

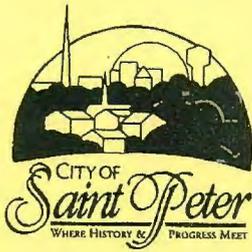
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 10, 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. Transit System Joint Powers Agreement
  - B. Transit Staffing Modifications
  - C. Business License Applications
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. LMC Regional Meetings
    - 2. SMMPA Annual Meeting
    - 3. REDA Annual Meeting
    - 4. Fall Hydrant Flushing
    - 5. 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 September 26, 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 September 22, 2016 through October 5, 2016, is attached. Please see the attached staff reports and RESOLUTION.

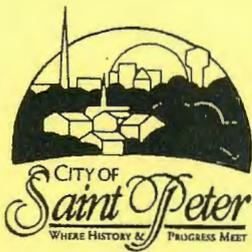
**VI. UNFINISHED BUSINESS**

None scheduled.

**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF JOINT POWERS AGREEMENT FOR MINNESOTA RIVER VALLEY TRANSIT SYSTEM**

Staff recommends authorization be provided for execution of a Joint Powers Agreement with the City of Le Sueur for the Minnesota River Valley Transit System. Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO TRANSIT STAFFING**

Should the Council approve the Joint Powers Agreement, staff would also recommend modifications be made to staffing in the transit system including the creation of a Transit Operations Manager, Transit Compliance Manager, and Transit Support Specialist positions and modifications to the Bus Driver position description. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION NEW BUSINESS LICENSE APPLICATIONS**

Following a background investigation, staff recommends approval of several new business license applications. 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 LEAGUE OF MINNESOTA CITIES REGIONAL MEETINGS**

A report will be provided on the annual regional meetings hosted by the League of Minnesota Cities and, in our area, the City of North Mankato.

**2. REPORT ON SMMPA ANNUAL MEETING**

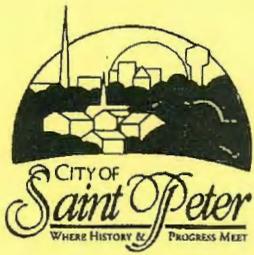
A report will be provided at this time on the upcoming SMMPA annual meeting.

**3. REPORT ON REDA ANNUAL MEETING**

A report will be provided at this time on the Greater Mankato Growth REDA meeting which was held at Gustavus.

**4. REPORT ON FALL HYDRANT FLUSHING**

A report will be provided at this time on the fall hydrant flushing process which begins October 10th.



**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  
SEPTEMBER 26, 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 September 26, 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, Grams, and Mayor Zieman. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineers Domras and Loose.

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

**Approval of Minutes** – A motion was made by Pfeifer, seconded by Parras, to approve the minutes of the September 12, 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 September 12, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Grams, seconded by Carlin, Resolution No. 2016-138 entitled, "Resolution Approving Consent Agenda", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-138 is contained in the City Administrator's book entitled Council Resolutions 21.

**Purchase Of Replacement Vehicle: Electric** – Public Works Director Moulton requested authorization to purchase a replacement pickup truck for the Electric Utility from Wolf Motors in the amount of \$33,596.55. Moulton indicated that as per Council direction at the last Council meeting, staff sought an additional proposal for a similar vehicle from Lager's of Saint Peter. Moulton noted the Lager's proposal was approximately \$500 higher than the state bid price vehicle from Wolf Motors. Councilmember Kvamme questioned whether the \$500 difference was significant enough to warrant purchasing a vehicle from an out of town dealer and whether it was more efficient and cost effective to buy locally even with the difference in price. Moulton noted the recommendation was based simply on lowest overall cost. Councilmembers discussed the policy to accept the lowest proposal only and how to determine when it might be more prudent to purchase at a slightly higher price in order to buy locally and/or realize savings in time for having to take vehicles out of town for servicing and other repairs. A motion was made by Kvamme, seconded by Carlin to approve a resolution that would authorize purchase, but substituting the purchase of a Dodge Ram Tradesman 2500 crew cab, 4 x 4 truck with an 8' box as proposed by Lager's of Saint Peter at the cost of \$34,115.84. City Administrator Prafke suggested that the resolution be further modified to include a section explaining the logic for accepting the higher priced quote.

Upon roll call, with all in favor, the Resolution, which was renamed "Resolution Authorizing Purchase Of A Dodge Ram 2017 Tradesman 2500 Crew Cab 4 X 4 With An Eight Foot (8') Box From Lager's Of Saint Peter" was declared passed and adopted with all the suggested

language changes. A complete copy of Resolution No. 2016-139 is contained in the City Administrator's book entitled Council Resolutions 21.

**Purchase of Replacement Vehicle: Stormwater** – Public Works Director Moulton requested authorization to purchase a replacement pickup truck for the Stormwater Utility from Lager's Of Saint Peter in the amount of \$29,593.85. Moulton indicated that as per Council direction at the last Council meeting, staff sought an additional proposal for a similar vehicle from Lager's of Saint Peter. Moulton noted the Lager's proposal was approximately \$800 less than the state bid price vehicle from Midway Ford which had originally been proposed at the last Council meeting. In motion by Carlin, seconded by Brand, Resolution No. 2016-140 entitled "Resolution Authorizing The Budgeted Purchase Of A Ram 1500 Tradesman Quad Cab 4 x 4 For The Stormwater Utility" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-140 is contained in the City Administrator's book entitled Council Resolutions 21.

**2016 Levy Payable In 2017** – Finance Director O'Connell reviewed the proposed tax levy for 2016 payable in 2017 in the total amount of \$2,543,337 which was a 11.34% increase, or \$259,029, over the previous year's levy. O'Connell noted the projected increase was based on a 3.5% tax capacity increase which could change when Nicollet County has their final figures available. O'Connell reported that the tax rate would change from 47.27 to 50.85 if the levy were adopted. O'Connell reviewed in more detail various line items from the proposed levy and also outlined some items that were not being funded including improvements to Gardner Road; the Minnesota Square Park pavilion; and a new Fire Hall. O'Connell also noted that when the final levy is adopted at the first meeting in December, the amount can be reduced or stay the same, but it cannot be increased.

Councilmember Parras indicated his concern that such a large increase was being proposed in light of the increase that taxpayers will have on their bills for the new high school and the increases recently announced for both Nicollet County and School District #508 and the increase in SMMPA rates. Parras asked for more information on the \$150,000 increase in the Police Department budget.

Mayor Zieman expressed his belief that "we need to revisit all or most of this."

Councilmember Brand encouraged Councilmembers to appear at the State Capital to lobby for improvements in the local government aid program.

In motion by Grams, seconded by Carlin, Resolution No. 2016-141 entitled "Resolution Adopting Preliminary 2016 Tax Levy Collectible In 2017" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-141 is contained in the City Administrator's book entitled Council Resolutions 21.

**Front Street Substation Project** – Public Works Director Moulton requested authorization for DeWild Grant and Reckert to provide preliminary engineering work for a project to refurbish the Front Street Substation in two stages. Moulton indicated DeWild Grant and Reckert would do the work for a fee not to exceed \$52,500 which was approximately 12% of the total project cost of \$1,600,000. Moulton reported the project would include replacement of a transformer (stage 2) and switch gear and duct work (stage one) which will minimize the impact on the old transformer and lessen the load until the new transformer is in place. Councilmember Grams questioned how the work would be funded. City Administrator Prafke indicated DeWild Grant and Reckert would estimate the costs and 20-30 year revenue bonds could be used to fund the

project. Prafke stressed that it was important that the City do the work as planned repairs rather than being surprised with emergency expenses if the transformer were to fail.

In motion by Brand, seconded by Parras, Resolution No. 2016-142 entitled "Resolution Authorizing DeWild Grant And Reckert Engineering To Provide Preliminary Engineering Work For The 2016-2017 Front Street Substation Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-142 is contained in the City Administrator's book entitled Council Resolutions 21.

**Purchase Of Replacement Vehicle: Water** – Public Works Director Moulton requested authorization to purchase a replacement pickup truck for the Water Utility from Midway Ford Commercial in Roseville in the amount of \$24,604.17. Moulton noted that based on previous requests from the Council, staff also requested a proposal from Lager's of Saint Peter for the vehicle and Lager's had proposed a vehicle with a price that was slightly more than \$500 higher. A motion was made by Kvamme, seconded by Parras to approve a resolution that would authorize purchase, but substituting the purchase of a Dodge Ram Tradesman 1500 regular cab, 4 x 4 truck as proposed by Lager's of Saint Peter at a cost of \$25,114.46. City Administrator Prafke again suggested additional language be added to the resolution explaining the reason for choosing the higher priced proposal.

Mayor Zieman expressed concerns that local vendors may feel that as long as they are close to other vendors they will get the business even if they weren't the lowest bid. Zieman stated that it is "not the role of City government to be awarding bids this way."

Upon roll call, with all in favor, the Resolution, which was renamed "Resolution Authorizing Purchase Of A Dodge Ram 2017 Tradesman 1500 Regular Cab 4 X 4 From Lager's Of Saint Peter" was declared passed and adopted. A complete copy of Resolution No. 2016-143 is contained in the City Administrator's book entitled Council Resolutions 21.

**Broadway Water Tower Refurbishment Project Engineering** – Public Works Director Moulton requested Bolton and Menk, Inc. be retained to provide preliminary engineering work for a project to refurbish the Broadway Water Tower for a fee not to exceed \$19,300. Moulton noted the tower was last refurbished in 2001 and the tank was in very good condition. Moulton also pointed out staff would be recommending the project be bid as a "best value contract" which was used for the Greenhill Water Tower project in 2013 and which would allow the City to select the best contractor who had the proper equipment, properly trained staff; and resources to do the project rather than the lowest cost bid. Moulton stated bids would most likely be awarded in January so the contractor can schedule the work. In motion by Pfeifer, seconded by Parras, Resolution No. 2016-144 entitled "Resolution Authorizing Engineering Services For Refurbishing Of Broadway Water Tower" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-144 is contained in the City Administrator's book entitled Council Resolutions 21.

**Consolidated Communications Cable TV Franchise Agreement** – City Administrator Prafke reported Special City Attorney Robert Vose had concluded negotiations with Crystal Communications dba Consolidated Communications on renewal of the cable television franchise in Saint Peter. Prafke noted changes to the agreement were minimal with the exception of the term of the agreement which would be 10 years (as opposed to the previous agreement which was 15 years) and the five percent (5%) franchise fee was being changed to a total of \$30,000 which would be split by all franchise holders. Prafke also noted that due to a recent law change, the agreement, which had previously been done by ordinance, was recommended to be approved by resolution and suggested changing the resolution title to more

accurately reflect that change. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-145 entitled "Resolution Entering Into An Agreement With Crystal Communications dba Consolidated Communications Granting A Cable Television Franchise" was introduced with the title change included. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-145 is contained in the City Administrator's book entitled Council Resolutions 21.

**Business License Applications** – City Administrator Prafke recommended approval of a Soft Drink license for Nicollet Café and a Temporary Soft Drink license for the St. Peter Trap Team. In motion by Parras, seconded by Carlin, Resolution No. 2016-146 entitled "Resolution Approving Business License Applications" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-146 is contained in the City Administrator's book entitled Council Resolutions 21.

**Park Name Designations** – Public Works Director Moulton presented the Parks and Recreation Advisory Board's top two recommendations for names for the new park at Traverse Green Subdivision and the new park adjacent to the new high school. Moulton noted the names were the top two from the five that had been suggested by the select committee. Councilmember Kvamme asked who was on the select committee and City Administrator Prafke indicated it was Bob Sandeen for his historical knowledge, Larry Parks who is a member of the Parks Board, and Chamber of Commerce Officer Peggy Carlson.

Councilmember Brand questioned why the City wasn't consulting with School District #508 on the name of the park abutting the school as requested by a member of the Parks Board. City Administrator Prafke indicated he had discussed the matter with the Superintendent of Schools who indicated that the School District #508 representative on the Parks Board covers their involvement.

Mayor Zieman polled the Council to determine which of the two names, Prairie Ridge Park or Crossing Park, each member preferred.

In motion by Brand, seconded by Parras, Resolution No. 2016-146 entitled "Resolution Designating Name Of New City Park In Traverse Green Subdivision" was introduced with the name "Prairie Ridge Park". Upon roll call, Councilmembers Grams, 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. 2016-146 is contained in the City Administrator's book entitled Council Resolutions 21.

Mayor Zieman again polled the Council to determine which of the two names recommended names, West Side Park or Community Spirit Park, each member preferred for the park abutting the high school.

In motion by Kvamme, seconded by Carlin, Resolution No. 2016-147 entitled "Resolution Designating Name Of New City Park Adjacent To High School" was introduced with the name "Community Spirit Park". Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016- is contained in the City Administrator's book entitled Council Resolutions 21.

**Public Works Job Description Modifications** – Public Works Director Moulton and City Administrator Prafke recommended changes to the Public Works department staffing including elimination of the Forestry Foreman and Assistant Forester positions; establishing a position of Forester and approval of the job description; assigning the current Assistant Forester to the

position of Forester; and changing the Parks Foreman job description to include supervision of the Forester and adding right-of-way and boulevard oversight. Moulton indicated the changes were being recommended to allow the staff to be more productive and efficient in their jobs. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-148 entitled "Resolution Modifying Staffing Levels And Certain Position Descriptions In The Public Works Department" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-148 is contained in the City Administrator's book entitled Council Resolutions 21.

## **Reports**

**Staff Training** – City Administrator Prafke reported non-emergency City offices would be closed on October 4th until 1:30 pm for staff training.

**Oktoberfest** – City Administrator Prafke reported no problems of significance had been reported associated with the Oktoberfest event.

**Brush and Garden Waste Collection**- City Administrator Prafke reminded residents the City's curbside brush and garden waste collection began on September 26th and the leaf collection would begin on October 24th for properties located south of Broadway Avenue and November 7th for properties located north of Broadway Avenue.

**Joint Transit System** – City Administrator Prafke updated Councilmembers on the progress in development of a joint transit system with the City of Le Sueur and announced the winning name submitted through the contest to name the joint system was "Minnesota River Valley Transit".

Councilmember Kvamme reported he had attended the memorial service for former Councilmember Mary Gover who served sixteen years as a City Councilmember. Kvamme stated Gover was a "remarkable person and an efficient and effective Councilmember."

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:42 p.m.

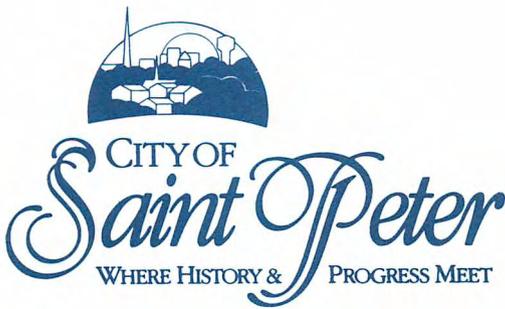
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 10/05/2016

**FROM:** Pete Moulton *PM*  
Director of Public Works

**RE:** Purchase of a 500 KVA Transformer

### ACTION/RECOMMENDATION

Authorize purchase of a 500 KVA three phase pad mount transformer from WESCO of New Brighton, Minnesota in the amount of \$9,840.00.

### BACKGROUND

The Electric Utility recently installed their last 500 KVA transformer at the 40-Unit Drummer Development at Welco West. This replacement transformer would be placed in inventory and used when needed.

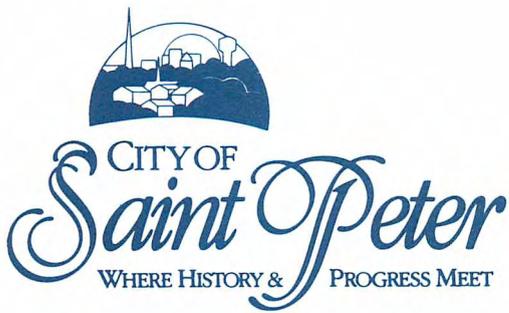
Formal written proposals were requested of vendors via email as per the purchasing policy. Two vendors, WESCO and RESCO submitted proposals as shown below:

Company	Written Proposal	Freight/Delivery	Total
WESCO	\$9,840.00	Included	\$9,840.00
RESCO	\$10,097.00	Included	\$10,097.00
Border States	No Response		No Response

This purchase would be funded through the Electric budget.

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

PM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 10/7/2016

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Temporary Soft Drink License Application

### **ACTION/RECOMMENDATION**

Provide approval of a temporary Soft Drink license application.

### **BACKGROUND**

Just prior to the Oktoberfest celebration an application for a Temporary Soft Drink License application was submitted by Matthew Sanders, on behalf of the Govenaires Drum & Bugle Corps in order to sell soda at Oktoberfest. The event was held on September 24-25, 2016 and you provided approval contingent upon City Council ratification as authorized in the City Code.

Please include consideration of this license as part of the October 10, 2016 City Council consent agenda.

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

CKM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	wellness/ sun-n-fun challe	RESTRICTED CONTRIB	CITY ADMINISTRATION	224.38
	wellness challenge shirts	RESTRICTED CONTRIB	CITY ADMINISTRATION	12.48
	TOTAL:			236.86
ALPHA WIRELESS COMMUNICATIONS CO	spare battiers for pagers	GENERAL FUND	FIRE	89.13
	TOTAL:			89.13
AMAZON	ink cartridges	GENERAL FUND	STREETS	84.36
	ink cartridges	GENERAL FUND	PARKS	67.49
	library non-fiction matera	LIBRARY FUND	LIBRARY	489.81
	ink cartridges	WATER	ADMIN AND GENERAL	33.74
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	33.74
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	33.74
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	84.36
	wellness challenge reflect	RESTRICTED CONTRIB	CITY ADMINISTRATION	277.00
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	77.21
	TOTAL:			1,181.45
AMERICAN CASTING & MANUFACTURING CORP	meter seals red/ blue	ELECTRIC FUND	POWER DISTRIBUTION	645.66
	TOTAL:			645.66
AMERICAN PUBLIC WORKS ASSOCIATION	2017 mayo dues	GENERAL FUND	STREETS	76.66
	2017 mayo dues	GENERAL FUND	PARKS	76.67
	2017 mayo dues	ENVIRON SERVICES F	ADMIN AND GENERAL	76.67
	TOTAL:			230.00
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	319.95
	TOTAL:			319.95
BARNUM GATE SERVICES, INC.	gate repairs	GENERAL FUND	STREETS	19.08
	gate repairs	GENERAL FUND	PARKS	19.08
	gate repairs	WATER	DISTRIBUTION AND STORA	9.54
	green hill & sunrise gate	WATER	DISTRIBUTION AND STORA	578.95
	n. lift station gate repai	WASTE WATER FUND	COLLECTOR/LIFT STAT	129.78
	gate repairs	WASTE WATER FUND	SOURCE/TREATMENT	9.54
	gate repairs	ENVIRON SERVICES F	REFUSE DISPOSAL	9.54
	gate repairs	ELECTRIC FUND	POWER DISTRIBUTION	19.08
	gate repairs	STORMWATER FUND	TREATMENT	9.53
	TOTAL:			804.12
BATTERIES PLUS	led light battery	GENERAL FUND	FIRE	60.95
	TOTAL:			60.95
BOBCAT OF MANKATO	#614 mower transmission	GENERAL FUND	PARKS	1,959.00
	TOTAL:			1,959.00
BORDER STATES ELECTRIC SUPPLY	light fixture covers	GENERAL FUND	MUNICIPAL BUILDING	183.96
	TOTAL:			183.96
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,614.00
	criminal	GENERAL FUND	LEGAL SERVICES	6,382.25
	easements-gardner	GENERAL FUND	STREETS	170.50
	round-a-bout	PERM IMPROVMENT RE	STREETS	93.00
	torrens work	HOUSING DISTRICT #	ECONOMIC DEVMT	1,187.50
	trav green	HOUSING DISTRICT #	ECONOMIC DEVMT	1,340.25
	email question	WATER	ADMIN AND GENERAL	46.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	10,834.00
C & S SUPPLY CO INC	uniform allow. mike w.	GENERAL FUND	MUNICIPAL BUILDING	155.96
	boots - neary	GENERAL FUND	FIRE	51.58
	boots - neary	GENERAL FUND	STREETS	77.37
	banner bungeys	GENERAL FUND	PARKS	5.96
	uniform allow. fred p.	WASTE WATER FUND	ADMIN AND GENERAL	24.99
			TOTAL:	315.86
CINTAS FIRST AID & SAFETY	safety cabinet	GENERAL FUND	STREETS	2.72
	1st aid supplies	GENERAL FUND	RECREATION/LEISURE SER	13.87
	safety cabinet	GENERAL FUND	PARKS	2.18
	1st aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	1.63
	safety cabinet	WATER	ADMIN AND GENERAL	1.09
	safety cabinet	WASTE WATER FUND	ADMIN AND GENERAL	1.09
	safety cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	1.08
	safety cabinet	ELECTRIC FUND	ADMIN AND GENERAL	2.72
			TOTAL:	26.38
COLE PAPERS INC	office supplies	GENERAL FUND	CITY ADMINISTRATION	74.96
	office supplies	GENERAL FUND	CITY CLERK	74.96
	office supplies	GENERAL FUND	FINANCE	49.97
	office supplies	GENERAL FUND	POLICE	39.98
	office supplies	GENERAL FUND	BUILDING INSPECTOR	19.99
	office supplies	GENERAL FUND	PUBLIC WORKS ADMIN	9.99
	wipes, glass cleaner, & so	GENERAL FUND	STREETS	114.70
	bags	GENERAL FUND	STREETS	20.99
	colored copy paper	GENERAL FUND	RECREATION/LEISURE SER	14.73
	wipes, glass cleaner, & so	GENERAL FUND	PARKS	114.70
	bags	GENERAL FUND	PARKS	20.99
	office supplies	GENERAL FUND	ECONOMIC DEVMT	5.00
	cleaning supplies	LIBRARY FUND	LIBRARY	211.11
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	844.45
	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	169.12
	wipes, glass cleaner, & so	WATER	DISTRIBUTION AND STORA	57.35
	bags	WATER	DISTRIBUTION AND STORA	10.49
	office supplies	WATER	ADMIN AND GENERAL	44.97
	wipes, glass cleaner, & so	WASTE WATER FUND	SOURCE/TREATMENT	57.35
	bags	WASTE WATER FUND	SOURCE/TREATMENT	10.49
	office supplies	WASTE WATER FUND	ADMIN AND GENERAL	44.96
	wipes, glass cleaner, & so	ENVIRON SERVICES F	REFUSE DISPOSAL	57.35
	bags	ENVIRON SERVICES F	REFUSE DISPOSAL	10.49
	wipes, glass cleaner, & so	ELECTRIC FUND	POWER DISTRIBUTION	114.70
	bags	ELECTRIC FUND	POWER DISTRIBUTION	20.99
	office supplies	ELECTRIC FUND	ADMIN AND GENERAL	134.92
	wipes, glass cleaner, & so	STORMWATER FUND	TREATMENT	57.35
	bags	STORMWATER FUND	TREATMENT	10.50
			TOTAL:	2,417.55
TOM CONNOR	driver's license class a r	WASTE WATER FUND	ADMIN AND GENERAL	44.25
	uniform allow.	WASTE WATER FUND	ADMIN AND GENERAL	69.90
			TOTAL:	114.15
COPIER BUSINESS SOLUTIONS	copier contract	GENERAL FUND	STREETS	36.63
	copier contract	GENERAL FUND	PARKS	29.30
	copier contract	WATER	ADMIN AND GENERAL	14.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	copier contract	WASTE WATER FUND	ADMIN AND GENERAL	14.65
	copier contract	ENVIRON SERVICES F	ADMIN AND GENERAL	14.64
	copier contract	ELECTRIC FUND	ADMIN AND GENERAL	36.63
			TOTAL:	146.50
CREDIT RIVER TOOLS	pliers & scrapers	GENERAL FUND	STREETS	49.54
	pliers & scrapers	GENERAL FUND	PARKS	49.54
	pliers & scrapers	WATER	DISTRIBUTION AND STORA	24.77
	pliers & scrapers	WASTE WATER FUND	SOURCE/TREATMENT	24.77
	pliers & scrapers	ENVIRON SERVICES F	REFUSE DISPOSAL	24.77
	pliers & scrapers	ELECTRIC FUND	POWER DISTRIBUTION	49.54
	pliers & scrapers	STORMWATER FUND	TREATMENT	24.77
			TOTAL:	247.70
CRYSTAL LAWN, INC	fall shutdown pw bldg	GENERAL FUND	STREETS	19.50
	fall shutdown gault park	GENERAL FUND	PARKS	220.00
	fall shutdown jeff park	GENERAL FUND	PARKS	280.00
	fall shutdown pw bldg	GENERAL FUND	PARKS	15.60
	fall sprinkler shutdown	COMMUNITY CENTER	COMMUNITY CENTER	100.00
	fall shutdown brdwy wtp	WATER	PURIFICATION AND TREAT	84.00
	fall shutdown sunrise dr.	WATER	DISTRIBUTION AND STORA	80.00
	fall shutdown pw bldg	WATER	ADMIN AND GENERAL	7.80
	fall shutdown pw bldg	WASTE WATER FUND	ADMIN AND GENERAL	7.80
	fall shutdown pw bldg	ENVIRON SERVICES F	ADMIN AND GENERAL	7.80
	fall shutdown pw bldg	ELECTRIC FUND	ADMIN AND GENERAL	19.50
			TOTAL:	842.00
CUSHMAN MOTOR COMPANY INC	#407 broom assembly	GENERAL FUND	PARKS	387.46
			TOTAL:	387.46
DGR ENGINEERING	street light map	ELECTRIC FUND	POWER DISTRIBUTION	88.00
			TOTAL:	88.00
DIESEL SYSTEMS	#32 hose	ELECTRIC FUND	POWER DISTRIBUTION	8.64
			TOTAL:	8.64
EARL F ANDERSEN INC	no parking signs	GENERAL FUND	STREETS	240.05
	9" name plates	GENERAL FUND	STREETS	776.70
			TOTAL:	1,016.75
EATON/CANNON TECHNOLOGIES, INC.	ami project mgt	WATER	CAPITAL-WATER DISTRIBU	618.75
	ami project mgt	WASTE WATER FUND	CAPITAL-GENERAL PLANT	618.75
	ami project mgt	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,512.50
			TOTAL:	3,750.00
ELECTRICAL & COMMUNICATION SPECIALISTS	billed out - repair	GENERAL FUND	NON-DEPARTMENTAL	218.00
	office ballast - tim's	GENERAL FUND	PUBLIC WORKS ADMIN	47.15
	jeff. park lights & kiosk	GENERAL FUND	PARKS	476.00
			TOTAL:	741.15
EMERGENCY RESPONSE SOLUTIONS	helmet front	GENERAL FUND	FIRE	50.70
			TOTAL:	50.70
FASTENAL COMPANY	concrete repair in transit	GENERAL FUND	MUNICIPAL BUILDING	171.53
	light bulbs	GENERAL FUND	STREETS	19.02
	ear plugs	GENERAL FUND	STREETS	67.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	t rod	GENERAL FUND	STREETS	0.54
	bulbs	GENERAL FUND	STREETS	19.02
	drill bit	GENERAL FUND	STREETS	8.43
	safety glasses	GENERAL FUND	STREETS	5.01
	light bulbs	GENERAL FUND	PARKS	15.21
	ear plugs	GENERAL FUND	PARKS	54.00
	t rod	GENERAL FUND	PARKS	0.43
	bulbs	GENERAL FUND	PARKS	15.21
	drill bit	GENERAL FUND	PARKS	8.43
	safety glasses	GENERAL FUND	PARKS	4.01
	tools	COMMUNITY CENTER	COMMUNITY CENTER	55.25
	drill bit	WATER	DISTRIBUTION AND STORA	4.21
	light bulbs	WATER	ADMIN AND GENERAL	7.61
	ear plugs	WATER	ADMIN AND GENERAL	27.00
	t rod	WATER	ADMIN AND GENERAL	0.22
	bulbs	WATER	ADMIN AND GENERAL	7.61
	safety glasses	WATER	ADMIN AND GENERAL	2.00
	drill bit	WASTE WATER FUND	SOURCE/TREATMENT	4.21
	socket set	WASTE WATER FUND	SOURCE/TREATMENT	18.52
	light bulbs	WASTE WATER FUND	ADMIN AND GENERAL	7.61
	ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	27.00
	t rod	WASTE WATER FUND	ADMIN AND GENERAL	0.22
	bulbs	WASTE WATER FUND	ADMIN AND GENERAL	7.61
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	2.00
	drill bit	ENVIRON SERVICES F	REFUSE DISPOSAL	4.21
	light bulbs	ENVIRON SERVICES F	ADMIN AND GENERAL	7.60
	ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	26.98
	t rod	ENVIRON SERVICES F	ADMIN AND GENERAL	0.20
	bulbs	ENVIRON SERVICES F	ADMIN AND GENERAL	7.60
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	2.01
	drill bit	ELECTRIC FUND	POWER DISTRIBUTION	8.43
	light bulbs	ELECTRIC FUND	ADMIN AND GENERAL	19.02
	ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	67.50
	t rod	ELECTRIC FUND	ADMIN AND GENERAL	0.54
	bulbs	ELECTRIC FUND	ADMIN AND GENERAL	19.02
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	5.01
	nuts & eye bolt	ELECTRIC FUND	ADMIN AND GENERAL	6.22
	drill bit	STORMWATER FUND	TREATMENT	4.22
			TOTAL:	737.97
FOUR SEASONS OVERHEAD DOOR, LLC	garage door repair	GENERAL FUND	PARKS	873.75
			TOTAL:	873.75
GOODTIMES MANUFACTURING	youth football shirts	GENERAL FUND	RECREATION/LEISURE SER	818.75
			TOTAL:	818.75
GOPHER SPORT	pickle ball supplies	GENERAL FUND	RECREATION/LEISURE SER	35.80
	youth center sport equipme	YOUTH CENTER GRANT	YOUTH CENTER	136.65
			TOTAL:	172.45
GRAYMONT WESTERN LIME INC.	high calcium quicklime	WASTE WATER FUND	BIOSOLIDS	4,416.72
			TOTAL:	4,416.72
GREATER MANKATO GROWTH	reda dues 4th quarter 2016	GENERAL FUND	ECONOMIC DEVMT	6,503.93
	reda annual meeting	GENERAL FUND	ECONOMIC DEVMT	66.00
			TOTAL:	6,569.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JAMES GRUHOT	uniform allow.	WATER	ADMIN AND GENERAL	69.90
			TOTAL:	69.90
HACH COMPANY	lab supplies	WATER	DISTRIBUTION AND STORA	448.89
			TOTAL:	448.89
HARRISON TRUCK CENTERS	#44 electronic computer un	GENERAL FUND	STREETS	2,500.00
	#44 shift module	GENERAL FUND	STREETS	1,745.56
			TOTAL:	4,245.56
HAWKINS, INC.	bleach & caustie sode	WATER	PURIFICATION AND TREAT	1,589.65
	azone 15 & sodium hydroxid	WATER	PURIFICATION AND TREAT	1,728.10
	suffuric acid	WASTE WATER FUND	BIOSOLIDS	48.74
	suffuric acid	WASTE WATER FUND	SOURCE/TREATMENT	113.73
			TOTAL:	3,480.22
HOLIDAY COMMERCIAL	sept fuel	GENERAL FUND	POLICE	111.22
	sept. fuel	GENERAL FUND	BUILDING INSPECTOR	79.46
	sept fuel	GENERAL FUND	STREETS	183.39
	sept fuel	GENERAL FUND	RECREATION/LEISURE SER	22.58
	sept fuel	GENERAL FUND	PARKS	537.30
	sept fuel	COMMUNITY CENTER	COMMUNITY CENTER	10.80
	sept. fuel	WATER	SOURCE OF SUPPLY	23.96
	sept. fuel	WATER	PURIFICATION AND TREAT	35.96
	sept. fuel	WATER	DISTRIBUTION AND STORA	179.72
	sept. fuel	WATER	CUSTOMER ACCOUNTS	37.23
	sept fuel	WASTE WATER FUND	SOURCE/TREATMENT	232.73
	sept. fuel	WASTE WATER FUND	ADMIN AND GENERAL	27.22
	sept. fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	37.23
	sept. fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	68.24
	sept. fuel	ELECTRIC FUND	POWER DISTRIBUTION	237.24
	sept. fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	37.24
	sept. fuel	STORMWATER FUND	TREATMENT	640.59
	sept. fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,179.55
			TOTAL:	4,681.66
HORIZON COMMERCIAL POOL SUPPLY	pool operator class	GENERAL FUND	SWIMMING POOL	290.00
			TOTAL:	290.00
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,722.03
	new library materials	LIBRARY FUND	LIBRARY	129.54
			TOTAL:	1,851.57
JAVENS MECHANICAL CONTRACTING CO.	discharge air sensors	WASTE WATER FUND	SOURCE/TREATMENT	321.65
			TOTAL:	321.65
KATO ROOFING INC	set pump	WASTE WATER FUND	COLLECTOR/LIFT STAT	506.25
			TOTAL:	506.25
KIBBLE EQUIPMENT	#715 mower blades	STORMWATER FUND	TREATMENT	94.53
			TOTAL:	94.53
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	762.45
	animal care/ paws	RESTRICTED CONTRIB	COMMUNITY SERVICE	783.05
			TOTAL:	1,545.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DONNIE KLOSSNER	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	175.00
			TOTAL:	175.00
LIGHTHOUSE UNIFORM CO.	white bell cap, 1/2 in sil	RESTRICTED CONTRIB	FIRE	119.80
			TOTAL:	119.80
LOCATORS & SUPPLIES, INC.	uniform allow. matt u.	GENERAL FUND	STREETS	54.96
	uniform allow. scott z.	GENERAL FUND	PARKS	94.48
	uniform allow. jason m.	GENERAL FUND	PARKS	82.84
	uniform allow. t. kamm	WATER	ADMIN AND GENERAL	104.94
	uniform allow. jim g.	WATER	ADMIN AND GENERAL	55.00
			TOTAL:	392.22
LOFFLER	telephone labor charge	GENERAL FUND	MUNICIPAL BUILDING	77.50
			TOTAL:	77.50
LUBE-TECH & PARTNERS, LLC	antifreeze	GENERAL FUND	STREETS	114.48
	antifreeze	GENERAL FUND	PARKS	114.48
	antifreeze	WATER	DISTRIBUTION AND STORA	57.24
	antifreeze	WASTE WATER FUND	SOURCE/TREATMENT	57.24
	antifreeze	ENVIRON SERVICES F	REFUSE DISPOSAL	57.24
	antifreeze	ELECTRIC FUND	POWER DISTRIBUTION	114.48
	antifreeze	STORMWATER FUND	TREATMENT	57.22
			TOTAL:	572.38
MARCO, INC.	copier contract	GENERAL FUND	CITY ADMINISTRATION	38.76
	copier contract	GENERAL FUND	CITY CLERK	38.76
	copier contract	GENERAL FUND	FINANCE	25.84
	copier contract	GENERAL FUND	POLICE	20.67
	copier contract	GENERAL FUND	BUILDING INSPECTOR	10.34
	copier contract	GENERAL FUND	PUBLIC WORKS ADMIN	5.17
	copier contract	GENERAL FUND	ECONOMIC DEVMT	2.58
	copier contract	WATER	ADMIN AND GENERAL	23.26
	copier contract	WASTE WATER FUND	ADMIN AND GENERAL	23.24
	copier contract	ELECTRIC FUND	ADMIN AND GENERAL	69.77
			TOTAL:	258.39
MATHESON TRI-GAS INC	water disc flap	GENERAL FUND	STREETS	21.80
	5 gal bandade	GENERAL FUND	STREETS	56.65
	water disc flap	GENERAL FUND	PARKS	21.80
	5 gal bandade	GENERAL FUND	PARKS	56.65
	water disc flap	WATER	DISTRIBUTION AND STORA	10.90
	5 gal bandade	WATER	DISTRIBUTION AND STORA	28.33
	water disc flap	WASTE WATER FUND	SOURCE/TREATMENT	10.90
	5 gal bandade	WASTE WATER FUND	SOURCE/TREATMENT	28.33
	water disc flap	ENVIRON SERVICES F	REFUSE DISPOSAL	10.90
	5 gal bandade	ENVIRON SERVICES F	REFUSE DISPOSAL	28.33
	water disc flap	ELECTRIC FUND	POWER DISTRIBUTION	21.80
	5 gal bandade	ELECTRIC FUND	POWER DISTRIBUTION	56.65
	water disc flap	STORMWATER FUND	TREATMENT	10.90
	5 gal bandade	STORMWATER FUND	TREATMENT	28.31
			TOTAL:	392.25
MED-COMPASS INC	hearing tests & osha train	GENERAL FUND	STREETS	113.00
	hearing tests & osha train	GENERAL FUND	PARKS	90.40
	hearing tests & osha train	WATER	ADMIN AND GENERAL	45.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	hearing tests & osha train	WASTE WATER FUND	ADMIN AND GENERAL	45.20	
	hearing tests & osha train	ENVIRON SERVICES F	ADMIN AND GENERAL	45.20	
	hearing tests & osha train	ELECTRIC FUND	ADMIN AND GENERAL	113.00	
			TOTAL:	452.00	
MENARDS	paint supplies tremendous	GENERAL FUND	PARKS	38.54	
	propane & gas	WATER	PURIFICATION AND TREAT	20.91	
			TOTAL:	59.45	
METERING & TECHNOLOGY SOLUTIONS	#828 ami meter heads	WATER	NON-DEPARTMENTAL	939.74	
			TOTAL:	939.74	
METRO SALES INC	printing cost. contract	GENERAL FUND	POLICE	87.24	
	staple refill for copy mac	GENERAL FUND	RECREATION/LEISURE SER	30.25	
	staple refill for copy mac	COMMUNITY CENTER	COMMUNITY CENTER	30.25	
			TOTAL:	147.74	
MID AMERICA METER, INC.	repair bearing gasket	WATER	PURIFICATION AND TREAT	561.50	
			TOTAL:	561.50	
MISC VENDOR	COWELL, GREG	COWELL, GREG: DJ FOR PAWS	RESTRICTED CONTRIB	COMMUNITY SERVICE	100.00
	FILTER BELTS	bio solids belts	WASTE WATER FUND	BIOSOLIDS	7,513.54
	GOVER, TOM	mary gover memorial	GENERAL FUND	MAYOR & COUNCIL	75.00
	GPRS	gprs seminar registration	GENERAL FUND	FINANCE	50.00
	JOHNSON, ROBERT	refund/ permit was paid tw	GENERAL FUND	NON-DEPARTMENTAL	90.00
	JOHNSON, ROBERT	refund/ permit was paid tw	GENERAL FUND	NON-DEPARTMENTAL	1.00
	NATIONAL FILTER MEDIA	seals	WASTE WATER FUND	BIOSOLIDS	547.48
	PATEK HOSPITALITY CONS	lodging market study/ phas	GENERAL FUND	ECONOMIC DEVMT	2,000.00
	SAFETY AND SECURITY CO	transitional fire attack i	GENERAL FUND	FIRE	400.00
			TOTAL:	10,777.02	
MN DEPT OF HUMAN SERVICES	lawn mowing service	GENERAL FUND	NON-DEPARTMENTAL	50.00	
			TOTAL:	50.00	
MN PUBLIC TRANSIT ASSN	conference registration fe	TRANSIT	TRANSIT/TRANSPORTATION	250.00	
			TOTAL:	250.00	
PETE MOULTON	apwa-minneapolis	GENERAL FUND	STREETS	16.71	
	apwa-minneapolis	GENERAL FUND	PARKS	13.36	
	apwa-minneapolis	WATER	ADMIN AND GENERAL	6.68	
	apwa-minneapolis	WASTE WATER FUND	ADMIN AND GENERAL	6.68	
	apwa-minneapolis	ENVIRON SERVICES F	ADMIN AND GENERAL	6.68	
	apwa-minneapolis	ELECTRIC FUND	ADMIN AND GENERAL	16.71	
			TOTAL:	66.82	
MVTL LABORATORIES INC	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	74.60	
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	74.60	
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	132.00	
	wwtf mercury	WASTE WATER FUND	SOURCE/TREATMENT	347.80	
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00	
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	126.80	
			TOTAL:	796.80	
NATIONAL TACTICAL OFFICERS ASSN	membership renewal	GENERAL FUND	POLICE	150.00	
			TOTAL:	150.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NBS CALIBRATIONS	clean & calubrate weights	WASTE WATER FUND	SOURCE/TREATMENT	212.00
	calib. thermometers	WASTE WATER FUND	SOURCE/TREATMENT	<u>149.00</u>
			TOTAL:	361.00
NICOLLET COUNTY RECORDER/ABSTRACTER	road right of way #4	GENERAL FUND	ECONOMIC DEVMT	56.00
	chabeans mortgage	GENERAL FUND	ECONOMIC DEVMT	46.00
	quit claim deed Northern C	REVOLVING LOAN FUN	ECONOMIC DEVMT	<u>46.00</u>
		TOTAL:	148.00	
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>69.43</u>
			TOTAL:	69.43
NUSS TRUCK & EQUIPMENT	#216 bolt cutting edge	GENERAL FUND	STREETS	<u>227.40</u>
			TOTAL:	227.40
PAAPE COMPANIES, INC.	fix hot water pump	COMMUNITY CENTER	COMMUNITY CENTER	167.40
	fix boiler pump	COMMUNITY CENTER	COMMUNITY CENTER	728.78
	repairs to hot water pump	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,237.99</u>
		TOTAL:	2,134.17	
SYLVIA PERRON	senior dance supplies for	GENERAL FUND	SENIOR COORDINATOR	<u>21.34</u>
			TOTAL:	21.34
BROCK PETERSON	uniform allowance	STORMWATER FUND	ADMINISTRATION AND GEN	<u>150.55</u>
			TOTAL:	150.55
DARRELL PETTIS	annual fire cheifs confere	GENERAL FUND	FIRE	<u>300.00</u>
			TOTAL:	300.00
PIONEER	soccer field stripe	GENERAL FUND	PARKS	<u>483.00</u>
			TOTAL:	483.00
SUE POPE	uniform allow.	GENERAL FUND	POLICE	<u>74.99</u>
			TOTAL:	74.99
PROFESSIONAL WATER TECHNOLOGIES	opticlean	WATER	PURIFICATION AND TREAT	<u>941.10</u>
			TOTAL:	941.10
QUALITY FLOW SYSTEMS, INC	wtp pumps service	WATER	PURIFICATION AND TREAT	400.00
	pump #1 power cord main li	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>5,660.00</u>
			TOTAL:	6,060.00
QUILL	ink cartridges	GENERAL FUND	STREETS	39.99
	ink cartridges	GENERAL FUND	PARKS	31.99
	ink cartridges	LIBRARY FUND	LIBRARY	162.94
	misc library supplies	LIBRARY FUND	LIBRARY	49.55
	ink cartridges	WATER	ADMIN AND GENERAL	16.00
	pens	WATER	CUSTOMER ACCOUNTS	4.00
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	16.00
	pens	WASTE WATER FUND	CUSTOMER ACCOUNTS	4.00
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	15.98
	pens	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	4.01
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	39.99
	pens	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>4.00</u>
			TOTAL:	388.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RYAN ELECTRIC OF ST PETER	millpond outlet	GENERAL FUND	PARKS	75.00
	ballast work in spcc	COMMUNITY CENTER	COMMUNITY CENTER	351.30
	replaced light in spcc par	COMMUNITY CENTER	COMMUNITY CENTER	150.00
	new school park irrigation	PARK LAND DEDICATI	PARKS	2,490.07
	wells 6 & 7 power	WATER	SOURCE OF SUPPLY	75.00
	pump 1 & 3 alarm cables	WASTE WATER FUND	COLLECTOR/LIFT STAT	267.50
	hook-up blowers	WASTE WATER FUND	SOURCE/TREATMENT	150.00
			TOTAL:	3,558.87
RYAN PLUMBING & HEATING	gault park toilet repair	GENERAL FUND	PARKS	639.49
			TOTAL:	639.49
SAM'S CLUB	3rd floor youth center con	YOUTH CENTER GRANT	YOUTH CENTER	301.82
			TOTAL:	301.82
ARTHUR E SIDNER	pictures for web, brochure	GENERAL FUND	RECREATION/LEISURE SER	115.00
			TOTAL:	115.00
SOLOMON CORPORATION	oil circuit reclosure/ sub	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	3,500.00
	oil circuit reclosure/ sub	ELECTRIC FUND	POWER DISTRIBUTION	1,000.00
			TOTAL:	4,500.00
SOUTHERN MN CONSTRUCTION CO INC	class 5 hallets trail	GENERAL FUND	PARKS	882.65
	class 5 stockpile	WATER	ADMIN AND GENERAL	159.18
	class 5 stockpile	WASTE WATER FUND	ADMIN AND GENERAL	159.18
	class 5 stockpile	ENVIRON SERVICES F	ADMIN AND GENERAL	79.58
	class 5 stockpile	ELECTRIC FUND	ADMIN AND GENERAL	397.94
			TOTAL:	1,678.53
SOUTHWEST MINNESOTA HOUSING PARTNERSHI	maplewood housing improvem	HOUSING REVOLVING	ECONOMIC DEVMT	26,056.00
			TOTAL:	26,056.00
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.92
	phone bill	WATER	ADMIN AND GENERAL	39.99
			TOTAL:	57.91
SPS COMPANIES, INC. MANKATO	air handler filters	LIBRARY FUND	LIBRARY	129.01
	air handler filters	COMMUNITY CENTER	COMMUNITY CENTER	516.00
	brass hex	WATER	PURIFICATION AND TREAT	9.61
			TOTAL:	654.62
ST LOUIS MRO, INC.	pre-employment drug test f	GENERAL FUND	SWIMMING POOL	74.25
			TOTAL:	74.25
ST PETER AREA CHAMBER OF COMMERCE	anniversary recognition	GENERAL FUND	STREETS	50.00
	anniversary chamber bucks	GENERAL FUND	PARKS	100.00
	anniversary recognition	GENERAL FUND	PARKS	150.00
	2017 st. peter resource gu	GENERAL FUND	ECONOMIC DEVMT	629.00
	anniversary chamber bucks	WASTE WATER FUND	ADMIN AND GENERAL	100.00
	anniversary recognition	ENVIRON SERVICES F	ADMIN AND GENERAL	50.00
		TOTAL:	1,079.00	
ST PETER HERALD	renewal 52 weeks	GENERAL FUND	PUBLIC WORKS ADMIN	59.80
			TOTAL:	59.80
STAPLES ADVANTAGE	easel	GENERAL FUND	CITY ADMINISTRATION	87.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	glue & folders	GENERAL FUND	CITY ADMINISTRATION	68.65
	white card stock	GENERAL FUND	CITY ADMINISTRATION	12.90
	fastener prongs	GENERAL FUND	CITY ADMINISTRATION	10.31
	glue & folders	GENERAL FUND	CITY CLERK	68.65
	fastener prongs	GENERAL FUND	CITY CLERK	10.31
	glue & folders	GENERAL FUND	FINANCE	45.77
	fastener prongs	GENERAL FUND	FINANCE	6.87
	glue & folders	GENERAL FUND	POLICE	36.61
	fastener prongs	GENERAL FUND	POLICE	5.50
	glue & folders	GENERAL FUND	BUILDING INSPECTOR	18.31
	fastener prongs	GENERAL FUND	BUILDING INSPECTOR	2.75
	glue & folders	GENERAL FUND	PUBLIC WORKS ADMIN	9.15
	fastener prongs	GENERAL FUND	PUBLIC WORKS ADMIN	1.37
	glue & folders	GENERAL FUND	ECONOMIC DEVMT	4.58
	white card stock	GENERAL FUND	ECONOMIC DEVMT	12.90
	fastener prongs	GENERAL FUND	ECONOMIC DEVMT	0.69
	date stamp	GENERAL FUND	ECONOMIC DEVMT	79.75
	glue & folders	WATER	ADMIN AND GENERAL	41.19
	fastener prongs	WATER	ADMIN AND GENERAL	6.18
	glue & folders	WASTE WATER FUND	ADMIN AND GENERAL	41.20
	fastener prongs	WASTE WATER FUND	ADMIN AND GENERAL	6.17
	glue & folders	ELECTRIC FUND	ADMIN AND GENERAL	123.57
	fastener prongs	ELECTRIC FUND	ADMIN AND GENERAL	18.55
			TOTAL:	719.09
STATE INDUSTRIAL PRODUCTS	floor & grout cleaner, plu	COMMUNITY CENTER	COMMUNITY CENTER	1,026.30
			TOTAL:	1,026.30
STREICHER'S	uniforms	GENERAL FUND	POLICE	102.96
			TOTAL:	102.96
TIGERDIRECT.COM	laptop for cso use	GENERAL FUND	COMMUNITY SERVICE	287.78
			TOTAL:	287.78
TRANE	quarterly service agreemen	COMMUNITY CENTER	COMMUNITY CENTER	1,117.25
			TOTAL:	1,117.25
MATT ULMAN	uniform allowance	GENERAL FUND	STREETS	63.98
			TOTAL:	63.98
US AUTO FORCE	squad tires	GENERAL FUND	POLICE	211.98
			TOTAL:	211.98
VERIZON WIRELESS	on call phones	COMMUNITY CENTER	COMMUNITY CENTER	14.54
	on call phones	WATER	ADMIN AND GENERAL	14.54
	on call phones	WASTE WATER FUND	ADMIN AND GENERAL	14.54
	on call phones	ELECTRIC FUND	ADMIN AND GENERAL	14.53
			TOTAL:	58.15
VINE FAITH IN ACTION	19 registrations for cross	GENERAL FUND	RECREATION/LEISURE SER	190.00
			TOTAL:	190.00
VISA	goal session dinner	GENERAL FUND	MAYOR & COUNCIL	75.12
	smmpa annual meeting	GENERAL FUND	MAYOR & COUNCIL	20.00
	lunch meetings	GENERAL FUND	CITY ADMINISTRATION	74.70
	ink cartridges	GENERAL FUND	FINANCE	159.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	tzd conf.	GENERAL FUND	POLICE	190.00
	annual fee	GENERAL FUND	POLICE	15.00
	river bend meeting	GENERAL FUND	BUILDING INSPECTOR	14.98
	annual visa fee	GENERAL FUND	COMMUNITY SERVICE	15.00
	ink cartridges	GENERAL FUND	STREETS	33.24
	pxw-conference, hotel, par	GENERAL FUND	STREETS	118.85
	msf membership	GENERAL FUND	RECREATION/LEISURE SER	60.00
	planning meeting for life	GENERAL FUND	RECREATION/LEISURE SER	9.78
	ink cartridges	GENERAL FUND	PARKS	26.59
	pxw-conference, hotel, par	GENERAL FUND	PARKS	95.08
	meeting with coldwell bank	GENERAL FUND	ECONOMIC DEVMT	6.73
	constant contact yearly re	LIBRARY FUND	LIBRARY	180.00
	mn library conf & membersh	LIBRARY FUND	LIBRARY	229.00
	3 replacement scanners for	LIBRARY FUND	LIBRARY	433.36
	microphone	PUBLIC ACCESS	PUBLIC ACCESS	221.95
	ink cartridges	WATER	ADMIN AND GENERAL	13.30
	annual domain name renewal	WATER	ADMIN AND GENERAL	25.00
	pxw-conference, hotel, par	WATER	ADMIN AND GENERAL	47.54
	work boots - c. thompson	WATER	ADMIN AND GENERAL	144.95
	work boots kamm gruhot tho	WATER	ADMIN AND GENERAL	299.97
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	13.30
	annual domain name renewal	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	pxw-conference, hotel, par	WASTE WATER FUND	ADMIN AND GENERAL	47.54
	shakopee, mn tap presentat	WASTE WATER FUND	ADMIN AND GENERAL	21.99
	arboricultural safety stan	ENVIRON SERVICES F	ADMIN AND GENERAL	82.75
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	13.29
	annual domain name renewal	ENVIRON SERVICES F	ADMIN AND GENERAL	12.50
	pxw-conference, hotel, par	ENVIRON SERVICES F	ADMIN AND GENERAL	47.54
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	33.24
	annual domain name renewal	ELECTRIC FUND	ADMIN AND GENERAL	62.50
	pxw-conference, hotel, par	ELECTRIC FUND	ADMIN AND GENERAL	118.85
	smmpa monthly meeting hote	ELECTRIC FUND	ADMIN AND GENERAL	145.43
	annual fee	TRANSIT	TRANSIT/TRANSPORTATION	15.00
	wellness challenge prizes	RESTRICTED CONTRIB	CITY ADMINISTRATION	490.00
	ntu prizes	RESTRICTED CONTRIB	POLICE	173.75
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	62.21
	cherry street books	RESTRICTED CONTRIB	LIBRARY	35.95
			TOTAL:	3,910.92
VON ESSEN TOWING	tire mount & balance #915	TRANSIT	TRANSIT/TRANSPORTATION	36.00
			TOTAL:	36.00
WESCO DISTRIBUTION INC	lugs at main sub	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	161.28
	336 wire - substation clai	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	109.59
			TOTAL:	270.87
WOLF MOTOR COMPANY, INC.	#813 indicator	ELECTRIC FUND	POWER DISTRIBUTION	14.44
	#306 seat belt buckle	ELECTRIC FUND	POWER DISTRIBUTION	274.12
			TOTAL:	288.56
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	44.12
			TOTAL:	44.12
ZEP SALES & SERVICE	zep cleaner	GENERAL FUND	STREETS	26.53
	zep cleaner	GENERAL FUND	PARKS	26.53
	zep cleaner	WATER	DISTRIBUTION AND STORA	13.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	zep cleaner	WASTE WATER FUND	SOURCE/TREATMENT	13.27
	zep cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	13.27
	zep cleaner	ELECTRIC FUND	POWER DISTRIBUTION	26.53
	zep cleaner	STORMWATER FUND	TREATMENT	13.25
			TOTAL:	132.65

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

101	GENERAL FUND	40,131.63
201	PROPERTY INSURANCE	3,770.87
211	LIBRARY FUND	4,056.30
213	PUBLIC ACCESS	221.95
217	COMMUNITY CENTER	6,521.06
230	REVOLVING LOAN FUND	46.00
261	HOUSING REVOLVING LOANS	26,056.00
401	PERM IMPROVMENT REVOLVING	93.00
404	PARK LAND DEDICATION	2,490.07
460	HOUSING DISTRICT #20	2,527.75
601	WATER	9,879.18
602	WASTE WATER FUND	22,863.03
603	ENVIRON SERVICES FUND	820.19
604	ELECTRIC FUND	6,803.56
606	STORMWATER FUND	1,101.72
610	TRANSIT	2,480.55
820	RESTRICTED CONTRIBUTIONS	2,355.83
824	YOUTH CENTER GRANT	438.47

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 GRAND TOTAL: 132,657.16  
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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>
Wesco	Three phase 500 KVA Transformer	\$9,840.00	Electric

2. The following business license is hereby approved subject to compliance with City Code regulations and payment of the licensing fee:

Temporary Soft Drink License

Govenaires Drum & Bugle Corps      Parking Lot #5      9/22/16 – 9/24/16

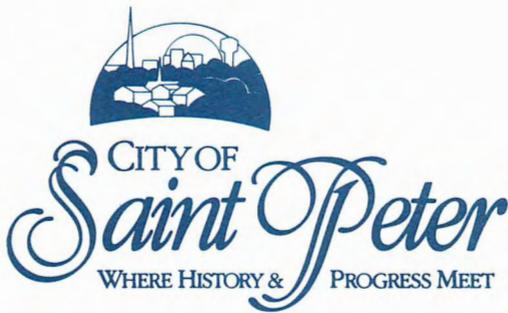
3. The schedule of disbursements for September 22, 2016 through October 7, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of October, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 10/7/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Transit Joint Powers Board Agreement

### **ACTION/RECOMMENDATION**

Approve the establishment, with the City of Le Sueur, of the Minnesota River Valley Transit Joint Powers Authority for the operations of a joint transit system as allowed under Minnesota Law; and appointment of two Councilmembers and an alternate to the established Authority.

### **BACKGROUND**

With the continued work on a joint transit system with Le Sueur, the organizational structure that has been contemplated is a Joint Powers Authority governed by a Joint Powers Board. The attached agreement has been reviewed by a League of Minnesota Cities attorney who specializes in these types of agreements and is recommended by the Joint Transit Steering Committee of which you have two members. While there are other methods for meeting the goals established by the Council, a joint powers agreement provides for the sharing of the work and allows representation on the governing body by both cities providing opportunity for input on the quality and quantity of the services.

#### Saint Peter Joint Transit Goals:

- Provide opportunity for additional efficiency related to funding and work (specialization).
- No reduction in service levels.
  - Keep specialized programs like Preschool Express, Gus Bus, Summer kids rides, and one off services
- Expansion in service
  - Territory expanded slightly to meet requests
  - Corridor Le Sueur-Saint Peter-Mankato
- Fares should reflect funds needed to meet costs
- Positive relationship with Le Sueur and MnDOT
- Corridor Service Goals
  - Employment Opportunity
  - Medical Services
  - Other (Visit "Mabel"), shop (two bag limit), events

As you may recall, one of the articulated advantages of a joint system was to spread the load and specialize work of the managers in a couple of key areas. The working plan thus far is for

the Joint Powers Authority to contract for (via Interagency Service Agreement) all the employees and human resource management from the City of Saint Peter. Le Sueur will provide the financial management of the system. Both Cities and their staff will report to the newly created Joint Powers Board in relation to these areas. In addition, an agreement for reciprocity with Mankato Transit will be entered into.

It is important to note that all the powers that are contemplated to be vested in the Joint Powers Board are currently vested in the City Council. So by its very nature, you are divesting your authority and sharing that with the City of Le Sueur through your appointed representation on the Joint Powers Board. In other words, you will not have operational, rate setting or service level control over the transit system as you have had in the past. I know that sounds pretty ominous, but it may be important to note that the number of times the Council discussed transit or made changes to transit in any year was very minimal. That practically means a discussion of one to two times per year.

The agreement does provide for a Council review of the anticipated Joint Powers budget and you will maintain equal membership with Le Sueur on the Joint Powers Authority Board.

The Agreement and your resolution are designed for the Authority Board to be in place but not take over operations until the new year. This provides the needed opportunity for the Authority to enter into Interagency Agreements with the City of Saint Peter and the City of Le Sueur for human resources and employees and financial management respectively as well as other agreements for service as needed. Lastly, it allows for the Authority to enter the grant agreement with the State of Minnesota. That grant provides 80% of the funding for this system.

Based on the Steering Committee discussion, there are no immediate changes anticipated with one major exception. It is recommended that no changes to rates in either community will take place; however, over the course of the next few years members could expect some normalization of rates. Nor will there be any anticipated change in the routes, dial-a-ride or special services that are provided by each City under the new agreement. The biggest change is the addition of a route operated a minimum of two days a week from Le Sueur to Saint Peter to Mankato and returning with the number of trips likely to be set at anywhere from 3-7 or 8 trips per day. The team continues to review data relative to providing for employment transit opportunities and as data is acquired we anticipate those routes, days and times of service could change or an alternate public transit method may be put in place such as Van Pool. Any alternate method may or may not be operated by the Authority.

The Council members listed in the Resolution are the same as those who were appointed to the Steering Committee. This was the plan you discussed when those Steering members were appointed.

Exhibit A is not yet completed as the assets of both cities will be compiled and listed closer to the point of operational transfer. Since there is no money changing hands as a part of this process (i.e. all assets will now be owned by the Authority), it seemed prudent to do that at that later date.

#### **FISCAL IMPACT:**

The budgets for the new Authority will be very similar to what you have seen in past years with the addition of the "corridor" route we have discussed above and, in Saint Peter, the addition of dispatching service. The Cities and the Authority will also experience some added start-up

costs like changing graphics on the buses, additional promotional materials for the corridor and other activities, and the purchase of a dispatching system and personnel to operate as we have discussed on numerous occasions. This dispatch system is one that the City of Saint Peter would have been pursuing in the 2017 year regardless of a Joint Powers Agreement. This agreement means that the cost will be still funded at 80% by the State, but the remaining 20% will be spread over a larger customer, and therefore fare, base. All other additional start-up costs will be grant eligible as well through our regular grant or Transit For the Future grants (TFF) with the local share at 20% for those as well.

The new entity will also pay for lease spaced like garages, office space and for documentable share of time for mechanics and management of the system to the respective cities. Again, this will be detailed in the Interagency Agreements that will come before you in the very near future.

**ALTERNATIVES/VARIATIONS:**

Do not act: Should the Council choose not to take action at this time, no further action will be taken by staff but we will solicit input as to how you may wish to proceed.

Negative votes: No further action will be taken. We will inform Le Sueur and MnDOT of your action and look for direction as to where to go from here.

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 on this agenda item.

TP/bal

## **SAINT PETER-LE SUEUR TRANSIT JOINT POWERS AGREEMENT**

This joint powers agreement for public transit services is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Saint Peter ("SAINT PETER") and the City of Le Sueur ("LE SUEUR") (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, the Parties currently provide public transportation services within their jurisdictions 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 establishing a Transit Joint Powers Board (hereinafter referred to as "Joint Powers Board") to succeed LE SUEUR and SAINT PETER's, current public transit operations and for purposes of providing a coordinated service delivery and funding source for public transportation throughout the city of Le Sueur and the city of Saint Peter (the "Service Area"); and

WHEREAS, it is the resolution of duly elected 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 obtain funding and provide centralized planning and implementation of needed transit services;

WHEREAS, it is understood by the parties that the Joint Powers Board shall take over responsibility for transit operations after the end of business on December 31, 2016.

NOW THEREFORE, the undersigned parties jointly agree as follows:

1. Joinder of Local Units of Government. The undersigned local units of government hereby join together for the purposes of coordinating service delivery and providing a funding source for public transportation in and among said area through the Joint Powers Board.

2. Funding Sources. It is intended and anticipated that funding for activities and programs administered under this Joint Powers Agreement shall come primarily from grant monies. The financial commitment of each member local unit of government is limited to the Joint Powers Board's operating and capital costs obligation to the Minnesota Department of Transportation (MnDOT) as determined annually by MnDOT, which responsibility shall be borne by the Parties in equal amounts.

If future additional funding is required of the member local units of government, this funding will be considered and accomplished by separate resolution.

3. Board Makeup. The Joint Powers Board shall consist of two member representatives from the City Council of each Party. Each local unit of government represented on the Joint Powers Board may appoint an alternate member, who may act in the place and stead of an absent Joint Powers Board member from that local unit of government including the exercise of all voting rights of that member.

4. Exercise of Powers. The powers of the Joint Powers Board shall be exercised by the members appointed to the Joint Powers Board by each member's local unit of government.

4. Meetings. The Joint Powers Board shall meet at least biannually on a schedule determined by the Board in compliance with all applicable requirements of Minnesota Statutes, Chapter 13D. Notice of meetings to Board members will take place no less than seven days prior to the meeting by phone, mail, or email.

5. Terms of Members. The terms of the Joint Powers Board members shall be for up to one year, whose terms shall run through December 31 of the year of their appointment. The members serve at the pleasure of their respective governing body. At the end of their terms, the individual Joint Powers Board members may be reappointed by their respective governing body.

6. Joint Powers Board Voting. Each Joint Powers Board member shall have one vote. Voting by proxy shall not be allowed, except that an alternate member may vote as provided in item 3, above. Except as specifically provided to the contrary in this Agreement, a quorum shall consist of a simple majority of board members (or their alternates), and at least one voting member (or alternate) from LE SUEUR and at least one voting member (or alternate) from SAINT PETER.

7. Officers. Officers of the Joint Powers Board shall be a chair, vice-chair, and treasurer, to be elected at its first meeting, whose terms shall run through December 31 of the year following their initial election. Terms thereafter shall be for one year. This provision shall not prohibit an officer's re-election. Officers shall be chosen from among the voting Joint Powers Board members.

8. Finances. The Joint Powers Board shall prepare an annual budget presented to each member unit of government for review and comment no later than July 31 of each year. The Joint Powers Board shall consider any such comments received by a member unit of government in good faith, however the Joint Powers Board shall have exclusive and final decision making authority with respect to its budget.

9. Records and Reporting. The Joint Powers Board shall receive a regular financial report of all expenditures, receipts, and current fund balances from the Operations Committee. The Joint Powers Board shall cause to be made an annual audit of its books and accounts and shall make and file a report to its members including:

- a) financial condition;
- b) status of projects;
- c) business transacted; and
- d) other matters which affect the interests of the Joint Powers Board.

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

10. Powers. The Joint Powers Board is authorized and empowered to expend funds for the purpose of establishing, funding, coordinating, administering, and operating a Public Transportation Service, including but not limited to providing the transit services listed on Exhibit

A attached hereto, and for any other activities necessary for an efficient Public Transportation Service.

11. Use of Earnings. No part of any net earnings of the Joint Powers Board or any transit programs established, funded, coordinated, administered or operated, thereunder shall be distributed to, or otherwise benefit its members, directors, officers or other private person, except that the Joint Powers Board shall be authorized and empowered to pay reasonable compensation for services rendered.

12. Contracting. The Joint Powers Board may enter into interagency agreements or otherwise provide for the establishment, funding, coordination, administration, financial reporting, human resource management and operation of Public Transportation Services, except that the Joint Powers Board has no authority to bind any individual member unit of government to the expenditure of funds.

13. Property. The Joint Powers Board may acquire and hold, lease, and convey personal property necessary for the administration, operation, and coordination of a Public Transit System. At such time as the Joint Powers Board is dissolved, the disposition, disbursement, and/or transfer of any capital equipment, personal property or other assets otherwise acquired or held by the Joint Powers Board will follow Federal requirements binding public transit entities. All prior owned transit property, as more specifically detailed on the attached Exhibit B, will be transferred to the Joint Powers Board, upon the effective date of this Agreement.

14. Bylaws and Operating Procedures. The Joint Powers Board may adopt such operating procedures as are necessary for its effective operation, and shall have bylaws which shall govern the operation of the Joint Powers Board and which shall initially be adopted by a majority vote of all voting members. Thereafter, the bylaws and operating procedures may be amended by a majority vote of members (or alternates) at a regular meeting or a special meeting called by the Chair on at least seven days' notice to Joint Powers Board members.

15. Transit System Operations Board.

A. Membership: The Joint Powers Board shall hereby establish a three (3) member Transit System Operations Board (hereinafter referred to as "Operations Board") consisting of the City Administrator or equivalent of Saint Peter, the City Administrator or equivalent of Le Sueur and the Finance Director or equivalent of the City of Saint Peter.

B. Powers and Duties: The Operations Board shall:

1) Supervise and oversee the development of an annual transit services plan.

2) Contract or employ the services of a transit system operations supervisor(s), dispatchers, and drivers and other positions as it shall from time to time deem necessary.

3) Control and monitor the fiscal duties of the transit system including monitoring the internal controls for the safeguarding of assets, collected fares, grant moneys, tokens, and other various revenue sources and verifying the legitimacy of bills, purchase orders, and other forms of debt incurred by the transit system, and provide monthly reports of the same to

the Joint Powers Board.

- 4) Recommend adoption and promulgation of such rules and regulations for the operation of the transit system to the Joint Powers Board.
- 5) Monitor and evaluate the effectiveness of the transit services.
- 6) Monitor the program expenses and adherence to the approved budget.
- 7) Evaluate the effectiveness of the procedures for the collection of fares, contracts, and other revenue sources.
- 8) Make recommendations for revenue enhancement options including advertising on the exterior and interior of the busses.
- 9) Recommend marketing plans to improve ridership.
- 10) Provide direction in the development of transit contracts for supplies, materials, equipment, facilities, and labor subject to such bidding as may be required by law.
- 11) From time to time utilize focus groups and citizen input committees to review and evaluate service, service changes and promotion of transit in the communities.

17. Insurance

A. The Joint Powers Board will maintain liability coverage with a minimum limit equal to or greater than the maximum liability of municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended.

B. Each member, and each member's officers, employees, and volunteers, shall be named as additional covered parties on each policy for all claims arising from Joint Powers Board activities or operations.

C. The Joint Powers Board may in its discretion procure coverage for auto liability and damage to or loss of property. If the Joint Powers Board at any time hires employees, it will immediately acquire and maintain workers compensation coverage.

18. Indemnification.

A. The Joint Powers Board is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.

B. The Joint Powers Board shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes, Section 466.04.

C. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

D. To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of another party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

E. Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

19. 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 12 months' written notice of its termination, delivered to the City Administrator(s) of LE SUEUR and SAINT PETER. The termination will be effective on January 1<sup>st</sup> of the next calendar year.

20. General Terms.

A. 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.

B. 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.

C. Notices: The Members representatives for notification for all purposes are:

LE SUEUR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAINT PETER

\_\_\_\_\_  
\_\_\_\_\_

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D. Assignment: This Agreement may not be assigned by a Party without the written consent of the other.

E. 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 Joint Powers Board or any Party may propose amendments to this Agreement. Such amendments shall be in the form of a resolution adopted by the Joint Powers Board or a resolution adopted by the governing body of a Party, as applicable, depending on which entity is proposing the amendment. The Party seeking to amend shall present the proposed amendment to the other Party and to the Joint Powers Board, as applicable. The Joint Powers Board shall issue a report on all proposed amendments, including those initiated by the Joint Powers Board, explaining the amendment and process for amendment consideration and adoption. The Joint Powers Board shall include in its report a proposed resolution reflecting its recommendation regarding the proposed amendment. The Joint Powers Board shall act to approve, modify or deny, by a majority vote, the proposed amendment within ninety (90) days after the Joint Powers Board issues its report concerning the proposed amendment. Any amendment affecting the rights of a Joint Powers member requires a supermajority vote.

F. 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 the accounting practices and procedures of the NAFRS and involve transactions relating to this Agreement.

G. Data Practices: The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *etseq.*

H. 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.

I. 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.

J. 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.

K. 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 the respective chairpersons 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**

**CITY OF LE SUEUR**

\_\_\_\_\_  
Charles Zieman  
Mayor

\_\_\_\_\_  
\_\_\_\_\_  
Mayor

ATTEST:

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

\_\_\_\_\_  
Jenelle Teppen  
City Administrator

**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 Jennelle Teppen, the Mayor and City Administrator of the City of Le Sueur.

\_\_\_\_\_  
Notary Public



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ENTERING INTO A JOINT POWERS AGREEMENT WITH THE CITY OF LE SUEUR FOR THE PROVISION OF PUBLIC TRANSIT SERVICES**

WHEREAS, the Saint Peter City Council has provided public transit for more than 25 years; and

WHEREAS, the City Council and staff have entered into discussions with the City of Le Sueur about ways to meet goals related to quality service, quantity and efficiency of service, and cost effectiveness while continuing to meet reporting standards for the State and Federal governments; and

WHEREAS, the Council established a Steering Committee that has reviewed a Joint Powers Agreement and has recommended that agreement to the City Council; and

WHEREAS, the agreement contemplates members from the Council serving on the governing board; and

WHEREAS, the agreement contemplates interagency agreements for the provision of human resources and employee services from the City of Saint Peter and financial services from the City of Le Sueur; and

WHEREAS, it is hoped that the Joint Powers Board will be able to take over operational control of the Saint Peter transit system in January of 2017.

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

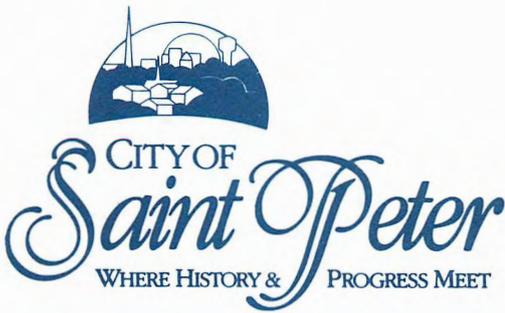
1. The City Council directs the Mayor and City Administrator to enter into a Joint Powers Agreement for the provision of transit services with the City of Le Sueur.
2. Councilmembers Carlin and Grams are hereby appointed to represent the City on the governing board with Councilmember Parras appointed as an alternate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of October, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 10/6/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Joint Transit System Positions

### **ACTION/RECOMMENDATION**

Provide approval for creation of three new positions related to the joint transit system and modification to the existing Bus Driver position description.

### **BACKGROUND**

With the ongoing work related to a joint transit system with Le Sueur, there is a need for modifications to your current organizational structure for Transit including the creation of three new positions and modification to an existing job description.

As you may recall, one of the articulated advantages of a joint system was to spread the load and specialize work of the managers in a couple of key areas. Since the plan is for the Joint Powers entity to contract for (via an Interagency Service Agreement) all the employees and human resource management from the City of Saint Peter, it is appropriate that, when the time is right, this modified organizational structure and all the job descriptions be put in place. This action should not wait until the last minute so that all the parties, including current employees and all the other players, know how things will work and what the jobs will look like. With that in mind, staff has created job descriptions for the new positions of Transit Compliance Manager, Transit Operations Manager and Transit Support Specialist.

The two Manager descriptions are essentially modifications to your current Transit Coordinator description, but separated into what staff believes are the appropriate duties and specializations as discussed above. In addition, Saint Peter will have a new position and description for dispatching (Transit Support Specialist) which includes dispatching and the clerical support that will be needed.

Lastly, we will have one substantive and one small change to your current Bus Driver description. The major change for your Bus Drivers will be the need for a Class C driver's license with passenger endorsement. Most of your current drivers already have this license and we have a plan in place for those who do not currently have the Class C with the passenger endorsement to get that level of licensure. Class C with the endorsement is needed based on the higher level passenger capacities for Le Sueur's buses which is the standard that we believe should be in place for the joint operation. Having the Class C with the endorsement requirement

also allows us more flexibility in the placement of drivers and whether they work in Saint Peter or Le Sueur.

The Council has previously reviewed these descriptions at workshop and we have made the small changes that were suggested in the descriptions. These are the actions being recommended for your action:

- Establish the positions of Transit Compliance Manager, Transit Operations Manager, and Transit Support Specialist.
  - This will also include approval of the pay equity points as shown on the proposed job descriptions as well as approval of the job descriptions for each position.
- Approve modifications to the current Bus Driver position description.
- Make these changes effective upon the official creation of the Minnesota River Valley Transit System.

Approval of these changes now will allow us to “keep the tires rolling” related to a target start date that is the first of January, 2017.

Future personnel action related to the joint transit system will include hire of Le Sueur personnel and the assignment of current employees into these new descriptions. Those actions will follow after the Joint Power Agreement and Interagency Service Agreements are in place.

**FISCAL IMPACT:**

There is no fiscal impact to these specific actions. However, when employees are appointed to the new positions there will be additional wages which will be paid via the joint system.

**ALTERNATIVES/VARIATIONS:**

Do not act: Should the Council choose not to take action at this time, no further action will be taken by staff.

Negative votes: No further action will be taken. We will have to determine another course which may include a renegotiation of sorts related to the Joint Powers Agreement and the effective sharing or the Administrative functions that are the backbone of the Joint Powers.

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 on this agenda item.

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 173**

**POSITION TITLE:** TRANSIT COMPLIANCE MANAGER

**DEPARTMENT:** FINANCE

**SUPERVISOR:** DIRECTOR OF FINANCE

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Director of Finance, the Transit Compliance Manager provides management and supervision of the transit service. Applies for, documents and ensures compliance with Federal and State grant application requirements and oversees Transit Drug and Alcohol program.

**ESSENTIAL JOB FUNCTIONS**

- Prepares and submits annual grant application and monthly reports to the Minnesota Department of Transportation (MN/DOT).
- Maintains regular contact with the Minnesota Department of Transportation.
- Communicates regularly with Drivers and with the Director of Finance.
- Investigates all accidents and incidents involving transit vehicles, employees or passengers, makes reports to Supervisor as necessary.
- Ensures compliance with Drug and Alcohol testing regulations, OSHA and other safety rules.
- Serves as Drug and Alcohol Program Manager (DAPM) and Designated Employer Representative (DER).
- Prepares and submits procurement documents as required by Federal Transportation Administration (FTA) and MN/DOT.
- Assists the Transit Operations Manager with recruitment and selection of Transit staff.
- Maintains necessary records.
- Promotes "New Transit" to the communities.
- Writes and maintains driver, system and passenger policies.
- Serves as a Bus Driver for overload and other scheduled and unscheduled operational hours.
- Assists other City personnel with agendas, documentation, and meetings of the Joint Powers Board.

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

- Performs related duties as assigned or apparent.

#### **REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively, both orally and in writing; accept responsibility; secure the confidence of transit system patrons; maintain confidentiality as needed; demonstrate tact; interact appropriately with other staff and the general public; demonstrate leadership and organizational skills; assist in the management of transit operations and coordinate the work of transit personnel, when necessary.

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

The Transit Compliance Manager is required to be capable of performing the following physical functions or a combination there of for any given workday:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Basic knowledge of vehicle mechanics and functions.
- One year of supervisory experience supervising a minimum of two people.
- Knowledge of word processing and spreadsheet software.
- Ability to use a personal computer.
- Experience working with the public.

#### **DESIRED QUALIFICATIONS**

- Knowledge of FTA Drug and Alcohol regulations.
- Knowledge of MN/DOT and OSHA safety rules and procedures.
- More than one year of supervisory experience supervising two or more people.
- Knowledge of Federal regulations on driver hours of service and driver qualifications.
- Previous bus driving experience in a municipal or educational setting.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- Previous experience with State of Minnesota grant management software or previous experience in managing operational grants from any source.

Adopted: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 173**

**POSITION TITLE:** TRANSIT OPERATIONS MANAGER

**DEPARTMENT:** FINANCE

**SUPERVISOR:** DIRECTOR OF FINANCE

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Director of Finance, the Transit Operations Manager provides management and supervision of the municipal transit service. The Transit Operations Manager supervises Bus Drivers and Transit Support Specialists.

**ESSENTIAL JOB FUNCTIONS**

- Supervises transit operations.
- Prepares schedule for all Bus Drivers and finds substitutes as needed; reviews daily transit checklists and Bus Driver forms; develops preventive maintenance schedule for buses; monitors maintenance of buses; communicates regularly with Bus Drivers, Transit Support Specialists and with the Director of Finance.
- Recruits and makes recommendations regarding employment of Bus Drivers and Transit Support Specialists.
- Coordinates staff orientation, training and meetings.
- Maintains necessary records.
- Evaluates Bus Driver and Transit Support Specialist performance. Submits annual staff evaluations to supervisor.
- Monitors safety and compliance of transit vehicles.
- Monitors, schedules and assists in the maintenance of transit vehicles and facilities in coordination with the City Mechanic and other service providers.
- Promotes "New Transit" to the communities.
- Operates municipal transit vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary.
- Serves as a Bus Driver and Transit Support Specialist for overload and other scheduled and unscheduled operational hours.
- Help Bus Drivers troubleshoot with dispatch hardware; restart and perform trips as requested in order to ensure proper operation.
- Monitors Bus Driver and Transit Support Specialist qualifications and hours of service.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- Performs related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: manage transit operations; coordinate the work of transit personnel; communicate effectively, both orally and in writing; accept responsibility; secure the confidence of transit system patrons; maintain confidentiality as needed; demonstrate tact; interact appropriately with other staff and the general public; demonstrate leadership and organizational skills.

**ESSENTIAL PHYSICAL REQUIREMENTS**

The Transit Operations Manager is required to be capable of performing the following physical functions or a combination there of for any given workday:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Possession of, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement.
- Basic knowledge of vehicle mechanics and functions.
- One year of supervisory experience supervising a minimum of two people.
- Knowledge of word processing and spreadsheet software.
- Ability to use a personal computer
- Experience working with the public.

**DESIRED QUALIFICATIONS**

- Training in vehicle mechanics.
- Knowledge of MN/DOT and OSHA safety rules and procedures.
- More than one year of supervisory experience supervising two or more people.
- Previous bus driving experience in a municipal or educational setting.
- Previous experience with dispatching software for moving people or materials.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 128**

**POSITION TITLE:** TRANSIT SUPPORT SPECIALIST

**DEPARTMENT:** FINANCE

**SUPERVISOR:** OPERATIONS MANAGER

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Transit Operations Manager, the Transit Support Specialist assists transit users in scheduling use, directing drivers to stops and pick-ups, providing clerical support for Transit Operations and Compliance Managers, operating dispatching software and maintaining reports as requested.

**ESSENTIAL JOB FUNCTIONS**

- Schedule and dispatch Bus Drivers, volunteer drivers, and/or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios, telephones, and/or dispatch system.
- Ensure timely and efficient movement of buses according to bus orders and schedules.
- Relay work orders, messages, and information to or from Bus Drivers and supervisors using telephones, two-way radios, and/or system tablets.
- Confer with customers or transit personnel in order to address questions, problems, and requests for service, equipment, or vehicles.
- Change and/or alter route patterns quickly and efficiently when troubles arise - vehicle breakdowns, rapidly deteriorating weather conditions, and/or sick riders on board.
- Advise Bus Drivers and supervisors about traffic problems such as construction areas, accidents, congestion, weather conditions, and other hazards.
- Contact authorities when accidents occur and in other extreme situations to assist transit personnel.
- Record and maintain files and records of customer requests, work or services performed, charges, service request denials, inventory, and other dispatch information.
- Take requests from social workers, medical providers, and private clinics for non-emergency medical clients and schedule requests accordingly within the transit program directing users to other service providers where appropriate.
- Enter client and trip data into the various software program(s) utilized by the City.
- Provide for billing of services as directed.

Preview next day run logs to ensure accuracy for Bus Drivers the following day.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- Move/reschedule any problematic rides and combine any rides that can reduce customer on bus time or increase service efficiencies.
- Help Bus Drivers troubleshoot with dispatch hardware; restart and perform trips as requested in order to ensure proper operation.
- Run nightly service area/vehicle reports and reconcile any discrepancies.
- Match completed pre-trip inspections with daily run reports.
- Take orders for tickets and transit information.
- Notify supervisors when employees fail to show for work; call substitutes to fill shifts.
- Order supplies and other office equipment when needed.
- Other duties as assigned by supervisor.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively; understand and carry out directions; accept responsibility; secure the confidence of transit system patrons; maintain confidentiality as needed; be tactful; deal with the public.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Transit Support Specialist is required to be capable of performing the following physical functions or a combination thereof for any given workday:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Occasionally bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation as in use of keyboard.
- Occasionally lift and carry up to thirty (30) pounds.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

**MINIMUM QUALIFICATIONS:**

- Demonstrated experience working with the public.
- High school diploma or equivalent.
- Demonstrated ability to operate a personal computer
- Ability to read, write, and speak the English language.
- Ability to answer multi-line phone system

**DESIRED QUALIFICATIONS:**

- Experience operating two-way radio/phone.
- 1+ year experience in an office setting.
- 1+ year of experience in a municipal or other transportation system providing logistical support for moving people or materials.
- Demonstrated ability to read and navigate a map.
- 1+ year experience with dispatching or vehicle routing software and hardware.
- 1+ year experience in using social media such as Facebook or Twitter.

Adopted: \_\_\_\_\_

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 122

**POSITION TITLE:** BUS DRIVER  
**DEPARTMENT:** FINANCE  
**SUPERVISOR:** TRANSIT OPERATIONS MANAGER

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Transit Operations Manager, the Bus Driver operates and maintains the municipal transit service vehicles.

**DUTIES:**

- Operates and maintains the municipal transit system vehicles; operates vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary; reports any accidents or mechanical problems to the Transit Operations Manager.
- Manages route schedule; operates two-way radio; provides assistance to elderly and handicapped passengers as needed; recommends efficient changes in routing.
- Promotes the transit service to the general public and to customers.
- Maintains the daily books for the municipal transit system; collects fares; maintains and updates the log book; closes out daily books; locks up bus and cash receipts at the end of shift.
- Observes all safety and traffic regulations.
- Attends and participates in staff and safety meetings and training.
- Effective and respectful communication and interactions with other employees, managers, individuals from other organizations, and citizen customers.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of transit system patrons; ability to maintain confidentiality as needed; tact; ability to deal with the public.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Bus Driver is required to be capable of performing the following physical functions or a combination thereof for any given workday:

Legend:

Continuously is over 2/3 of a work day  
Frequently is 1/3 to 2/3 of a work day

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Possession of, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement.

**DESIRED QUALIFICATIONS:**

- Experience working with the public.
- Experience operating two-way radio/phones.
- Training in vehicle mechanics.
- Previous bus driving experience.

Adopted: \_\_\_\_\_

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION CREATING POSITIONS FOR JOINT TRANSIT SYSTEM (MINNESOTA RIVER VALLEY TRANSIT)**

WHEREAS, the City is currently in negotiations with the City of Le Sueur to develop a joint transit system; and

WHEREAS, one of the articulated advantages of a joint system was to spread the load and specialize work of the managers in a couple of key areas; and

WHEREAS, the negotiations include a provision that the City of Saint Peter will employ all transit employees; and

WHEREAS, the Joint Powers entity will contract for all the employees and human resource management from the City of Saint Peter via an Interagency Service Agreement; and

WHEREAS, staff has created job descriptions for the new positions of Transit Compliance Manager, Transit Operations Manager and Transit Support Specialist; and

WHEREAS, the new "manager" positions will eventually replace the City of Saint Peter's Transit Coordinator position when the new joint system is in place; and

WHEREAS, staff also recommends changes to the current Bus Driver position to reflect the necessary licensure for the size of buses used by the City of Le Sueur which will eventually also be used in Saint Peter.

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

1. The following new positions are hereby established effective upon the official creation of the Minnesota River Transit System:

Transit Compliance Manager  
Transit Operations Manager  
Transit Support Specialist

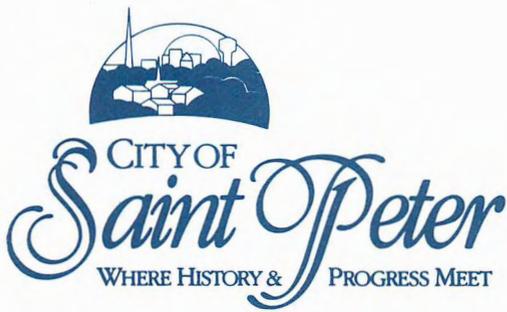
2. Position descriptions are hereby adopted for each of the new positions including the pay equity point levels indicated within the position descriptions.
3. Modifications to the position description for Bus Driver are approved as proposed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of October, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 10/6/16

**FROM:** Todd Prafke  
City Administrator

**RE:** New Business License Applications

### **ACTION/RECOMMENDATION**

Approve new business license applications for 3rd Street Tavern.

### **BACKGROUND**

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

Carter Person, Manager of 3<sup>rd</sup> Street Tavern, has submitted applications for the following business licenses: On-Sale Liquor, Sunday Liquor and Soft Drink. Approval of the licenses will allow Mr. Person's to operate the new business located at 408 South Third Street. The Liquor licenses will be in effect from October 11, 2016 – June 30, 2017 and the Soft Drink license period will be October 11, 2016 – December 31, 2016.

A background investigation has been completed on Mr. Person and nothing was found that would prohibit issuance of the license.

Staff recommends approval of the license applications.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

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

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

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

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

TP/cm

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS**

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

**ON SALE LIQUOR**

3 <sup>rd</sup> Street Tavern, LLC dba South Third Street Tavern	408 South Third Street	10/11/16 – 6/30/17
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**SUNDAY LIQUOR**

3 <sup>rd</sup> Street Tavern, LLC dba South Third Street Tavern	408 South Third Street	10/11/16 – 6/30/17
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**SOFT DRINK**

3 <sup>rd</sup> Street Tavern, LLC dba South Third Street Tavern	408 South Third Street	10/11/16 – 12/31/16
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of October, 2016.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator