIC	blood draw	GENERAL FUND	POLICE	<u>43.50</u>
			TOTAL:	43.50
MEGAN ROACH	2016 general election judg	GENERAL FUND	ELECTIONS	<u>150.00</u>
			TOTAL:	150.00
ROCHESTER MIDLAND CORPORATION	aug. restroom deoderizor	COMMUNITY CENTER	COMMUNITY CENTER	<u>76.01</u>
			TOTAL:	76.01
ROYAL TIRE, INC	#140 tires	TRANSIT	TRANSIT/TRANSPORTATION	<u>669.18</u>
			TOTAL:	669.18
SAM'S CLUB	plates & cups for senior c	GENERAL FUND	SENIOR COORDINATOR	56.70
	appetizers for wellness ev	RESTRICTED CONTRIB	CITY ADMINISTRATION	12.98
	youth center concessions	YOUTH CENTER GRANT	YOUTH CENTER	<u>136.54</u>
			TOTAL:	206.22
RITA SCHEFF	2016 general election judg	GENERAL FUND	ELECTIONS	<u>172.50</u>
			TOTAL:	172.50
MAUREEN R SCHOLL	2016 general election judg	GENERAL FUND	ELECTIONS	<u>150.00</u>
			TOTAL:	150.00
SCHROM CONSTRUCTION, INC.	partial payment-draw #2 ed	TRAV GREEN SPEC HO	ECONOMIC DEVMT	<u>122,353.35</u>
			TOTAL:	122,353.35
GREG SEITZER	2016 general election judg	GENERAL FUND	ELECTIONS	<u>170.00</u>
			TOTAL:	170.00
CAROL SOLBERG	2016 general election judg	GENERAL FUND	ELECTIONS	<u>181.50</u>
			TOTAL:	181.50
ST PETER HERALD	one year renewal	GENERAL FUND	RECREATION/LEISURE SER	<u>49.40</u>
			TOTAL:	49.40
STAPLES ADVANTAGE	copy paper	GENERAL FUND	CITY ADMINISTRATION	46.31
	copy paper	GENERAL FUND	CITY CLERK	46.31
	copy paper	GENERAL FUND	FINANCE	30.87
	copy paper	GENERAL FUND	POLICE	24.70
	copy paper	GENERAL FUND	BUILDING INSPECTOR	12.35
	copy paper	GENERAL FUND	PUBLIC WORKS ADMIN	6.17
	desk pads, flags, pens, ca	GENERAL FUND	STREETS	34.75
	desk pads, flags, pens, ca	GENERAL FUND	PARKS	27.80
	copy paper	GENERAL FUND	ECONOMIC DEVMT	3.09
	desk pads, flags, pens, ca	WATER	ADMIN AND GENERAL	13.90
	copy paper	WATER	ADMIN AND GENERAL	27.78
	desk pads, flags, pens, ca	WASTE WATER FUND	ADMIN AND GENERAL	13.90
	copy paper	WASTE WATER FUND	ADMIN AND GENERAL	27.77
	desk pads, flags, pens, ca	ENVIRON SERVICES F	ADMIN AND GENERAL	13.91
	desk pads, flags, pens, ca	ELECTRIC FUND	ADMIN AND GENERAL	34.75
	copy paper	ELECTRIC FUND	ADMIN AND GENERAL	<u>83.35</u>
			TOTAL:	447.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STAR TRIBUNE	1 year renewal	LIBRARY FUND	LIBRARY	<u>394.16</u>
			TOTAL:	394.16
STREICHER'S	uniform	GENERAL FUND	POLICE	<u>169.97</u>
			TOTAL:	169.97
SUNRISE PACKAGING	processing supplies for me	LIBRARY FUND	LIBRARY	<u>47.85</u>
			TOTAL:	47.85
TOM THORKELOSON	2016 general election judg	GENERAL FUND	ELECTIONS	<u>310.00</u>
			TOTAL:	310.00
TIRE ASSOCIATES	#311 tires	GENERAL FUND	PARKS	<u>115.48</u>
			TOTAL:	115.48
MIKE TORKELOSON	2016 general election judg	GENERAL FUND	ELECTIONS	474.50
	2016 general election judg	GENERAL FUND	ELECTIONS	<u>38.40</u>
			TOTAL:	512.90
TRUE FACADE PICTURES	sept & oct contract work &	PUBLIC ACCESS	PUBLIC ACCESS	<u>1,525.00</u>
			TOTAL:	1,525.00
MATT ULMAN	mileage meals conf regis	GENERAL FUND	FIRE	<u>587.39</u>
			TOTAL:	587.39
USA BLUE BOOK	insta-flange customer orde	WATER	NON-DEPARTMENTAL	<u>189.76</u>
			TOTAL:	189.76
PAULA VAN ZEE	2016 general election judg	GENERAL FUND	ELECTIONS	<u>330.00</u>
			TOTAL:	330.00
VERIZON WIRELESS	phone bill	GENERAL FUND	POLICE	341.74
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.04
	oct. jet packs	GENERAL FUND	STREETS	8.75
	oct. jet packs	GENERAL FUND	PARKS	7.00
	oct. jet packs	WATER	ADMIN AND GENERAL	3.50
	oct. jet packs	WATER	ADMIN AND GENERAL	35.01
	oct. jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	oct. jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	oct. jet packs	ELECTRIC FUND	ADMIN AND GENERAL	<u>8.75</u>
			TOTAL:	481.80
VESSCO, INC	gauge, diaphragm, fluorolu	WATER	PURIFICATION AND TREAT	205.17
	vac monitor	WATER	PURIFICATION AND TREAT	722.24
	seat check	WATER	PURIFICATION AND TREAT	<u>51.10</u>
			TOTAL:	978.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	36,972.86		
211	LIBRARY FUND	5,664.93		
213	PUBLIC ACCESS	1,667.89		
217	COMMUNITY CENTER	1,888.07		
262	TRAV GREEN SPEC HOME CONS	122,353.35		
404	PARK LAND DEDICATION	412.00		
460	HOUSING DISTRICT #20	700.00		
601	WATER	3,932.28		
602	WASTE WATER FUND	2,256.79		
603	ENVIRON SERVICES FUND	35,293.91		
604	ELECTRIC FUND	2,251.62		
606	STORMWATER FUND	1,400.67		
610	TRANSIT	883.41		
820	RESTRICTED CONTRIBUTIONS	962.11		
824	YOUTH CENTER GRANT	136.54		

	GRAND TOTAL:	216,776.43		

TOTAL PAGES: 10

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Viking Automatic Sprinkler Co.	Sprinkler head replacement	\$9,750.00	Library
Trench Drain Systems	Mechanic shop trench drain system	\$8,142.39	Various
Wesco	Streetlight poles	\$8,500.00	Electric
Wesco	Streetlight decorative poles	\$9,800.00	Electric
Resco	Streetlight foundations	\$19,865.25	Electric

2. The schedule of disbursements for November 10, 2016 through November 23, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

TO: Todd Prafke
City Administrator

DATE: 11/23/2016

FROM: George Rohrich
REHC CEO

RE: Recommendation for Vocera Communication System Purchase.

ACTION/RECOMMENDATION

Authorize purchase of a Vocera Communications System for \$100,603 from Vocera Communications Inc. for River's Edge Hospital and Clinic.

BACKGROUND

The Hospital Commission recommends the City Council authorize the purchase of a Vocera Communication System. This equipment will provide a wearable communication device which will provide staff almost instant hands-free communication with other staff, groups of staff, or the all users. This system includes 45 communication badges and the supporting batteries, chargers, software, and support.

There are a number of venders for hospital communication systems but only Vocera offers a wearable voice recognition communication system. An image of the wearable communication device is below.



A video showing its use can be found at https://www.vocera.com/microsite/communication-platform?utm_source=google&utm_medium=cpc&utm_content=vocera&utm_campaign=Brand&utm_term=vocera&gclid=CKDasYe6vdACFQaOaQodnagEgA.

Improved communication between staff can improve the quality and timeliness of care. There is also a significant staff and customer safety improvement during emergency situations within the facility.

FISCAL IMPACT:

There is no fiscal impact to the City of Saint Peter. River's Edge Hospital and Clinic will provide the \$100,603 for this budgeted purchase.

ALTERNATIVES/VARIATIONS:

Do Not Act: Delay would result in continued use of existing practices to locate and communicate with staff and the hospital would forego the improvement to speed of personal communication, quality of care, and safety.

Negative Vote: Denial would result in continued use of existing practices to locate and communicate with staff and the hospital would forego the improvement to speed of personal communication, quality of care, and safety.

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

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

GR/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING PURCHASE OF VOICE COMMUNICATION SYSTEM FOR
RIVER'S EDGE HOSPITAL AND CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital purchases exceeding \$15,000; and

WHEREAS, River's Edge Hospital and Clinic wishes to purchase a voice communication system; and

WHEREAS, the system will provide for improved communication between staff resulting in improved quality and timeliness of care; and

WHEREAS, Hospital staff recommends approval of the purchase from Vocera Communications System; and

WHEREAS, this is a budgeted purchase.

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

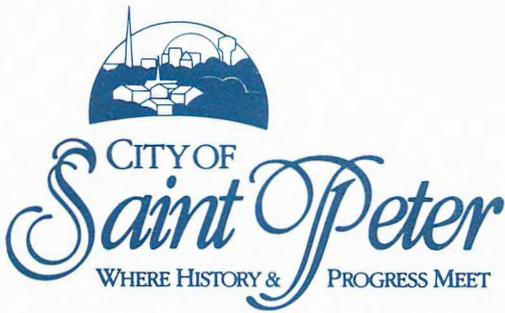
1. River's Edge Hospital and Clinic is authorized to proceed with purchase of a Vocera Communications System from Vocera Communications, Inc. in the amount of \$100,603.
2. Funding for the purchase shall be from Hospital funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 18, 2016

FROM: Pete Moulton
Public Works Director

RE: Designate County State Aid Highway 5 (CSAH 5) as "No Parking"

ACTION/RECOMMENDATION

Designate CSAH #5 (Broadway Avenue) as a "No Parking" from Sunrise Drive to the western City limits (Oshawa Township Road 205 361st Avenue).

BACKGROUND

Major road work is scheduled with Nicollet County along CSAH #5 (Broadway Avenue) from Sunrise Drive to Oshawa Township Road 205 (361st Avenue). The City is also planning intersection improvements at Broadway Avenue and Gardner Road and will work with the County and the School District to complete this improvement in a timely manner.

The new high school and City park locations will lead to higher traffic volumes, which makes it unsafe to have parking along this part of the roadway. In addition, the City intends to use Municipal Street Aid (MSA) funds to complete our share of the work. MSA regulations for this type (width) of roadway require action by the City Council to establish parking restrictions in the area to be improved.

Staff is recommending adoption of a resolution establishing "no parking" designations on Broadway Avenue between Sunrise Drive and the western City limits (361st Avenue) as required by State Aid Rules 8820.9936 and State Aid Rules 8820.9946.

Once approved, Nicollet County will lead the improvements and install signage during construction.

FISCAL IMPACT:

There is no financial impact at this time.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken.

Negative Vote: Staff will await further direction from the Council.

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

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

PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION DESIGNATING PARKING RESTRICTIONS ON CSAH 5 BETWEEN SUNRISE
DRIVE AND THE WESTERN LIMITS OF THE CITY OF SAINT PETER**

WHEREAS, Nicollet County has planned the improvement of Broadway Avenue, (also known as County State Aid Route No. 5) from 361st Avenue to Sunrise Drive in the City of Saint Peter, Minnesota; and

WHEREAS, the City will be expending Municipal Street Aid (MSA) funds on the improvements of this roadway; and

WHEREAS, State Aid Rules 8820.9946 require "no parking" restrictions on roadways with the current design configuration; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street and approval of the proposed construction as a Municipal State Aid Street project must be conditioned upon certain parking restrictions; and

WHEREAS, staff recommends that "no parking" restrictions be placed on Broadway Avenue between Sunrise Drive and the western limits of the City of Saint Peter.

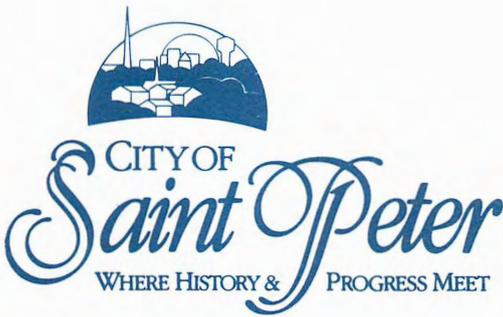
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Broadway Avenue between Sunrise Drive and the western City limits shall be designated as "no parking".

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 18, 2016

FROM: Pete Moulton
Public Works Director

RE: Nicollet County Cooperative Agreement – County State Aid Highway (CSAH) 5
(Broadway Avenue) from 361st Avenue to Sunrise Drive

ACTION/RECOMMENDATION

Authorize execution of a cooperative construction agreement with Nicollet County to participate in cost sharing for the design, construction, and maintenance of CSAH 5 (Broadway Avenue) from Oshawa Township Road 205 (361st Avenue) to Sunrise Drive.

BACKGROUND

With the development of a new school in western Saint Peter, major road work is scheduled along CSAH #5 (Broadway Avenue) from Sunrise Drive to Oshawa Township Road 205 (361st Avenue). A new concrete roadway, a round-about and turn lanes at Nicollet Avenue and on 361st Avenue will be completed. Engineered plans are nearing completion and it is proposed to bid the work early this winter.

The City is working with the County to complete this improvement in a timely manner. The new high school and City park locations will lead to higher traffic volumes. In addition, development is occurring in the adjacent areas which will impact transportation in the area. CSAH 5 is a County road and the County hired Stonebrooke Engineering to lead the design including the necessary changes. City staff have participated with the engineering reviews and has supplied input into the project to connect City needs to the planned improvements.

The timing of the project is tight and plans need to be submitted to the Minnesota Department of Transportation (MnDoT) for review and compliance with Municipal State Aid (MSA) standards. Once approved by MnDoT, the project will be bid in January with construction planned to begin in early spring. A project completion date of August 18, 2017 is proposed to accommodate the opening of the new school.

Estimated Project Cost:

Total Project Cost	\$4,047,757
County Cost	\$2,809,422 (69.4%)
City Cost	\$1,238,335 (30.6%)

The City intends to use Municipal Street Aid (MSA) funds and general funds to complete our share of the work. A portion of the described City cost will be paid by the School District to the City.

FISCAL IMPACT:

The cost is estimated to be \$1,238,335 with funding from the City's MSA account and the General Fund.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for additional direction from the Council. It should be noted that a substantial delay in entering the agreement can mean a change in bid date and therefore completion date. As you may recall that completion date is very important as access to the new high school is somewhat dependent on this roadway access..

Negative Vote: Staff will await further direction from the Council. An additional discussion would need to take place with the County engineer and is within the County's ability to provide for the road without your approval however a sizable portion of the funding is intended to come from the City.

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

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

PM/amg

**COOPERATIVE CONSTRUCTION AGREEMENT
BETWEEN
NICOLLET COUNTY AND THE CITY OF ST. PETER
FOR
DESIGN, CONSTRUCTION, AND MAINTENANCE
OF
CSAH 5 from 361st Avenue to Sunrise Drive**

THIS AGREEMENT, made and entered into by and between the City of St. Peter, a municipal corporation, organized under the laws of the State of Minnesota, party of the first part, hereinafter referred to as "City", and the County of Nicollet, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, party of the second part, hereinafter referred to as "County";

WITNESSETH:

WHEREAS, The County and the City have been involved in discussions, studies, and preliminary engineering to the design, reconstruction, and improvement of CSAH 5 from 361st Avenue to Sunrise Drive, and

WHEREAS, Portions of the reconstruction and improvements to said section of CSAH 5 is necessitated due to the construction of the new St Peter High School, and

WHEREAS, The City will be responsible for costs for improvements to CSAH 5 that are directly associated with the construction of the new St. Peter High School, and

WHEREAS, CSAH 5 is under the jurisdiction of the County for purposes of maintenance and improvements, and

WHEREAS, It is the desire of both of the parties to enter into a written document regarding the design, reconstruction, improvement, and maintenance of said section of CSAH 5, and

NOW, THEREFORE, Pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the City of St. Peter and Nicollet County as follows

- A. That this agreement shall apply only to the reconstruction, improvements, and maintenance of the portion of CSAH 5 from 361st Avenue to Sunrise Drive.

B. Prosecution of work will be performed on the following basis.

Nicollet County will:

- 1) Prepare construction plans and specifications with an estimate of cost for the construction project.
- 2) Act as the contracting agency for the construction project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
- 3) Provide the necessary surveying and construction inspection engineering services for the project.
- 4) Provide a registered professional engineer to prepare the construction plans and specifications and to supervise the construction of the project. Said supervision shall include keeping adequate records to document the quality of construction and the substantiation of pay quantities.
- 5) Maintain the project open to inspection by the City or their duly authorized representatives.
- 6) Obtain the written approval of the City for any change in work orders or supplemental agreements to the contractor involving work in which the City is cost participating, prior to the performance of such work when feasible.

C. The County agrees to do all things necessary for the construction of said project except as set forth in this agreement. Said project on CSAH 5 is to be constructed, consistent with current City, County, and State Aid standards.

D. It is agreed by and between the parties hereto that the City shall diligently pursue any necessary permanent road right-of-way and permanent/temporary easements for the construction of said project and is responsible for all cost associated with acquiring the permanent road right-of-way and permanent/temporary easements. The City shall transfer ownership to Nicollet County those parcels as identified on the ROW Plat as CSAH 5 rights-of-way upon completion of the project.

E. The County has adopted a Policy for the division of costs for improvements to County Highways within a municipality, said Policy being adopted by the Nicollet County Board of Commissioners on September 22, 2009, a copy of which is attached hereto, and made a part hereof for reference, shall apply to the improvements on the hereinbefore described CSAH 5 with the following changes or additions:

1. The construction cost of a roundabout is split by approach leg and shall include all components associated with that leg of approach, including the

center raised median, curb, truck apron, and roadway markings. See Exhibit A.

Items excluded are sidewalk and storm sewer. Sidewalk and storm sewer costs shall follow the County's Cost Participation Policy.

See Exhibit B for maintenance responsibilities at roundabouts. Center raised median maintenance shall be performed by the City.

2. Concrete pedestrian ramps that do not meet ADA requirements will be treated as worn out sidewalk.

F. The method of financing the portion of the improvement project within the City of St. Peter shall be the prerogative of Nicollet County and the City of St. Peter. Funding of the project is subject to the following provisions:

1) CONSTRUCTION COSTS:

Nicollet County and the City of St. Peter will share in the final construction costs for roadway improvements as defined in said County Cost Participation Policy and this agreement for the division of project costs.

2) ENGINEERING COSTS:

The City of St. Peter will reimburse Nicollet County a prorated amount of the total costs incurred pursuant to Section B of this agreement. The prorated amount will be determined by the City of St. Peter's percentage share of the project's final construction costs.

3) REIMBURSEMENTS:

- a. During each month of the term of the construction project, Nicollet County will bill the City of St. Peter for its share of the construction and engineering costs. The City of St. Peter will reimburse Nicollet County within thirty (30) days for any balance due.
- b. Upon completion and final acceptance of the project, and receipt of a detailed listing of the final actual construction and engineering costs, the City of St. Peter will reimburse Nicollet County within thirty (30) days for any balance due.

G. The City of St. Peter agrees to save, hold harmless and indemnify Nicollet County and the County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of services hereunder, and further the City agrees to defend at its own sole cost and expense any action for proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.

The County agrees to save, hold harmless and indemnify the City of St. Peter and the City's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the County's provision of services hereunder, and further the County agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the County's provision of services hereunder.

It is hereby understood and agreed that any and all employees of the County and all other persons employed by the County in the performance of the provisions of services hereunder shall not be considered employees of the City and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by third parties as a consequence of any act or omission on the part of said County employees while so engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the City.

- H. Pursuant to Minnesota Statute 16C.05, Subd. 5, the City agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

The City agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- I. Pursuant to Minnesota Statute 16C.05, Subd. 5, the County agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

County agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- J. During the performance of this Agreement, the City and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- K. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 20 calendar days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 20 calendar days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.

- L. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

- M. Each party understands the contract for this project is scheduled to be awarded in 2016 or 2017. In the event the contract for this project is not awarded in 2016 or 2017, this contract shall be subject to renegotiation.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be executed.

City of St. Peter, Minnesota

Nicollet County, Minnesota

Mayor, City of St. Peter

Nicollet County Board Chair

Date: _____

Date: _____

Attest:

Attest:

City Administrator/Clerk

County Administrator

Date: _____

Date: _____

Approved As To Form:

Approved As To Form:

City Attorney

County Attorney

Date: _____

Date: _____

Exhibit A: Diagram of Cost Responsibilities at Roundabouts

EXHIBIT A

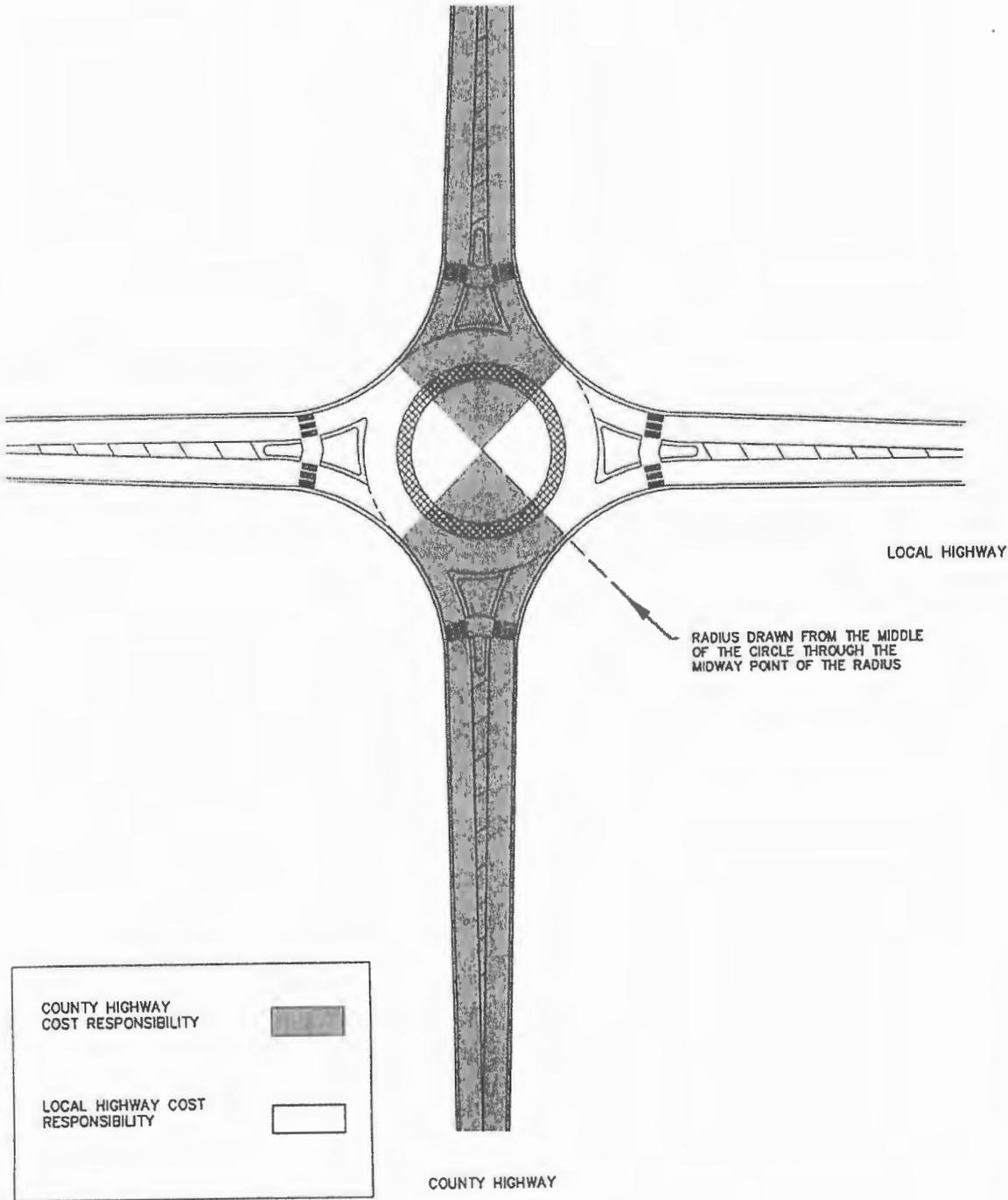
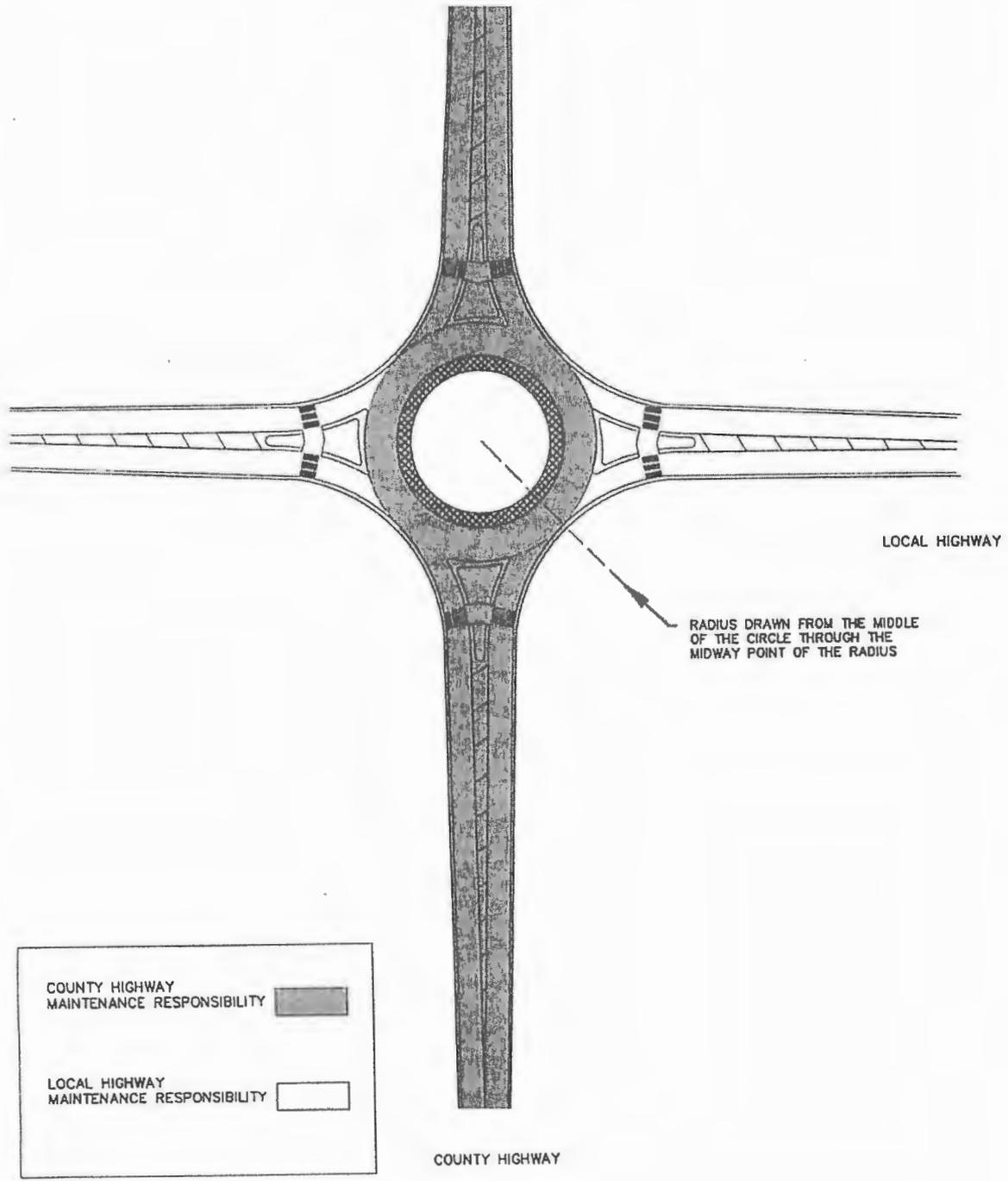


Exhibit B: Diagram of Maintenance Responsibilities at Roundabouts

EXHIBIT B



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AUTHORIZING EXECUTION OF COOPERATIVE CONSTRUCTION
AGREEMENT WITH NICOLLET COUNTY FOR DESIGN CONSTRUCTION AND
MAINTENANCE OF CSAH 5 (BROADWAY AVENUE) FROM 361ST AVENUE TO SUNRISE
DRIVE**

WHEREAS, the County and City are working together to reconstruct Broadway Avenue (County State Aid Highway 5 from 361st Avenue to Sunrise Drive coincident with the development of a new school and City park; and

WHEREAS, Nicollet County's project consulting engineer, Stonebrooke Engineering, will complete a Preliminary Review and Justification Report of the planned transportation improvements and will submit the documents to the Minnesota Department of Transportation District 7; and

WHEREAS, the report will identify a proposed scope of work, cost estimate and participants in the project; and

WHEREAS, the City agrees to participate with Nicollet County on a pro-rated cost basis for design, construction engineering and maintenance of the proposed project as identified in Exhibit A and Exhibit B of the cooperative agreement; and

WHEREAS, the City agrees to acquire the necessary right-of-way and deed the right-of-way to Nicollet County.

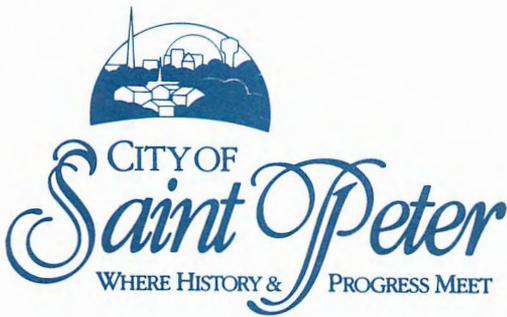
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are authorized to execute a cooperative agreement between Nicollet County and the City of Saint Peter for the design, construction and maintenance of CSAH 5 between 361st Avenue and Sunrise Drive.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2016

FROM: Pete Moulton Jeff Knutson
Public Works Director Water Resources Superintendent

RE: Backhoe and Hammer Replacement

ACTION/RECOMMENDATION

Authorize the purchase of a new 2016 Case 590 SN backhoe at a cost of \$106,745 and a new Kent KF6 TLB Hammer attachment at a cost of \$11,170 from Titan Machinery of Shakopee, Minnesota, with trade-in of our 2004 Case Backhoe and hammer for a final total cost of \$79,915.

BACKGROUND

In 2004, the Water, Stormwater and Wastewater Utilities purchased a 590 Case backhoe and hammer attachment. This machine has served the utilities division of Public Works well. Increasing maintenance costs for this equipment have started to outweigh the value of continuing to repair this equipment.

Staff has reviewed the existing State bid specification to find a replacement unit. The State bid program includes three dealers for this equipment: RDO of North Mankato; Titan Machinery of Shakopee; and Zeigler Power and Equipment of Bloomington. There is no Saint Peter seller or servicer of this equipment.

A cost comparison was performed and staff has confirmed all three companies and backhoes with hammer attachments are designed and fit the different needs and uses of the City. A cost summary of their State bid costs are below.

Dealer	Backhoe	Hammer	Trade-In	Total Cost
Titan Machinery	\$106,745.00	\$11,170.00	\$38,000.00	\$ 79,915.00
RDO Equipment	\$114,061.28	\$16,058.59	\$32,000.00	\$ 98,119.87
Zeigler CAT	\$125,000.00	\$15,080.00	\$25,745.00	\$114,335.00

The following is a summary of the Titan Machinery quotation.

Make and Model:	Case 590 SN
2016 Case 590 SN Backhoe	\$106,745.00
Hydraulic Hammer	\$ 11,170.00
Sub Total	\$117,915.00

Trade-In 2004 590 Case and Hammer:	(\$ 38,000.00)
Net Purchase Price	\$ 79,915.00

Staff recommends the purchase be authorized from Titan Machinery of Shakopee, Minnesota in the total amount of \$79,915. Delivery of the new unit would be approximately 90 days after the order is placed.

FISCAL IMPACT:

Funding for the purchase shall be split between Water, Wastewater and Storm sewer capital funds.

ALTERNATIVES/VARIATIONS:

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

Negative Vote: The purchase will not be made.

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

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

PM/JK/amg



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT BACKHOE

WHEREAS, the current 2004 Case Model 590 backhoe has 3,036 hours of operation; and

WHEREAS, the backhoe and jack hammer have shown signs of wear due to 12 years of usage for water, stormwater and wastewater excavation projects; and

WHEREAS, maintenance of the equipment has increased due to this extensive usage; and

WHEREAS, the backhoe and jack hammer is used for replacing problem hydrants and valves, repairing watermain breaks and repairing sewer and storm sewer piping; and

WHEREAS, the State bid program includes three vendors capable of supplying a replacement backhoe; and

WHEREAS, staff recommends purchase of the lowest cost model from Titan Machinery.

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

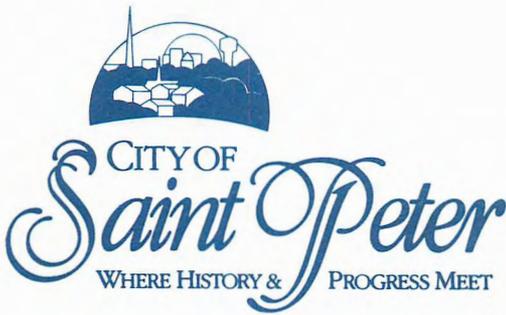
1. The City Council hereby authorizes the purchase of a new 2016 backhoe model 590SN Case with hammer and directing trade-in of the existing 2004 backhoe and hammer for a final total cost of \$79,915, from Titan Machinery of Shakopee, Minnesota.
2. Funding for the purchase shall be from Water, Wastewater and Stormwater funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 11/22/2016

FROM: Todd Prafke
City Administrator

RE: Transit Lease

ACTION/RECOMMENDATION

Provide approval to enter into a lease agreement with the Minnesota River Valley Transit (MRVT) system for use of space at City Hall in Saint Peter.

BACKGROUND

The City's transit system has leased space from the City for a number of years as a way to allocate transit costs through the transit grant funds budget.

As mentioned during your last workshop, staff recommends execution of a lease with MRVT for space at City Hall in Saint Peter which is used by transit. A draft lease has been developed and is included for Council review.

There is no change from the space that transit currently occupies. A transfer of cost from your Transit Fund to your General Fund was done in the past under the same or similar guidelines, it is just that now this transfer will be done with a separate Joint Powers entity of which you are one-half owner. The lease is not just square footage. It also includes calculations for copies, IT assistance, utilities, break room use, phone costs and a number of other small things that take more to track on a monthly basis than it does to use our average yearly number and include it in the overall lease cost.

It should be noted that the Le Sueur Council will be considering a similar lease for their current transit location. The calculation was done by Finance Director O'Connell.

Staff recommends approval be provided for execution of the lease agreement.

FISCAL IMPACT:

There should be no change in fiscal impact compared to previous years meaning no impact to your General Fund.

ALTERNATIVES/VARIATIONS:

Do not act: Another solution and a review of the JPA and overarching plan would need to take place if not approved prior to the operational transfer to MRVT in early January. There is one more Council meeting and therefore a bit of time to solve any specific concerns the Council may have.

Negative vote: Should the Council not approve execution of the lease a mess would ensue. This action is part of the plan for and is described in the Joint Powers Agreement signed by the Council. If not approved, I am not sure how to exactly untangle what you have done previously, but can figure it out if the Council intends to use action on this contract as a way to terminate the Joint Powers Agreement. A little time would be needed to figure it all out.

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

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

TP/bal

**LEASE AGREEMENT BY AND BETWEEN THE CITY OF SAINT PETER AND
MINNESOTA RIVER VALLEY TRANSIT**

This Agreement is hereby made and entered into this 9th day of November, 2016, by and between the City of Saint Peter, Minnesota, a Minnesota municipal corporation, hereinafter referred to as "Lessor" and Minnesota River Valley Transit, hereinafter referred to as "Lessee".

WITNESSETH:

WHEREAS, Lessor is the owner of a building on lands owned by Lessor, known as Saint Peter Municipal Building ("City Hall");and

WHEREAS, Lessee is desirous of renting a portion of such building together with fixtures and personal property located therein all in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained the parties hereto agree as follows, to-wit:

1. Lessor does hereby lease unto Lessee and Lessee does hereby hire from Lessor that portion of City Hall described in "Exhibit A" hereinafter referred to as "Leased Premise" together with access thereto, the use of parking spaces adjacent thereto and the use of the restrooms in such building.
2. Lessee shall use the Leased Premise for office space, the parking of Lessee's transit buses and use of a portion of the garage area of such City Hall for parking, repair and maintenance and providing security for its vehicles and for no other purposes unless mutually agreed upon between the parties hereto.
3. The term of this Lease shall commence on January 1, 2017, and terminate when indicated by either party after receipt of a 120 day written notice.
4. Lessee shall pay to Lessor as rent under this Lease Agreement, the sum of \$14,310.12 per year to be paid in equal monthly installments commencing January 1, 2017, in the amount of \$1,192.51 with succeeding installments in like amount to be due monthly thereafter during the term of this Lease. Any installment of rent accruing under the provisions of this Lease that shall not be paid when due, shall require Lessee at Lessor's option to pay in addition to such rent, a late payment penalty of 5% of such rental payment.
5. Lessee shall not use or permit the Leased Premise of any part thereof to be used for any purpose or purposes other than the purpose or purposes for which the Leased Premise is hereby leased and no use shall be made or permitted to be made of the Leased Premise, or acts done which will cause a cancellation of any insurance policies covering the building located thereon or any part thereof, nor

shall Lessee sell or permit to be kept, used or sold in or about the Leased Premise any article which may be prohibited by the standard form of fire insurance policies. Lessee shall, at its own expense, comply with all requirements pertaining to the Leased Premise of any insurance organization or company necessary for the maintenance of insurance as herein provided covering any building or appurtenance at any time located on the Leased Premise.

6. Lessee shall not commit or suffer to be committed any nuisance or waste on the Leased Premise.
7. Lessee shall be responsible during the term of this Lease, at its own expense and without any expense to Lessor, to keep and maintain the Leased Premise in good, sanitary and neat order, condition and repair.
8. Lease shall include basic utilities, including but not limited to electricity, building and liability insurance, telephone and internet service and hook-up, refuse removal and any other utilities that are used on or about the Leased Premise.
9. Lease shall include administrative and computer necessities, including anti-virus, patch Tuesday, firewall, exchange, backup and tapes, website and social media, software and video support, employee applications, purchase orders, payroll/receipt software maintenance, new employee forms and policies, timesheets, log sheets, pre-trip list, and bus maintenance software. (Office staff available to perform transit specific action items for these will be billed through payroll.)
10. In addition to the Leased Premise above described, Lessee shall also be entitled to use personal property owned by Lessor and located on or in the Leased Premise including non-exclusive use of the kitchen and kitchen facilities in the building, telephones, 2-way radios and other communication devices on the Leased Premise, TV, VCR, wireless internet, desks, chairs, filing cabinets, shelving, carpeting, air conditioning, copy machine, tables, waste receptacles, floor mats, computer hutch, storage areas, shovels, broom, ice scrapers, battery charger, remotes for overhead power doors, carbon monoxide gas detector, water softener and fire extinguishers. The use of the above described personal property shall be non-exclusive with the understanding that Lessor may allow other persons or entities to use such personal property.
11. Lessee has examined the Leased Premise and accepts it in its present condition. At the end of the term of this Lease and any and all renewals thereof, Lessee shall quit and surrender the Leased Premise in as good condition as the reasonable use thereof will permit and shall not make any major alterations, additions or improvements to said Premise without the express prior written consent of Lessor which shall not be unreasonably withheld. All erections, alterations, additions and improvements whether temporary or permanent in

character which may be made upon the Leased Premise either by Lessee or Lessor (except moveable personal property of Lessee) installed at the expense of Lessee shall be the property of Lessor and shall remain upon and be surrendered with the Leased Premise as part thereof at the termination of this lease.

12. If any action at law or in equity should be brought to recover any rent under this Lease or for or on account of any breach of or to enforce or interpret any of the provisions of this Lease or for the recovery of the possession of the Leased Premise the prevailing party shall be entitled to recover from the other party as part of the prevailing party's costs, reasonable attorney's fees and costs, the amount of which shall be fixed by the court and shall be made a part of any judgment or decree rendered.
13. Lessor shall have the right and privilege of inspecting the Leased Premise at all reasonable times upon reasonable notice given to Lessee during the duration of this Lease and any and all extensions and renewals thereof.
14. Lessee shall not be deemed to be in default hereunder in the payment of rent or the payment of any other monies as herein required or in the furnishing of any bond or insurance policy when required herein unless Lessor shall first give to Lessee seven (7) days written notice of such default and Lessee shall have failed to cure such default within such seven (7) day period.
15. The waiver by Lessor of or the failure of Lessor to take action with respect to any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Lessor shall not be deemed to be a waiver of any preceding breach of Lessee of any term, covenant or condition of this lease other than the failure to Lessee to pay the particular rental so accepted regardless of Lessor knowledge of such preceding breach at the time of acceptance of such rent.
16. Any holding over after the expiration of the term of this lease with consent of Lessor shall be construed to be a tenancy from year-to-year at the same annual rental as required to be paid by Lessee for the period immediately prior to the expiration of the term hereof and shall otherwise be on the terms and conditions herein specified so far as applicable.
17. The covenants and conditions herein contained shall be subject to the provisions as to assignment, transfer and subletting and shall apply and bind the successors and assigns of the parties hereto.
18. Time is of the essence of this lease and of each and every covenant, term, condition and provision hereof.

Notary Public

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Charles Zieman and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter.

Notary Public

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING EXECUTION OF LEASE AGREEMENT FOR SPACE AT SAINT
PETER MUNICIPAL BUILDING WITH MINNESOTA RIVER VALLEY TRANSIT SYSTEM**

WHEREAS, the City of Saint Peter has entered into a Joint Powers Agreement with the City of Le Sueur for creation of the Minnesota River Valley Transit (MRVT) System; and

WHEREAS, the transit system has previously leased space in the Saint Peter Municipal Building at 227 South Front Street to the transit system; and

WHEREAS, MVRT wishes to continue use of the City of Saint Peter owned space through execution of a lease agreement.

WHEREAS, the lease amounts include other costs exemplified by common area maintenance, computer support, phone access and other costs that can be more efficiently charged as a part of the lease.

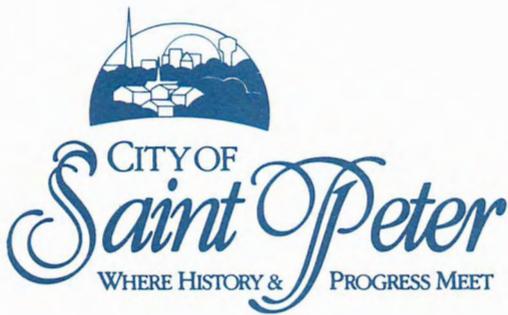
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute a Lease Agreement by and between the City of Saint Peter and the Minnesota River Valley Transit System.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Ziemann
Members of the City Council

DATE: 11/22/2016

FROM: Todd Prafke
City Administrator

RE: Transit Interagency Agreement

ACTION/RECOMMENDATION

Provide approval to enter into an interagency agreement with the Minnesota River Valley Transit (MRVT).

BACKGROUND

As discussed at the last workshop, staff recommends authorization be provided for execution of an Interagency Agreement with the MRVT. This is part of the overarching plan for your Joint Powers relationship and is the document that provides the framework for MRVT buying personnel services from you. A copy is attached.

As you may recall, the plan is that Saint Peter will provide all the human resource functions and employees for operation of the MRVT system and MRVT will reimburse you for those costs. This agreement has been reviewed by City Attorney Brandt and the Transit Office of the Minnesota Department of Transportation. The City of Le Sueur will be asked to enter into a similar agreement for services related to handling all the fiscal matters of the new Joint Powers.

Staff recommends approval be provided for execution of the interagency agreement.

FISCAL IMPACT:

This action will provide for an exchange of service for pay and we anticipate no additional fiscal impact to your General and Transit funds outside of the funding plan for MRVT.

ALTERNATIVES/VARIATIONS:

Do not act: Another solution and a review of the JPA and overarching plan would need to take place if not approved prior to the operational transfer to MRVT in early January. There is one more City Council meeting and, therefore, a bit of time to solve any specific concerns the Council may have.

Negative vote: Should the Council not approve execution of the interagency agreement, a mess would ensue. This action is part of the plan and is described in the Joint Powers Agreement signed by the Council. If not approved, I am not sure how to exactly untangle what you have

done previously, but I can figure it out if the Council intends to use action on this contract as a way to terminate the Joint Powers Agreement. A little time would be needed to figure it all out.
Modification of the Resolution: This is always an option of the City Council.

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

TP/bal

**INTERAGENCY SERVICE AGREEMENT PROVIDING FOR HUMAN RESOURCES
MANAGEMENT AND EMPLOYEE SERVICES BETWEEN THE CITY OF SAINT PETER AND
MINNESOTA RIVER VALLEY TRANSIT AUTHORITY**

This agreement for the provision of Human Resources and Employee services is made and entered into this ___ day of _____ 201_, by and between the Minnesota River Valley Transit Authority (MRVT) and City of Saint Peter (CITY) (collectively, the "Parties"),

WITNESSETH:

WHEREAS, local units of government are empowered under Minnesota Statutes Section 471.59 jointly and cooperatively to exercise any power common to the contracting parties or any similar powers; and

WHEREAS, MRVT provides public transportation services within the jurisdictions of Saint Peter and Le Sueur and other areas allowed by their operating agreements with the Minnesota Department of Transportation; and

WHEREAS, the Parties desire to provide for an agreement between and among them for the provision of Human Resources and Employee services by the City of Saint Peter and Financial Management Services by the City of Le Sueur; and

WHEREAS, it is the resolution of duly elected and appointed bodies of the Parties that it is in the best interests of the people of each to enter into such an agreement in order to effectively and efficiently provide public transit services,

NOW THEREFORE,

1. CITY shall:

- a) Provide all employees needed for the operations and management of a public transit system within the service area established by the MRVT.
- b) Properly computer code, bill MRVT and pay the following:
 - Employee salary;
 - Employee insurance and benefits, as set out and required in the City of Saint Peter Personnel Policy;
 - Federal and State withholding taxes, including FICA;
 - Worker's Compensation Premiums;
 - Unemployment benefits;
 - Recruitment and hiring process;
 - Required reporting to state and federal governments related to pay and employment processes;
 - Discipline up to and including termination;
 - Training, supervision and management
 - All other employee costs itemized and submitted to the MRVT.

2. MRVT shall reimburse CITY, within 5 days of billing the following:

- Salary;
- Employee insurance and benefits, as set out and required in the City of Saint Peter Personnel Policy;
- Federal and State withholding taxes, including FICA;
- Worker's Compensation Premiums;
- Unemployment benefits;
- Recruitment and hiring process;
- Required reporting to state and federal governments related to pay and employment processes;
- Discipline up to and including termination;
- Training, supervision and management
- All other employee costs itemized and submitted to the MRVT.

In the event of termination of the agreement MRVT shall be responsible for all employee related cost of the termination including but not limited to unemployment claims and accrued employee benefits.

3. Records and Reporting. The CITY shall provide regular reports to the MRVT Board on:

- a) Number of employees;
- b) Hours worked;
- c) Job Descriptions;
- d) Benefits provided to employees;
- e) Training and educational opportunities, certification and licensing
- f) Other matters which affect the interests of the Board MRVT.

The books and records of the MRVT shall be open to inspection by members at all reasonable times, and by the public pursuant to Minnesota Statutes, Chapter 13.

4. Indemnification. For purposes of the Minnesota Municipal Tort Liability Act (Minnesota Statutes, chapter (466), the employees and officers of the CITY are deemed to be employees (as defined in Minnesota Statutes, section 466.01, subd. 6) of the MRVT.

The MRVT agrees to defend and indemnify the CITY against any claims brought or actions filed against the CITY or any officer, employee, or volunteer of the CITY for injury to, death of, or damage to the property of any third person or persons, arising from the performance of the duties required of the CITY by the MRVT pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes, chapter 466, applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party. The intent of this subdivision is to impose on MRVT a limited duty to defend and indemnify the CITY for claims arising out of MRVT'S operations subject to the limits of liability under Minnesota Statutes, chapter 466. The purpose of creating this duty to

defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. Effective date; termination. This agreement shall become effective on execution by all parties hereto, and shall continue in force until a party hereto gives the other contracting parties 180 calendar days written notice of its termination, delivered to the City Administrator(s) of SAINT PETER. The termination will be effective on the 181st calendar day after notice or by an alternative date as agreed to by the parties.
6. Voluntary and Knowing Action: The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
7. Authorized Signatories: The parties each represent and warrant to the others that:
 - (1) The persons signing this Agreement are authorized signatories for the entities represented, and
 - (2) No further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the others harmless against any breach of the foregoing representation and warranty.
8. Notices: The Members representatives for notification for all purposes are:

MRVT _____ _____ _____	SAINT PETER City Administrator's Office 227 South Front Street Saint Peter, Minnesota 56082
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9. Assignment: This Agreement may not be assigned by a Party without the written consent of the other.
10. Modifications/Amendment: Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representatives of all of the Parties hereto. The Parties may propose amendments to this Agreement. The Party seeking to amend shall present the proposed amendment in writing to the other Party.
11. Records—Availability and Retention: Pursuant to Minn. Stat. §16C.05, subd. 5, the Parties agree that any Party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to employment practices and procedures and involve employees that are assigned to work for MRVT related to this Agreement.
12. Data Practices: The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, and

Section 13.01 *etseq.*

- 13. No Waiver: Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.
- 14. Entire Agreement: These terms and conditions constitute the entire Agreement between the Parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- 15. Savings Clause: If any section, subdivision or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision or provision shall not invalidate or render unenforceable any of the remaining provision hereof.
- 16. Counterparts: This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, this agreement is signed by authorized representatives of the units of government, all pursuant to approval for the agreement and the signing of the same duly given by each of their respective Council duly made, seconded and carried, all effective on the day and year first hereinbefore written.

CITY OF SAINT PETER

**MINNESOTA RIVER VALLEY TRANSIT
AUTHORITY**

Charles Zieman
Mayor

MRVT Chairperson

ATTEST:

Todd Prafke
City Administrator

MRVT

**STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)**

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by Charles Zieman and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

Notary Public

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____,
20__, by _____ and _____ the duly
authorized Chairperson and Board member of the Minnesota River Valley Transit Authority

Notary Public

Interagency HR 11042016.docx

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING EXECUTION OF INTERAGENCY AGREEMENT WITH
MINNESOTA RIVER VALLEY TRANSIT SYSTEM**

WHEREAS, the City of Saint Peter has entered into a Joint Powers Agreement with the City of Le Sueur for creation of the Minnesota River Valley Transit (MRVT) System; and

WHEREAS, the Joint Powers Agreement provides for a division of work including human resources and financial services by both cities to be billed back to the transit system; and

WHEREAS, the City of Saint Peter will employ transit system staff and provide human resources administration for the system; and

WHEREAS, this is best accomplished through execution of an Interagency Agreement outlining the services to be provided by the City of Saint Peter to MRVT.

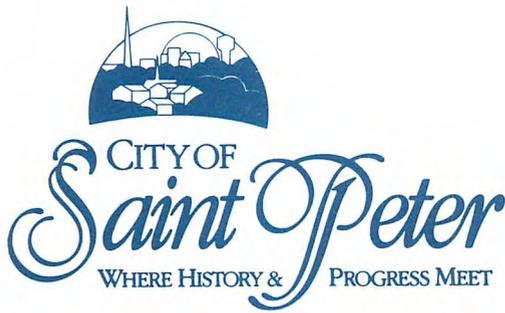
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute an Interagency Agreement for Human Resources Management and Employee Services to the Minnesota River Valley Transit System.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 18, 2016

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resource Superintendent

RE: Saint Peter Regional Treatment Center Expansion – Phase I Utility Work

ACTION/RECOMMENDATION

Accept ownership of Phase I Utility work at the Saint Peter Regional Treatment Center Expansion (SPRTC) as being completed to City Standards.

BACKGROUND

The SPRTC Phase I utility work started in the fall of 2014 with the underground utility work kicking off the origin of the project. The project focus area was confined to the upper campus with a new access off State Highway 99 West. The utility work completed includes the addition of 3,240' of 8', 10', and 12" ductile iron watermain; 365' of 6" ductile iron service lines to four newly constructed buildings.

The contractor also installed 3,340' of 8" polyvinyl chloride (PVC) sanitary sewer main tied to the existing upper-campus collection system. A dedicated storm basin for treatment of the newly added impervious surface and 4,950' of concrete storm pipe sizes 12"- 36".

Permits were obtained to extend the water, sanitary, and storm sewer systems. The new water distribution and new sanitary collection system are tied to an existing metering stations, which are controlled by utility staff personnel.

The project has been constructed to the plans and specifications and has passed all utility testing requirements, therefore, City staff recommends acceptance of the water distribution, sanitary and storm collections infrastructure systems.

The project was initiated and paid for by the State of Minnesota. The infrastructure installation now becomes an asset of the City's system with a value of \$680,000.

FISCAL IMPACT:

Utility sales revenues will increase with the addition of new buildings. There was no cost to the City for this construction project which was funded entirely by the State of Minnesota.

ALTERNATIVES AND VARIATIONS:

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

Negative vote: No further action will be taken without additional direction from the City Council.
Modification of the resolution: This is always an option of the City Council.

Please feel free to contact us should you have any questions or concerns.

PM/JSK/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION ACCEPTING SAINT PETER REGIONAL TREATMENT CENTER (SPRTC)
UTILITY INSTALLATION PHASE I**

WHEREAS, SPRTC Phase I utility work started in the fall of 2014 with the submittal and approval plans for the extension of the City's water, sewer and stormwater systems at the Regional Treatment Center; and

WHEREAS, the completed work includes the addition of 3,240' of 8', 10', and 12" ductile iron watermain; 365' of 6" ductile iron service lines to four newly constructed buildings; and

WHEREAS, the contractor also installed 3,340' of 8" polyvinyl chloride (PVC) sanitary sewer main tied to the existing upper-campus collection system, and

WHEREAS, a dedicated storm basin for treatment of the newly added impervious surface and 4,950' of concrete storm pipe sizes 12"- 36", and

WHEREAS, permits were taken out by the State of Minnesota for a water distribution expansion, sanitary collections, and storm sewer collections expansion; and

WHEREAS, City staff has inspected the work and find it to be acceptable; and

WHEREAS, the project has been constructed to the plans and specifications, and has passed all utility testing requirements.

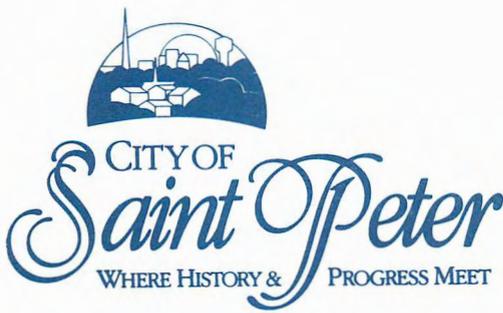
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: City Council hereby accepts the utility installation at the Saint Peter Regional Treatment Center as complete and meeting City standards.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/22/16

FROM: Paula O'Connell
Finance Director

RE: Purchase New Radio System for Transit

ACTION/RECOMMENDATION

Authorize the purchase of VHF mobile radios, antennas and installation from Bearcom Wireless of Saint Paul for a net cost of \$13,356 for the transit system.

BACKGROUND

As we near the operational transfer of transit service to Minnesota River Valley Transit, staff has determined that the two radio systems currently in use are not compatible. Le Sueur uses radios in the VHF spectrum while the Saint Peter radios are in the UHF spectrum. In the latter half of October, staff requested quotes from seven vendors and published a Request for Written Proposals as required by the City's purchasing policy. Five vendors submitted nine different proposals.

These nine proposals can be broken down into three categories. The first category is for two systems that are not expandable. This means that the hardware that is proposed is not capable of expansion into other geographic areas and includes a repeater radio that does not allow it to be linked to another repeater. In the second proposal, the mobile radios cannot be reprogrammed to link to more than one repeater. This would require that new radios be purchased in the event that we expand our service area beyond the Le Sueur to Mankato coverage.

The next category includes six proposals that plan for the use of the Broadway water tower as the location for the repeater and antenna. These proposals provide reliable coverage 20 to 25 miles from the Broadway tower site. They use hardware that allows expansion by adding repeaters at a distance to cover more geography. In order to expand this system an additional location for a repeater would need to be found that provides a height advantage over the surrounding terrain. This may entail leasing tower space in addition to equipment maintenance costs. The repeaters would then both require a data line, which allows the repeaters to communicate radio signals.

The third category includes the last proposal which uses an existing network of towers and repeaters that are owned by Alpha Wireless. The mobile radios would be programmed to use existing "space" on their Le Sueur and Saint Peter towers. The coverage of those repeaters is

40 to 45 miles. The fee to use those towers would be approximately \$1,100.00 annually. Since the transit system would not own the equipment, there would be no maintenance costs to keep the system operational. In the event that greater coverage is needed, the vendor would simply program the additional repeater(s) to pass along our radio signals. The annual cost to add one repeater today would be \$110.

During a conversation at the Minnesota Public Transit Conference in late October, MN/DOT Office of Transit Program Director Tom Gottfried stated that it was his hope and expectation that the forming Minnesota River Valley Transit may be merged into other systems within 5 years. With that statement in mind, it appears that allowing for expansion of radio coverage into the future would be wise. The proposal provided by Alpha Wireless would not only provide service in Le Sueur, Saint Peter and down into Mankato to assure communication in the new year, but with the 40 mile radius from their Mankato and Le Sueur tower sites, it would also cover all various counties.

The two proposals that do not allow for expansion without replacing hardware do not meet the future needs of Minnesota River Valley Transit and should not be considered. The remaining seven quotes range from \$12,985.00 to \$18,746.99. After staff calculated the projected 10 year costs of those with possible expansion in service area, the Bearcom Wireless proposal is the lowest. The proposal submitted by Bearcom Wireless is \$13,356.00 and uses Motorola radios.

I recommend that the Bearcom Wireless proposal be accepted at a cost of \$13,356. A ten year cost of use analysis was done to determine the best prices proposal.

FISCAL IMPACT:

The net cost of the radios and service would be funded from the Transit Operating Grant for 2016. As part of this grant, MN/DOT Office of Transit will pay 80% (\$10,684.80) and the remaining 20% (\$2,671.20) would come from transit revenues.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for your direction, but a delay may not allow for the radios to be operational in time for the January 1, 2017 consolidation.

Negative Votes: Staff will wait for your direction, but a delay may not allow for the radios to be operational in time for the January 1, 2017 consolidation.

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

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

PO/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING THE PURCHASE OF TRANSIT VHF RADIO SYSTEM

WHEREAS, the City has entered into an agreement with the City of Le Sueur to form Minnesota River Valley Transit (MRVT); and

WHEREAS, MRVT will need radio communications in order to dispatch buses to calls for service; and

WHEREAS, the current radio systems in use by Saint Peter Transit and Le Sueur Transit are not compatible; and

WHEREAS, funding was provided by the Minnesota Department of Transportation for development of a joint system and those funds are being allow for this use.

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

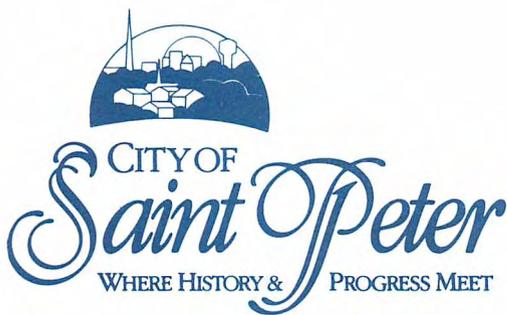
1. Staff is hereby authorized to purchase a VHF radio system from Bearcom Wireless for the sum of \$13,356.
2. The current radios and repeater are declared surplus and will be disposed of in accordance with City policy.
3. Upon operational transfer of transit services to Minnesota River Valley Transit (MRVT) the radio system will become property of MRVT.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of November, 2016.

Chuck Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 09/07/2016

FROM: Todd Prafke
City Administrator

RE: Goal Session Report and takeaways

ACTION/RECOMMENDATION

None needed. For your information and review.

BACKGROUND

The goal of this memo is to provide a basic outline of the principal discussion points and priorities as the Council provided direction as a part of its' Goal Session on November 7, 2016.

In writing this memo it is not my objective to provide a complete or full review of the discussion held by the Council, but rather it is to list, with some explanatory information, the priorities for efforts and big thoughts of the meeting. The listing is done based on topics within the body of the meeting. These are not in prioritized order.

- The Council reviewed its' list of Items of Vital Importance and spent time in review and discussion on the current list. The list remains as follows:
 - Community that treats all people like neighbors
 - Proactive housing solutions
 - Availability of quality health care
 - Thriving business community
 - Action on the changes in our demographics
 - Aesthetically distinctive
 - Improved Sustainability
 - Available early childhood care and educational opportunities and Exceptional schools
- Members discussed options related to the lease of space in the Community Center that will be vacated by District 508. While the exact date for vacation is not known, it will be in the later summer of 2017. The previously reviewed RFP responses were discussed and staff was provided direction to negotiate leases of rooms 117 and 119 with Saint Peter Community Child Care and Room 115 with Kids Corner Daycare. Room 110 was to be offered first to Kid's Corner, second to Saint Peter Community Child Care, and Head Start as a third option.

- Members participated in discussion about the budget process. More explanation of expenditures via footnotes would be of help as would more emphasis on changes in year to year budgets.
- The Council participated in an exercise designed to stimulate discussion on issues surrounding City activities, provision of services, teamwork and communications.
- The Hospital CEO was present. The Council discussed the process and planning related to evaluation and needs of facilities on the River's Edge campus including additional space for patients and the impact that volume changes in both OR and ER have made on facility needs and finances. Funding options through USDA and others were discussed.
- Council discussed its' ongoing desire to move forward with a planning process for a new fire hall. Staff was directed to continue the process to get a draft contract with Five Bugles Design architectural firm and solidify planning cost using their assistance. Some members expressed their belief that the location study proposed was unnecessary but most seemed to gravitate toward the theme of while we may have some idea, for a project of this scope and long term impact, an additional expert opinion was of value.
- Council reviewed Solar Goals and emphasized their want to not just focus on solar, but to include renewable of all type as able. Staff was directed to move forward as ready with the subscription program that was outlined at the Council's last Goal Session. It was thought that first quarter of 2017 would be the appropriate timeline for that action.
- The potential for the City to provide for a program designed to assist employees purchasing in the Traverse Green neighborhood was discussed in more detail with a final program to come before the Council in early 2017 for that year's construction season. The program is hoped to be a way to increase recruitment and retention, but more importantly, to stimulate other private and public sector employers to follow and tap into the matching funding that is available from Greater Minnesota Housing Fund. This provides additional assistance to working families which is the target of of this development.
- Members receive an update and discussed the current cost and development of the City park located north of the new high school. The project still is not fully funded (-\$430,000) and emphasis was put on the need to ensure that the park is not just about organized athletic space, but also that needs for green space and non-organized use of facilities is also a priority.
- A transit update was provided by staff and included discussion on the primary goals that we share with the City of Le Sueur.
- Council reviewed their Cooperative Effort List (White Sheets) and discussed issues related to partnerships and joint activities. More time was spent on this then in recent Goal Session and small modifications were made to the White Sheet list. It may be important to note that the Council believes that utilizing opportunities to work with partners has led to a number of successes within the community and while partnerships are a two-way street, they continue to believe that even if the amount of effort is not reciprocated, that the pursuit is of value and should continue.

- Discussion was held on the value of enhanced technology for the Council. A technology stipend was discussed and staff was directed to put this issue on a future workshop.
- Members discussed the bid and purchase process used by the City and after a very short discussion, asked that this item be placed on a future workshop.
- The Parks Master plan was reviewed, the amount of positive work recognized, and staff was directed to including adoption on an upcoming Council agenda. The future of planning was also discussed and a broader "visioning" process has been discussed for the 2018 or 2019 year that would then lead to an updated Comprehensive Plan and Parks Plan. Staff suggested that we are likely to need assistance with all three of those efforts to provide the type of result and documents the Council envisions.
- Council discussed the Sister City program both in the short and long term. The Council was excited to participate in the visit that is to take place in later November and also expressed their desire for staff to spend more time and effort in supporting the processes that needs to occur local in keeping the process and relation moving on a more equal basis with GAC and District 508.
- Council expressed its ongoing support of the communication tools that are currently being used and they continue to look for ways for members to participate in partnership meetings. Staff was directed to ensure that the City and School partnership resume a more regular meeting schedule.
- Council discussed its' organizational health, civility and the opportunity to provide additional training to themselves and others in the operation of meetings and keeping meetings civil and open.
- Not all items on the agenda were covered as the meeting concluded at about 9:45 p.m.
- Location and food were good but no pizza for next time and no additional or outside facilitator was recommended at this time.

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

TP/bal