

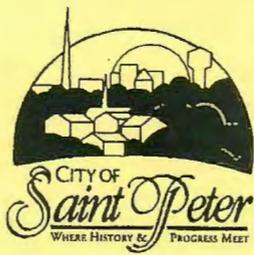
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 26, 2015
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
 - A. October 12, 2015 Finance Committee
 - B. October 12, 2015 Regular City Council
- 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. Distributed Generation Engineering Study
 - B. 2016-2017 Legal Services Contract
 - C. Assessment of Unpaid Municipal Utility Charges
 - D. Assessment of Unpaid Miscellaneous Charges
 - E. Assessment of Unpaid Improvement Charges
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. High School Ground Breaking
 - 2. Curbside Leaf Collection
 - 3. Firefighter Recruitment
 - 4. General Election
 - 5. Halloween Fun Run
 - 6. 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
RETURN TO OPEN SESSION
- X. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

Mayor pro tem 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**

Copies of the minutes of the October 12, 2015 Finance Committee meeting and the October 12, 2015 regular City Council meeting are provided. MOTIONS are 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 24, 2015 through October 21, 2015 is attached. Please see the attached staff reports and RESOLUTION.

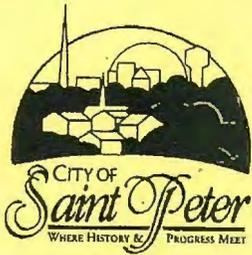
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING ENGINEERING STUDY ON DISTRIBUTED GENERATION**

Staff recommends DeWild, Grant and Reckert engineers be retained to prepare an engineering study related to distributed generation. Funding for the study will be from the Electric Fund. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF 2016-2017 LEGAL SERVICES CONTRACT

The City Council Finance Committee recommends approval for execution of the 2016-2017 legal services contract with Brandt Law Office. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF RESOLUTIONS APPROVING INITIATION OF PROCESS FOR ASSESSMENT OF UNPAID UTILITY CHARGES

Staff recommends approval be provided for initiation of the process to assess unpaid utility charges. Please see the attached staff report and RESOLUTIONS.

D. ADOPTION OF RESOLUTIONS APPROVING INITIATION OF PROCESS FOR UNPAID MISCELLANEOUS CHARGES

Staff recommends approval be provided for initiation of the process for assessment of unpaid miscellaneous charges such as weed mowing and frozen water meter charges. Please see the attached staff report and RESOLUTIONS.

E. ADOPTION OF RESOLUTIONS APPROVING INITIATION OF PROCESS FOR ASSESSMENT OF UNPAID IMPROVEMENT PROJECT CHARGES

Staff recommends approval be provided for initiation of the process to assess unpaid charges for improvement projects such as sidewalk repairs or drainage repairs. Please see the attached staff report and RESOLUTIONS.

VIII. REPORTS

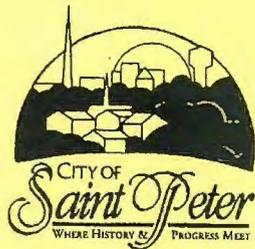
A. MAYOR pro tem

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

B. CITY ADMINISTRATOR

1. REPORT ON HIGH SCHOOL GROUNDBREAKING

A report will be provided at this time on the October 19th groundbreaking ceremony and the 150th anniversary celebration for School District #508.



2. REPORT ON CURBSIDE LEAF COLLECTION

A report will be provided at this time on the fall curbside leaf collection process which began on October 26th.

3. REPORT ON FIREFIGHTER RECRUITMENT

The City is currently recruiting for the position of Volunteer Firefighters. A report will be provided at this time on the process.

4. REPORT ON GENERAL ELECTION

A report will be provided at this time on the November 3, 2015 general election.

5. REPORT ON HALLOWEEN FUN RUN

A report will be provided at this time on the October 31st Halloween Fun Run.

6. OTHERS

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

IX. EXECUTIVE SESSION

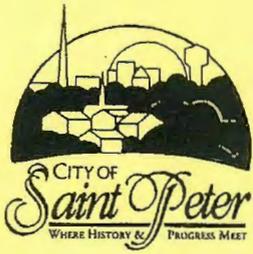
A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSIONS TO DISCUSS NEGOTIATIONS AS AUTHORIZED UNDER STATE STATUTE

State law allows for public meetings to be closed to discuss land purchase and land sale negotiations. Staff recommends the meeting be closed at this time to discuss the negotiations. 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.

RETURN TO OPEN SESSION

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE FINANCE COMMITTEE MEETING
OCTOBER 12, 2015

Pursuant to due call and notice thereof, a meeting of the City Council Finance Committee was conducted in the Governors' Room of the Community Center on October 12, 2015.

A quorum present, Committee Chair Kvamme called the meeting to order at 5:32 p.m. The following members were present: Councilmembers Kvamme and Carlin. Absent was Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and Assistant City Attorneys Lucas and Grean.

2016-2017 Legal Services Contract – City Attorney Brandt reviewed the proposed contract for provision of legal services to the City for the years 2016-2017 which included a five dollar (\$5.00) per hour increase. Brand indicated his firm had represented the City well in relation to the joint City/School District #508 project on the Magner Farm Subdivision and that the rates as proposed are appropriate. Councilmembers had additional discussion regarding the volume of work done by the City Attorney's office to which Brandt indicated the volume of work has gone up, but is relatively stable.

City Administrator Prafke provided feedback on staff's perspective and discussed succession planning.

Councilmember Carlin questioned the use of specialized City Attorneys and Brandt indicated his firm has worked well in the past with those attorneys.

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

There being no further business, a motion was made by Carlin, seconded by Kvamme, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:50 p.m.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 12, 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 October 12, 2015.

A quorum present, Mayor pro tem Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Parras, Kvamme, Carlin, Brand, and Zieman. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineers Domras and Loose.

Councilmember Grams arrived at 7:02 p.m.

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

Approval of Minutes – A motion was made by Carlin, seconded by Parras, to approve the minutes of the September 28, 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 28, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Parras, seconded by Carlin, Resolution No. 2015-126 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-126 is contained in the City Administrator's book entitled Council Resolutions 20.

Gardner Road Watermain Construction 2015 Bid Award – Public Works Director Moulton recommended award of 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 to be funded by the Water Fund. Moulton noted there were 15 bids for the project and the low bid was 14% below the engineer's estimate. Moulton indicated the project would create a loop feeder line to the Regional Treatment Center and new High School and increase flows for fire protection. Councilmember Brand questioned the timeline for the project and Moulton reported the project would be completed by the end of October. In motion by Carlin, seconded by Parras, Resolution No. 2015-127 entitled "Resolution Awarding Bid For Gardner Road Watermain Construction 2015 Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-127 is contained in the City Administrator's book entitled Council Resolutions 20.

Revolving Loan Modification: Schettler (dba Hunter Hardwood) – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a request by Greg and Neysa Schettler to extend the Loan Extension Agreement for repayment on two revolving loans. Wille reported the Schettler's had received two loans from the City with a current balance of \$50,488.71 and after experiencing the loss of their business, a 2 year repayment agreement at \$50 per month with 0% interest had been put in place to avoid bankruptcy proceedings. Wille stated the Schettler's had made all payments on time and their financial situation had improved slightly. Wille noted the EDA recommendation was for another 2 year extension with loan payments of \$100 per month at 0% interest. Councilmembers discussed the recommendation which would take 38 years to pay back the loans and Councilmember Zieman noted he had voted against the EDA recommendation, but realized that not approving the request would force the Schettler's to declare bankruptcy with the City losing

the principal of the loans. Councilmember Carlin indicated her desire to see the repayment amounts accelerated in the future, but indicated her belief that it was a step in the right direction. In motion by Grams, seconded by Carlin, Resolution No. 2015-128 entitled "Resolution Extending The Terms And Conditions Of The Loan Extension Agreement Previously Provided To Greg And Neysa Schettler And Reaffirming The Terms Of Repayment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-128 is contained in the City Administrator's book entitled Council Resolutions 20.

Traverse Road Utility Project Preliminary Engineering – City Administrator Prafke and Public Works Director Moulton requested authorization to retain Bolton and Menk, Inc. to provide preliminary engineering and receipt of bids for installation of water and sanitary sewer mains along Traverse Road to the location of a possible new housing development. Prafke noted the excellent bidding environment that is expected to save money on the bids and noted that the City would be risking approximately \$16,000 in engineering fees if the bids were not awarded and the project did not move forward. Moulton noted agreements had already been made with farmers along the project route for installation of the utilities and no crop damage payments would be due as crops had already been harvested. Moulton also stated that many area contractors were hungry for late fall work which is expected to translate into really good bids. Prafke also noted that if the bids were favorable that might make the housing project more affordable for the City. In motion by Carlin, seconded by Parras, Resolution No. 2015-129 entitled "Resolution Authorizing Preliminary Engineering Work For Water And Wastewater Improvements Along Traverse Road West Of Nicollet Avenue", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-129 is contained in the City Administrator's book entitled Council Resolutions 20.

Request for City Assistance: Haunted Hayrides – City Administrator Prafke recommended approval of a request by the Nicollet County Trails Association Snowmobile Club to use Riverside Park for a haunted hayride fundraiser on October 23-24, 2015. Prafke reviewed the request and the recommended approval with contingencies. Kenny and Lexi Johnson, 38901 State Highway 99 and Paul Braam, 47969 355th Avenue Kasota, addressed the Council to indicate the event was to raise funds for maintenance and grooming of snowmobile trails and provision of youth snowmobile safety training. Braam and Johnson indicated the volunteers who will pop out along the trail will not touch passengers on the ride and the ride was expected to last just under 30 minutes. Councilmember Grams thanked Braam and Johnson for taking into consideration use of a ramp for handicap individuals. In motion by Brand, seconded by Grams, Resolution No. 2015-130 entitled "Resolution Approving Request For City Assistance For Nicollet County Trails Association Snowmobile Club Haunted Hayrides", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-130 is contained in the City Administrator's book entitled Council Resolutions 20.

Transit Grant Submission Request – City Administrator Prafke recommended authorization be provided for submission of a grant application to the Minnesota Department of Transportation Commuter Challenge Grant program in the amount of \$2,350 for promotion of the transit system and other multi-modal forms of transportation like biking and walking. Councilmember Parras objected to spending money to advertise government services and indicated he would not support the resolution. Councilmember Carlin suggested that using the grant funds for something like magnets with the bus route information which would make it easier for riders to use the service would be acceptable. In motion by Carlin, seconded by Brand, Resolution No. 2015-131 entitled "Resolution Authorizing Submission Of Greater Minnesota Commuter Challenge Grant Application For 2015", was introduced. Upon roll call, Councilmembers Grams, Kvamme, Zieman, Carlin, and Brand voting aye; Councilmember Parras voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-131 is contained in the City Administrator's book entitled Council Resolutions 20.

Tree Worker License Application – City Administrator Prafke recommended approval of a Tree Worker license application submitted by Skulzacek Tree Movers, LLC. Prafke noted nothing had been found in the background investigation that would prohibit issuance of the license. In motion by Grams, seconded by Parras, Resolution No. 2015-132 entitled “Resolution Approving New Tree Worker License”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-132 is contained in the City Administrator’s book entitled Council Resolutions 20.

Reports

City/County Meeting Discussion – City Administrator Prafke reported discussion at the October 8th City/County meeting included transit, stormwater, tax forfeiture actions, and the open house for the County Human Services building.

Hydrant Flushing – City Administrator Prafke and Public Works Director Moulton provided information on the fall hydrant flushing schedule which will occur during overnight hours beginning October 23rd.

High School Ground Breaking and Open House – City Administrator Prafke reminded everyone of the activities for the ground breaking ceremony for the new High School and the open house celebrating 150 years of School District #508 which will both occur on October 19th.

Candidate Forum – City Administrator Prafke reminded the public of the candidate’s form being held on October 14th by the League of Women Voters.

Closed Session: Land Purchase/Sale/Easement Negotiations – City Administrator Prafke requested closed sessions as allowed under State law to discuss land sale negotiations, land purchase negotiations and land easement negotiations. In motion by Parras, seconded by Carlin, Resolution No. 2015-133 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-133 is contained in the City Administrator’s book entitled Council Resolutions 20.

The City Council adjourned to closed session in the Traverse des Sioux Room at 8:03 p.m. for discussion of land purchase negotiations. The Council returned to open session at 8:26 p.m.

The City Council adjourned to closed session in the Traverse des Sioux Room at 8:27 p.m. for discussion of land purchase negotiations. The Council returned to open session at 8:41 p.m.

The City Council adjourned to closed session in the Traverse des Sioux Room at 8:42 p.m. for discussion of land easement negotiations. The Council returned to open session at 9:25 p.m.

There being no further business, a motion was made by Brand, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:26 p.m.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

To: Todd Prafke
City Administrator

Date: October 14, 2015

From: Jane Timmerman, Director
Recreation & Leisure Services

Re: The Third Floor Youth Center staff appointment

Action/Recommendation

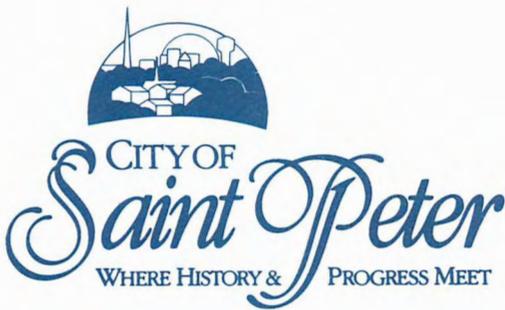
Appoint Sarah Hermel as part time Third Floor Youth Center Coordinator at the wage rate of \$13 per hour pending a successful background check.

Background

BethAnn Emley served as youth center coordinator from fall 2013–spring 2015 and will not be returning for the 2015-16 school year. I recommend Sarah Hermel to fill the part time position of youth center coordinator pending a successful background check. Sarah works during the school day as a paraprofessional with the Minnesota Valley Education District and has a passion for youth.

The opening of the youth center is planned for Monday, November 2, 2015. Ms. Hermel is available to start immediately in order to prepare the space and meet with Gustavus Adolphus College work study students that help staff the center.

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



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/22/15

FROM: Todd Prafke
City Administrator

RE: December Meeting Schedule

ACTION/RECOMMENDATION

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

BACKGROUND

The customary practice for the Council has been to cancel the second regular meeting of December, which falls on December 28th this year and the workshop on December 21st. Should the Council follow this practice in 2015, action has been included on the consent agenda to provide for cancellation. Normally this action occurs at the first meeting in December, but earlier action will allow us to provide for earlier notification to the public and staff which will, among other things, help ensure license applications are submitted and considered on time and staff can plan appropriately for items needing Council action which might be expected to come up at the end of the year.

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

- Staff shall be directed to pay accounts payables prior to December 31, 2015 following review by the City Administrator, Director of Finance and Mayor.
- Staff shall prepare a disbursement list of the aforementioned end of the year accounts payable for formal consideration by the City Council at the January 11, 2016 regular Council meeting.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	soccer shirts	GENERAL FUND	RECREATION/LEISURE SER	204.40
	t-shirts for paws walk	RESTRICTED CONTRIB	COMMUNITY SERVICE	775.98
			TOTAL:	980.38
ADS CONCRETE LIPTING	concrete curb work	GENERAL FUND	STREETS	930.00
			TOTAL:	930.00
WAYNE ALBERS	dot training meal	TRANSIT	TRANSIT/TRANSPORTATION	22.50
			TOTAL:	22.50
ALPHA WIRELESS COMMUNICATIONS CO	oct. maint. ltr radio agre	GENERAL FUND	MUNICIPAL BUILDING	59.51
	oct. maint. ltr radio agre	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	oct. maint. ltr radio agre	WATER	ADMIN AND GENERAL	57.02
	oct. maint. ltr radio agre	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	oct. maint. ltr radio agre	ELECTRIC FUND	ADMIN AND GENERAL	51.59
			TOTAL:	303.00
BASHLIN INDUSTRIES INC.	safety harness size small	ELECTRIC FUND	ADMIN AND GENERAL	110.66
	return shipping & lrg harn	ELECTRIC FUND	ADMIN AND GENERAL	110.66
			TOTAL:	221.32
BERGER INTERIORS12	2nd 1/2 pmt on city hall c	GENERAL FUND	MUNICIPAL BUILDING	4,775.00
			TOTAL:	4,775.00
BLUE EARTH COUNTY	mdt	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOBCAT OF MANKATO	#614 belt	GENERAL FUND	PARKS	171.02
			TOTAL:	171.02
BOLTON & MENK INC	pw display	GENERAL FUND	STREETS	65.75
	marway park abstracts	GENERAL FUND	STREETS	8.53
	staff meetings	GENERAL FUND	STREETS	67.50
	pw display	GENERAL FUND	PARKS	52.60
	hallet pond boundary	GENERAL FUND	PARKS	492.50
	marway park abstracts	GENERAL FUND	PARKS	6.82
	staff meetings	GENERAL FUND	PARKS	54.00
	wash ave link	PERM IMPROVMENT RE	STREETS	780.00
	h.s. specs, drainage, sewe	WATER	DISTRIBUTION AND STORA	580.50
	pw display	WATER	ADMIN AND GENERAL	26.30
	marway park abstracts	WATER	ADMIN AND GENERAL	3.41
	staff meetings	WATER	ADMIN AND GENERAL	27.00
	h.s. specs, drainage, sewe	WASTE WATER FUND	COLLECTOR/LIFT STAT	580.50
	pw display	WASTE WATER FUND	ADMIN AND GENERAL	26.30
	marway park abstracts	WASTE WATER FUND	ADMIN AND GENERAL	3.41
	staff meetings	WASTE WATER FUND	ADMIN AND GENERAL	27.00
	pw display	ENVIRON SERVICES F	ADMIN AND GENERAL	26.30
	marway park abstracts	ENVIRON SERVICES F	ADMIN AND GENERAL	3.40
	staff meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	27.00
	pw display	ELECTRIC FUND	ADMIN AND GENERAL	65.75
	marway park abstracts	ELECTRIC FUND	ADMIN AND GENERAL	8.53
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	67.50
	2012 brown st. deten basin	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	195.00
th169 shape files	STORMWATER FUND	TREATMENT	65.00	
h.s. specs, drainage, sewe	STORMWATER FUND	TREATMENT	580.50	
hallet pond boundary	STORMWATER FUND	TREATMENT	492.50	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	4,333.60
BORDER STATES ELECTRIC SUPPLY	#407 cabinet	ELECTRIC FUND	NON-DEPARTMENTAL	463.87
	#407 cabniets	ELECTRIC FUND	NON-DEPARTMENTAL	1,391.61
			TOTAL:	1,855.48
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,140.00
	criminal	GENERAL FUND	LEGAL SERVICES	11,883.00
	shared facility	PARK LAND DEDICATI	PARKS	1,560.00
	smpa	ELECTRIC FUND	ADMIN AND GENERAL	120.00
	n detention land	STORMWATER FUND	COLLECTIONS/LIFT STATI	150.00
			TOTAL:	15,853.00
BROAD REACH	new juvenile materials	LIBRARY FUND	LIBRARY	306.67
			TOTAL:	306.67
CARQUEST AUTO PARTS STORES	#510 air filter	GENERAL FUND	POLICE	10.51
	saw, valve, kit	GENERAL FUND	STREETS	16.43
	saw, valve, kit	GENERAL FUND	PARKS	13.14
	saw, valve, kit	WATER	DISTRIBUTION AND STORA	6.57
	saw, valve, kit	WASTE WATER FUND	SOURCE/TREATMENT	6.57
	saw, valve, kit	ENVIRON SERVICES F	REFUSE DISPOSAL	6.57
	saw, valve, kit	ELECTRIC FUND	POWER DISTRIBUTION	16.43
			TOTAL:	76.22
CENTERPOINT ENERGY MINNEGASCO	gas bill	GENERAL FUND	FIRE	46.42
	gas bill	GENERAL FUND	STREETS	55.16
	gas bill	GENERAL FUND	SWIMMING POOL	771.84
	gas bill	GENERAL FUND	PARKS	44.12
	gas bill	LIBRARY FUND	LIBRARY	357.39
	gas bill	COMMUNITY CENTER	COMMUNITY CENTER	887.22
	gas bill	WATER	PURIFICATION AND TREAT	115.71
	gas bill	WATER	PURIFICATION AND TREAT	18.29
	gas bill	WATER	ADMIN AND GENERAL	22.06
	gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	gas bill	WASTE WATER FUND	SOURCE/TREATMENT	52.84
	gas bill	WASTE WATER FUND	ADMIN AND GENERAL	22.06
	gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	22.06
	gas bill	ELECTRIC FUND	ADMIN AND GENERAL	55.16
			TOTAL:	2,485.33
CENTRAL FIRE PROTECTION INC	fire ext. hydro tests	GENERAL FUND	FIRE	207.00
			TOTAL:	207.00
CINTAS CORPORATION #754	uniforms	GENERAL FUND	STREETS	1.41
	uniforms	GENERAL FUND	PARKS	1.13
	uniforms	WATER	DISTRIBUTION AND STORA	0.57
	uniforms	WASTE WATER FUND	SOURCE/TREATMENT	0.57
	uniforms	ENVIRON SERVICES F	REFUSE DISPOSAL	0.56
	uniforms	ELECTRIC FUND	POWER DISTRIBUTION	1.41
	towels	ELECTRIC FUND	ADMIN AND GENERAL	531.30
			TOTAL:	536.95
COALITION OF GREATER MN CITIES	fee for conference	GENERAL FUND	MAYOR & COUNCIL	50.00
			TOTAL:	50.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COLE PAPERS INC	trash bags	GENERAL FUND	STREETS	11.82
	toilet mop, handwash, & wi	GENERAL FUND	STREETS	39.69
	trash bags	GENERAL FUND	PARKS	11.82
	toilet mop, handwash, & wi	GENERAL FUND	PARKS	39.69
	supplies	LIBRARY FUND	LIBRARY	52.68
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	210.75
	trash bags	WATER	DISTRIBUTION AND STORA	5.91
	toilet mop, handwash, & wi	WATER	DISTRIBUTION AND STORA	19.84
	trash bags	WASTE WATER FUND	SOURCE/TREATMENT	5.91
	toilet mop, handwash, & wi	WASTE WATER FUND	SOURCE/TREATMENT	19.84
	trash bags	ENVIRON SERVICES F	REFUSE DISPOSAL	5.91
	toilet mop, handwash, & wi	ENVIRON SERVICES F	REFUSE DISPOSAL	19.84
	trash bags	ELECTRIC FUND	POWER DISTRIBUTION	11.82
	toilet mop, handwash, & wi	ELECTRIC FUND	POWER DISTRIBUTION	39.69
	trash bags	STORMWATER FUND	TREATMENT	5.92
	toilet mop, handwash, & wi	STORMWATER FUND	TREATMENT	19.84
			TOTAL:	520.97
CONSOLIDATED COMMUNICATIONS	sept phone service	GENERAL FUND	CITY ADMINISTRATION	73.53
	sept phone service	GENERAL FUND	CITY CLERK	14.54
	sept phone service	GENERAL FUND	FINANCE	114.46
	sept phone service	GENERAL FUND	MUNICIPAL BUILDING	6.80
	sept phone service	GENERAL FUND	POLICE	350.88
	sept phone service	GENERAL FUND	FIRE	151.54
	sept phone service	GENERAL FUND	BUILDING INSPECTOR	42.67
	sept phone service	GENERAL FUND	PUBLIC WORKS ADMIN	84.07
	sept phone service	GENERAL FUND	STREETS	49.46
	sept phone service	GENERAL FUND	SENIOR COORDINATOR	5.85
	sept phone service	GENERAL FUND	RECREATION/LEISURE SER	199.29
	sept phone service	GENERAL FUND	SWIMMING POOL	31.34
	sept phone service	GENERAL FUND	PARKS	91.78
	sept phone service	GENERAL FUND	ECONOMIC DEVMT	28.13
	sept phone service	LIBRARY FUND	LIBRARY	86.66
	sept phone service	PUBLIC ACCESS	PUBLIC ACCESS	14.53
	sept phone service	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	sept phone service	WATER	ADMIN AND GENERAL	168.80
	sept phone service	WASTE WATER FUND	ADMIN AND GENERAL	193.14
	sept phone service	ENVIRON SERVICES F	ADMIN AND GENERAL	31.43
	sept phone service	ELECTRIC FUND	ADMIN AND GENERAL	143.86
	sept phone service	TRANSIT	TRANSIT/TRANSPORTATION	49.43
			TOTAL:	2,053.29
JASON DAHL	educ reimb-water prog coll	WASTE WATER FUND	ADMIN AND GENERAL	133.00
			TOTAL:	133.00
DIVERSIFIED INSPECTIONS INC	annualsnorkel inspection	ENVIRON SERVICES F	ADMIN AND GENERAL	435.63
	annualsnorkel inspection	ELECTRIC FUND	ADMIN AND GENERAL	871.25
			TOTAL:	1,306.88
EARL F ANDERSEN INC	brackets	GENERAL FUND	STREETS	957.60
			TOTAL:	957.60
EMERGENCY RESPONSE SOLUTIONS	d. petlis captain #1 helme	GENERAL FUND	FIRE	49.00
			TOTAL:	49.00
ENDRES WINDOW CLEANING INC	spring window cleaning	LIBRARY FUND	LIBRARY	694.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	spring window cleaning	COMMUNITY CENTER	COMMUNITY CENTER	888.00
			TOTAL:	1,582.00
FAMILY FRESH MARKET	monthly staff meeting	GENERAL FUND	STREETS	7.60
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	67.02
	vb tourn etc.	GENERAL FUND	RECREATION/LEISURE SER	23.94
	monthly staff meeting	GENERAL FUND	PARKS	6.08
	monthly staff meeting	WATER	ADMIN AND GENERAL	3.04
	detergent	WASTE WATER FUND	SOURCE/TREATMENT	19.98
	distilled water for labora	WASTE WATER FUND	SOURCE/TREATMENT	17.80
	monthly staff meeting	WASTE WATER FUND	ADMIN AND GENERAL	3.04
	monthly staff meeting	ENVIRON SERVICES F	ADMIN AND GENERAL	3.02
	monthly staff meeting	ELECTRIC FUND	ADMIN AND GENERAL	7.60
	anti bacterial supplies	TRANSIT	TRANSIT/TRANSPORTATION	26.56
	fruit basket hospitalizati	TRANSIT	TRANSIT/TRANSPORTATION	30.00
			TOTAL:	215.68
FASTENAL COMPANY	aa & c batteries	GENERAL FUND	STREETS	8.84
	c & d battiers	GENERAL FUND	STREETS	12.66
	screws	GENERAL FUND	PARKS	2.68
	#809 bits & tips	GENERAL FUND	PARKS	16.53
	aa & c batteries	GENERAL FUND	PARKS	8.84
	c & d battiers	GENERAL FUND	PARKS	12.66
	screws	GENERAL FUND	PARKS	7.93
	aa & c batteries	WATER	DISTRIBUTION AND STORA	4.42
	c & d battiers	WATER	DISTRIBUTION AND STORA	6.33
	aa & c batteries	WASTE WATER FUND	SOURCE/TREATMENT	4.42
	c & d battiers	WASTE WATER FUND	SOURCE/TREATMENT	6.33
	aa & c batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	4.42
	c & d battiers	ENVIRON SERVICES F	REFUSE DISPOSAL	6.33
	locating tool	ELECTRIC FUND	POWER DISTRIBUTION	47.61
	aa & c batteries	ELECTRIC FUND	POWER DISTRIBUTION	8.84
	c & d battiers	ELECTRIC FUND	POWER DISTRIBUTION	12.66
	aa & c batteries	STORMWATER FUND	TREATMENT	4.40
	c & d battiers	STORMWATER FUND	TREATMENT	6.33
			TOTAL:	182.23
FLEETPRIDE	#607 d reseal cyl jrb clam	GENERAL FUND	STREETS	559.82
	#69 reseal cyl stabilizer	WATER	DISTRIBUTION AND STORA	524.32
			TOTAL:	1,084.14
FREEDOM VALUE CENTERS, INC.	sept fuel	GENERAL FUND	POLICE	84.50
	sept fuel	GENERAL FUND	STREETS	64.80
	sept fuel	WATER	DISTRIBUTION AND STORA	49.71
	sept fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,424.25
			TOTAL:	2,623.26
FROZEN YOGURT CREATIONS	concessions	GENERAL FUND	SWIMMING POOL	140.00
			TOTAL:	140.00
GAS TANK RENU MN & RADIATOR	#376 fuel tank reseal	GENERAL FUND	PUBLIC WORKS ADMIN	225.00
			TOTAL:	225.00
GENESIS	sept fuel	GENERAL FUND	FIRE	185.59
	sept fuel	GENERAL FUND	PUBLIC WORKS ADMIN	85.41
	sept fuel	GENERAL FUND	STREETS	1,912.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sept fuel	GENERAL FUND	PARKS	555.47
	sept fuel	WATER	DISTRIBUTION AND STORA	238.81
	sept fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	550.87
	sept fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,786.31
	sept fuel	ELECTRIC FUND	POWER DISTRIBUTION	372.83
			TOTAL:	5,687.41
GLOWING HEARTH & HOME	annual fireplace service c	LIBRARY FUND	LIBRARY	125.00
			TOTAL:	125.00
GOODTIMES MANUFACTURING	valley volleyball team shi	GENERAL FUND	RECREATION/LEISURE SER	335.00
			TOTAL:	335.00
GRAYBAR ELECTRIC COMPANY INC	lights	GENERAL FUND	PARKS	81.93
			TOTAL:	81.93
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	24.70
	postage	GENERAL FUND	CITY CLERK	2.14
	postage	GENERAL FUND	ELECTIONS	5.58
	postage	GENERAL FUND	FINANCE	149.02
	postage	GENERAL FUND	POLICE	56.30
	postage	GENERAL FUND	BUILDING INSPECTOR	7.22
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.61
	postage	GENERAL FUND	STREETS	3.53
	postage	GENERAL FUND	RECREATION/LEISURE SER	11.76
	postage	GENERAL FUND	SWIMMING POOL	13.38
	postage	GENERAL FUND	PARKS	5.89
	postage	GENERAL FUND	ECONOMIC DEVMT	34.91
	postage	LIBRARY FUND	LIBRARY	6.42
	postage	COMMUNITY CENTER	COMMUNITY CENTER	1.07
	postage	WATER	ADMIN AND GENERAL	2.68
	postage	WATER	CUSTOMER ACCOUNTS	106.97
	postage	WASTE WATER FUND	ADMIN AND GENERAL	3.20
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	106.97
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	106.97
	postage	ELECTRIC FUND	ADMIN AND GENERAL	2.68
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	106.97
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	3.75
	postage	TRANSIT	TRANSIT/TRANSPORTATION	3.75
			TOTAL:	767.47
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,072.50
	HAWKINS, INC.	WATER	PURIFICATION AND TREAT	1,762.50
			TOTAL:	2,835.00
I & S GROUP	front street substation bi	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	570.00
			TOTAL:	570.00
IMPACT	postage	WATER	CUSTOMER ACCOUNTS	377.96
	printing	WATER	CUSTOMER ACCOUNTS	160.58
	printing	WATER	CUSTOMER ACCOUNTS	160.57
	postage	WATER	CUSTOMER ACCOUNTS	378.12
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	377.96
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.58
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.57
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	378.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	377.94
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.58
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.57
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	378.11
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	377.96
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	279.59
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.59
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.58
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	378.12
	flyers	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>279.72</u>
			TOTAL:	4,868.22
WILLIAM JENSEN	shoes allow	GENERAL FUND	POLICE	<u>109.99</u>
			TOTAL:	109.99
KEELEY FARM DRAINAGE	msh repair	COMMUNITY CENTER	COMMUNITY CENTER	8.20
	msh repair	ELECTRIC FUND	POWER DISTRIBUTION	<u>72.00</u>
			TOTAL:	80.20
KENNEDY & GRAVEN	cable tv franchise	GENERAL FUND	CITY ADMINISTRATION	<u>70.00</u>
			TOTAL:	70.00
MIKE KENNEDY	uniform allowance	GENERAL FUND	PARKS	<u>89.96</u>
			TOTAL:	89.96
KIND VETERINARY CLINIC PA	animal care paws	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>27.10</u>
			TOTAL:	27.10
JOSHUA KLASEUS	hotel stay for data master	GENERAL FUND	POLICE	<u>295.40</u>
			TOTAL:	295.40
KWIK TRIP INC	sept fuel	GENERAL FUND	POLICE	1,315.06
	sept fuel	GENERAL FUND	PARKS	139.76
	diesel fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>153.20</u>
			TOTAL:	1,608.02
LEXIS NEXIS	sept subscription service	GENERAL FUND	POLICE	<u>100.00</u>
			TOTAL:	100.00
LJP ENTERPRISES INC	sept 2015 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>19,403.52</u>
			TOTAL:	19,403.52
MCHUGH, BRENDA	succulent plant delivered	LIBRARY FUND	LIBRARY	53.69
	2 day conference, parking,	LIBRARY FUND	LIBRARY	<u>282.56</u>
			TOTAL:	336.25
MED-COMPASS INC	hearing tests & osha train	GENERAL FUND	STREETS	111.25
	hearing tests & osha train	GENERAL FUND	PARKS	89.00
	hearing tests & osha train	WATER	ADMIN AND GENERAL	44.50
	hearing tests & osha train	WASTE WATER FUND	ADMIN AND GENERAL	44.50
	hearing tests & osha train	ENVIRON SERVICES F	ADMIN AND GENERAL	44.50
	hearing tests & osha train	ELECTRIC FUND	ADMIN AND GENERAL	<u>111.25</u>
			TOTAL:	445.00
MENARDS	photo eye with plate	GENERAL FUND	FIRE	9.98-
	repair water leak in st. j	WATER	PURIFICATION AND TREAT	<u>79.76</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	69.78	
METERING & TECHNOLOGY SOLUTIONS	#810, #811 meters	WATER	NON-DEPARTMENTAL	16,750.00	
	#798 meter	WATER	NON-DEPARTMENTAL	559.00	
			TOTAL:	17,309.00	
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	482.37	
			TOTAL:	482.37	
MALINDA MEYER	shoe allow	GENERAL FUND	POLICE	39.99	
			TOTAL:	39.99	
MISC VENDOR	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	GENERAL FUND	STREETS	192.06
	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	GENERAL FUND	PARKS	192.06
	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	WATER	DISTRIBUTION AND STORA	96.03
	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	WASTE WATER FUND	SOURCE/TREATMENT	96.03
	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	ENVIRON SERVICES F	REFUSE DISPOSAL	96.03
	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	ELECTRIC FUND	POWER DISTRIBUTION	192.06
	ABC WINDOW CLEANING SU	sky genie's x 3 repel rope	STORMWATER FUND	TREATMENT	96.03
	COWELL, GREG	COWELL, GREG: DJ FOR PAWS	RESTRICTED CONTRIB	COMMUNITY SERVICE	100.00
	DANCE CONSERVATORY	dance program fee for part	GENERAL FUND	RECREATION/LEISURE SER	825.00
	KLEIN, BRIDGET	refund for swimming aerobi	GENERAL FUND	NON-DEPARTMENTAL	36.00
	LEWIS, CHAD	minnesota's most haunted l	LIBRARY FUND	LIBRARY	300.00
	METTLER-TOLEDO PROCESS	warranty evaluation	WATER	PURIFICATION AND TREAT	170.00
	SWEDEBRO	engine room floor coating	GENERAL FUND	FIRE	17,786.00
	TITAN RENTALS	screen for compost	ENVIRON SERVICES F	REFUSE DISPOSAL	3,600.00
			TOTAL:	23,777.30	
MN DEPT OF LABOR & INDUSTRY	fire hall pressure vessel	GENERAL FUND	FIRE	10.00	
	pw pressure vessels	GENERAL FUND	STREETS	12.50	
	pool boiler	GENERAL FUND	SWIMMING POOL	20.00	
	pw pressure vessels	GENERAL FUND	PARKS	10.00	
	library boiler	LIBRARY FUND	LIBRARY	10.00	
	pw pressure vessels	WATER	ADMIN AND GENERAL	5.00	
	ww boiler & pressure vesse	WASTE WATER FUND	SOURCE/TREATMENT	40.00	
	ww elevator annual	WASTE WATER FUND	SOURCE/TREATMENT	100.00	
	pw pressure vessels	WASTE WATER FUND	ADMIN AND GENERAL	5.00	
	pw pressure vessels	ENVIRON SERVICES F	ADMIN AND GENERAL	5.00	
	pw pressure vessels	ELECTRIC FUND	ADMIN AND GENERAL	12.50	
			TOTAL:	230.00	
MN MUNICIPAL UTILITIES ASSOCIATION	new emp drug test	GENERAL FUND	STREETS	71.00	
	new emp drug test	GENERAL FUND	PARKS	248.50	
	new emp drug test	WATER	ADMIN AND GENERAL	35.50	
	new emp drug test	WASTE WATER FUND	ADMIN AND GENERAL	142.00	
	new emp drug test	ENVIRON SERVICES F	ADMIN AND GENERAL	35.50	
	new emp drug test	STORMWATER FUND	ADMINISTRATION AND GEN	213.00	
			TOTAL:	745.50	
MN PIPE & EQUIPMENT	o-rings	WATER	DISTRIBUTION AND STORA	169.27	
	hydrent oil	WATER	DISTRIBUTION AND STORA	60.76	
			TOTAL:	230.03	
MN RURAL WATER ASSOCIATION	member registration	WATER	ADMIN AND GENERAL	62.50	
	member registration	WASTE WATER FUND	ADMIN AND GENERAL	62.50	
			TOTAL:	125.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN WASTE PROCESSING	sept disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	16,429.89
			TOTAL:	16,429.89
MOTOROLA SOLUTIONS, INC	radio microphones	TRANSIT	TRANSIT/TRANSPORTATION	199.14
			TOTAL:	199.14
PETE MOULTON	9/28-10/9 mileage reimburs	GENERAL FUND	PUBLIC WORKS ADMIN	16.68
	9/28-10/9 mileage reimburs	GENERAL FUND	STREETS	13.22
	9/28-10/9 mileage reimburs	GENERAL FUND	PARKS	22.42
	9/28-10/9 mileage reimburs	ELECTRIC FUND	ADMIN AND GENERAL	48.88
			TOTAL:	101.20
NAPA AUTO PARTS OF ST PETER	spark plugs for ws knott e	GENERAL FUND	FIRE	12.24
	beraing , oil and air filt	GENERAL FUND	FIRE	114.31
	fuel & oil filters	GENERAL FUND	PUBLIC WORKS ADMIN	84.69
	charger	GENERAL FUND	PUBLIC WORKS ADMIN	59.99
	evac oil face shield brk 1	GENERAL FUND	STREETS	110.30
	air filter & fuel filter	GENERAL FUND	STREETS	43.79
	evac oil face shield brk 1	GENERAL FUND	PARKS	110.30
	oil, filters, belts, batte	GENERAL FUND	PARKS	299.43
	floor dry	COMMUNITY CENTER	COMMUNITY CENTER	7.84
	evac oil face shield brk 1	WATER	DISTRIBUTION AND STORA	55.15
	evac oil face shield brk 1	WASTE WATER FUND	SOURCE/TREATMENT	55.15
	evac oil face shield brk 1	ENVIRON SERVICES F	REFUSE DISPOSAL	55.15
	evac oil face shield brk 1	ELECTRIC FUND	POWER DISTRIBUTION	110.30
	evac oil face shield brk 1	STORMWATER FUND	TREATMENT	55.17
	tail light bulb, oil, air	TRANSIT	TRANSIT/TRANSPORTATION	60.35
			TOTAL:	1,234.16
NELSON PRINTING COMPANY	camping permits	GENERAL FUND	RECREATION/LEISURE SER	242.95
	tape	WASTE WATER FUND	ADMIN AND GENERAL	3.49
	elec. ups	ELECTRIC FUND	ADMIN AND GENERAL	17.06
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	551.01
			TOTAL:	814.51
NICOLLET CTY PUBLIC HEALTH	senior center coord	GENERAL FUND	SENIOR COORDINATOR	2,441.40
			TOTAL:	2,441.40
NICOLLET COUNTY BANK	sept ach fees	GENERAL FUND	FINANCE	7.73
	sept ach fees	WATER	ADMIN AND GENERAL	1.93
	sept ach fees	WATER	CUSTOMER ACCOUNTS	13.70
	sept ach fees	WASTE WATER FUND	ADMIN AND GENERAL	1.93
	sept ach fees	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.70
	sept ach fees	ENVIRON SERVICES F	ADMIN AND GENERAL	1.93
	sept ach fees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.70
	sept ach fees	ELECTRIC FUND	ADMIN AND GENERAL	1.93
	sept ach fees	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.70
			TOTAL:	70.25
OVERHEAD DOOR COMPANY OF MANKATO INC	west door on south garage,	GENERAL FUND	MUNICIPAL BUILDING	255.98
			TOTAL:	255.98
PEPSI-COLA OF MANKATO INC	vending machine concession	COMMUNITY CENTER	COMMUNITY CENTER	850.33
			TOTAL:	850.33
PET EXPO DIST.	routine aquarium mainten	LIBRARY FUND	LIBRARY	95.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	95.74
DARRELL PETTIS	meeting fee and membership	GENERAL FUND	FIRE	307.00
			TOTAL:	307.00
PROFESSIONAL WATER TECHNOLOGIES	spectraguards 275 g	WATER	PURIFICATION AND TREAT	10,000.00
			TOTAL:	10,000.00
QUICK MART ST PETER	sept fuel	GENERAL FUND	FIRE	102.46
			TOTAL:	102.46
QUILL	children's supplies	LIBRARY FUND	LIBRARY	7.99
			TOTAL:	7.99
RDO EQUIPMENT CO.	#607 lamp	GENERAL FUND	STREETS	117.11
	dup payment	WASTE WATER FUND	SOURCE/TREATMENT	392.04
	#68 sensor repair	WASTE WATER FUND	SOURCE/TREATMENT	814.74
	#307 fuel pump & gasket	ENVIRON SERVICES F	REFUSE DISPOSAL	84.69
			TOTAL:	624.50
RED WING SHOE STORE	boot allow	COMMUNITY CENTER	COMMUNITY CENTER	161.49
			TOTAL:	161.49
RIVER'S EDGE HOSPITAL & CLINIC	employee lab	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	new pt physical	WASTE WATER FUND	ADMIN AND GENERAL	236.00
			TOTAL:	265.00
RYAN ELECTRIC OF ST PETER	kasota electric damage	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	685.68
			TOTAL:	685.68
SCHWICKERT'S, INC.	new air conditioner	GENERAL FUND	MUNICIPAL BUILDING	8,106.00
			TOTAL:	8,106.00
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	665,697.71
			TOTAL:	665,697.71
ST PETER AMBASSADORS	funding from prairie lakes	RESTRICTED CONTRIB	CITY ADMINISTRATION	500.00
			TOTAL:	500.00
ST PETER HERALD	food sales notice	GENERAL FUND	ECONOMIC DEVMT	51.40
	gardner rd watermain	WATER	CAPITAL-WATER DISTRIBU	51.40
			TOTAL:	102.80
STAPLES ADVANTAGE	pens & dry erase board	GENERAL FUND	STREETS	39.94
	files paper tape	GENERAL FUND	STREETS	22.97
	tape fasteners	GENERAL FUND	STREETS	13.70
	pens & dry erase board	GENERAL FUND	PARKS	31.95
	files paper tape	GENERAL FUND	PARKS	18.37
	tape fasteners	GENERAL FUND	PARKS	10.96
	pens & dry erase board	WATER	ADMIN AND GENERAL	15.97
	files paper tape	WATER	ADMIN AND GENERAL	9.19
	tape fasteners	WATER	ADMIN AND GENERAL	5.48
	pens & dry erase board	WASTE WATER FUND	ADMIN AND GENERAL	15.97
	files paper tape	WASTE WATER FUND	ADMIN AND GENERAL	9.19
	tape fasteners	WASTE WATER FUND	ADMIN AND GENERAL	5.48
	pens & dry erase board	ENVIRON SERVICES F	ADMIN AND GENERAL	15.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	files paper tape	ENVIRON SERVICES F	ADMIN AND GENERAL	9.18
	tape fasteners	ENVIRON SERVICES F	ADMIN AND GENERAL	5.46
	pens & dry erase board	ELECTRIC FUND	ADMIN AND GENERAL	39.94
	files paper tape	ELECTRIC FUND	ADMIN AND GENERAL	22.97
	tape fasteners	ELECTRIC FUND	ADMIN AND GENERAL	13.70
			TOTAL:	306.39
TIMOTHY STRAND	hotel coalition mn cities	GENERAL FUND	MAYOR & COUNCIL	286.25
			TOTAL:	286.25
STREICHER'S	practice ammo	GENERAL FUND	POLICE	734.67
	uniform items	GENERAL FUND	POLICE	66.97
	uniform vest carrier	GENERAL FUND	POLICE	84.99
	uniform vest carrier	GENERAL FUND	POLICE	84.99
	badge	RESTRICTED CONTRIB	FIRE	154.00
			TOTAL:	1,125.62
J.ARLEN TACKETT	meter car wash (holiday)	WATER	CUSTOMER ACCOUNTS	2.13
	meter car wash (holiday)	WASTE WATER FUND	CUSTOMER ACCOUNTS	2.13
	meter car wash (holiday)	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.14
			TOTAL:	6.40
TIGERDIRECT.COM	usb nics	GENERAL FUND	FINANCE	32.97
	moline fund usb nics	LIBRARY FUND	LIBRARY	65.94
	scada ups	WASTE WATER FUND	COLLECTOR/LIFT STAT	130.68
			TOTAL:	229.59
TITAN MACHINERY	#69 arm rest pin	WATER	DISTRIBUTION AND STORA	287.48
			TOTAL:	287.48
TWIN CITY OPTICAL CO INC	safety lens	WASTE WATER FUND	ADMIN AND GENERAL	26.27
			TOTAL:	26.27
MATT ULMAN	fire chiefs conference	GENERAL FUND	FIRE	250.00
			TOTAL:	250.00
USA BLUE BOOK	testing supplies	WATER	PURIFICATION AND TREAT	913.12
			TOTAL:	913.12
VERIZON WIRELESS	cell phone charges	GENERAL FUND	POLICE	340.78
	wifi service	GENERAL FUND	BUILDING INSPECTOR	70.06
	jet packs	GENERAL FUND	STREETS	8.75
	jet packs	GENERAL FUND	PARKS	7.00
	jet packs	WATER	ADMIN AND GENERAL	3.50
	jet packs	WATER	ADMIN AND GENERAL	35.01
	jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
			TOTAL:	480.86
VON ESSEN LOCKSMITH SERVICE	new key	WATER	CUSTOMER ACCOUNTS	6.25
	new key	WASTE WATER FUND	CUSTOMER ACCOUNTS	6.25
	new key	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	6.25
	new key	ELECTRIC FUND	CUSTOMER ACCOUNTS	6.25
			TOTAL:	25.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VON ESSEN TOWING	tow service tire repair mo	GENERAL FUND	POLICE	100.00
	tow service tire repair mo	GENERAL FUND	POLICE	<u>36.00</u>
			TOTAL:	136.00
WESCO DISTRIBUTION INC	#388 15 kv bushing inserts	ELECTRIC FUND	NON-DEPARTMENTAL	337.20
	#637 street lights	ELECTRIC FUND	NON-DEPARTMENTAL	890.00
	#384 elbow 1/0	ELECTRIC FUND	NON-DEPARTMENTAL	909.00
	#505 nordic cbp37-43-15a	ELECTRIC FUND	NON-DEPARTMENTAL	568.08
	cable stripper	ELECTRIC FUND	POWER DISTRIBUTION	<u>76.48</u>
			TOTAL:	2,780.76
WIGEN COMPANIES, INC.	membrane & polywater	WATER	PURIFICATION AND TREAT	<u>34,828.00</u>
			TOTAL:	34,828.00
WOLF MOTOR COMPANY, INC.	mount balance tires #140	TRANSIT	TRANSIT/TRANSPORTATION	<u>86.84</u>
			TOTAL:	86.84
WORLD BOOK INC	junior non-fiction books	LIBRARY FUND	LIBRARY	<u>596.00</u>
			TOTAL:	596.00
WW GOETSCH ASSOCIATES, INC	sunrise tower pump	WATER	DISTRIBUTION AND STORA	<u>990.00</u>
			TOTAL:	990.00
ZIEGLER INC	#48 washer	GENERAL FUND	STREETS	1.24
	#48 belt drilled	GENERAL FUND	STREETS	157.90
	#48 washer/ nut	GENERAL FUND	STREETS	<u>50.81</u>
			TOTAL:	209.95

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

101	GENERAL FUND	66,459.74
201	PROPERTY INSURANCE	685.68
211	LIBRARY FUND	3,040.74
213	PUBLIC ACCESS	14.53
217	COMMUNITY CENTER	3,618.37
401	PERM IMPROVMENT REVOLVING	780.00
404	PARK LAND DEDICATION	1,560.00
601	WATER	71,151.12
602	WASTE WATER FUND	4,379.02
603	ENVIRON SERVICES FUND	43,373.23
604	ELECTRIC FUND	675,978.74
606	STORMWATER FUND	1,887.44
610	TRANSIT	3,056.02
820	RESTRICTED CONTRIBUTIONS	2,108.09

	GRAND TOTAL:	878,092.72

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:

1. The following employee appointment is hereby approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Sarah Hermel	PT Youth Center Coordinator	\$13/hour

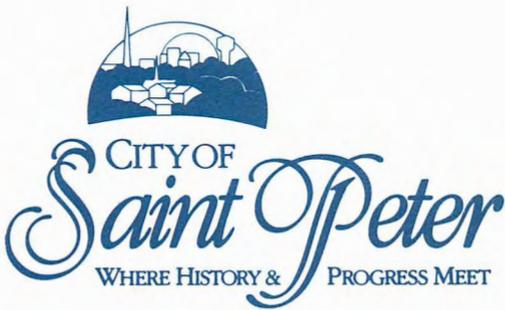
2. The December 28, 2015 regular City Council meeting and the December 21, 2015 workshop session are hereby cancelled. Staff is directed to provide for payment of the end of the year accounts payable following approval by the City Administrator, Mayor and Director of Finance.
3. The schedule of disbursements for October 8, 2015 through October 21, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 21, 2015

FROM: Pete Moulton
Director of Public Works

RE: Distributed Generation Rate Development

ACTION/RECOMMENDATION

Authorize DeWild Grant Reckert (DGR) Engineering of Rock Rapids, Iowa to complete a distributed generation (DG) study in an amount not to exceed \$7,000.

BACKGROUND

During the past few years there have been requests to connect renewable sources such as photovoltaic (solar) and wind power to the City's electrical distribution system. It is anticipated the number and frequency of those requests is likely to increase. Connection of this type is called "distributed generation" (DG), which is a smaller source of energy connected to the system intended to serve a smaller, more focused area or grid.

Renewable energy costs have become more attractive because the capital cost has been greatly reduced with the development of new technologies and because through 2016 there is a tax credit available for installing renewable energy. There has also been an environmental push to install renewable energy because renewable sources provide less dependency on fossil fuel which is believed to contribute to climate change.

More recently, solar installations became attractive as solar companies have developed nationwide marketing strategies that provide for services such as preliminary design, installation, and savings calculations. Some companies even install the panels for little or no money down and then maintain the system while collecting payments over a 20-year period. With this incentive, homeowners and businesses alike are finding that solar is financially a risk worth taking. Solar panels are projected to last 15 – 20 years so a life cycle cost of the service can easily be evaluated.

Many of the renewable sources have been encouraged by federal tax breaks and benefits such as oversizing and selling excess power back to the municipal supplier such as Southern Minnesota Municipal Power Agency (SMMPA). Currently, there are several small solar systems connected to the City's distribution system. Most are connected behind the meter and only large enough to supply power to the intended source. One is a larger system that has the capacity to sell power back into the City's system thru a two-way meter.

Prior to 2015, State law had very few restrictions on how connections to the electrical grid could be completed. This made Minnesota an open market for solar and wind providers and left little protection for electric municipals and wholesalers. When solar and wind connections started a majority were regulated by our wholesale contract with SMMPA and State law which regulated entities within our service area from competing against our wholesaler within the City's electrical service territory. Basically, the electric service territory is protected from outside sources entering and providing electricity on a wholesale basis. This is common throughout the state as all areas of Minnesota are divided into service areas.

Distributed Generation connections to the local electrical grid which produce more electricity than used on a monthly basis would be allowed to sell the excess electricity to SMMPA which would then resell or pass thru the power to the member utilities. One problem with that is the private producer was allowed to capture the retail cost and not the wholesale cost. The producer used the City's electrical distribution system without cost (for free) and received a quick turn around on their investment at the expense of the local utility and our rate payers. State law changed in 2015 to correct that deficiency by allowing the distribution system owner to charge applicable expenses to the producers who sell excess power.

The electric industry is changing at a very quick pace. Communities are experiencing multiple requests to add solar and wind to their electrical distribution system. In conjunction with the purchase power agreement, the City and SMMPA have made it clear that if a customer installs DG behind their meter and owns the system there isn't a violation of the purchase power agreement and the City and SMMPA are willing to work with the customer to properly install and inspect the installation.

When an energy producer wants to add a source which produces more power than they use and feed back into the system, it becomes problematic as the City has no identified cost associated with delivering the excess energy through the City's electric system. The recent law change allows the City to recapture the "cost of service" so that when a DG system is connected and net metered, the actual cost that is paid to the producer of the power can be determined. It seems clear that the City does not want to subsidize private connections by paying retail rates to DG power producers proposing to use our electric system to sell electricity.

Staff is proposing to have DGR complete a "rate development plan" for the City with the main goals being:

1. Develop a charge for residential and small commercial customers who add DG behind their meter. The issue here is the City has built a distribution system to serve the customers of the community. When DG is installed, the infrastructure remains and needs to remain intact and operational when solar isn't available. The Utility needs to recoup this cost.
2. Develop a separated "demand charge" for large commercial and industrial customers into "power-supply-related" and "infrastructure-related". Should industrial and commercial customers install DG; their installation will have two major impacts:
 - A. New DG will influence power supply operations within the City. At times these customers may be required to go back on the City's distribution system which again may have a tremendous impact on operations and delivery based on timing and electrical load within the distribution system.

- B. New DG will also impact infrastructure decisions on how the City delivers power to customers including line sizing, load delivery, and capacity. DGR will evaluate what cost the City will be exposed to if DG is installed. The Utility needs to reduce the exposure to these costs and surprises.
- 3. Develop "non-coincident peak-related" charge for those DG systems who may want to use the City's electrical distribution system. A rate would be set that identifies what it costs to distribute electricity thru the current distribution system. Again the City needs to recoup the costs associated with carrying DG across our system.
- 4. Work on developing formula's that can be adjusted to meet the changing revenue requirements of the Electric Fund.

DGR staff would look at the financial operating status of the City's Electric Utility, develop rates and charges, and evaluate policy standards to meet operational and financial changes within the City.

FISCAL IMPACT:

Funding for this engineering work would be funded by the Electric Fund.

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 me should you have any questions or concerns on this agenda item.

PM/amg

SCOPE OF WORK

Distributed Generation Rate Development City of Saint Peter September 9, 2015

Background:

With interest by the City's customers in connecting renewable-derived distributed generation (primarily solar) to the City's distribution system, it is advisable that a consistent methodology be developed to address these installations from a financial (rate) perspective. Addition of customer-owned generation will have a financial impact on the City's Utility, and as such, needs to be addressed so as not to detrimentally impact the Electric Utility's financial position. In addition, the issue of inappropriate cross-subsidization of Distributed Generation owners by non-Distributed Generation owners needs to be addressed, along with the concern of stranded investments caused by self-generation.

Further, the possible use of the City's primary infrastructure by third-parties to interconnect larger renewable generation facilities is being considered. Should this occur, it will be necessary for the City to be able to appropriately charge those facilities for the use of its primary electrical system.

In order to prepare for possible future additions of Distributed Generation to the City's distribution system, and in accordance with recently-passed legislation that allows municipal utilities to charge a fee meant to recover fixed costs that wouldn't be recovered via a volumetric charge, plus arrive at suitable charges for third-party use of its system, it is necessary to complete a "cost-of-service" study. Having this study done is a requirement of the recent legislation, and will also produce the information needed to properly price the use of the City's system.

Scope of Work:

In order to address the above issues, we propose to accomplish the following:

1. Conduct a kickoff meeting in Saint Peter to discuss the expectations, limiting parameters, and study goals with appropriate City staff.
2. Collect data and available information pertaining to the specific areas of concern relating to this issue, including the detailed financial data of the utility.
3. Review available cost allocation data for the City Utility (originally developed in 2008 as part of the electric rate study), and bring it up-to-date as appropriate.
4. Based on the cost data, develop conceptual rate tariffs and charges that could be applied by the City Utility to these situations, with the goal of fairly treating both the City Utility and the owner of the Distributed Generation.
5. Attend a review meeting, to review conclusions with City staff and obtain feedback from them. This meeting should be scheduled near the end of the process.
6. Issue a short memo summarizing the findings of the study.

Goals of the Work:

At the completion of this work, the goal is to provide the City the following items:

1. A "distributed generation" charge to be applied to Residential and Small Commercial customers who install a Distributed Generator behind their meter, based on the current revenue requirement of the City utility.
2. A separated demand charge rate for Large Commercial and Industrial customers that splits the current full-requirements demand charge into power-supply-related charges and infrastructure-related charges. This will be based on the current revenue requirement of the City utility.
3. Identification of the system "non-coincident peak"-related charges (those charges that are associated with the City's primary system) for all rate classes, to aid in rate setting for any third-party that may wish to use the City's primary electric system. This will be based on the current revenue requirement of the City utility.
4. Ideally, develop a formula that would allow the relevant charges to be revised periodically, based on the changing revenue requirement of the City utility.

Fee Arrangement:

We propose the following fee arrangement for this work:

For basic services for items 1-6 above: billed at our current hourly fee schedule, with the fee estimated to be between \$5,000 and \$7,000 for the scope of work described.

Services provided following the completion of the basic services (including such things as additional meetings, follow-up analysis, development of specific rate tariffs, meetings with other stakeholders, etc.) will be billed on an hourly basis, and will be discussed with the City for their concurrence prior to beginning them.

**CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2015 -**

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

**RESOLUTION AUTHORIZING ENGINEERING STUDY BY DEWILD, GRANT AND RECKERT
FOR DISTRIBUTED GENERATION**

WHEREAS, the popularity among utility customers of renewable-derived distributed generation is growing; and

WHEREAS, tax advantages and other cost reducing measures have made installation of distributed generation systems even more attractive to consumers; and

WHEREAS, the City Council wishes to support appropriate opportunities for consumers to make choices related to distributed generation without negatively impacting system, cost and service delivery; and

WHEREAS, use of distributed generation has previously allowed utility customers to utilize the City installed and maintained distribution system for free and to capture the retail cost of that excess power; and

WHEREAS, recent legislation allows the City to charge applicable expenses to the producers who sell excess power; and

WHEREAS, the Council believes that additional data is needed to make policy decisions related to cost attribution; and

WHEREAS, a review of the City's distribution system is needed to plan appropriately for any future connection of distributed generation; and

WHEREAS, staff recommends a distributed generation study be performed by DeWild, Grant and Reckert engineers to determine, among other things, applicable rates and charges to be applied to residential and small commercial customers who install distributed generation.

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

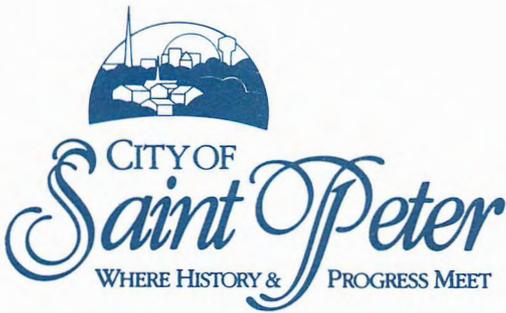
1. The City Administrator is hereby authorized to execute an agreement with DeWild Grant and Reckert for preparation of a Distributed Generation study for a fee not to exceed \$7,000.
2. Funding for the study shall be from the Electric Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/22/2015

FROM: Todd Prafke
City Administrator

RE: 2016-2017 Legal Services Contract

ACTION/RECOMMENDATION

Approve the attached resolution providing authority for the Mayor and City Administrator to enter into a contract for legal services for the years 2016 and 2017.

BACKGROUND

As you may recall, the City Attorney's office has proposed a contract for the years 2016-2017. The Finance Committee of the City Council has reviewed the contract and recommended approval.

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

Once again, the Finance Committee recommends approval.

FISCAL IMPACT:

The contract provides for a \$5.00 per hour increase for both the City Attorney and the Assistant City Attorneys in each year of the contract. This increase falls within the budget parameters for the 2016 budget.

ALTERNATIVES/VARIATIONS:

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

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

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

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

TP/bal



September 11, 2015



City of Saint Peter

Mayor Timothy Strand
City Council
Finance Committee

Dear Mayor Strand, Council and Finance Committee,

Attached to this letter is a proposed contract for 2016 and 2017. In making this proposal, it is not our objective to negotiate in a manner, often used, where each of the parties start at an extreme and try to compromise somewhere in the middle. The reason we have avoided that method is that we believe the working relationship between attorney and client involves a level of trust which is not fostered by that approach; neither of us benefit by creating an adversarial relationship. Instead, we have used a method of discounting our normal rate which has been accepted by both parties in the past, and which we expect will meet with your approval.

Our firm has two market hourly rates for private clients charged on an hourly rate. Given Jim's 41 year experience as a Saint Peter attorney, of which 25 years have been served in the City Attorney's office, his rate is \$225.00 per hour. Given Jerry's 42 year experience as a Saint Peter Attorney, 35 years as an Assistant Nicollet County Attorney and five years as an Assistant City Attorney, his hourly rate is \$225.00 per hour. Given Chris' 1 year as an attorney which year has been served in the City Attorney's office, his rate is \$175.00. These will be utilized in 2016 and reflect a variety of concerns. As a Saint Peter business, we have employment and business expenses like any other business; the City is familiar with these from its own operations. Like the City, we must keep various items in mind when setting rates, including items such as employee payroll, sewer, water, electricity, heat, office space, office machines, library, telephone, malpractice professional liability insurance, and supplies, to name a few. One of our office's major costs over the past several years, as it was for the City, was health insurance costs. Since we reimburse the City for all our health insurance premiums, this is a substantial cost of doing business. Just like the City and any other businesses, we are subject to changes in the cost of doing business which occur over time.

Home of Gustavus Adolphus College

County Seat of Historic Nicollet County

City Attorney
James W. Brandt

Assistant City Attorney
Christopher P. Grean

219 West Nassau
P.O. Box 57
Saint Peter, Minnesota
56082
(507) 931-6940
FAX (507) 931-6909



September 11, 2015

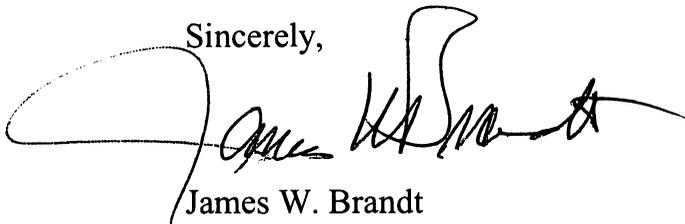
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In spite of that, we do not propose that the City pay a fluctuating hourly rate, nor do we propose that the City pay our normal hourly rate. Rather, in recognition of the fact that the City brings a large volume of work to our office, we propose a discount from our normal hourly rate. For the six contracts, prior to eight years ago, we agreed to a \$20.00 per hour discount. If we applied the same discount to this contract, that discount would equate to a \$65.00 per hour increase for Jim and Jerry and a \$15.00 per hour increase for Chris.

With tight budgets and always potential reductions in local government aid, we understand that the City cannot absorb such a large increase. Therefore, we would propose a \$5.00 per hour increase in 2016 and \$5.00 in 2017. For 2016, this arrangement results in an hourly rate of \$155.00 per hour for Jim and Jerry and \$145.00 per hour for Chris. We propose to utilize a law student practitioner, should one be hired, at a rate of \$115.00 per hour. For 2017 this arrangement results in an hourly rate of \$160.00 per hour for Jim and Jerry and \$150.00 per hour for Chris. We propose to utilize a law student practitioner, should one be hired, at a rate of \$120.00 in 2017. In 2016 our staff hourly rate would be \$77.50 per hour. In 2017 our staff hourly rate would be \$80.00 per hour.

We are happy that the Council has seen fit to refer this matter to the Finance Committee where any questions may be addressed. As always, we are happy to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'James W. Brandt', written over a horizontal line.

James W. Brandt
City Attorney

Encl.

CONTRACT FOR CITY ATTORNEY SERVICES – 2016-2017

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

DURATION: January 1, 2016 - December 31, 2017

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

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

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

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

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

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

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

**COMPENSATION
FOR ROUTINE
DUTIES:**

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

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

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

	<u>2016</u>	<u>2017</u>
James W. Brandt	\$155.00	\$160.00;
Christopher P. Grean	\$145.00	\$150.00;
Jerold M. Lucas	\$155.00	\$160.00;
Law Student Practitioner	\$115.00	\$120.00.

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

**COMPENSATION
FOR STAFF
SUPPORT
DUTIES:**

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

	<u>2016</u>	<u>2017</u>
Paralegal/Secretarial:	\$77.50	\$80.00

LEGAL

RESEARCH:

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

OUT OF POCKET

EXPENSES:

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

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

EXTRAORDINARY

DUTIES:

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

COMPENSATION

FOR

EXTRAORDINARY

DUTIES:

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

	<u>2016</u>	<u>2017</u>
James W. Brandt	\$165.00	\$170.00;
Christopher P. Grean	\$155.00	\$160.00;
Jerold M. Lucas	\$165.00	\$170.00.

CITY OF ST. PETER

Timothy Strand, Mayor

James W. Brandt

ATTEST:

Todd Prafke
City Administrator

Christopher P. Grean

Jerold M. Lucas

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION APPROVING EXECUTION OF 2016-2017 LEGAL SERVICES CONTRACT

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

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

WHEREAS, Brandt Law Office has provided a proposal for services for 2016 and 2017; and

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

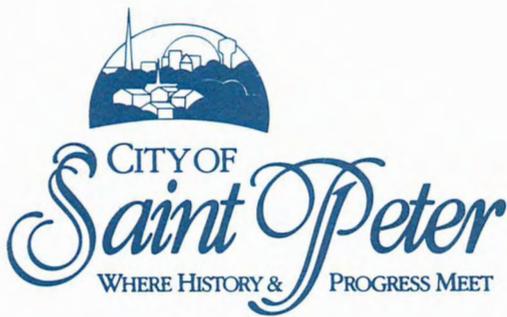
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are directed to enter into a contract with Brandt Law Office for provision of legal services during 2016 and 2017.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: October 20, 2015

FROM: Paula O'Connell
Finance Director

RE: Order preparation of assessments and call for a Public Hearing on Delinquent Utility Accounts

ACTION/RECOMMENDATION

Approve resolutions ordering the preparation of assessments and calling for a public hearing on delinquent utility accounts.

BACKGROUND

Annually the City Council considers the delinquent utilities for assessment to the County Auditor. It is appropriate at this time to declare unpaid charges for municipal utilities to be assessed, order preparation of proposed assessments and call for a public hearing on assessment of delinquent utility accounts.

The following chart shows the history of past delinquent amounts:

	Sales (1,000)	# of delinquent Accounts	Assessable charges	Non- assessable charges	Total Charges	Non- assessable % of Sales
2005	\$11,243	59	\$ 4,699.41	\$ 8,142.46	\$12,841.87	.072%
2006	\$13,283	93	\$ 8,140.11	\$ 8,904.27	\$17,044.38	.067%
2007	\$14,695	76	\$14,800.87	\$ 7,142.00	\$21,942.87	.049%
2008	\$14,097	84	\$15,350.66	\$15,516.27	\$30,866.93	.110%
2009	\$14,093	85	\$14,031.43	\$19,626.86	\$33,658.29	.139%
2010	\$14,943	95	\$14,115.13	\$13,387.85	\$27,502.98	.090%
2011	\$15,907	74	\$15,324.54	\$17,408.77	\$32,733.31	.109%
2012	\$16,613	91	\$16,867.21	\$23,541.19	\$40,408.40	.141%
2013	\$16,512	81	\$22,058.51	\$13,986.35	\$36,044.86	.085%
2014	\$16,889	66	\$ 8,556.69	\$ 9,880.53	\$18,437.42	.059%
2015	\$17,629	97	\$ 9,912.86	\$11,433.38	\$21,346.24	.064%

Assessable amounts are all amounts billed to our customers except tenant electrical charges, balances under \$10, discharged bankruptcies, and death.

Our first step for collection, is when an account is one month delinquent and the customer is sent a notice. The notice includes a date of disconnection, at which point they would be two

months past due (if no payments had been made). Those occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is submitted to the collection agency after 3 months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

There are two resolutions included. One to call for the preparation of the assessments and one to set a public hearing for November 23, 2015.

FISCAL IMPACT:

Delinquent Utility customer accounts as of May 15, 2015 have been compiled for review. The amount of \$21,346.24 is the amount of unpaid utility accounts within this time period. The 2005 to 2015 total delinquent trend line goes up and down. Some of the deviation is related to the number of business accounts that are delinquent. Business accounts are often larger and one or two can make a large difference in the trend line.

ALTERNATIVES/VARIATIONS:

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

Negative Vote: Charges cannot be assessed until a public hearing is set and future action is taken by council.

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

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

PO

SCHEDULE FOR ASSESSMENTS

- Oct 26TH Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- Nov 3rd Property owners are sent a notification of the hearing date and the amount of their assessment by mail.
- Nov 5TH and 12th Notice of a public hearing is published in the St. Peter Herald.
- Nov 23rd Public Hearing
Approve the resolution adopting assessments for unpaid utility accounts.
- Nov 24th Notice of assessment is mailed to property owners.
- Dec 28th Certification of the assessment is given to the County Auditor for assessment to affected property owners.

Property owners have thirty (30) days from the day the assessment was adopted to pay the assessment without interest.

If after 30 days the assessment has not been paid, interest will be charged from the day the assessment was adopted to December 31st of the succeeding year.

NAME	TOTAL
AHMED, SAHRO	\$ 19.76
ANCHONDO, SANDRA	\$ 178.08
ANDERSON, TIMOTHY M.	\$ 245.52
ARNOLD, SHARENA G.	\$ 103.92
ATTENBERGER, JEREMY D.	\$ 577.41
BAUMANN, BRANDI L.	\$ 230.52
BELDEN, DEANNA L.	\$ 39.51
BOESE, MATT S.	\$ 421.31
BSI FINANCIAL SERVICES, INC.	\$ 152.28
CARLSON, MICHAELA A.	\$ 176.32
CONNECT REAL ESTATE GROUP	\$ 67.92
CORR, LISA M.	\$ 415.75
CRAWFORD, KELLY J.	\$ 96.76
DELGADO, STARR M.	\$ 176.22
DESCHNEAU, JESSICA A.	\$ 131.25
DIXON, TREVOR J.	\$ 234.22
ESSER, DEBORAH J.	\$ 28.76
FONTAINE, CHRIS S.	\$ 147.30
GAFFNEY, LON B.	\$ 140.05
GARGETT, MAUREEN L.	\$ 592.34
GOMEZ, SAMARA S.	\$ 27.41
HAHN, JILL E.	\$ 216.27
HARPESTAD, DANIELLE K.	\$ 114.54
HARRIS, EDDIE G.	\$ 676.23
HENRY, KELLY L.	\$ 67.26
HERNANDEZ, JOSE E.	\$ 136.54
HILLYER, JAMES R.	\$ 159.60
HILLYER, JAMES R.	\$ 84.18
JENKINS, CATHERINE Y.	\$ 111.17
JEWISON, HEATHER	\$ 572.93
JOHNSON, LONNIE D.	\$ 116.85
KENNING, ANITA M.	\$ 121.97
KUNKEL, MICHELLE R.	\$ 293.01
LAWSON, NATHAN A.	\$ 96.26
LAWSON, ROBERT A.	\$ 94.67
LEROSS, TREVOR J.	\$ 178.11
LOCHNER, SHAWN T.	\$ 867.16
LOFTON, KATHY C.	\$ 57.48
MANY BIRDS, ANN L.	\$ 57.68
MAPLEWOOD PROP. OF ST. PETER	\$ 0.99
MAPLEWOOD PROP. OF ST. PETER	\$ 1.50
MAPLEWOOD PROP. OF ST. PETER	\$ 1.44
MAPLEWOOD PROP. OF ST. PETER	\$ 0.73
MAPLEWOOD PROP. OF ST. PETER	\$ 2.49
MAPLEWOOD PROP. OF ST. PETER	\$ 1.37
MAPLEWOOD PROP. OF ST. PETER	\$ 4.28
MAPLEWOOD PROP. OF ST. PETER	\$ 1.15
MAPLEWOOD PROP. OF ST. PETER	\$ 1.12
MARSHALL, ASHELY R.	\$ 1,025.71
MARTINEZ, JAVIER	\$ 215.10
MARTINEZ, YOLANDA	\$ 17.14

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

**RESOLUTION DECLARING UNPAID CHARGES FOR MUNICIPAL UTILITIES TO BE
ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT**

WHEREAS, various charges have been assigned by the City for furnishing municipal utilities to residents for which the owners of the property have not been paid and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor and charges can be extended on the tax rolls against the premises receiving the benefit of said utilities in the same manner as taxes collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges assigned by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall calculate the proper amount of unpaid charges due to the City for municipal utilities against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners. The Director of Finance/Treasurer shall file a copy of such proposed assessment in the City Administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

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 A PUBLIC HEARING DECLARING UNPAID CHARGES FOR
MUNICIPAL UTILITIES TO BE ASSESSED**

WHEREAS, by resolution passed by the City Council on October 26, 2015, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

WHEREAS, the Director of Finance/Treasurer has notified the City Council that such proposed assessment has been completed and filed in the City Administrator's Office for public inspection.

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

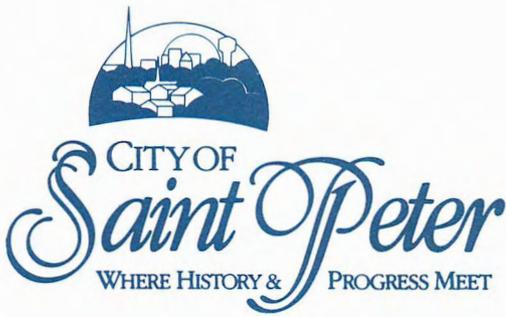
1. The City Council will consider the assessment of unpaid utility bills as of May 15, 2015.
2. A hearing shall be held on the 23rd day of November, 2015, in the Governors' Room of the Saint Peter Community Center at 7:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: October 20, 2015

FROM: Paula O'Connell
Finance Director

RE: Order preparation of assessments and call for a Public Hearing on Miscellaneous Charges

ACTION/RECOMMENDATION

Approve the resolutions ordering the preparation of assessments, and calling for a Public Hearing on Miscellaneous Charges.

BACKGROUND

The miscellaneous charges listed for consideration at the November 23rd public hearing include unpaid mowing and a frozen water meter. These past due sums have been billed out to the appropriate landowners and have not been paid. There are multiple lawn mowing charges for Donald Duoos property (\$900), a couple lawn mowing charges for Michael & Karen Gessner (\$300) and a frozen water meter for Michelle Kunkel (\$265).

Past due amounts that are not assessable would also be written off at this time, but there are no unpaid charges for 2015 at this time.

	<u>Assess</u>	<u>Write Off</u>
Frozen Water Meter fee	\$ 265.00	\$.00
Lawn Mowing	<u>\$ 1,200.00</u>	<u>\$.00</u>
TOTALS	\$1,465.00	\$.00

It is appropriate at this time to declare unpaid charges to be assessed, order preparation of proposed assessment, and call for a public hearing to assess these unpaid miscellaneous charges on November 23, 2015 at 7 p.m.

FISCAL IMPACT:

The terms of the assessment will follow the City's Assessment Policy and will be determined at the time of accepting the assessment role on November 23, 2015.

ALTERNATIVES AND VARIATIONS:

Do not Act: Staff will pursue other methods of collection.

Negative vote: Charges cannot be assessed until a public hearing is set.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

**RESOLUTION DECLARING UNPAID CHARGES TO BE ASSESSED AND ORDERING
PREPARATION OF PROPOSED ASSESSMENT OF MISCELLANEOUS CHARGES**

WHEREAS, various charges have been assigned by the City for furnishing services and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor to be extended on the tax rolls against the premises receiving the benefit of said charges in the same manner as taxes collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges assigned by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall forthwith calculate the proper amount of unpaid charges due to the City for services, and removal of snow/weeds against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners, and the Director of Finance/Treasurer shall file a copy of such proposed assessment in the City Administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

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 PUBLIC HEARING ON ASSESSMENT
OF MISCELLANEOUS CHARGES**

WHEREAS, by resolution passed by the City Council on October 26, 2015, the City Finance Director/Treasurer was directed to prepare a proposed assessment for lawn mowing and a frozen water meter fee; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in the City Administrator's Office for public inspection.

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

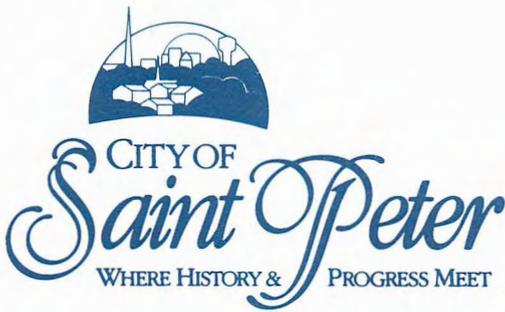
1. A public hearing shall be held on such proposed assessments on November 23, 2015, in the Governors' Room of the Saint Peter Community Center at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 20, 2015

FROM: Paula O'Connell
Director of Finance

RE: Order preparation of assessments and call for a Public Hearing on Miscellaneous Improvements.

ACTION/RECOMMENDATION

Approve the attached resolutions to order preparation of assessments and to set a public hearing on November 23, 2015, to discuss the proposed assessments of miscellaneous improvements.

BACKGROUND

Staff in the Public Works Department have worked with property owners to make improvements to sidewalks or drainage abutting specific properties. All of this work was completed through agreements to assess.

The cost of the work will be assessed to the properties according to the City's assessment policy. Drainage/sidewalk improvements have been completed for a total cost of \$25,843.30 and included three property owners.

FISCAL IMPACT:

The PIR fund reserves will fund these costs until recouped over the term of the assessments.

ALTERNATIVES AND VARIATIONS:

Do not Act: Staff will pursue other methods of collection.

Negative vote: Other funding sources will need to be found to fund the assessable costs of the projects.

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

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

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT OF MISCELLANEOUS IMPROVEMENTS**

WHEREAS, the City has worked in cooperation with property owners to make physical improvement to their property related to provision of utilities and other city services; and

WHEREAS, the property owner and the City entered into agreement for payment of the work; and

WHEREAS, the contractors have completed the improvements according to contract; and

WHEREAS, all costs have been finalized.

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

1. The City Finance Director shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and also file a copy of such proposed assessment in the Finance Office for public inspection.
2. Upon the completion of such proposed assessment, the City Administrator shall notify the City Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

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 A PUBLIC HEARING ON PROPOSED ASSESSMENTS OF
MISCELLANEOUS IMPROVEMENTS**

WHEREAS, by a resolution passed by the City Council on October 26, 2015, the City Finance Director/Treasurer was directed to prepare the proposed assessments for miscellaneous improvements; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in the City Administrator's Office for public inspection.

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

1. A hearing shall be held on the 23rd day of November, 2015 in the Governors' Room of the Saint Peter Community Center at 7:00 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The Finance Director/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper once prior to the hearing, and he shall state in the notice the hearing time, date, place, overall project description, area to be assessed, a description of a landowners right to appeal the assessment, the total cost of the improvement, and any deferment options available. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Ziemann
Mayor pro tem

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 and land sale negotiations.

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 land purchase negotiations and land sale negotiations.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of October, 2015.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator