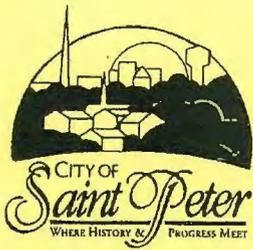


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 10, 2015  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
  - A. Gardner Road Watermain Construction 2015 Bid Award
- VII. NEW BUSINESS**
  - A. Revolving Loan Modification: Schettler (dba Hunter Hardwood)
  - B. Traverse Road Utility Project Preliminary Engineering
  - C. Request for City Assistance: Haunted Hayrides
  - D. Transit Grant Submission Request
  - E. Tree Worker License Application
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. City/County Meeting Discussion
    - 2. Others
- IX. EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
ADJOURN TO CLOSED SESSION in Traverse des Sioux Room
  - B. Closed Session to Discuss Land Purchase Negotiations
  - C. Closed Session To Discussion Land Sale Negotiations
  - D. Closed Session to Discuss Land Easement Negotiations  
RETURN TO OPEN SESSION
- X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES**

A copy of the minutes of the September 28, 2015 meeting is provided. 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**

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

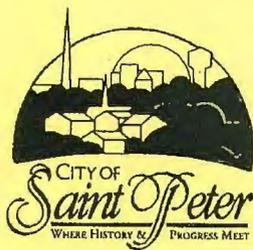
**V. APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for September 10, 2015 through September 23, 2015 is attached. Please see the attached staff reports and RESOLUTION.

**VI. UNFINISHED BUSINESS**

**A. ADOPTION OF A RESOLUTION AWARDING BID FOR GARDNER ROAD WATERMAIN CONSTRUCTION 2015 PROJECT**

Fifteen bids were received for the project to install watermain along Gardner Road. Staff recommends award of the bid to low bidder Chard Tiling and Excavating in the amount of \$189,348. Please see the attached staff report and RESOLUTION.



**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO REPAYMENT AGREEMENT FOR REVOLVING LOANS PREVIOUSLY PROVIDED TO GREG AND NEYSA SCHESSLER (DBA HUNTER HARDWOOD)**

Greg and Neysa Schettler previously received two revolving loans from the City. Upon close of their business and subsequent relocation to North Dakota the Schettler's requested and were granted a modification to the loan terms that allowed them to continue making payments to the City rather than defaulting on the loan. The terms of the modification were for 24 months and that period has expired. Mr. and Mrs. Schettler have requested another 24 month extension and offered to double the monthly payment. The EDA recommends approval of the request. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING AND RECEIPT OF BIDS FOR TRAVERSE ROAD UTILITY PROJECT**

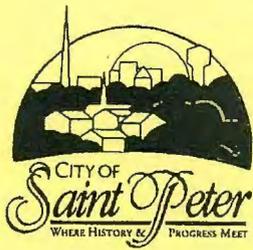
Staff recommends Bolton and Menk, Inc. be retained to provide preliminary engineering including preparation of plans and bid specifications for installation of utility services along Traverse Road to an area being considered for a new housing development. If authorized, the resolution also provides for receipt of bids for the project. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR NICOLLET COUNTY TRAILS ASSOCIATION SNOWMOBILE CLUB HAUNTED HAYRIDE FUNDRAISING EVENT**

A request has been submitted by the Nicollet County Trails Association for City assistance for a haunted hayride fundraising event that will take place in Riverside Park on October 23-24, 2015. Staff has met with the organizers and recommends approval as outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING SUBMISSION OF A TRANSIT COMMUTER CHALLENGE GRANT PROGRAM APPLICATION**

The State of Minnesota has developed a program designed to provide grant funds for promotion of commuter activities via public transit bicycling, walking and ride sharing. Staff requests authorization for submission of a grant application in the amount of \$2,350 for funds that will promote use of the City's transit system through advertising with bus wraps, ad panels at the Community Center and direct mailings to



households with school age children within one mile of each of the schools. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING TREE WORKER LICENSE APPLICATION**

Following a background investigation, staff recommends approval of a Tree Worker license application submitted by Skulzacek Tree Movers, LLC. 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 CITY/COUNTY MEETING DISCUSSION**

A report will be provided at this time on discussion at the October 8th City/County meeting.

**2. OTHERS**

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

**IX. EXECUTIVE SESSION**

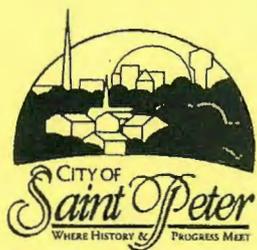
**A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSIONS TO DISCUSS NEGOTIATIONS AS AUTHORIZED UNDER STATE STATUTE**

State law allows for public meetings to be closed to discuss land purchase, land sale, and easement negotiations. Staff recommends the meeting be closed at this time to discuss the three issues. Please see the attached RESOLUTION.

**ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM**

**B. DISCUSSION OF NEGOTIATIONS FOR PURCHASE OF LAND FOR FUTURE HOUSING DEVELOPMENT**

Discussion will take place at this time regarding negotiations for the purchase of land.



**C. DISCUSSION OF NEGOTIATIONS FOR SALE OF CITY OWNED LAND**

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

**D. DISCUSSION OF NEGOTIATIONS FOR LAND EASEMENT NEGOTIATIONS**

Discussion will take place at this time regarding negotiations for an easement on City owned property.

**RETURN TO OPEN SESSION**

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING  
SEPTEMBER 28, 2015

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 28, 2015.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Parras, Grams, Kvamme, Carlin, Brand, Zieman and Mayor Strand. The following officials were present: City Administrator Prafke, Assistant City Attorney Grean and City Engineers Domras and Loose.

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

**Approval of Minutes** – A motion was made by Parras, seconded by Zieman, to approve the minutes of the September 14, 2015 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 14, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Public Hearing: City Code Amendment Request (C-3 District Authorized Uses)** – Mayor Strand opened the public hearing on a request to modify the City Code to include "food sales" as a permitted use within a C-3 zoning district at 7:02 p.m. City Administrator Prafke reviewed the rules adopted by the City Council for conducting public hearings. Community Development Director Wille provided background on the request by Cheri Brown to modify the City Code to allow "food sales" as a permitted use in the C-3 zoning district so that she could open a bakery with eat in space at 320 Sunrise Drive. Wille noted the zoning code had been modified in 2006 and stated "food sales" and "convenience stores" were removed from uses permitted in the C-3 designation at that time and pointed out that there was only one C-3 district in the community. Wille further stated the Planning Commission was recommending approval of the request. Councilmember Zieman questioned if there had been problems or complaints related to the convenience store that used to operate in the space which also baked pizza on site. Wille noted he was not aware of any problems and reported the City's Building Official had inspected the space and found it adequate for the proposed use. Zieman also expressed concerns about high school students crossing Sunrise Drive to get to the business and lack of a crosswalk in the area.

Applicant Cheri Brown addressed the Council to describe her proposed business as an "upscale bakery with items made from scratch that will also serve light breakfasts and lunches and provide catering."

There being no further speakers, the public hearing was declared closed at 7:12 p.m.

**Consent Agenda** – In motion by Grams, seconded by Carlin, Resolution No. 2015-122 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-122 is contained in the City Administrator's book entitled Council Resolutions 20.

**City Code Amendment: C-3 District Authorized Uses** – Community Development Director Wille presented the Planning and Zoning Commission’s recommendation for approval of the request for modification to the City Code to allow “food sales” as a permitted use within a C-3 zoning district. In motion by Carlin, seconded by Brand, Ordinance No. 23, Third Series entitled “An Ordinance Amending Saint Peter City Code Chapter 24 ‘Land Use Regulations And Zoning’ To Add Food Sales To The Roster Of Permitted Uses Within A C-3 General Retail And Service Commercial Zoning Districts”, was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 23, Third Series is contained in the City Administrator’s book entitled Council Ordinances 2.

**Substation Roof Replacement Bid Award** – Public Works Director Moulton recommended award of the bid for the City of Saint Peter Front Street Substation Renovation Project to WEB Construction in the amount of \$56,120. Moulton indicated the WEB Construction bid was the lowest of three received and the work would include changes to the door and a wall, addition of a beam to provide wall support and repairs to the roof. In motion by Parras, seconded by Grams, Resolution No. 2015-123 entitled “Resolution Awarding Bid For City Of Saint Peter Front Street Substation Renovation Project”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-123 is contained in the City Administrator’s book entitled Council Resolutions 20.

**Magner Farm Subdivision Property Agreements** – City Administrator Prafke recommended approval be provided for execution of a “Shared Use Agreement” and a “Land Trade And Grading Agreement” with School District #508 for development of the Magner Farm Subdivision which will be the site of the new City park and the new high school. Prafke noted the agreements had previously been discussed by the Council and subcommittees of both organizations. Prafke stated the Shared Use Agreement outlined use of the properties, who takes care of what issues, timelines for development, and termination of the agreement among other things, but did not include an agreement on maintenance activities by the two organizations. Prafke also reported the Land Trade and Grading Agreement will serve as a purchase (land swap) agreement and stipulated the City will pay a proportionate share of the rough grading work being contracted by the School District based on cut and fill numbers being developed by engineers. Prafke indicated School District #508 had already approved execution of both agreements and in response to a question whether the agreements were “business as usual with the School District #508”, Prafke noted the joint project was very uncommon and “historic in nature” with a long term impact on the community. Councilmember Brand stated his opinion that the agreements represented a historic moment for Saint Peter and the ability for the City and School to work in harmony on the project was refreshing. In motion by Kvamme, seconded by Carlin, Resolution No. 2015-124 entitled “Resolution Authorizing Execution Of Agreements Related To Development Of The Magner Farm Subdivision By And Between The City And School District #508”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-124 is contained in the City Administrator’s book entitled Council Resolutions 20.

**Hospital Purchasing Authority Modification** – City Administrator Prafke recommended approval of an ordinance amending the purchasing authority for the Hospital Commission from the limit of \$15,000 before Council approval was needed to up to \$35,000. Prafke noted purchases between \$35,000 and \$49,999 would require multiple written quotes and Council approval and any purchases exceeding \$50,000 would require formal bids and City Council approval. Prafke also noted the ordinance would require the Hospital to adopt purchasing policies for all levels of purchases, which is currently being done by the Hospital, but which wasn’t previously specified in the ordinance. In motion by Grams, seconded by Carlin, Ordinance No. 24, Third Series entitled “An Ordinance Amending Saint Peter City Code Chapter 2 ‘Administration’, Division 9 ‘Hospital, Nursing Home, Medical Clinic, And Ambulance Commission’, And Adopting By Reference Saint Peter City Code Chapter 1, Section 1-6, Which

Among Other Things, Contain Penalty Provisions”, was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 24, Third Series is contained in the City Administrator’s book entitled Council Ordinances 2.

**Don’s Appliance License to Use Right-of-Way** – City Administrator Prafke recommended authorization be provided for execution of a licensing agreement that would allow Don’s Appliance and TV to utilize City owned right-of-way for parking at 969 Old Minnesota Avenue. Prafke noted that similar agreements had been executed with Grain Millers, the Shell station, and Lager’s. In motion by Parras, seconded by Brand, Resolution No. 2015-125 entitled “Resolution Authorizing Execution Of ‘License To Install Asphalt And Use For Vehicle Turnaround’ With Don’s Appliance And TV Of Minnesota, Inc.”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-125 is contained in the City Administrator’s book entitled Council Resolutions 20.

### **Reports**

**Mayor’s Report** – Mayor Strand reported on his recent activities which included attending business after hours at the Benedictine extended care facility; the Senior Expo at the Community Center; the joint City Council/School Board meeting; a tour of the new Vikings stadium; and Oktoberfest.

**American Water Works Association Award** – City Administrator Prafke reported on the Leonard N. Thompson award given to Public Works Director Moulton from the Minnesota Chapter of the American Water Works Association. Prafke noted the award reflects Moulton’s dedication to the water industry and to providing quality water to customers.

**Gardner Road Watermain Project Bid** – City Administrator Prafke noted the City was in the process of receiving bids for utility work along Gardner Road.

**“Mayor For A Day” Essay Contest** – City Administrator Prafke encouraged local youth to enter the League of Minnesota Cities “Mayor For A Day” essay contest.

**Youth Center Opening** – City Administrator Prafke reported The Third Floor youth center would open the week of October 5th at North Intermediate School.

**Police Blue Ribbon Day** – City Administrator Prafke encouraged the Saint Peter community to show their support of our local Police Officers by participating in “Police Blue Ribbon Day” on September 30th.

Councilmember Brand reported the Creative Play Place would open on October 5th and Councilmember Grams encouraged the public to tour the Alumacraft Boat Company during “Manufacturer’s Week” open house.

There being no further business, a motion was made by Carlin, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:46 p.m.

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Timothy Strand  
Mayor

ATTEST:

7

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Todd Prafke  
City Administrator

DRAFT

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	zabel uniform allowance	WASTE WATER FUND	ADMIN AND GENERAL	314.60
			TOTAL:	314.60
AMERICAN CASTING & MANUFACTURING CORP	meter seals red/ blue	ELECTRIC FUND	POWER DISTRIBUTION	635.15
			TOTAL:	635.15
ARROW ACE HARDWARE INC	bulb, broom, mouse trap	GENERAL FUND	MUNICIPAL BUILDING	27.74
	battery	GENERAL FUND	POLICE	8.59
	cleaning supplies, mainten	GENERAL FUND	POLICE	8.14
	batteries,wrench, tap plug	GENERAL FUND	FIRE	257.35
	BATTERY	GENERAL FUND	BUILDING INSPECTOR	17.99
	draino & bulbs	GENERAL FUND	STREETS	7.39
	paint, bolts, knives, spra	GENERAL FUND	STREETS	199.98
	paint, brushes, oil, trim	GENERAL FUND	PARKS	317.49
	draino & bulbs	GENERAL FUND	PARKS	5.91
	supplies, paint roller, du	LIBRARY FUND	LIBRARY	3.80
	duster	LIBRARY FUND	LIBRARY	7.98
	supplies, paint roller, du	COMMUNITY CENTER	COMMUNITY CENTER	15.18
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	11.58
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	12.97
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	32.32
	paint roller	COMMUNITY CENTER	COMMUNITY CENTER	23.97
	air filter, hose, sponge	WATER	PURIFICATION AND TREAT	520.29
	draino & bulbs	WATER	DISTRIBUTION AND STORA	2.96
	key	WATER	CUSTOMER ACCOUNTS	0.70
	draino & bulbs	WASTE WATER FUND	SOURCE/TREATMENT	2.96
	key	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.70
	draino & bulbs	ENVIRON SERVICES F	REFUSE DISPOSAL	2.94
	tie down & cultivator	ENVIRON SERVICES F	REFUSE DISPOSAL	33.98
	key	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.69
	air filtersgen plant	ELECTRIC FUND	POWER PRODUCTION	91.08
	draino & bulbs	ELECTRIC FUND	POWER DISTRIBUTION	7.39
	key	ELECTRIC FUND	CUSTOMER ACCOUNTS	0.70
	battery	TRANSIT	TRANSIT/TRANSPORTATION	2.99
			TOTAL:	1,625.76
AUDIO EDITIONS	new adult audio book	LIBRARY FUND	LIBRARY	297.33
	replacement audio disc	LIBRARY FUND	LIBRARY	8.00
			TOTAL:	305.33
BASHLIN INDUSTRIES INC.	safety harnesses med	ELECTRIC FUND	ADMIN AND GENERAL	209.94
	returned large safety harn	ELECTRIC FUND	ADMIN AND GENERAL	98.25
			TOTAL:	111.69
BNR IRRIGATION SERVICES, INC.	vet's field winterization	GENERAL FUND	PARKS	486.00
			TOTAL:	486.00
BOOKPAGE	1 year renewal to bookpage	LIBRARY FUND	LIBRARY	480.00
			TOTAL:	480.00
C & S SUPPLY CO INC	ulman uniform allowance	GENERAL FUND	STREETS	69.98
	peterson uniform allowance	WASTE WATER FUND	ADMIN AND GENERAL	96.97
	valve cover #414	STORMWATER FUND	TREATMENT	25.25
			TOTAL:	192.20
CERTIFIED LABORATORIES	power glass	GENERAL FUND	STREETS	61.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	power glass	GENERAL FUND	PARKS	49.40
	power glass	WATER	DISTRIBUTION AND STORA	24.70
	power glass	WASTE WATER FUND	SOURCE/TREATMENT	24.70
	power glass	ENVIRON SERVICES F	REFUSE DISPOSAL	24.70
	power glass	ELECTRIC FUND	POWER DISTRIBUTION	61.75
			TOTAL:	247.00
COMFORT SYSTEMS, INC.	top for workbench	GENERAL FUND	FIRE	127.40
			TOTAL:	127.40
COPIER BUSINESS SOLUTIONS	pw copier contract	GENERAL FUND	STREETS	33.28
	pw copier contract	GENERAL FUND	PARKS	26.62
	pw copier contract	WATER	ADMIN AND GENERAL	13.31
	pw copier contract	WASTE WATER FUND	ADMIN AND GENERAL	13.31
	pw copier contract	ENVIRON SERVICES F	ADMIN AND GENERAL	13.30
	pw copier contract	ELECTRIC FUND	ADMIN AND GENERAL	33.28
			TOTAL:	133.10
CREDIT RIVER TOOLS	push pull pliers	GENERAL FUND	STREETS	20.91
	push pull pliers	GENERAL FUND	PARKS	20.91
	push pull pliers	WATER	DISTRIBUTION AND STORA	10.46
	push pull pliers	WASTE WATER FUND	SOURCE/TREATMENT	10.46
	push pull pliers	ENVIRON SERVICES F	REFUSE DISPOSAL	10.46
	push pull pliers	ELECTRIC FUND	POWER DISTRIBUTION	20.91
	push pull pliers	STORMWATER FUND	TREATMENT	10.44
			TOTAL:	104.55
CRYSTAL LAWN, INC	fall shut down	GENERAL FUND	STREETS	19.50
	vets park fall app.	GENERAL FUND	PARKS	676.42
	millpond/ chamber/ campgro	GENERAL FUND	PARKS	498.00
	warren park fall applicati	GENERAL FUND	PARKS	247.70
	mn square park early fall	GENERAL FUND	PARKS	1,000.34
	mcgill park fall app	GENERAL FUND	PARKS	30.00
	johnson park fertilizer	GENERAL FUND	PARKS	25.00
	gorman park & comm center	GENERAL FUND	PARKS	857.44
	stones park fall app	GENERAL FUND	PARKS	209.60
	jeff parks batt field fall	GENERAL FUND	PARKS	476.35
	fall shut down	GENERAL FUND	PARKS	15.60
	fall shutdown	WATER	PURIFICATION AND TREAT	84.00
	fall shutdown	WATER	DISTRIBUTION AND STORA	80.00
	fall shut down	WATER	ADMIN AND GENERAL	7.80
	fall shut down	WASTE WATER FUND	ADMIN AND GENERAL	7.80
	hwy 169 median irrigation	ENVIRON SERVICES F	REFUSE DISPOSAL	93.08
	fall shut down	ENVIRON SERVICES F	ADMIN AND GENERAL	7.80
	fall shut down	ELECTRIC FUND	ADMIN AND GENERAL	19.50
			TOTAL:	4,355.93
DAVIS EQUIPMENT CORPORATION	#909 hose & fittings	STORMWATER FUND	TREATMENT	217.45
			TOTAL:	217.45
DGR ENGINEERING	2015 dist. design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	153.00
	nic co. generator review	ELECTRIC FUND	POWER DISTRIBUTION	256.50
			TOTAL:	409.50
ED'S PLUMBING	sewer repair pw	GENERAL FUND	STREETS	11.18
	sewer repair pw	GENERAL FUND	PARKS	8.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sewer repair pw	WATER	ADMIN AND GENERAL	4.47
	sewer repair pw	WASTE WATER FUND	ADMIN AND GENERAL	4.47
	sewer repair pw	ENVIRON SERVICES F	ADMIN AND GENERAL	4.48
	sewer repair pw	ELECTRIC FUND	ADMIN AND GENERAL	11.18
			TOTAL:	44.73
FASTENAL COMPANY	parts for hose cart	GENERAL FUND	FIRE	6.58
	shop supplies	GENERAL FUND	STREETS	2.87
	#48 bolts	GENERAL FUND	STREETS	63.10
	battiers, duct tape	GENERAL FUND	STREETS	26.15
	#48 bolts	GENERAL FUND	STREETS	2.75
	shop supplies	GENERAL FUND	PARKS	2.87
	battiers, duct tape	GENERAL FUND	PARKS	26.15
	shop supplies	WATER	DISTRIBUTION AND STORA	1.43
	battiers, duct tape	WATER	DISTRIBUTION AND STORA	13.07
	shop supplies	WASTE WATER FUND	SOURCE/TREATMENT	1.43
	battiers, duct tape	WASTE WATER FUND	SOURCE/TREATMENT	13.07
	shop supplies	ENVIRON SERVICES F	REFUSE DISPOSAL	1.43
	battiers, duct tape	ENVIRON SERVICES F	REFUSE DISPOSAL	13.07
	drw stud tool	ELECTRIC FUND	POWER DISTRIBUTION	47.28
	shop supplies	ELECTRIC FUND	POWER DISTRIBUTION	2.87
	battiers, duct tape	ELECTRIC FUND	POWER DISTRIBUTION	26.15
	shop supplies	STORMWATER FUND	TREATMENT	1.43
	battiers, duct tape	STORMWATER FUND	TREATMENT	13.08
			TOTAL:	264.78
GELDNER UNDERGROUND, INC.	jefferson ave fiber jaguar	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,000.00
	nicollet ave fiber jaguar	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,000.00
			TOTAL:	2,000.00
GOPHER STATE ONE-CALL INC	gopher state 1-call sept	WATER	DISTRIBUTION AND STORA	180.59
	gopher state 1-call sept	WASTE WATER FUND	COLLECTOR/LIFT STAT	180.59
	gopher state 1-call sept	ELECTRIC FUND	POWER DISTRIBUTION	180.82
			TOTAL:	542.00
GREATER MANKATO GROWTH	3rd quarter reda dues	GENERAL FUND	ECONOMIC DEVMT	6,473.75
			TOTAL:	6,473.75
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	14.00
	postage	GENERAL FUND	CITY CLERK	0.54
	postage	GENERAL FUND	ELECTIONS	22.47
	postage	GENERAL FUND	FINANCE	135.25
	postage	GENERAL FUND	POLICE	45.74
	postage	GENERAL FUND	BUILDING INSPECTOR	2.14
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	4.28
	postage	GENERAL FUND	RECREATION/LEISURE SER	36.38
	postage	GENERAL FUND	SWIMMING POOL	1.07
	postage	GENERAL FUND	PARKS	4.82
	postage	GENERAL FUND	ECONOMIC DEVMT	68.65
	postage	LIBRARY FUND	LIBRARY	5.44
	poster for display	LIBRARY FUND	LIBRARY	22.80
	postage	PUBLIC ACCESS	PUBLIC ACCESS	0.54
	postage	COMMUNITY CENTER	COMMUNITY CENTER	1.07
	postage	WATER	ADMIN AND GENERAL	1.07
	postage	WATER	CUSTOMER ACCOUNTS	19.06
	postage	WASTE WATER FUND	ADMIN AND GENERAL	2.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.06
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.06
	postage	ELECTRIC FUND	ADMIN AND GENERAL	1.07
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.06
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	2.68
	postage	TRANSIT	TRANSIT/TRANSPORTATION	6.42
			TOTAL:	454.81
H2O INNOVATION	codeline seal & adapter	WATER	PURIFICATION AND TREAT	197.00
			TOTAL:	197.00
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,365.00
	bleach, caustic, soda	WATER	PURIFICATION AND TREAT	4,683.85
			TOTAL:	6,048.85
HOLIDAY COMMERCIAL	sept fuel	GENERAL FUND	FINANCE	35.12
	sept fuel	GENERAL FUND	POLICE	208.89
	spet fuel	GENERAL FUND	BUILDING INSPECTOR	78.65
	sept fuel	GENERAL FUND	STREETS	171.28
	sept fuel	GENERAL FUND	PARKS	547.53
	sept fuel	WATER	DISTRIBUTION AND STORA	198.83
	sept fuel	WATER	CUSTOMER ACCOUNTS	35.58
	sept fuel	WASTE WATER FUND	SOURCE/TREATMENT	304.72
	sept fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	35.58
	sept fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	322.48
	sept fuel	ELECTRIC FUND	POWER DISTRIBUTION	355.63
	sept fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	35.58
	sept fuel	STORMWATER FUND	TREATMENT	416.35
			TOTAL:	2,746.22
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,896.75
			TOTAL:	1,896.75
THE LAFAYETTE-NICOLET LEDGER	1 year renewal	LIBRARY FUND	LIBRARY	35.00
			TOTAL:	35.00
LUBRICATION TECHNOLOGIES, INC.	lube, drum deposit, & clea	GENERAL FUND	STREETS	106.97
	lube, drum deposit, & clea	GENERAL FUND	PARKS	106.97
	lube, drum deposit, & clea	WATER	DISTRIBUTION AND STORA	53.49
	lube, drum deposit, & clea	WASTE WATER FUND	SOURCE/TREATMENT	53.49
	lube, drum deposit, & clea	ENVIRON SERVICES F	REFUSE DISPOSAL	53.49
	lube, drum deposit, & clea	ELECTRIC FUND	POWER DISTRIBUTION	106.97
	lube, drum deposit, & clea	STORMWATER FUND	TREATMENT	53.47
			TOTAL:	534.85
MARCO, INC.	city hall copier	GENERAL FUND	CITY ADMINISTRATION	29.09
	city hall copier	GENERAL FUND	CITY CLERK	29.09
	city hall copier	GENERAL FUND	FINANCE	19.39
	city hall copier	GENERAL FUND	POLICE	15.52
	city hall copier	GENERAL FUND	BUILDING INSPECTOR	7.76
	city hall copier	GENERAL FUND	PUBLIC WORKS ADMIN	3.87
	city hall copier	GENERAL FUND	ECONOMIC DEVMT	1.94
	city hall copier	WATER	ADMIN AND GENERAL	17.46
	city hall copier	WASTE WATER FUND	ADMIN AND GENERAL	17.45
	city hall copier	ELECTRIC FUND	ADMIN AND GENERAL	52.37
			TOTAL:	193.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MATHESON TRI-GAS INC	oxygen tanks	GENERAL FUND	STREETS	13.96	
	oxygen tanks	GENERAL FUND	PARKS	13.96	
	oxygen tanks	WATER	DISTRIBUTION AND STORA	6.98	
	oxygen tanks	WASTE WATER FUND	SOURCE/TREATMENT	6.98	
	oxygen tanks	ENVIRON SERVICES F	REFUSE DISPOSAL	6.98	
	oxygen tanks	ELECTRIC FUND	POWER DISTRIBUTION	13.96	
	oxygen tanks	STORMWATER FUND	TREATMENT	6.99	
			TOTAL:	69.81	
MENARDS	studs, screws, rubber cast	GENERAL FUND	FIRE	33.28	
			TOTAL:	33.28	
METRO SALES INC	copier contract fee	GENERAL FUND	POLICE	88.90	
			TOTAL:	88.90	
MID AMERICA METER, INC.	12" meter repair	WATER	PURIFICATION AND TREAT	592.50	
			TOTAL:	592.50	
MISC VENDOR	CARVER COUNTY ATTORNEY	training registration fee	GENERAL FUND	POLICE	100.00
	CITY OF KASOTA	CITY OF KASOTA: 08/12/15 I	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	2,455.23
	CONLON, PATTY	permit e15-459 refund	STORMWATER FUND	NON-DEPARTMENTAL	25.00
	GPRS-KELLY JO PRICE	payroll seminar	GENERAL FUND	FINANCE	40.00
	REPTILE & AMPHIBIAN DI	discovery zoo program	LIBRARY FUND	LIBRARY	195.00
	SHAWN C. ANDREWS	SHAWN C. ANDREWS: DOT PHYS	TRANSIT	TRANSIT/TRANSPORTATION	120.00
	SIMPLY TWISTED MOTORSP	#554 bores/ fit rings	GENERAL FUND	PARKS	105.00
	STRENGE, KELLY	book for the library	LIBRARY FUND	LIBRARY	11.00
			TOTAL:	3,051.23	
MN BUREAU OF CRIMINAL APPREHENSION	cjdn connection fee	GENERAL FUND	POLICE	270.00	
	course registration	GENERAL FUND	POLICE	285.00	
			TOTAL:	555.00	
MN MUNICIPAL UTILITIES ASSOCIATION	1st quarter annual safety	GENERAL FUND	FIRE	153.20	
	1st quarter annual safety	GENERAL FUND	PUBLIC WORKS ADMIN	917.90	
	1st quarter annual safety	GENERAL FUND	STREETS	918.55	
	1st quarter annual safety	GENERAL FUND	PARKS	765.98	
	1st quarter annual safety	COMMUNITY CENTER	COMMUNITY CENTER	459.59	
	1st quarter annual safety	WATER	ADMIN AND GENERAL	612.78	
	1st quarter annual safety	WASTE WATER FUND	ADMIN AND GENERAL	918.55	
	1st quarter annual safety	ENVIRON SERVICES F	ADMIN AND GENERAL	306.39	
	4th qtr member dues	ELECTRIC FUND	ADMIN AND GENERAL	3,653.25	
	1st quarter annual safety	ELECTRIC FUND	ADMIN AND GENERAL	765.98	
	1st quarter annual safety	STORMWATER FUND	ADMINISTRATION AND GEN	459.59	
			TOTAL:	9,931.76	
MN PIPE & EQUIPMENT	#243 copper tubing water 1	WATER	NON-DEPARTMENTAL	2,663.52	
	o rings & seals	WATER	DISTRIBUTION AND STORA	81.40	
			TOTAL:	2,744.92	
PETE MOULTON	mileage	GENERAL FUND	PUBLIC WORKS ADMIN	32.20	
	mileage	GENERAL FUND	STREETS	12.07	
	mileage	GENERAL FUND	PARKS	10.36	
	mileage	WATER	ADMIN AND GENERAL	285.20	
	mileage	WASTE WATER FUND	ADMIN AND GENERAL	6.90	
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	12.65	
			TOTAL:	359.38	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NIELSEN CONCRETE	969 n. mn ave.	GENERAL FUND	STREETS	6,227.20
	969 n. mn ave.	PERM IMPROVMENT RE	STREETS	11,251.80
	969 n. mn ave.	STORMWATER FUND	COLLECTIONS/LIFT STATI	250.00
			TOTAL:	17,729.00
NUTTER CLOTHING CO	uniform expense	GENERAL FUND	POLICE	60.00
				TOTAL:
NIXLE LLC (EVERBRIDGE, INC)	nixle engage	GENERAL FUND	POLICE	2,750.00
				TOTAL:
PAULA O'CONNELL	mn gfoa conference	GENERAL FUND	FINANCE	33.35
				TOTAL:
PAAPE COMPANIES, INC.	heat/ cooling pomputer rep	COMMUNITY CENTER	COMMUNITY CENTER	765.00
	upgrade for heating/ cooli	COMMUNITY CENTER	COMMUNITY CENTER	1,105.00
			TOTAL:	1,870.00
QUALITY FLOW SYSTEMS, INC	repair of ksb pump	WASTE WATER FUND	SOURCE/TREATMENT	7,548.00
				TOTAL:
QUICK MART ST PETER	sept fuel	GENERAL FUND	POLICE	500.30
				TOTAL:
QUILL	ink for bldg dept	GENERAL FUND	BUILDING INSPECTOR	83.96
	ink for bldg dept	WASTE WATER FUND	ADMIN AND GENERAL	83.97
			TOTAL:	167.93
RDO EQUIPMENT CO.	stump grinder teeth/bracke	ENVIRON SERVICES F	REFUSE DISPOSAL	373.73
	stump grinder screws	ENVIRON SERVICES F	REFUSE DISPOSAL	56.48
			TOTAL:	430.21
THE RETROFIT COMPANIES, INC.	cip lamp barrels	ELECTRIC FUND	POWER DISTRIBUTION	395.79
				TOTAL:
SHOPKO STORES OPERATING CO., LLC	detergent and softner	WATER	PURIFICATION AND TREAT	35.97
	detergent and softner	WATER	PURIFICATION AND TREAT	1.98
			TOTAL:	37.95
SOUTHERN MN CONSTRUCTION CO INC	cat steel roller gault par	GENERAL FUND	PARKS	360.00
	hospital asphalt patch	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	304.39
			TOTAL:	664.39
SPS COMPANIES INC-USE #2567 MANKATO SP	filters for air handlers	LIBRARY FUND	LIBRARY	82.68
	filters for air handlers	COMMUNITY CENTER	COMMUNITY CENTER	330.74
	union lead	WATER	PURIFICATION AND TREAT	32.63
			TOTAL:	446.05
ST CROIX RECREATION CO INC	treemendous blue chain	GENERAL FUND	PARKS	419.80
				TOTAL:
ST PETER AREA CHAMBER OF COMMERCE	ad in the st. peter chambe	GENERAL FUND	ECONOMIC DEVMT	627.00
				TOTAL:
ST PETER FIREFIGHTERS RELIEF	state fire aid & supplemen	FIREMANS RELIEF	FIRE	68,622.02
				TOTAL:

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER HERALD	renewal 52 weeks	GENERAL FUND	PUBLIC WORKS ADMIN	59.80
			TOTAL:	59.80
ST PETER INSULATED GLASS	push paddle for pd entranc	GENERAL FUND	POLICE	112.00
			TOTAL:	112.00
ST PETER LUMBER CO	claw hammers	GENERAL FUND	STREETS	43.58
	ramsey dougouts	GENERAL FUND	PARKS	143.70
	ramsey dougouts	GENERAL FUND	PARKS	17.27
	fiber map	ELECTRIC FUND	ADMIN AND GENERAL	4.00
			TOTAL:	208.55
STAPLES ADVANTAGE	pens	GENERAL FUND	CITY ADMINISTRATION	24.35
	pens, mousepad, wrist rest	GENERAL FUND	CITY ADMINISTRATION	71.73
	desk signs	GENERAL FUND	CITY ADMINISTRATION	2.02
	rubberbands and chair mats	GENERAL FUND	CITY ADMINISTRATION	36.73
	chair mats	GENERAL FUND	CITY ADMINISTRATION	68.99
	staples, wite-out, post it	GENERAL FUND	CITY ADMINISTRATION	28.83
	pens	GENERAL FUND	CITY CLERK	24.35
	pens, mousepad, wrist rest	GENERAL FUND	CITY CLERK	71.73
	desk signs	GENERAL FUND	CITY CLERK	2.02
	rubberbands and chair mats	GENERAL FUND	CITY CLERK	36.73
	staples, wite-out, post it	GENERAL FUND	CITY CLERK	28.83
	pens	GENERAL FUND	FINANCE	16.24
	pens, mousepad, wrist rest	GENERAL FUND	FINANCE	47.82
	desk signs	GENERAL FUND	FINANCE	1.35
	rubberbands and chair mats	GENERAL FUND	FINANCE	24.48
	chair mats	GENERAL FUND	FINANCE	53.79
	staples, wite-out, post it	GENERAL FUND	FINANCE	19.22
	pens	GENERAL FUND	POLICE	12.99
	pens, mousepad, wrist rest	GENERAL FUND	POLICE	38.27
	desk signs	GENERAL FUND	POLICE	1.08
	rubberbands and chair mats	GENERAL FUND	POLICE	19.59
	office supplies	GENERAL FUND	POLICE	73.98
	floormats	GENERAL FUND	POLICE	189.00
	staples, wite-out, post it	GENERAL FUND	POLICE	15.38
	chair	GENERAL FUND	BUILDING INSPECTOR	738.00
	pens	GENERAL FUND	BUILDING INSPECTOR	6.50
	pens, mousepad, wrist rest	GENERAL FUND	BUILDING INSPECTOR	19.13
	desk signs	GENERAL FUND	BUILDING INSPECTOR	0.54
	rubberbands and chair mats	GENERAL FUND	BUILDING INSPECTOR	9.80
	staples, wite-out, post it	GENERAL FUND	BUILDING INSPECTOR	7.69
	pens	GENERAL FUND	PUBLIC WORKS ADMIN	3.24
	pens, mousepad, wrist rest	GENERAL FUND	PUBLIC WORKS ADMIN	9.55
	desk signs	GENERAL FUND	PUBLIC WORKS ADMIN	0.27
	rubberbands and chair mats	GENERAL FUND	PUBLIC WORKS ADMIN	4.89
	staples, wite-out, post it	GENERAL FUND	PUBLIC WORKS ADMIN	3.84
	pens	GENERAL FUND	ECONOMIC DEVMT	1.62
	pens, mousepad, wrist rest	GENERAL FUND	ECONOMIC DEVMT	4.78
	desk signs	GENERAL FUND	ECONOMIC DEVMT	0.13
	rubberbands and chair mats	GENERAL FUND	ECONOMIC DEVMT	2.45
	staples, wite-out, post it	GENERAL FUND	ECONOMIC DEVMT	1.92
	pens	WATER	ADMIN AND GENERAL	14.61
	pens, mousepad, wrist rest	WATER	ADMIN AND GENERAL	43.04
	desk signs	WATER	ADMIN AND GENERAL	1.22
	rubberbands and chair mats	WATER	ADMIN AND GENERAL	22.04

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	staples, wite-out, post it	WATER	ADMIN AND GENERAL	17.30
	pens	WASTE WATER FUND	ADMIN AND GENERAL	14.63
	pens, mousepad, wrist rest	WASTE WATER FUND	ADMIN AND GENERAL	43.05
	desk signs	WASTE WATER FUND	ADMIN AND GENERAL	1.22
	rubberbands and chair mats	WASTE WATER FUND	ADMIN AND GENERAL	22.03
	staples, wite-out, post it	WASTE WATER FUND	ADMIN AND GENERAL	17.29
	pens	ELECTRIC FUND	ADMIN AND GENERAL	43.84
	pens, mousepad, wrist rest	ELECTRIC FUND	ADMIN AND GENERAL	129.13
	desk signs	ELECTRIC FUND	ADMIN AND GENERAL	3.65
	rubberbands and chair mats	ELECTRIC FUND	ADMIN AND GENERAL	66.11
	staples, wite-out, post it	ELECTRIC FUND	ADMIN AND GENERAL	51.90
			TOTAL:	2,214.91
STATE INDUSTRIAL PRODUCTS	deoderizer	LIBRARY FUND	LIBRARY	56.55
	deoderizer	COMMUNITY CENTER	COMMUNITY CENTER	226.19
			TOTAL:	282.74
TASER INTERNATIONAL	taser cartridges	GENERAL FUND	POLICE	350.08
			TOTAL:	350.08
TRAVERSE DES SIOUX LIBRARY SYSTEM	reimbursement for achf for	LIBRARY FUND	NON-DEPARTMENTAL	39.15
			TOTAL:	39.15
US AUTO FORCE	tires for squads	GENERAL FUND	POLICE	1,017.48
			TOTAL:	1,017.48
VESSCO, INC	vacuum monitor	WATER	PURIFICATION AND TREAT	548.00
			TOTAL:	548.00
VISA	meals council goal session	GENERAL FUND	MAYOR & COUNCIL	104.74
	council good session suppl	GENERAL FUND	MAYOR & COUNCIL	33.57
	meeting diversity training	GENERAL FUND	CITY ADMINISTRATION	70.24
	hotel for mn crime prevent	GENERAL FUND	POLICE	350.91
	flowers funeral	GENERAL FUND	POLICE	74.47
	fuel & meals for swat scho	GENERAL FUND	POLICE	218.15
	bldg code class registrati	GENERAL FUND	BUILDING INSPECTOR	170.00
	2 replacement print heads	GENERAL FUND	PUBLIC WORKS ADMIN	307.94
	power welding classes/ mea	GENERAL FUND	STREETS	428.59
	softball	GENERAL FUND	RECREATION/LEISURE SER	80.00
	spdc business agenda meal	GENERAL FUND	ECONOMIC DEVMT	16.23
	fruit basket	COMMUNITY CENTER	COMMUNITY CENTER	39.00
	annual domain renewal	WATER	ADMIN AND GENERAL	25.00
	anti static mat for calcul	WATER	CUSTOMER ACCOUNTS	12.36
	1 1/2" rubber covered fire	WASTE WATER FUND	BIOSOLIDS	427.56
	parts for deionized water	WASTE WATER FUND	SOURCE/TREATMENT	56.99
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	419.96
	ww operator interview meal	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	annual domain renewal	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	anti static mat for calcul	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.36
	parking, mn arb conf regis	ENVIRON SERVICES F	ADMIN AND GENERAL	136.00
	clothing allowance	ENVIRON SERVICES F	ADMIN AND GENERAL	99.96
	boots	ENVIRON SERVICES F	ADMIN AND GENERAL	159.99
	annual domain renewal	ENVIRON SERVICES F	ADMIN AND GENERAL	12.50
	anti static mat for calcul	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.37
	annual domain renewal	ELECTRIC FUND	ADMIN AND GENERAL	62.50
	anti static mat for calcul	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	night to unite t-shirts	RESTRICTED CONTRIB	POLICE	245.41
	halloween fun run decorsup	RESTRICTED CONTRIB	RECREATION/LEISURE SER	674.41
			TOTAL:	4,318.57
VON ESSEN TOWING	towing #556	GENERAL FUND	STREETS	135.00
	tires #611	GENERAL FUND	STREETS	72.00
	labor trailer	GENERAL FUND	STREETS	20.00
	tires #t11	TRANSIT	TRANSIT/TRANSPORTATION	36.00
			TOTAL:	263.00
VOSS LIGHTING	lightbulbs	GENERAL FUND	MUNICIPAL BUILDING	52.60
	lightbulbs	LIBRARY FUND	LIBRARY	680.60
	lightbulbs	LIBRARY FUND	LIBRARY	505.05
			TOTAL:	1,238.25
WOLF MOTOR COMPANY, INC.	a/c blower motor	TRANSIT	TRANSIT/TRANSPORTATION	77.04
			TOTAL:	77.04
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	54.04
			TOTAL:	54.04
ZAHL EQUIPMENT SERVICE	bulk tank fuel pump cam re	GENERAL FUND	STREETS	98.60
	bulk tank fuel pump cam re	GENERAL FUND	PARKS	78.88
	bulk tank fuel pump cam re	WATER	DISTRIBUTION AND STORA	39.44
	bulk tank fuel pump cam re	WASTE WATER FUND	SOURCE/TREATMENT	39.44
	bulk tank fuel pump cam re	ENVIRON SERVICES F	REFUSE DISPOSAL	39.44
	bulk tank fuel pump cam re	ELECTRIC FUND	POWER DISTRIBUTION	98.60
			TOTAL:	394.40
ZIEGLER INC	#48 pin/ bolt	GENERAL FUND	STREETS	209.95
			TOTAL:	209.95

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

101	GENERAL FUND	34,990.18
201	PROPERTY INSURANCE	2,455.23
211	LIBRARY FUND	4,327.13
213	PUBLIC ACCESS	0.54
217	COMMUNITY CENTER	3,022.61
234	FIREMANS RELIEF	68,622.02
401	PERM IMPROVMENT REVOLVING	11,251.80
601	WATER	12,551.09
602	WASTE WATER FUND	10,777.43
603	ENVIRON SERVICES FUND	1,804.80
604	ELECTRIC FUND	9,848.04
606	STORMWATER FUND	1,481.73
610	TRANSIT	242.45
820	RESTRICTED CONTRIBUTIONS	919.82

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 GRAND TOTAL: 162,294.87  
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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 –**

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

**RESOLUTION APPROVING CONSENT AGENDA**

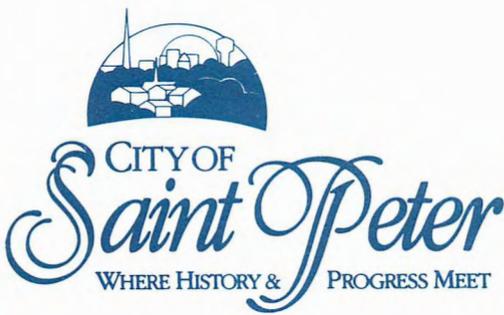
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The schedule of disbursements for September 24, 2015 through October 7, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 12th day of October, 2015.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 10/09/15

**FROM:** Pete Moulton  
Public Works Director

**RE:** Gardner Road Watermain Construction 2015 Bid Award

### ACTION/RECOMMENDATION

Award bid the Gardner Road Watermain Improvements project to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$189,348.

### BACKGROUND

This summer the City Council authorized Bolton and Menk to prepare plans and specifications and to receive bids to install a 12" watermain west of Gardner Road adjacent to the Gustavus arboretum. The new main would run from Jefferson Avenue up to Broadway Avenue. The new 12" main line is intended to tie feeder mains on Jefferson Avenue with the new watermain proposed for Broadway Avenue which will serve the new high school, thus creating a loop feed. This project drew a large amount of bidders as summarized below:

<b>COMPANY</b>	<b>LOCATION</b>	<b>TOTAL</b>
Chard Tiling and Excavation	Belle Plaine, Minnesota	\$189,348.00
Northwest Asphalt, Inc.	Shakopee, Minnesota	\$206,721.00
Kuechle Underground, Inc.	Kimball, Minnesota	\$212,123.00
Didion Contracting	Prior Lake, Minnesota	\$213,799.40
Land Pride Construction	Paynesville, Minnesota	\$214,892.00
R.L. Larson Excavating Inc.	St. Cloud, Minnesota	\$220,097.00
Heselton Construction, LLC	Faribault, Minnesota	\$220,516.50
Douglas-Kerr Underground, LLC	Mora, Minnesota	\$223,370.91
R.A.W. Construction	Faribault, Minnesota	\$224,855.00
GM Contracting, Inc.	Lake Crystal, Minnesota	\$231,239.48
Dirt Merchant, Inc.	Mankato, Minnesota	\$235,708.55
Northdale Construction Company	Albertville, Minnesota	\$245,356.65
Widmer Construction, LLC	Minnestrta, Minnesota	\$242,856.75
Meyer Construction, Inc.	Maple Grove, Minnesota	\$249,862.75
Dahn Construction	Rosemount, Minnesota	\$261,696.00

Staff recommends that Chard Tiling and Excavating be awarded this project based on their low bid of \$189,348.00 which is \$30,742.00 under the Engineer's estimate of \$220,090.00.

**FISCAL IMPACT:**

Funding for the work will be from the 2015 Water Fund.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will seek City Council direction.

Negative Vote: Staff will explore other options based on City Council direction.

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

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

PM/amg



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

October 7, 2015

Pete Moulton  
Director of Public Works  
Public Works Department  
405 W. St. Julien Street  
St. Peter, MN 56082

RE: Gardner Road Watermain Improvements-2015  
City of Saint Peter, MN  
BMI Project No. M14.109982

Dear Pete,

Bids were received and opened at City Hall on Wednesday, October 7<sup>th</sup> at 10:00am for the project referenced above. Fifteen (15) bids were received and the results of the bids are tabulated below:

<b>Bidder</b>	<b>Bid Amount</b>
Chard Tiling & Excavating, Inc.	\$189,348.00
Northwest Asphalt, Inc.	\$206,721.00
Kuechle Underground, Inc.	\$212,123.00
Didion Contracting	\$213,799.40
Land Pride Construction	\$214,892.00
R.L. Larson Excavating, Inc.	\$220,097.00
Heselton Construction, LLC	\$220,516.50
Douglas-Kerr Underground, LLC	\$223,370.91
R.A.W. Construction	\$224,855.00
GM Contracting, Inc.	\$231,239.48
Dirt Merchant, Inc.	\$235,708.55
Northdale Construction Co., Inc.	\$245,356.65
Widmer Construction, LLC	\$242,856.75
Meyer Contracting, Inc.	\$249,862.75
Dahn Construction Co., LLC	\$261,696.00
Engineer's Estimate	\$220,090.00

The low bidder for the project is Chard Tiling & Excavating, Inc. from Belle Plaine, Minnesota. The low bid is approximately 14% below the Engineer's Estimate. A detailed bid abstract of all the bids and the engineer's estimate is attached for your review.



Pete Moulton  
October 7, 2015  
Page 2

Based on past performance on similar projects in previous years, it is our opinion that Chard Tiling & Excavating, Inc. is qualified to perform the work required under this contract. If deemed financially feasible, we hereby recommend that Chard Tiling & Excavating, Inc. be awarded the contract based on the bid contract amount of \$189,348.00.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in cursive script that reads "Jeffrey A. Domras".

Jeffrey A. Domras, P.E.  
Project Engineer

JAD/rm

Enclosure

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION AWARDING BID FOR GARDNER ROAD WATERMAIN CONSTRUCTION  
2015 PROJECT**

WHEREAS, the City wishes to provide a reliable source of water for all utility customers; and

WHEREAS, the City Council authorized Bolton and Menk to prepare plans and specifications for Gardner Road to receive bids for the installation of a 12" watermain west of Gardner Road; and

WHEREAS, the new main would run from Jefferson Avenue up to Broadway Avenue to tie feeder mains on Jefferson thereby completing a main feeder loop; and

WHEREAS, this construction needs to be orderly to accommodate installation of the new water main proposed for Broadway Avenue, which will serve the new high school; and

WHEREAS, competitive bids were received as follows:

<b><u>COMPANY</u></b>	<b><u>LOCATION</u></b>	<b><u>TOTAL</u></b>
Chard Tiling and Excavation	Belle Plaine, Minnesota	\$189,348.00
Northwest Asphalt, Inc.	Shakopee, Minnesota	\$206,721.00
Kuechle Underground, Inc.	Kimball, Minnesota	\$212,123.00
Didion Contracting	Prior Lake, Minnesota	\$213,799.40
Land Pride Construction	Paynesville, Minnesota	\$214,892.00
R.L. Larson Excavating Inc.	St. Cloud, Minnesota	\$220,097.00
Heselton Construction, LLC	Faribault, Minnesota	\$220,516.50
Douglas-Kerr Underground, LLC	Mora, Minnesota	\$223,370.91
R.A.W. Construction	Faribault, Minnesota	\$224,855.00
GM Contracting, Inc.	Lake Crystal, Minnesota	\$231,239.48
Dirt Merchant, Inc.	Mankato, Minnesota	\$235,708.55
Northdale Construction Company	Albertville, Minnesota	\$245,356.65
Widmer Construction, LLC	Minnestrta, Minnesota	\$242,856.75
Meyer Construction, Inc.	Maple Grove, Minnesota	\$249,862.75
Dahn Construction	Rosemount, Minnesota	\$261,696.00

WHEREAS, Staff recommends that Chard Tiling and Excavating be awarded this project based on their submitted low bid of \$189,348.00 which is \$30,742.00 under the Engineer's estimate (\$220,090).

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

1. The City Council hereby awards the bid for the Gardner Road Watermain Construction 2015 Project to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$189,348.

2. Funding for the work shall be from the Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of October, 2015.

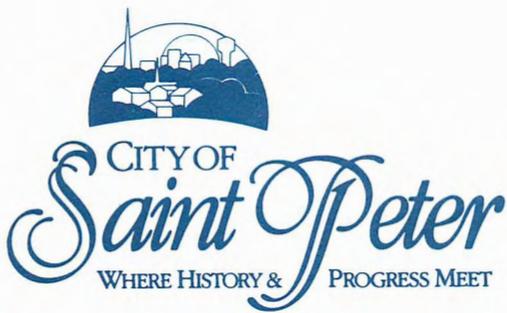
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 10/09/15

**FROM:** Russ Wille  
Community Development Director

**RE:** Greg/Neysa Schettler (Hunter Hardwood) – Loan Extension Agreement  
Extension

### **ACTION/RECOMMENDATION**

Adopt the attached resolution providing a twenty-four month extension of the Loan Extension Agreement by and between the City of Saint Peter and Greg and Neysa Schettler.

### **BACKGROUND**

In August, 2013, as a strategy to avoid personal bankruptcy, Greg and Neysa Schettler accepted the City of Saint Peter's offer to extend the repayment of their debt to the City. The executed Loan Extension Agreement consolidated the two notes and established a zero percent (0%) rate of interest.

The EDA also established payments of \$50 per month beginning September 1, 2013 through August 1, 2015. A copy of the Loan Extension Agreement is included for your review.

The Schettler's have abided by the terms of the Agreement. Monthly payments of \$50 have been provided each month without exception.

I have discussed the repayment plan over the phone with Mr. Schettler. He has requested that the Agreement be extended an additional twenty-four (24) months. He also indicated that he would be able to increase the monthly repayment from \$50 to \$100 per month.

The Economic Development Authority considered the requested extension at their September meeting. The EDA has recommended that the City Council approve the twenty-four month extension of the Loan Extension Agreement and increased payment of \$100 per month.

### **FISCAL IMPACT:**

The note would be repaid at \$100/month for the next twenty-four months. The extension would be reconsidered after two years.

### **ALTERNATIVES/VARIATIONS:**

Do not act: The Schettler's would be notified of the delay.

Negative Votes: Collection efforts would be initiated. Other collection action may result in a bankruptcy and our opportunity to see any funds would be very low. The EDA believes suggested strategy provides the best opportunity to receive payments.

Modification of the Resolution: This is always an option of the Council. However, any alteration to the agreement would need to be acceptable to the Schettler's.

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

RJW

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION EXTENDING THE TERMS AND CONDITIONS OF THE LOAN EXTENSION  
AGREEMENT PREVIOUSLY PROVIDED TO GREG AND NEYSA SCHESSLER AND  
REAFFIRMING THE TERMS OF REPAYMENT**

WHEREAS, the Economic Development Authority (EDA) administers the City Revolving Loan Fund; and

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

WHEREAS, in 2004, Greg and Neysa Schettler, d.b.a. Hunter Hardwood, were awarded a \$40,000 loan to partially finance the construction of a commercial structure located at 220 Dodd Avenue; and

WHEREAS, in 2009 a second revolving loan of \$29,748 was provided to the Schettlers to partially finance building improvements; and

WHEREAS, in an attempt to avoid personal bankruptcy proceedings or the filing of a Summons and Complaint with the Court, the EDA is recommending that the City Council amend the terms and conditions of the revolving loans and establish an alternative repayment plan.

WHEREAS, the Loan Extension Agreement combined the outstanding balances of the two promissory notes; and

WHEREAS, following receipt of the September, 2015 payment the balance of the combined note is calculated to be \$50,488.77; and

WHEREAS, the Loan Extension Agreement established monthly payment of \$50.00 which have been paid by the Schettler's as per the terms of the agreement; and

WHEREAS, the Loan Extension Agreement extended the time for the filing of the Summons and Complaint to October 1, 2015; and

WHEREAS, Greg and Neysa Schettler shall agree to extend the time for filing of the Summons & Complaint to October 1, 2017.

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

1. The Loan Extension Agreement by and between the City of Saint Peter and the Schettler's shall be extended by twenty-four months.

2. The monthly payment shall be increased to \$100 per month.
3. The repayment plan established by the Loan Extension Agreement shall be reviewed in twenty-four months.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of October, 2015.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



The subdivision would be similar in design and use to the Nicollet Meadows and Washington Terrace developments and would be constructed in phases over a period of time to accommodate steady and sustainable growth in relation to the City's comprehensive plan. The first phase of which is identified as follows:

**Water and Sewer Improvements:** In order to serve new customers in this area water and sewer must be extended approximately 1,700 feet west of the intersection of Traverse Road and Nicollet Avenue. Watermain is located on the north side of Traverse Road and the sanitary sewer is located on the south side.

A 10" watermain would be installed approximately 8' deep in the east/west ditch north of Traverse Road. The ductile iron pipe would be of adequate size to serve additional territory west of the proposed development. A 12" sanitary sewer would be installed in the east/west ditch south of Traverse Road and would be designed to serve future expansion to the west and would be approximately 20' deep. Due to the depth required a construction easement from the adjacent property owners to the south would be needed and both have verbally consented to the construction. Sewer would be brought across Traverse Road in an open cut trench at the location of the entrance to the subdivision.

A portion of the proposed engineering and construction costs would be assessed in the future when the adjacent property owners connect. Initial funding would come from water and wastewater utility funds.

The City Engineer has developed the following cost estimate for service:

Preparation of plans and specifications and bidding for paving Traverse Road:

Topographical Survey	\$ 3,500
Preliminary Layout Design and Cost Estimates	\$ 1,500
Coordinate Plans with City and obtain Nicollet County Permits	\$ 3,000
Prepare Final Plans and Specifications	\$ 7,000
Prepare Ad for Bids, Open Bids, Tabulate Bids, Recommendation	\$ 1,500
Construction Staking, Construction Administration, Shop Drawing Review	<u>\$ 6,500</u>
Total Project Engineering	<b>Total \$23,000</b>

Staff recommends that the City Council authorize Bolton and Menk, Inc. to complete the necessary engineering and provide for solicitation of bids for the project.

It is believed that the time to complete this work will be reflected in the bids received as we have seen a number of utility projects this fall which have come in under the Engineer's estimate.

**FISCAL IMPACT:**

Funds needed for engineering work on Traverse Road will come from the Water and Wastewater funds. These are funds that were not budgeted, but if the housing project does go forward, the funds would be repaid by the financing put in place for the development. The threshold set by the Council is that the development would be self-funded, but as you recall we are not at the point today.

**ALTERNATIVES/VARIATIONS:**

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

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

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

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

TP/PM/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION AUTHORIZING PRELIMINARY ENGINEERING WORK FOR WATER AND  
WASTEWATER IMPROVEMENTS ALONG TRAVERSE ROAD WEST OF NICOLLET  
AVENUE**

WHEREAS, School District #508 owns an 84-acre tract of land adjacent to Traverse Road; and

WHEREAS, the City of Saint Peter has previously developed two subdivisions implementing the Building Better Neighborhood design concept; and

WHEREAS, in an effort to compress timelines and further define costs of any potential or future housing project staff recommends solicitation of bids for water and sewer improvements to the School District #508 property; and

WHEREAS, water and sewer are installed west of Nicollet Avenue (County Road 20) and the City wishes to extend these utilities to serve areas abutting County Road 51 also known as Traverse Road; and

WHEREAS, watermain is planned to be extended west in the north ditch approximately 1,700 feet; and

WHEREAS, a wastewater line is planned to be extended west in the south ditch approximately 1,700 feet; and

WHEREAS, utility improvements for water and wastewater are needed to serve areas west of Nicollet Avenue into the future; and

WHEREAS, Bolton and Menk, Inc. is familiar with the needs of the community and have insight to complete the engineering work for a reasonable cost.

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

1. The City Council hereby authorizes Bolton and Menk, Inc. to prepare preliminary engineering work for water and sewer improvements along Traverse Road west of Nicollet Avenue for a fee of up to \$23,000.
2. Funding for the work shall be from the Water and Wastewater Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of October, 2015.

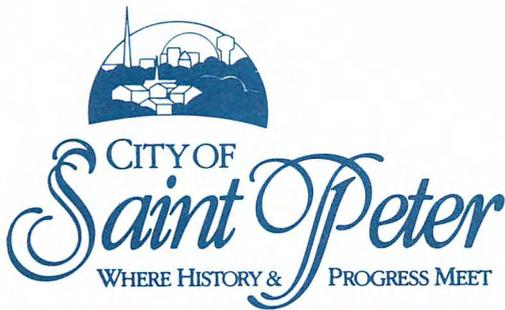
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 10/9/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Request For City Assistance: Haunted Hayrides

### **ACTION/RECOMMENDATION**

Provide approval for City assistance for a fundraising event sponsored by the Nicollet County Trails Association Snowmobile Club in Riverside Park on October 23-24, 2015.

### **BACKGROUND**

The Nicollet County Trails Association Snowmobile Club has submitted a request for City assistance for a fundraising event to be held on October 23-24, 2015 in Riverside Park. The hayrides would begin and end at the Mill Pond area of Riverside Park, but would mostly take place within the southern portion of the park south of the Mill Pond and east of the homes along South Front Street.

The minimum maintenance road that would be utilized to enter this area of Riverside Park is normally blocked by large concrete barricades. These would be temporarily removed by the City. City employees access this section of the park on Walnut Street and utilize the area for snow storage during the winter.

We have met with organizers of the event to address concerns and/or safety issues and they have been very accommodating in addressing any and all issues we brought up. I recommend approval of their request as submitted with the exception of a verbal request to utilize lit tiki torches along the trail route. At this time of the year, open flames would pose a serious safety issue. My specific recommendations for approval of this request are included on the proposed resolution.

Funds raised by the event will be used to groom and maintain snowmobile trails in and around Saint Peter.

### **FISCAL IMPACT:**

At this time I see no fiscal impact to the City. The certificate of insurance has already been received by my office and could be used if necessary.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Should the Council choose to take no action on the request, Association officials will be notified and the event will not take place.

Denial: Association officials will be notified and the event will not take place in the City park.

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

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

TP/bal



# NCTA Haunted Hay Ride Details

When: Friday Oct 23 & Sat Oct 24 From 4PM to 9:30 or 10PM

Where: Mill Pond Trail 2 South side of Pond, Trail is on Port of Old Market Street  
Ride is approx 20-25 mi round trip

How: up to 3 Tractors Pulling Single Bale Throwing Caged Wagons w/straps

All wagons are in nice condition - all have good tires, hitches, cages, & all will have safety chains

a staircase with Railings for loading/unloading riders

a Ramp will be available for wheel chair if needed

Front of wagons consist of 3' high Expanded Metal Mesh

Front of Wagons will have a tarp 3' high to make it so no actors will be in that area between the wagon hitch area to save riders

All wagon Drivers will be 21 years or older with valid Driver License.

Why: Nicollet County Trails Association (NCTA) Fall Fundraiser

Who: Active Club Members of NCTA & Volunteers will be helping out  
spotting Riders at a few scenes.

\* All areas used will be cleaned of litter by Club & Volunteers following event

\* handicapped Accessible Porta Potty will be available if Mill Pond Restrooms are closed.

\* No Food or Beverage allowed on Hayrides

\* Club has accepted Tulip Income Supplement to determine Coverage in 2 million per occurrence

\* NCTA will have wagon of Pumpkins, Gourds & Squash for purchase

\* Flare Bar will have concessions - Hot Dogs, Cider, Cocoa,

Contacts for event \* All Tractors are capable of pulling & stopping max weight of wagon 5

Main contact Paul Braam 507-469-0768

Kenny Johnson ~~507-820-327~~ 327-8200

Event will be canceled if Rain or Snow occur



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E-TRAILER

Similar  
Picture of Racks  
Being used ↑





# HAUNTED HAYRIDE



*Presented by*

## Nicollet County Trails Association Snowmobile Club



**When :** Friday Oct 23rd & Saturday Oct 24th 4 PM TO 930 PM

**Where :** South side of Mill Pond /Riverside Park South Snowmobile Trail Entrance

**Parking Available on South Front Street and in Municipal lots by Front Street**

39

**What :** Tractor Pulled Hayrides through the wooded river bottom trail 2

**Wagon full of Pumpkins ,Gourds & Squash & Consessions will also be available**

**All proceeds benefit the Nicollet County Trails Association towards Grooming and Maintenance of Area Trails in Nicollet County**

**Thank You In Advance For Attending, Hope To See You Again Next Year!**

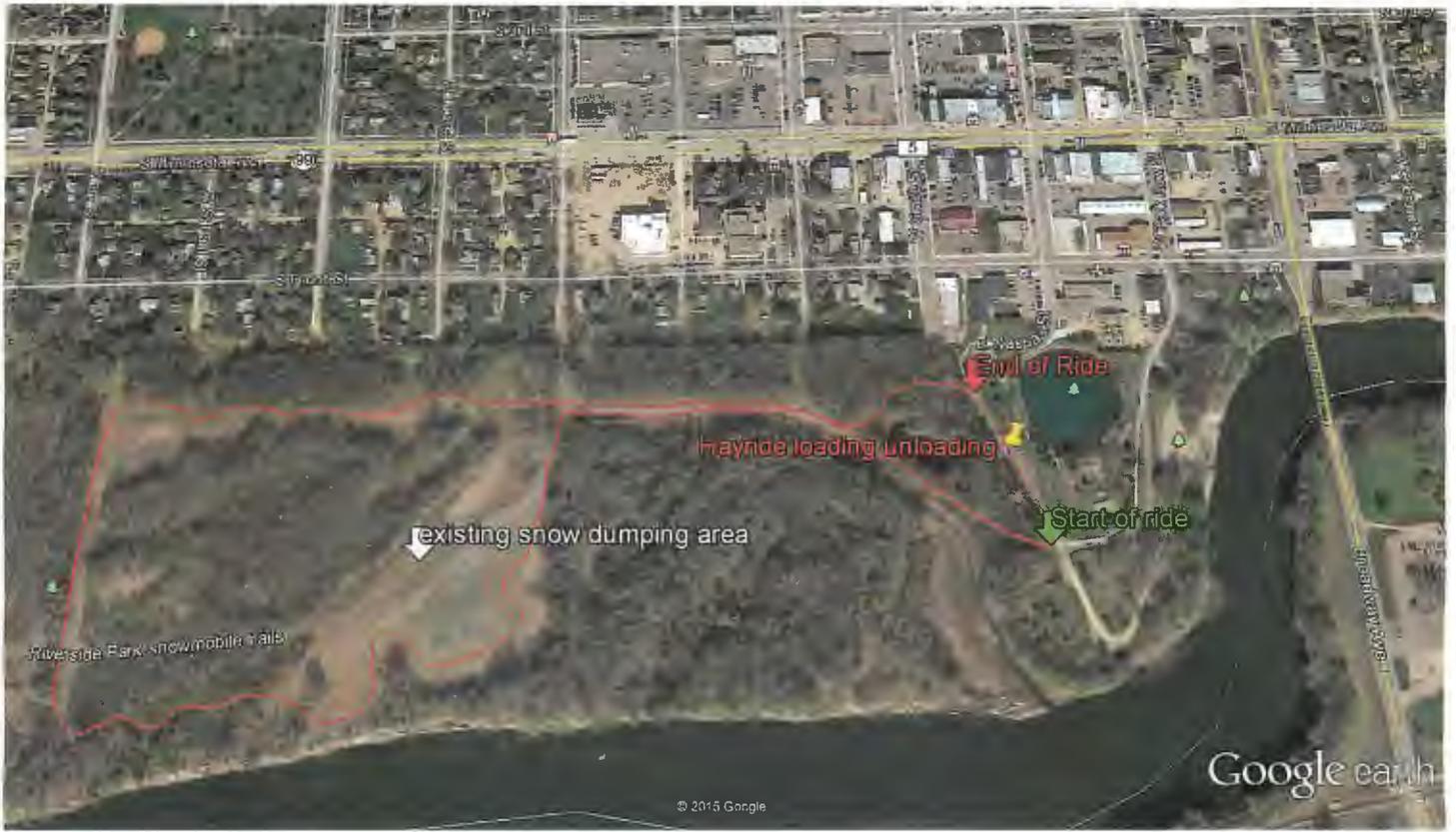
**\$10 Adults Age 14 & Up**

**\$5 Kids Age 6 to 13**

**Kids 5 and Under Free**







Google earth



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR NICOLLET COUNTY  
TRAILS ASSOCIATION SNOWMOBILE CLUB HAUNTED HAYRIDES**

WHEREAS, the Nicollet County Trails Association Snowmobile Club has requested City assistance for a fundraising event on October 23-24, 2015; and

WHEREAS, the Association wishes to provide haunted hayrides beginning and ending at the Mill Pond area of Riverside Park; and

WHEREAS, the rides will include travel through the southern portion of Riverside Park on the minimum maintenance road and other trails; and

WHEREAS, City staff has met with organizers of the event to address concerns and/or safety issues; and

WHEREAS, the City Council has previously approved City assistance for certain community events; and

WHEREAS, funds raised by the event will be used to groom and maintain snowmobile trails in and around Saint Peter; and

WHEREAS, staff recommends approval of the request for City assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request by the Nicollet County Trails Association Snowmobile Club for City assistance for the Haunted Hayrides event on October 23-24, 2015 is hereby approved as follows:

1. The Association will be allowed to:
  - Use Riverside Park and the Mill Pond area for the event from approximately 4:00 p.m. – 10:00 p.m. each night. City staff will remove and replace the concrete barriers currently installed at the north entrance to the minimum maintenance road.
  - Use the Mill Pond restroom facility during the event hours.
  - Sell non-alcoholic refreshments and pumpkins, gourds and squash at the Mill Pond during the event.
  - Use the City Hall lot and adjoining on-street parking for event parking.
  
2. The approval is contingent upon the Association:
  - Providing a staircase with railings for loading and unloading riders.
  - Only utilizing wagons which are in good condition and outfitted with safety chains.
  - Providing a ramp for use by disabled individuals.
  - Taking other appropriate safety measures to ensure the safety of passengers

- Wagon drivers being at least 21 years old with valid driver's licenses.
- Removing all debris from the event area and along the trail at the conclusion of the event.
- Providing handicap accessible port-a-potties in the event the Mill Pond restroom facility has been closed for the season.
- Obtaining all necessary food and beverage licenses from the City and Nicollet County prior to the event.
- Providing written notice of the event to the residential properties abutting the trail route.
- Providing the City with a certificate of insurance naming the City as an additional insured in an amount of not less than \$1,500,000 per occurrence.
- The Saint Peter Police Department shall have the authority to end the event based on noise complaints and/or safety concerns.

3. The following request is NOT approved:

- Use of any open flamed devices such as tiki torches in any area of Riverside Park, including the Mill Pond area.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of October, 2015.

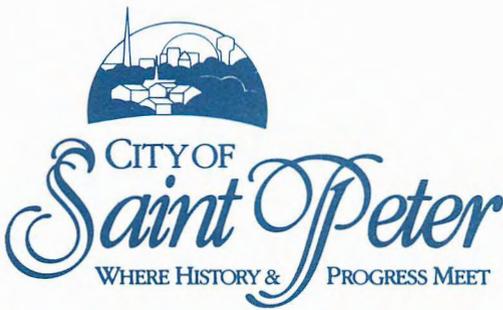
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** October 6, 2015

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

**RE:** 2015 Commuter Challenge Grant

### **ACTION/RECOMMENDATION**

Approve submission of grant application for 2015 Commuter Challenge funds to the Minnesota Department of Transportation, Office of Transit.

### **BACKGROUND**

The 2015 Commuter Challenge is intended to promote commuting via public transit, bicycling, walking and ride sharing. The Commuter Challenge grant allows local transit agencies to promote the one particular use of public transit. Unlike the operating and capital grants, the Commuter Challenge supplies the entire cost of the advertising without a local match.

Staff has developed a plan to place advertising wraps on the back of a few buses that will promote commuting via the transit. In addition an advertising board will be placed in the Community Center gym when empty spaces are available. We will also explore other opportunities to promote multi-modal transportation including walking, biking and ride sharing. The application is for \$2,350.00 and expendable until June 2016.

Under Council policy I am authorized to make decisions related to grant application at this dollar amount, however this application requires a Council support resolution.

If we receive the grant we will use it for transit promotional activities and material.

### **FISCAL IMPACT:**

Should this application not be approved for submission, we would simply forgo any advertising with no further cost to the City.

### **ALTERNATIVES/VARIATIONS:**

**Do not Act:** Staff will wait for your direction, however the Commuter Challenge grant application must be completed no later than October 15, 2015.

**Negative Vote:** Staff will stop efforts to promote the Commuter Challenge and provide no advertising for transit.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION AUTHORIZING SUBMISSION OF GREATER MINNESOTA COMMUTER  
CHALLENGE GRANT APPLICATION FOR 2015**

WHEREAS, grant funds are available through the State of Minnesota program called "Greater Minnesota Commuter Challenge" and

WHEREAS, the grant funds may be used for promotion of public transit; and

WHEREAS, staff has developed a grant application for the 2015 Commuter Challenge which outlines the proposed budget for transit system participation; and

WHEREAS, the City Council finds the transit system to be a valuable benefit to the residents of the community; and

WHEREAS, the City Council believes that opportunities to promote transit, bicycling, walking and ride sharing are positive for community members.

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

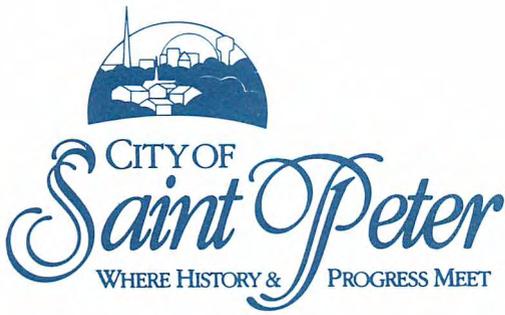
1. Staff is hereby authorized to submit a grant application to the Minnesota Department of Transportation, Office of Transit for Greater Minnesota Commuter Challenge program funds in 2015.
2. The City of Saint Peter understands that this grant does not require any local match.
3. The City Administrator is hereby authorized to execute such documents as may be necessary for the City to secure advertising funds under the Greater Minnesota Commuter Challenge in 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12<sup>th</sup> day of October, 2015.

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

ATTEST:

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



## Memorandum

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

**DATE:** October 7, 2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Tree Worker License

### **ACTION/RECOMMENDATION**

Provide approval of new Tree Worker license application.

### **BACKGROUND**

The City has received a new Tree Worker License application from Skluzacek Tree Movers, LLC in order to cut, trim, prune, and remove trees, shrubs or vines within the City of Saint Peter. The licensing period will be October 5, 2015 through April 30, 2016.

A background check has been conducted by the Police Department and nothing was found that would prohibit the applicant from obtaining the license. I have approved the license contingent upon City Council approval.

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

TP

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING NEW TREE WORKER LICENSE**

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

**Tree Worker License**

Skluzacek Tree Movers, LLC

10/5/15 – 4/30/16

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of October, 2015.

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

ATTEST:

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 -**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes allows for closed session of the City Council for discussion related to land purchase and land sale negotiations; and

WHEREAS, the City Administrator recommends closed sessions be called to discuss land purchase negotiations, land sale negotiations, and a land easement negotiation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session in the Traverse des Sioux Room of the Community Center as provided for under Minnesota Statutes for discussion related to:

1. Land purchase negotiations
2. Land sale negotiations
3. Land easement negotiations

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of October, 2015.

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

ATTEST:

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