

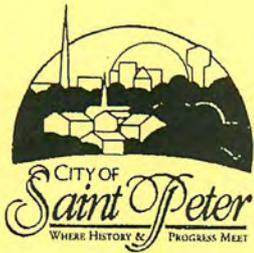
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 28, 2013
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. PUBLIC HEARING**
 - A. Zoning Code Amendment: Birthing Center Use Classification
- IV. APPROVAL OF MINUTES**
- V. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
 - 1. Hospital CEO George Rohrich
 - 2. Others
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
- VII. UNFINISHED BUSINESS**

None scheduled
- VIII. NEW BUSINESS**
 - A. G.O. Municipal State Aid Bond Sale
 - B. Zoning Code Amendment: Birthing Center Use Classification
 - C. Revolving Loan Guideline Modifications
 - D. "Gus Bus" Contract Approval
 - E. Public Hearing Rule Changes
 - F. Roundabout Concept Approval
 - G. Unbudgeted Purchase: Evacuator
 - H. MSA Roadway Designation
- IX. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. City/County Meeting Schedule
 - 2. Hospital CEO Reception
 - 3. Finance Committee Meeting
 - 4. Election Day
 - 5. Others
- X. EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION IN TDS ROOM
 - 1. International Union of Operating Engineers Local No. 70 (Streets)
 - 2. International Union of Operating Engineers Local No. 70 (Parks)
 - 3. International Union of Operating Engineers Local No. 70 (Utilities)
 - 4. Property Acquisition Negotiations**RETURN TO OPEN SESSION**
- XI. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **PUBLIC HEARING**

A. **PUBLIC HEARING ON PROPOSED MODIFICATION TO INCLUDE "BIRTHING CENTER" AS AN ALLOWED USE IN ZONING CODE**

A public hearing has been scheduled at this time to receive comment on a proposal to include "birthing centers" as an allowed use in certain zoning districts. Notice of the public hearing has been duly published in the St. Peter Herald. Action to consider adoption of the proposed modification will be considered under NEW BUSINESS.

IV. **APPROVAL OF MINUTES**

A copy of the minutes of the October 14, 2013 regular Council meeting is attached for approval. A MOTION is in order.

V. **VISITORS**

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

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

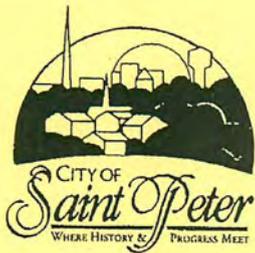
B. **General Visitor Comments**

1. **HOSPITAL CEO GEORGE ROHRICH**

Hospital CEO Rohrich will address the Council at this time to provide an update on Hospital budget timeline, to provide info on the Hospital reception and to introduce himself to the City Council.

2. **OTHERS**

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



VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for October 10, 2013 through October 23 2013, is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

None scheduled.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION AUTHORIZING SALE OF \$4.720,000 IN GENERAL OBLIGATION MUNICIPAL STATE AID BONDS

As directed by the City Council, David Drown Associates will receive bids on October 28th for the sale of \$4,720,000 in G.O. Municipal State Aid bonds to fund public improvement projects. Shannon Sweeney will be present on Monday evening to provide his recommendation on sale of the bonds. Please see the attached staff report and DRAFT RESOLUTION.

B. ADOPTION OF AN ORDINANCE MODIFYING THE CITY CODE BY THE INCLUSION OF BIRTHING CENTERS AS AN ALLOWED USE CLASSIFICATION

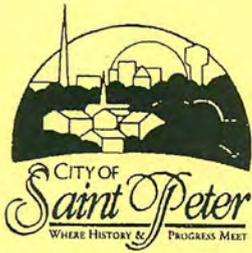
Following the public hearing, it is appropriate for the Council to consider adoption of the proposed ordinance which would modify the City Code to include "birthing center" as a zoning use classification in certain districts. Please see the attached staff report and ORDINANCE.

C. ADOPTION OF A RESOLUTION PROVIDING FOR MODIFICATION OF REVOLVING LOAN GUIDELINES

The Economic Development Authority has recommended modification to certain revolving loan guidelines. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF TRANSIT SERVICES CONTRACT FOR "GUS BUS"

Staff recommends approval be provided for execution of a two year contract with Gustavus Adolphus College for provision of the "Gus Bus". Please see the attached staff report and RESOLUTION.



E. ADOPTION OF A RESOLUTION MODIFYING PUBLIC HEARING RULES

The City Council previously adopted rules for conduct of public hearings and have requested modifications to the rules. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING THE CONCEPT PLAN FOR CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF ST. JULIEN STREET AND OLD MINNESOTA AVENUE AND AUTHORIZING PRELIMINARY ENGINEERING WORK RELATED TO THE PROJECT

Staff recommends the concept plan for construction of a roundabout at Old Minnesota Avenue/St. Julien Street be approved and Bolton and Menk, Inc. be authorized to proceed with preliminary engineering work for the project. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF A VACUUM EVACUATION SYSTEM

The City's current evacuator exceeds safe noise levels and has pipes that are too short to allow work to be done away from structures. Staff recommends the unbudgeted purchase of a new evacuator be approved with purchase from the State bid system and funding from Electric Utility funds. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION MODIFYING ROADWAYS INCLUDED IN THE CITY'S MUNICIPAL STATE AID PLAN

In order to maximize the mileage included on the City's MSA plan, staff recommends the removal of a section of roadway and the addition of two additional sections. Please see the attached staff report and RESOLUTION.

IX. REPORTS

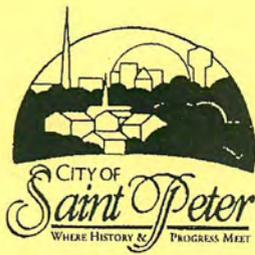
A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING SCHEDULE

A report will be provided at this time on the schedule for the next City/County meeting.



2. REPORT ON FINANCE COMMITTEE MEETING

A meeting of the City Council Finance Committee has been scheduled for Monday, November 4th at 5:00 p.m. to review the proposed legal services contract with Brandt Law Office. A report will be provided at this time.

3. REPORT ON GENERAL ELECTION

Election of City Council and School Board members will occur on Tuesday, November 5th. A report will be provided at this time.

4. OTHERS

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

X. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS UNION CONTRACT NEGOTIATIONS AND LAND ACQUISITION NEGOTIATIONS

State law allows for public meetings to be closed to discuss union contract negotiations and land acquisition negotiations. Staff recommends the meeting be closed at this time to discuss negotiations with the Streets, Parks, and Utilities Union and land negotiations related to the Washington Avenue Link Improvement Project. Please see the attached RESOLUTION.

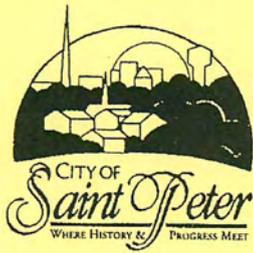
ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM

B. DISCUSSION OF UNION CONTRACT NEGOTIATIONS BETWEEN THE CITY AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 70 (STREETS)

Discussion will take place at this time regarding negotiations with the Streets union.

C. DISCUSSION OF UNION CONTRACT NEGOTIATIONS BETWEEN THE CITY AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 70 (PARKS)

Discussion will take place at this time regarding negotiations with the Parks Union.



D. DISCUSSION OF UNION CONTRACT NEGOTIATIONS BETWEEN THE CITY AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 70 (UTILITIES)

Discussion will take place at this time regarding negotiations with the Utilities Union.

E. DISCUSSION OF LAND ACQUISITION NEGOTIATIONS RELATED TO THE WASHINGTON AVENUE LINK PROJECT

Discussion will take place at this time regarding negotiations for land acquisition related to the Washington Avenue Link Improvement Project.

RETURN TO OPEN SESSION

XI. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak in the following order:
 - a. Citizens supporting the hearing issue.
 - b. Citizens opposed to the hearing issue.
 - c. General citizen comments or questions.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence has been received and everyone has been given an opportunity to be heard, the public hearing will be concluded. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will then discuss the issue in open session. During this portion of the meeting, citizens will no longer be allowed to participate in the discussion.

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 14, 2013**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on October 14, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Zieman, Pfeifer, Kvamme, Eichmann, Brand, and Carlin. Absent was Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

Public Hearing – Alley Vacation Request – Mayor Strand opened the public hearing on a request to vacate a portion of an alley in Block 104 of Patch's Addition at 7:02 p.m. City Administrator Prafke reviewed the rules and procedures the Council has adopted for public hearings. Community Development Director Wille provided an overview of the request to vacate the east-west alley adjacent to Lots 10-12 in Block 104. Wille noted the other half of the east-west alley was located in the Amended Plat and the adjacent property owners had already agreed to vacate the alley and had recorded the vacation with Nicollet County. Wille indicated the petitioner Leila Brammer had a deed to her property showing she already owned a portion of the alley, however he had been unable to find a previous Council action vacating the alley. Wille also requested the proposed resolution be modified to show six feet (6') of the alley would be deeded to Ms. Brammer and the remaining ten feet (10') would be deeded to the other property owners. Wille noted the Planning Commission recommended approval of the vacation as requested. Ms. Brammer, 1209 South Seventh Street, addressed the Council to request approval of the vacation request. There being no further speakers, the hearing was declared closed at 7:07 p.m.

Approval of Minutes – A motion was made by Eichmann, seconded by Carlin, to approve the minutes of the September 23, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the September 23, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Pfeifer, seconded by Zieman, Resolution No. 2013-137 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-137 is contained in the City Administrator's book entitled Council Resolutions 19.

Alley Vacation Patch's Addition – Community Development Director Wille recommended approval of the petition to vacate a portion of the east-west alley in Block 104 of Patch's Addition with six feet (6') of the alley deeded to Ms. Brammer and the remaining ten feet (10') deeded to the other property owners. In motion by Zieman, seconded by Brand, Resolution No. 2013-138 entitled "Resolution Approving The Petition To Vacate That Portion Of The East-West Alley In Block 104, Patch's Addition To The City Of Saint Peter Lying Adjacent To Lots 10 & 11, Block 104, Patch's Addition", was introduced with the change suggested by Wille to deed six feet to Ms. Brammer and ten feet to the other property owners adjacent to the alley. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of

Resolution No. 2013-138 is contained in the City Administrator's book entitled Council Resolutions 19.

T-Mobile Water Tower Lease Modification – Water Utilities Superintendent Moulton presented the negotiated modification to the City's lease with T-Mobile for cell phone equipment on the City's water tower. Moulton reported the amendment would extend the term of the lease through 2031 and would provide an additional \$150 per month in revenue. In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-139 entitled "Resolution Authorizing Execution Of Amendment To Existing Lease Agreement With T-Mobile For Lease Of Space On Broadway Water Tower", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-139 is contained in the City Administrator's book entitled Council Resolutions 19.

AT&T Easement – Water Utilities Superintendent Moulton presented the negotiated easement with AT&T for installation of a dedicated fiber line at the Broadway Water Tower which will be put in conduit. Moulton indicated AT&T would be responsible for all costs related to the easement development and recording. In motion by Eichmann, seconded by Kvamme, Resolution No. 2013-149 entitled "Resolution Authorizing Execution Of Easement Agreement With AT&T On The Broadway Water Tower Site", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-140 is contained in the City Administrator's book entitled Council Resolutions 19.

Public Hearings on Assessment of Unpaid Charges – City Administrator Prafke recommended public hearings be scheduled for assessment of unpaid water, wastewater and miscellaneous improvement projects; unpaid miscellaneous charges such as weed mowing and snow shoveling; and unpaid utility charges. Prafke noted the three public hearings will all be scheduled for Tuesday, November 12th due to the Veteran's Day holiday.

In motion by Kvamme, seconded by Carlin, Resolution No. 2013-141 entitled "Resolution Declaring The Cost To Be Assessed And Ordering Preparation Of Proposed Assessment Of Water, Wastewater, And Miscellaneous Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-141 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Kvamme, seconded by Brand, Resolution No. 2013-142 entitled "Resolution Calling For A Public Hearing On Proposed Assessments Of Water, Wastewater, And Miscellaneous Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-142 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-143 entitled "Resolution Declaring Unpaid Charges To Be Assessed And Ordering Preparation Of Proposed Assessment Of Miscellaneous Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-143 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Zieman, seconded by Carlin, Resolution No. 2013-144 entitled "Resolution Calling For Public Hearing On Assessment Of Miscellaneous Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-144 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Brand, seconded by Zieman, Resolution No. 2013-145 entitled "Resolution Declaring Unpaid Charges For Municipal Utilities To Be Assessed And Ordering Preparation Of

Proposed Assessment”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-145 is contained in the City Administrator’s book entitled Council Resolutions 19.

Councilmembers Brand and Carlin requested further discussion be scheduled at a workshop session on the City’s disconnect policy and landlord obligation policies related to unpaid utility bills.

In motion by Eichmann, seconded by Brand, Resolution No. 2013-146 entitled “Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-146 is contained in the City Administrator’s book entitled Council Resolutions 19.

Hospital Commission Policy Approval – City Administrator Prafke presented the Hospital Commission’s proposed modifications to their policies. Prafke noted the Commission is required to review the policies on a three-year rotation and recommended approval of the changes. Councilmember Kvamme requested the language specified in Section 3.2 that members of the Commission be “legal voters” of the City and asked that the language be replaced with “residents”. In motion by Kvamme, seconded by Brand, Resolution No. 2013-147 entitled “Resolution Approving Updated Hospital Commission Policies”, was introduced with the requested change. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-147 is contained in the City Administrator’s book entitled Council Resolutions 19.

Firefighter Job Description Modification – City Administrator Prafke recommended approval of a position description for Volunteer Firefighter. Prafke noted the description had never been formally approved by the City Council and staff had worked with the Fire Chief to take the description used by the Department and convert it to the standard format for City employees. In motion by Pfeifer, seconded by Zieman, Resolution No. 2013-148 entitled “Resolution Adopting Firefighter Position Description”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-148 is contained in the City Administrator’s book entitled Council Resolutions 19.

Bicycle Trail Authorization – Public Works Director Giesking requested approval of the plan for installation of multi-use recreational trails (bicycles) in Traverse des Sioux Park as recommended by the Parks and Recreation Advisory Board. Dan Oachs (817 West Evenson), Paul Hanson (748 Valley View Drive); and Dave Newell (826 North Ninth Street), addressed the Council to review the proposed plan and the construction of the trails. Mr. Newell indicated the trails will be available for use for hiking, biking, snowshoeing and other activities and will be approximately 11-15 miles long and two feet (2’) wide in a one-way loop. Newell indicated no trees will be removed during construction and funding of the \$5-8,000 project will be provided by donations for signs, maps, three bridges and safety provisions. Newell also encouraged those interested in helping with the trail construction to contact him at TraverseTrails@gustavus.edu. In motion by Carlin, seconded by Brand, Resolution No. 2013-149 entitled “Resolution Approving Bicycle Trail Plan For Traverse des Sioux Park And Authorizing Construction Of Trail”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-149 is contained in the City Administrator’s book entitled Council Resolutions 19.

Broadway Generation Catalyst Project – Public Works Director Giesking requested authorization be provided for receipt of bids for installation of the carbon dioxide reducing equipment at the Electric Generation Plant. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-150 entitled “Resolution Approving Plans For Installation Of Catalysts At

The Broadway Generation Plant And Authorizing Receipt Of Bids”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-150 is contained in the City Administrator’s book entitled Council Resolutions 19.

Reports

Mayor’s Report – Mayor Strand thanked Councilmember Pfeifer for serving as Mayor pro tem during his recent absence. Strand also reported on his recent activities which included Region Nine Development Commission meetings, and the groundbreaking ceremony for the Park Row Crossing development at the old hospital site.

Welco West Development – City Administrator Prafke reported he had discussion with Nicollet County regarding the development proposals received for the tax forfeiture area of Welco West Subdivision.

SMMPA/APPA – City Administrator Prafke reported the SMMPA annual meeting would take place in Bloomington on October 17-18th and information on the APPA legislative rally in Washington, D.C. would be distributed to Councilmembers as soon as it was available.

Councilmember Brand reminded Councilmembers of the City Council candidates forum which was scheduled for October 22nd.

Executive Session – Union Negotiations – City Administrator Prafke requested a closed session of the Council to discuss union negotiations with the Police Officer and Communications Technicians unions. In motion by Pfeifer, seconded by Kvamme, Resolution No. 2013-1 entitled “Resolution Calling For Executive Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-1 is contained in the City Administrator’s book entitled Council Resolutions 19.

The City Council adjourned to closed session in the Traverse des Sioux room of the Community Center at 8:17 p.m. to discuss the Police Officer Union negotiations. The closed session ended at 8:21 p.m.

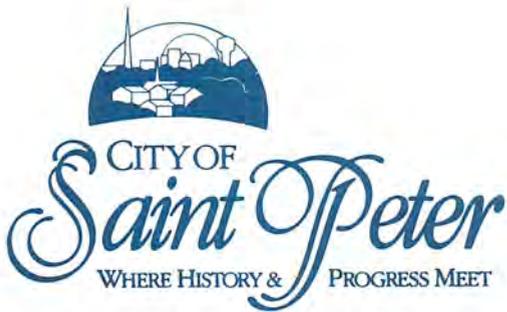
The Council began the closed session to discuss Communications Technician union negotiations at 8:22 p.m. The Council returned to open session at 8:24 p.m.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:25 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/21/13

FROM: Lewis Giesking
Director of Public Works

RE: Revise 2013 Street Maintenance Program

ACTION/RECOMMENDATION

Authorize the bulk purchase of additional asphalt patching materials from Southern Minnesota Construction (SMC) in the amount of \$20,000.

BACKGROUND

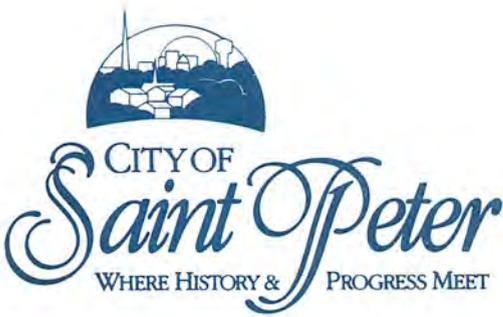
In 2013, the initial street maintenance program identified two bulk purchase orders to Southern Minnesota Construction for a total amount of \$120,000. The Streets 2013 full depth patching program budget was \$150,000. Staff is recommending an additional bulk purchase order for \$20,000.

There will be \$10,000 left in the maintenance budget. \$5,300 of the additional purchase will be used to correct spillway problems at Jefferson Fields. The remaining \$14,700 will be used throughout the community for additional patching.

The current condition of the parking lot at Jefferson Fields has been deteriorating over the past few years due to the freeze/thaw cycle that happens on a yearly basis. This parking lot was done years ago with a seal coat type surface supplying just a half-inch (0.5") of material for this area. Staff is recommending putting down a three inch (3") asphalt mat on the two sides of the new spillway which will stand up to the freeze/thaw cycles. Staff will budget the remaining asphalt needed to complete the parking lot in the next up-coming budgets.

The purchase is funded from the 2013 streets maintenance budget

LGG:bl



Memorandum

To: Pete Moulton
Water Utilities Superintendent

Date: October 21, 2013

From: Chris Voeltz *CV*
Water Foreman

*OK
LJ
10/22/13*

*OK
PTM
10/21/13*

RE Water Meter Inventory Purchase

Action/Recommendation

Approve the purchase of 50 water meters for inventory from Dakota Supply Group of Burnsville Minnesota in the amount of \$9,084.38.

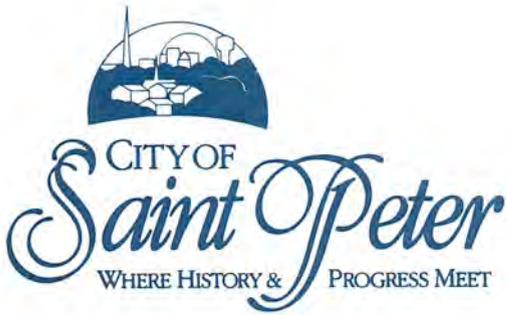
Background

Staff is in the process of restocking some of its water meter inventory that has been used. There has been over 20 new housing and apartment building permits issued in 2013 and each unit requires a double metering setup for domestic and irrigation water usage. The Water Utility budget under line item 601.49430 contains money allocated for the purpose of these items.

Staff prepared a "request for quote" specification that would allow three water meter vendors to quote competitively for delivery of 50 water meters. Of the three companies all supplied quotes that met the minimum requirements for delivery, taxes, and materials.

Quotes were received from:

<u>Company</u>	<u>Cost per meter</u>	<u>Total cost w/tax</u>
Dakota Supply Group – Burnsville	\$170.00	\$ 9,084.38
Minnesota Pipe and Equipment- Farmington	\$186.80	\$ 9,982.13
HD Supply Waterworks – Eden Prairie	Responded with "No Bid"	



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/23/13

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

RE: Surplus Cut Off Saw

ACTION/RECOMMENDATION

It is recommended to declare a Stihl TS 760 cut off saw and cart as surplus property as per the City Code.

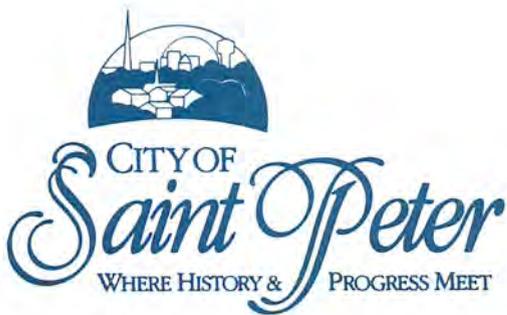
BACKGROUND

The Water Utility purchased a new replacement cut off saw with a cart, which is used for cutting water main pipe, asphalt, and concrete. The old Stihl TS 760 concrete cut off saw and cart is over 10 years old and has broken down due to extensive use. The cost to repair the saw is not feasible and the saw is obsolete. It is proposed to declare the old concrete cut off saw and cart as surplus property and to dispose of the units.

FISCAL IMPACT:

None.

LGG:bl



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/24/2013

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointment

ACTION/RECOMMENDATION

Provide for appointment of a replacement Library Board member as the School District #508 representative.

BACKGROUND

School District #508 has requested the appointment of John Brynes to replace Ytive Prafke as the Schools representative on the Library Board.

Please include consideration of this advisory board appointment as part of the October 28th consent agenda.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ARROW ACE HARDWARE INC	laser pet toy	GENERAL FUND	MAYOR & COUNCIL	7.48
	bulbs,ant control	GENERAL FUND	CITY ADMINISTRATION	9.61
	bulbs,ant control	GENERAL FUND	CITY CLERK	9.61
	bulbs,ant control	GENERAL FUND	FINANCE	6.41
	bulbs,ant control	GENERAL FUND	POLICE	5.13
	bolts,aqua seal	GENERAL FUND	POLICE	7.82
	hearing protectrs,hook,pain	GENERAL FUND	FIRE	62.33
	bulbs,ant control	GENERAL FUND	BUILDING INSPECTOR	2.56
	febreze	GENERAL FUND	BUILDING INSPECTOR	8.00
	bulbs,ant control	GENERAL FUND	PUBLIC WORKS ADMIN	1.28
	hose coupling,goo cleaner	GENERAL FUND	STREETS	1.81
	key master	GENERAL FUND	RECREATION/LEISURE SER	7.34
	caulk,flag pole keys,paint	GENERAL FUND	PARKS	181.31
	hose coupling,goo cleaner	GENERAL FUND	PARKS	1.81
	bulbs,ant control	GENERAL FUND	ECONOMIC DEVMT	0.64
	2 cycle oil	LIBRARY FUND	LIBRARY	2.24
	2 cycle oil	COMMUNITY CENTER	COMMUNITY CENTER	8.95
	rake,hose,clamp,keys	COMMUNITY CENTER	COMMUNITY CENTER	85.45
	hose adapt&mender,utilityk	WATER	PURIFICATION AND TREAT	33.61
	hose coupling,goo cleaner	WATER	DISTRIBUTION AND STORA	0.91
	bulbs,ant control	WATER	ADMIN AND GENERAL	5.77
	hose coupling,goo cleaner	WASTE WATER FUND	SOURCE/TREATMENT	0.91
	pvc sampler line	WASTE WATER FUND	SOURCE/TREATMENT	34.65
	bulbs,ant control	WASTE WATER FUND	ADMIN AND GENERAL	5.77
	hose coupling,goo cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	0.91
	hole straps, cover box	ELECTRIC FUND	POWER DISTRIBUTION	6.38
	hose coupling,goo cleaner	ELECTRIC FUND	POWER DISTRIBUTION	1.81
	bulbs,ant control	ELECTRIC FUND	ADMIN AND GENERAL	17.30
	hose coupling,goo cleaner	STORMWATER FUND	TREATMENT	0.90
	treemendous repair	RESTRICTED CONTRIB	PARKS	10.64
			TOTAL:	529.34
B & B ENTERPRISE	plates	GENERAL FUND	FIRE	111.19
			TOTAL:	111.19
B & L UTILITY MAINTENANCE, LLC	pressure wash&seal cement	ELECTRIC FUND	POWER DISTRIBUTION	13,480.00
	sand blast/paint35',2coats	ELECTRIC FUND	POWER DISTRIBUTION	4,501.25
			TOTAL:	17,981.25
B. STARK & CO.	t shirts w/printing	RESTRICTED CONTRIB	COMMUNITY SERVICE	631.05
			TOTAL:	631.05
BATTERIES PLUS	rechrg batt flashing light	GENERAL FUND	STREETS	113.27
			TOTAL:	113.27
BEST WESTERN	conf lodging wayne a,paula	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	382.08
			TOTAL:	382.08
BLUE VALLEY SOD	hydroseeding & labor	ELECTRIC FUND	POWER DISTRIBUTION	664.75
			TOTAL:	664.75
BOLTON & MENK INC	staff mtgs	GENERAL FUND	STREETS	59.06
	8/17-9/13ped ramp	GENERAL FUND	STREETS	250.00
	staff mtgs	GENERAL FUND	PARKS	47.25
	22 bridge	GENERAL FUND	PARKS	52.50
	8/17-9/13old hosp	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	475.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	north end 169 options	PERM IMPROVMENT RE	STREETS	1,227.50
	8/17-9/13old mn/st julien	PERM IMPROVMENT RE	STREETS	9,796.00
	msa bonding	PERM IMPROVMENT RE	STREETS	971.25
	thru 9/13/13 wash ave link	PERM IMPROVMENT RE	STREETS	40,426.00
	8/17-9/13n3rd st imp	WATER	CAPITAL-WATER DISTRIBU	2,561.33
	staff mtgs	WATER	ADMIN AND GENERAL	23.63
	8/17-9/13n3rd st imp	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	2,561.33
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	23.63
	8/17-9/13 compost site	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	910.00
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	23.62
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	59.06
	8/17-9/13n3rd st imp	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	2,561.34
	8/17-9/13 ramsey & 4th st	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	672.50
			TOTAL:	62,701.00
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,702.00
	criminal	GENERAL FUND	LEGAL SERVICES	5,755.00
	rural development	COMMUNITY CENTER	COMMUNITY CENTER	14.00
	hunter hardwood	REVOLVING LOAN FUN	ECONOMIC DEVMT	84.00
	wash ave link	PERM IMPROVMENT RE	STREETS	742.00
	habitat lot	WASH TERRACE HOUSI	ECONOMIC DEVMT	24.00
	green valley	WATER	ADMIN AND GENERAL	112.00
	water plant	WATER	ADMIN AND GENERAL	42.00
			TOTAL:	8,475.00
HERB BROWN	found a lost book - refund	LIBRARY FUND	NON-DEPARTMENTAL	27.99
			TOTAL:	27.99
BRYAN ROCK PRODUCTS INC	red ball diamond aglime	GENERAL FUND	PARKS	189.80
			TOTAL:	189.80
TAMI CALDWELL	uniform pants	GENERAL FUND	POLICE	24.99
			TOTAL:	24.99
MICHAEL CALLAHAN	performance	LIBRARY FUND	LIBRARY	250.00
			TOTAL:	250.00
CINTAS CORPORATION #754	sept uniform service	ELECTRIC FUND	ADMIN AND GENERAL	537.15
			TOTAL:	537.15
CITY OF NORTH MANKATO	tactical response team fee	GENERAL FUND	POLICE	350.00
			TOTAL:	350.00
COLE PAPERS INC	icemelt	GENERAL FUND	CITY ADMINISTRATION	7.61
	icemelt	GENERAL FUND	CITY CLERK	7.61
	icemelt	GENERAL FUND	FINANCE	5.07
	icemelt	GENERAL FUND	POLICE	4.06
	icemelt	GENERAL FUND	BUILDING INSPECTOR	2.03
	icemelt	GENERAL FUND	PUBLIC WORKS ADMIN	1.01
	towels,tt,cups,gloves,clnr	GENERAL FUND	STREETS	142.70
	paper	GENERAL FUND	RECREATION/LEISURE SER	229.46
	towels,tt,cups,gloves,clnr	GENERAL FUND	PARKS	142.70
	icemelt	GENERAL FUND	ECONOMIC DEVMT	0.51
	paper	COMMUNITY CENTER	COMMUNITY CENTER	57.37
	towels,tt,cups,gloves,clnr	WATER	DISTRIBUTION AND STORA	71.35
	icemelt	WATER	ADMIN AND GENERAL	4.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	towels,tt,cups,gloves,clnr	WASTE WATER FUND	SOURCE/TREATMENT	71.35
	icemelt	WASTE WATER FUND	ADMIN AND GENERAL	4.55
	towels,tt,cups,gloves,clnr	ENVIRON SERVICES F	REFUSE DISPOSAL	71.35
	towels,tt,cups,gloves,clnr	ELECTRIC FUND	POWER DISTRIBUTION	142.70
	icemelt	ELECTRIC FUND	ADMIN AND GENERAL	13.69
	towels,tt,cups,gloves,clnr	STORMWATER FUND	TREATMENT	71.37
			TOTAL:	1,051.05
COMFORT SYSTEMS, INC.	pressure washer parts/lab	GENERAL FUND	STREETS	251.52
	pressure washer parts/lab	GENERAL FUND	PARKS	201.22
	pressure washer parts/lab	WATER	ADMIN AND GENERAL	100.61
	pressure washer parts/lab	WASTE WATER FUND	ADMIN AND GENERAL	100.61
	pressure washer parts/lab	ENVIRON SERVICES F	ADMIN AND GENERAL	100.61
	pressure washer parts/lab	ELECTRIC FUND	ADMIN AND GENERAL	251.52
			TOTAL:	1,006.09
COMPUTER TECHNOLOGY SOLUTIONS, INC.	ram	WATER	ADMIN AND GENERAL	80.16
	ram	WATER	CUSTOMER ACCOUNTS	20.04
	ram	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.04
	ram	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	20.03
	ram	ELECTRIC FUND	CUSTOMER ACCOUNTS	20.04
			TOTAL:	160.31
COPIER BUSINESS SOLUTIONS	contract overage 9/10-10/9	GENERAL FUND	RECREATION/LEISURE SER	103.11
	contract overage 9/10-10/9	COMMUNITY CENTER	COMMUNITY CENTER	103.11
			TOTAL:	206.22
CREDIT RIVER TOOLS	sockets	GENERAL FUND	STREETS	20.37
	sockets	GENERAL FUND	PARKS	20.37
	sockets	WATER	DISTRIBUTION AND STORA	10.19
	sockets	WASTE WATER FUND	SOURCE/TREATMENT	10.19
	sockets	ENVIRON SERVICES F	REFUSE DISPOSAL	10.19
	sockets	ELECTRIC FUND	POWER DISTRIBUTION	20.37
	sockets	STORMWATER FUND	TREATMENT	10.17
			TOTAL:	101.85
DAVID DROWN ASSOCIATES, INC.	tif 1-19 park row	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	5,799.44
	2013b bond fee	2013B TIF #1-18 N	STREETS	11,250.00
			TOTAL:	17,049.44
DGR ENGINEERING	brdwy gen thru 9/30/13	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,332.20
			TOTAL:	2,332.20
DIAMOND VOGEL PAINTS	white traffic paint	GENERAL FUND	STREETS	435.25
			TOTAL:	435.25
LANCE DLOUHY	hfr prizes	RESTRICTED CONTRIB	RECREATION/LEISURE SER	450.00
			TOTAL:	450.00
DM STAMPS & SPECIALTIES INC	new materials processing s	LIBRARY FUND	LIBRARY	545.81
			TOTAL:	545.81
ECONO FOODS	staff training refreshmnts	GENERAL FUND	CITY ADMINISTRATION	32.11
	vinegar,3 pk wht bar	GENERAL FUND	FIRE	20.00
	cake	GENERAL FUND	STREETS	11.00
	dance supplies	GENERAL FUND	SENIOR COORDINATOR	53.61

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cake	GENERAL FUND	PARKS	11.00
	cake	WATER	DISTRIBUTION AND STORA	5.50
	cake	WASTE WATER FUND	SOURCE/TREATMENT	5.50
	water	WASTE WATER FUND	SOURCE/TREATMENT	1.78
	tide	WASTE WATER FUND	SOURCE/TREATMENT	40.57
	cake	ENVIRON SERVICES F	REFUSE DISPOSAL	5.50
	cake	ELECTRIC FUND	POWER DISTRIBUTION	11.00
	cake	STORMWATER FUND	TREATMENT	5.49
			TOTAL:	203.06
ENVIRONMENTAL TOXICITY CONTROL, INC.	acute toxicity test	WASTE WATER FUND	SOURCE/TREATMENT	750.00
			TOTAL:	750.00
ERC WIPING PRODUCTS, INC.	polishing(cleaning) cloths	GENERAL FUND	STREETS	24.00
	polishing(cleaning) cloths	GENERAL FUND	PARKS	24.00
	polishing(cleaning) cloths	WATER	DISTRIBUTION AND STORA	12.00
	polishing(cleaning) cloths	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	polishing(cleaning) cloths	ENVIRON SERVICES F	REFUSE DISPOSAL	12.00
	polishing(cleaning) cloths	ELECTRIC FUND	POWER DISTRIBUTION	24.00
	polishing(cleaning) cloths	STORMWATER FUND	TREATMENT	12.00
			TOTAL:	120.00
ERICKSON OIL PRODUCTS INC	september fuel	WATER	SOURCE OF SUPPLY	2.06
	september fuel	WATER	PURIFICATION AND TREAT	3.09
	september fuel	WATER	DISTRIBUTION AND STORA	15.45
	september fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	232.65
	september fuel	STORMWATER FUND	TREATMENT	148.17
			TOTAL:	401.42
FASTENAL COMPANY	cable ties 6"	GENERAL FUND	STREETS	6.67
	sealed crimp ring terminal	GENERAL FUND	STREETS	2.33
	safety glasses,cable ties,	GENERAL FUND	STREETS	35.65
	cable ties,headlamp,floure	GENERAL FUND	STREETS	137.04
	drill bits	GENERAL FUND	STREETS	26.16
	cable ties 6"	GENERAL FUND	PARKS	6.67
	sealed crimp ring terminal	GENERAL FUND	PARKS	2.33
	safety glasses,cable ties,	GENERAL FUND	PARKS	28.52
	cable ties,headlamp,floure	GENERAL FUND	PARKS	137.04
	drill bits	GENERAL FUND	PARKS	26.16
	cable ties 6"	WATER	DISTRIBUTION AND STORA	3.34
	sealed crimp ring terminal	WATER	DISTRIBUTION AND STORA	1.17
	cable ties,headlamp,floure	WATER	DISTRIBUTION AND STORA	68.52
	drill bits	WATER	DISTRIBUTION AND STORA	13.08
	safety glasses,cable ties,	WATER	ADMIN AND GENERAL	14.26
	cable ties 6"	WASTE WATER FUND	SOURCE/TREATMENT	3.34
	sealed crimp ring terminal	WASTE WATER FUND	SOURCE/TREATMENT	1.17
	cable ties,headlamp,floure	WASTE WATER FUND	SOURCE/TREATMENT	68.52
	drill bits	WASTE WATER FUND	SOURCE/TREATMENT	13.08
	safety glasses,cable ties,	WASTE WATER FUND	ADMIN AND GENERAL	14.26
	cable ties 6"	ENVIRON SERVICES F	REFUSE DISPOSAL	3.34
	sealed crimp ring terminal	ENVIRON SERVICES F	REFUSE DISPOSAL	1.17
	cable ties,headlamp,floure	ENVIRON SERVICES F	REFUSE DISPOSAL	68.52
	drill bits	ENVIRON SERVICES F	REFUSE DISPOSAL	13.08
	safety glasses,cable ties,	ENVIRON SERVICES F	ADMIN AND GENERAL	14.27
	cable ties 6"	ELECTRIC FUND	POWER DISTRIBUTION	6.67
	sealed crimp ring terminal	ELECTRIC FUND,	POWER DISTRIBUTION	2.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cable ties,headlamp,floure	ELECTRIC FUND	POWER DISTRIBUTION	137.04
	drill bits	ELECTRIC FUND	POWER DISTRIBUTION	26.16
	safety glasses,cable ties,	ELECTRIC FUND	ADMIN AND GENERAL	35.65
	cable ties 6"	STORMWATER FUND	TREATMENT	3.32
	sealed crimp ring terminal	STORMWATER FUND	TREATMENT	1.17
	cable ties,headlamp,floure	STORMWATER FUND	TREATMENT	68.54
	drill bits	STORMWATER FUND	TREATMENT	13.07
			TOTAL:	1,003.64
FERGUSON WATERWORKS #2516	1"/m/horns w/swivels	WATER	NON-DEPARTMENTAL	485.37
			TOTAL:	485.37
GILLUND ENTERPRISES INC	tune up & antigel	GENERAL FUND	STREETS	102.16
	tune up & antigel	GENERAL FUND	PARKS	102.16
	tune up & antigel	WATER	DISTRIBUTION AND STORA	51.08
	tune up & antigel	WASTE WATER FUND	SOURCE/TREATMENT	51.08
	tune up & antigel	ENVIRON SERVICES F	REFUSE DISPOSAL	51.08
	tune up & antigel	ELECTRIC FUND	POWER DISTRIBUTION	102.16
	tune up & antigel	STORMWATER FUND	TREATMENT	51.07
			TOTAL:	510.79
GOLDER ASSOCIATES INC.	stack test	ELECTRIC FUND	POWER PRODUCTION	625.95
			TOTAL:	625.95
GRAYBAR ELECTRIC COMPANY INC	#487,#800 2"conduit 45&90	ELECTRIC FUND	NON-DEPARTMENTAL	276.58
			TOTAL:	276.58
GUSTAVUS ADOLPHUS COLLEGE P.O.	september postage	GENERAL FUND	CITY ADMINISTRATION	26.40
	september postage	GENERAL FUND	CITY CLERK	4.08
	september postage	GENERAL FUND	ELECTIONS	18.36
	september postage	GENERAL FUND	FINANCE	59.75
	september postage	GENERAL FUND	POLICE	55.48
	september postage	GENERAL FUND	FIRE	11.73
	september postage	GENERAL FUND	BUILDING INSPECTOR	11.86
	september postage	GENERAL FUND	PUBLIC WORKS ADMIN	40.37
	september postage	GENERAL FUND	RECREATION/LEISURE SER	21.36
	september postage	GENERAL FUND	SWIMMING POOL	12.75
	september postage	GENERAL FUND	PARKS	2.04
	september postage	GENERAL FUND	ECONOMIC DEVMT	68.05
	september postage	LIBRARY FUND	LIBRARY	1.02
	september postage	COMMUNITY CENTER	COMMUNITY CENTER	5.10
	september postage	WATER	CUSTOMER ACCOUNTS	111.08
	september postage	WASTE WATER FUND	ADMIN AND GENERAL	5.62
	september postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	111.08
	september postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	111.07
	september postage	ELECTRIC FUND	ADMIN AND GENERAL	7.16
	september postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	111.07
	september postage	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	7.14
			TOTAL:	802.57
H & L MESABI	2x8 poly blades	GENERAL FUND	STREETS	772.54
			TOTAL:	772.54
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	2,348.28
	sodium hydroxide(caustic s	WATER	PURIFICATION AND TREAT	877.50
			TOTAL:	3,225.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
HD SUPPLY FACILITIES MAINTENANCE	1" copper tubing	WATER	NON-DEPARTMENTAL	3,180.60	
	hyd flushing elbow	WATER	DISTRIBUTION AND STORA	335.59	
	drain plungers & o rings	WATER	DISTRIBUTION AND STORA	120.21	
			TOTAL:	3,636.40	
HENDERSON INDEPENDENT	1 year renewal	LIBRARY FUND	LIBRARY	35.00	
			TOTAL:	35.00	
HICKORY TECH	phone svc 9/8-10/7/13	GENERAL FUND	CITY ADMINISTRATION	77.83	
	phone svc 9/8-10/7/13	GENERAL FUND	CITY CLERK	15.39	
	phone svc 9/8-10/7/13	GENERAL FUND	FINANCE	121.16	
	phone svc 9/8-10/7/13	GENERAL FUND	MUNICIPAL BUILDING	7.19	
	phone svc 9/8-10/7/13	GENERAL FUND	POLICE	363.36	
	phone svc 9/8-10/7/13	GENERAL FUND	FIRE	151.48	
	phone svc 9/8-10/7/13	GENERAL FUND	BUILDING INSPECTOR	45.17	
	phone svc 9/8-10/7/13	GENERAL FUND	PUBLIC WORKS ADMIN	85.17	
	phone svc 9/8-10/7/13	GENERAL FUND	STREETS	52.36	
	phone svc 9/8-10/7/13	GENERAL FUND	SENIOR COORDINATOR	6.14	
	phone svc 9/8-10/7/13	GENERAL FUND	RECREATION/LEISURE SER	129.23	
	phone svc 9/8-10/7/13	GENERAL FUND	SWIMMING POOL	31.32	
	phone svc 9/8-10/7/13	GENERAL FUND	PARKS	93.44	
	phone svc 9/8-10/7/13	GENERAL FUND	ECONOMIC DEVMT	29.78	
	phone svc 9/8-10/7/13	LIBRARY FUND	LIBRARY	91.64	
	phone svc 9/8-10/7/13	PUBLIC ACCESS	PUBLIC ACCESS	15.39	
	phone svc 9/8-10/7/13	COMMUNITY CENTER	COMMUNITY CENTER	48.03	
	phone svc 9/8-10/7/13	WATER	ADMIN AND GENERAL	212.28	
	phone svc 9/8-10/7/13	WASTE WATER FUND	ADMIN AND GENERAL	194.88	
	phone svc 9/8-10/7/13	ENVIRON SERVICES F	ADMIN AND GENERAL	33.27	
	phone svc 9/8-10/7/13	ELECTRIC FUND	ADMIN AND GENERAL	150.39	
	phone svc 9/8-10/7/13	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	50.26	
			TOTAL:	2,005.16	
	LINCOLN HOOPER	driver's license	ELECTRIC FUND	ADMIN AND GENERAL	42.25
				TOTAL:	42.25
	JON HUGHES	clothing allowance	GENERAL FUND	POLICE	99.96
				TOTAL:	99.96
IMPACT	sept bills printing	WATER	CUSTOMER ACCOUNTS	136.53	
	sept bills postage	WATER	CUSTOMER ACCOUNTS	358.29	
	sept bills printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	136.53	
	sept bills postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	358.29	
	sept bills printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	136.53	
	sept bills postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	358.27	
	sept bills printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	136.54	
	sept bills postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	358.29	
	sept bills flyer insert	ELECTRIC FUND	CUSTOMER ACCOUNTS	281.56	
	sept kingpin ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	114.54	
			TOTAL:	2,375.37	
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	993.65	
			TOTAL:	993.65	
INTERNATIONAL INSTITUTE OF MUNICIPAL C	2013 membership dues	GENERAL FUND	CITY ADMINISTRATION	160.00	
			TOTAL:	160.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIBBLE EQUIPMENT	fitting	STORMWATER FUND	TREATMENT	13.21
			TOTAL:	13.21
KIND VETERINARY CLINIC PA	sept paws vet svcs	RESTRICTED CONTRIB	COMMUNITY SERVICE	29.58
			TOTAL:	29.58
KRIS ENGINEERING, INC.	#207 cutting edge	GENERAL FUND	STREETS	675.98
	#207 cutting edge	GENERAL FUND	STREETS	506.99
			TOTAL:	1,182.97
KWIK TRIP INC	sept fuel	GENERAL FUND	POLICE	2,068.44
	sept fuel	GENERAL FUND	FIRE	68.68
	september fuel	GENERAL FUND	BUILDING INSPECTOR	79.22
	sept fuel	GENERAL FUND	STREETS	24.25
	september fuel	GENERAL FUND	PARKS	304.95
	september fuel	WATER	PURIFICATION AND TREAT	29.25
	september fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	29.25
	sept fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,583.24
			TOTAL:	5,187.28
LAGER'S INC	#209 nozzle	GENERAL FUND	POLICE	21.64
	vent assy	GENERAL FUND	FIRE	19.89
			TOTAL:	41.53
LEAGUE OF MINNESOTA CITIES	stormwater coalition9/13-1	STORMWATER FUND	ADMINISTRATION AND GEN	760.00
			TOTAL:	760.00
LJP ENTERPRISES INC	sept waste svc	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	sept waste svc	WATER	PURIFICATION AND TREAT	99.42
	sept waste svc	WASTE WATER FUND	SOURCE/TREATMENT	218.29
	furniture pick up	ENVIRON SERVICES F	NON-DEPARTMENTAL	206.00
	sept waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	931.59
			TOTAL:	1,487.76
MATHESON TRI-GAS INC	oxygen	GENERAL FUND	STREETS	24.38
	oxygen	GENERAL FUND	PARKS	24.38
	oxygen	WATER	DISTRIBUTION AND STORA	12.19
	oxygen	WASTE WATER FUND	SOURCE/TREATMENT	12.19
	oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	12.19
	oxygen	ELECTRIC FUND	POWER DISTRIBUTION	24.38
	oxygen	STORMWATER FUND	TREATMENT	12.18
			TOTAL:	121.89
MATT PARROTT AND SONS CO	del/disc notice paper	WATER	CUSTOMER ACCOUNTS	30.42
	del/disc notice paper	WASTE WATER FUND	CUSTOMER ACCOUNTS	30.42
	del/disc notice paper	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	30.42
	del/disc notice paper	ELECTRIC FUND	CUSTOMER ACCOUNTS	30.42
			TOTAL:	121.68
MED-COMPASS INC	annual hearing tests &tra	GENERAL FUND	MUNICIPAL BUILDING	13.00
	annual hearing tests &tra	GENERAL FUND	FIRE	10.40
	annual hearing tests &tra	GENERAL FUND	STREETS	103.15
	annual hearing tests &tra	GENERAL FUND	PARKS	82.52
	annual hearing tests &tra	COMMUNITY CENTER	COMMUNITY CENTER	26.00
	annual hearing tests &tra	WATER	ADMIN AND GENERAL	41.26
	annual hearing tests &tra	WASTE WATER FUND	ADMIN AND GENERAL	41.26

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	annual hearing tests & trai	ENVIRON SERVICES F	ADMIN AND GENERAL	41.26
	annual hearing tests & trai	ELECTRIC FUND	ADMIN AND GENERAL	103.15
			TOTAL:	462.00
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	1,267.23
	cln supp duplicate pmt cor	COMMUNITY CENTER	COMMUNITY CENTER	262.69-
			TOTAL:	1,004.54
MISC VENDOR	BAREFOOT WINOS	hfr live music band	RESTRICTED CONTRIB RECREATION/LEISURE SER	600.00
	CITY OF KASOTA	water for compost site	ENVIRON SERVICES F CAPITAL-GENERAL PLANT	46.80
	COMMERCIAL TRUCK COLLI	sterling truck claim balan	PROPERTY INSURANCE INSURANCE-UNALLOCATED	29,927.99
	DS SOLUTIONS	elections	GENERAL FUND ELECTIONS	144.28
	MISH, JILL	rental fee refund	GENERAL FUND NON-DEPARTMENTAL	122.91
	MN TRUCK & TRACTOR	hedge trimmer & power cell	ENVIRON SERVICES F REFUSE DISPOSAL	577.06
	PETERSEN, KRISTIAN	muslim journeys honorarium	GENERAL FUND CITY ADMINISTRATION	50.00
	USA INFLATABLES	hfr bounce house	RESTRICTED CONTRIB RECREATION/LEISURE SER	374.50
	WANOUS, LUVERNE	senior dance entertainment	GENERAL FUND SENIOR COORDINATOR	160.00
			TOTAL:	32,003.54
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	3rd qtr unemployment	LIBRARY FUND	LIBRARY	70.20
			TOTAL:	70.20
MN DEPT OF LABOR & INDUSTRY	pressure vessel cert	GENERAL FUND	FIRE	10.00
	3rd qtr state surcharge	GENERAL FUND	BUILDING INSPECTOR	3,274.43
	pressure vessel certs 2014	GENERAL FUND	STREETS	7.50
	boiler certs	GENERAL FUND	SWIMMING POOL	20.00
	pressure vessel certs 2014	GENERAL FUND	PARKS	6.00
	pressure vessel certs 2014	WATER	PURIFICATION AND TREAT	10.00
	pressure vessel certs 2014	WATER	ADMIN AND GENERAL	3.00
	pressure vessel certs 2014	WASTE WATER FUND	COLLECTOR/LIFT STAT	10.00
	boiler&pressure vessel cer	WASTE WATER FUND	SOURCE/TREATMENT	30.00
	pressure vessel certs 2014	WASTE WATER FUND	ADMIN AND GENERAL	3.00
	pressure vessel certs 2014	ENVIRON SERVICES F	ADMIN AND GENERAL	3.00
	pressure vessel certs 2014	ELECTRIC FUND	ADMIN AND GENERAL	7.50
			TOTAL:	3,384.43
MN PIPE & EQUIPMENT	carbide tip hole saw	WATER	PURIFICATION AND TREAT	64.38
			TOTAL:	64.38
PETE MOULTON	mileage 9/30-10/11/13	WATER	ADMIN AND GENERAL	11.87
	2nd qtr lions dues	WATER	ADMIN AND GENERAL	80.00
	mileage incl winthrop towr	WASTE WATER FUND	ADMIN AND GENERAL	56.50
	smmpa conf hotel & meal	ELECTRIC FUND	ADMIN AND GENERAL	163.85
	mileage incl mankato	STORMWATER FUND	ADMINISTRATION AND GEN	83.05
			TOTAL:	395.27
MTI DISTRIBUTING CO	#311 rubber windsheild gas	GENERAL FUND	PARKS	51.54
			TOTAL:	51.54
NAPA AUTO PARTS OF ST PETER	air filter	GENERAL FUND	NON-DEPARTMENTAL	52.42
	rotor kit#412	GENERAL FUND	POLICE	273.62
	fuse,sprk plugs	GENERAL FUND	FIRE	22.29
	bulb,center punch	GENERAL FUND	FIRE	54.82
	brake clnr,washer fluid	GENERAL FUND	STREETS	8.68
	trailer ball,ball mount#61	GENERAL FUND	STREETS	51.28
	brake clnr,washer fluid	GENERAL FUND	PARKS	8.68

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	brake clnr,washer fluid	WATER	DISTRIBUTION AND STORA	4.34
	brake clnr,washer fluid	WASTE WATER FUND	SOURCE/TREATMENT	4.34
	brake clnr,washer fluid	ENVIRON SERVICES F	REFUSE DISPOSAL	4.34
	brake clnr,washer fluid	ELECTRIC FUND	POWER DISTRIBUTION	8.68
	batteries#306#708	ELECTRIC FUND	POWER DISTRIBUTION	303.56
	brake clnr,washer fluid	STORMWATER FUND	TREATMENT	4.35
	battery disc brake pads #1	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	178.69
			TOTAL:	980.09
NELSON PRINTING COMPANY	business cards	GENERAL FUND	COMMUNITY SERVICE	56.64
	ups safety vests(inventory	GENERAL FUND	STREETS	3.25
	cd's	GENERAL FUND	RECREATION/LEISURE SER	7.21
	campground brochure	GENERAL FUND	RECREATION/LEISURE SER	257.46
	lego ship	GENERAL FUND	RECREATION/LEISURE SER	18.69
	ups safety vests(inventory	GENERAL FUND	PARKS	2.60
	ups safety vests(inventory	WATER	ADMIN AND GENERAL	1.30
	water door hangers	WATER	ADMIN AND GENERAL	143.75
	ups safety vests(inventory	WASTE WATER FUND	ADMIN AND GENERAL	1.30
	ups safety vests(inventory	ENVIRON SERVICES F	ADMIN AND GENERAL	1.30
	ups safety vests(inventory	ELECTRIC FUND	ADMIN AND GENERAL	3.25
	print ticket books	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	283.22
			TOTAL:	779.97
NICOLLET COUNTY BANK	sept ach ap & pr	GENERAL FUND	FINANCE	7.14
	sept ach ap & pr	WATER	ADMIN AND GENERAL	1.79
	sept ach utility bills	WATER	CUSTOMER ACCOUNTS	11.64
	sept ach ap & pr	WASTE WATER FUND	ADMIN AND GENERAL	1.79
	sept ach utility bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.64
	sept ach ap & pr	ENVIRON SERVICES F	ADMIN AND GENERAL	1.79
	sept ach utility bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.64
	sept ach ap & pr	ELECTRIC FUND	ADMIN AND GENERAL	1.79
	sept ach utility bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.63
			TOTAL:	60.85
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	17.16
	filters	GENERAL FUND	NON-DEPARTMENTAL	16.46
	brake chambers	GENERAL FUND	STREETS	96.10
			TOTAL:	129.72
OFFICEMAX	cds & dvds	GENERAL FUND	CITY ADMINISTRATION	23.08
	cds & dvds	GENERAL FUND	CITY CLERK	23.08
	cds & dvds	GENERAL FUND	FINANCE	15.38
	cds & dvds	GENERAL FUND	POLICE	12.31
	cds & dvds	GENERAL FUND	BUILDING INSPECTOR	6.15
	cds & dvds	GENERAL FUND	PUBLIC WORKS ADMIN	3.08
	cds & dvds	GENERAL FUND	ECONOMIC DEVMT	1.54
	cds & dvds	WATER	ADMIN AND GENERAL	13.85
	cds & dvds	WASTE WATER FUND	ADMIN AND GENERAL	13.83
	cds & dvds	ELECTRIC FUND	ADMIN AND GENERAL	41.54
			TOTAL:	153.84
SYLVIA PERRON	snacks for dance	GENERAL FUND	SENIOR COORDINATOR	21.32
			TOTAL:	21.32
PETER'S SODDING SERVICE	sod in place of stumps	ENVIRON SERVICES F	REFUSE DISPOSAL	120.00
			TOTAL:	120.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PSC CONSTRUCTION	ramsey&4th st sewer imp	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	30,591.00
			TOTAL:	30,591.00
QUILL	ink cartridges	GENERAL FUND	STREETS	36.99
	ink cartridges	GENERAL FUND	STREETS	30.58
	ink cartridges	GENERAL FUND	PARKS	29.59
	ink cartridges	GENERAL FUND	PARKS	24.46
	ink cartridges	WATER	ADMIN AND GENERAL	14.79
	ink cartridges	WATER	ADMIN AND GENERAL	12.23
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	14.79
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	12.23
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	14.79
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	12.24
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	36.99
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	30.58
			TOTAL:	270.26
RAMY TURF PRODUCTS	seed & fabric	STORMWATER FUND	TREATMENT	557.89
			TOTAL:	557.89
REHNELT EXCAVATING	repair 405 mulberry,511 s	WATER	CAPITAL-WATER DISTRIBU	4,844.40
			TOTAL:	4,844.40
RIVER'S EDGE HOSPITAL & CLINIC	hospital reception	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	118.00
			TOTAL:	118.00
ROYAL TIRE, INC	tires bus #11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	721.60
			TOTAL:	721.60
RYAN ELECTRIC OF ST PETER	jefferson repair pole ligh	GENERAL FUND	PARKS	207.55
	lamps,ballast,labor	COMMUNITY CENTER	COMMUNITY CENTER	983.84
			TOTAL:	1,191.39
SAM'S CLUB	coffee	GENERAL FUND	RECREATION/LEISURE SER	9.98
			TOTAL:	9.98
SHORTY'S TIRE ONE	#203 tire service	WATER	CUSTOMER ACCOUNTS	19.62
	#203 tire service	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.62
	#203 tire service	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.62
	#203 tire service	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.62
			TOTAL:	78.48
SOUTHERN MN CONSTRUCTION CO INC	asphalt 4th &mulberry	WATER	DISTRIBUTION AND STORA	1,502.58
	class 5	WATER	ADMIN AND GENERAL	182.30
	class 5	WASTE WATER FUND	ADMIN AND GENERAL	182.30
	class 5	ENVIRON SERVICES F	ADMIN AND GENERAL	91.14
	class 5	ELECTRIC FUND	ADMIN AND GENERAL	455.75
			TOTAL:	2,414.07
SPRINT SOLUTIONS, INC.	cell phone svc9/15-10/14/1	GENERAL FUND	FIRE	19.99
	cell phone svc9/15-10/14/1	WATER	ADMIN AND GENERAL	39.99
	on call phones 9/15-10/14/	WATER	ADMIN AND GENERAL	25.86
	on call phones 9/15-10/14/	WASTE WATER FUND	ADMIN AND GENERAL	31.61
	on call phones 9/15-10/14/	ELECTRIC FUND	ADMIN AND GENERAL	25.86
			TOTAL:	143.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER HERALD	rec share of printing fall	GENERAL FUND	RECREATION/LEISURE SER	736.38
	vacation & gateway hearing	GENERAL FUND	ECONOMIC DEVMT	<u>129.36</u>
			TOTAL:	865.74
ST PETER LUMBER CO	circuit breaker	GENERAL FUND	FIRE	9.93
	spccc wall repair supplies	COMMUNITY CENTER	COMMUNITY CENTER	287.12
	styrofoam	WATER	DISTRIBUTION AND STORA	<u>29.91</u>
		TOTAL:	326.96	
ST PETER RENTAL CENTER	eyelet	GENERAL FUND	PARKS	15.07
	labor & clean up	WATER	DISTRIBUTION AND STORA	16.25
	labor & clean up	STORMWATER FUND	TREATMENT	<u>16.25</u>
		TOTAL:	47.57	
STAPLES ADVANTAGE	add roll	GENERAL FUND	FINANCE	39.68
	labelmaker tape	GENERAL FUND	POLICE	106.83
	add roll	GENERAL FUND	POLICE	39.67
	chair	GENERAL FUND	POLICE	474.69
	add roll	GENERAL FUND	BUILDING INSPECTOR	39.68
	office desk chair	GENERAL FUND	STREETS	77.19
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	163.36
	office desk chair	GENERAL FUND	PARKS	61.75
	add roll	GENERAL FUND	ECONOMIC DEVMT	39.68
	office desk chair	WATER	ADMIN AND GENERAL	30.88
	office desk chair	WASTE WATER FUND	ADMIN AND GENERAL	30.88
	office desk chair	ENVIRON SERVICES F	ADMIN AND GENERAL	30.87
	office desk chair	ELECTRIC FUND	ADMIN AND GENERAL	<u>77.19</u>
		TOTAL:	1,212.35	
STREICHER'S	trousers	GENERAL FUND	POLICE	89.98
	cell ph hldr,book hldr,sti	GENERAL FUND	POLICE	112.17
	returned cell phone holder	GENERAL FUND	POLICE	<u>26.71</u>
		TOTAL:	175.44	
SUMMIT PARK MHC LLC	#54 lot rent/reloc sept,oc	PERM IMPROVMENT RE	STREETS	1,000.00
	nov lot rents	PERM IMPROVMENT RE	STREETS	6,440.00
	oct lot rent difference(22	PERM IMPROVMENT RE	STREETS	<u>110.00</u>
		TOTAL:	7,550.00	
TIGERDIRECT.COM	back up hard drive	GENERAL FUND	POLICE	<u>65.93</u>
			TOTAL:	65.93
UNITED RENTALS AERIAL EQUIPMENT	restock chrg wacker saw/ca	WATER	DISTRIBUTION AND STORA	<u>233.40</u>
			TOTAL:	233.40
UNIVERSITY OF MINNESOTA	apwa fall conf tim m	GENERAL FUND	PUBLIC WORKS ADMIN	<u>235.00</u>
			TOTAL:	235.00
US AUTO FORCE	4 tires	GENERAL FUND	POLICE	501.68
	4 tires	GENERAL FUND	POLICE	<u>531.16</u>
			TOTAL:	1,032.84
USA BLUE BOOK	pressure guage 0-10 psi	WATER	DISTRIBUTION AND STORA	<u>33.62</u>
			TOTAL:	33.62
VERIZON WIRELESS	phone svc 9/2-10/1/13	GENERAL FUND	POLICE	366.81

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	water utility jet pack9/4-	WATER	ADMIN AND GENERAL	112.02
			TOTAL:	478.83
VON ESSEN TOWING	mount, balance, repair	GENERAL FUND	POLICE	159.00
	towing	GENERAL FUND	POLICE	55.00
	#5 tire service	WATER	DISTRIBUTION AND STORA	72.00
			TOTAL:	286.00
VOSS LIGHTING	bulbs	COMMUNITY CENTER	COMMUNITY CENTER	207.60
			TOTAL:	207.60
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	sept refuse pickup, disposa	ENVIRON SERVICES F	REFUSE DISPOSAL	18,672.75
			TOTAL:	18,672.75
WOLF MOTOR COMPANY, INC.	repair trans shift lever#1	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	78.64
			TOTAL:	78.64

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

101	GENERAL FUND	27,222.56
201	PROPERTY INSURANCE	29,927.99
211	LIBRARY FUND	2,017.55
213	PUBLIC ACCESS	15.39
217	COMMUNITY CENTER	3,275.57
230	REVOLVING LOAN FUND	84.00
231	OLD COMMUNITY HOSPITAL	6,392.44
401	PERM IMPROVMENT REVOLVING	60,712.75
432	2013B TIF #1-18 N THIRD	11,250.00
459	WASH TERRACE HOUSING #15	24.00
601	WATER	19,149.75
602	WASTE WATER FUND	5,588.62
603	ENVIRON SERVICES FUND	22,361.61
604	ELECTRIC FUND	25,843.30
606	STORMWATER FUND	35,657.04
610	HEARTLAND TRANSIT	4,284.87
820	RESTRICTED CONTRIBUTIONS	2,095.77

 GRAND TOTAL: 255,903.21

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Southern MN Construction	Asphalt patching material	\$20,000	General
Dakota Supply Group	50 water meters with radio reads	\$9,084.38	Water

2. The following equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the equipment as provided for in the City Code:

Stihl TS 760 cut-off saw

3. The following advisory board appointment is hereby approved:

LIBRARY BOARD

John Byrnes (School District #508 Representative)

4. The schedule of disbursements for October 10, 2013 through October 23, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Waconia Office
2078 Feather Circle
Waconia, MN 55387
Phone: (952) 442-5821
Fax: (952) 442-8838
Email: shannon@daviddrown.com

October 23, 2013

City of Saint Peter
Attn: Paula O'Connell, Finance Director
224 South Front Street
Saint Peter, MN 56082

RE: G.O. Municipal State Aid Bonds, Series 2013C

Honorable Mayor, Council Members, Administrator Prafke and Mrs. O'Connell:

Per the previous action taken by the City Council, a competitive sale of the City's \$4,720,000 General Obligation Municipal State Aid Bonds, Series 2013C has been scheduled for Monday, October 28, 2013. Attached you will find a draft resolution providing for the award of the sale of this bond issue. Final information pertaining to the low bid received will be incorporated into the resolution once bids are received on the day of sale.

The purpose of the bond issue is to fund portions of the Washington Avenue Link Project (\$3,450,000), improvements to Union/Old MN intersection, and the St. Julien/Old Minnesota Avenue Roundabout Project (\$1,100,000). The debt service payments for the proposed bond issue will be paid with Municipal State Aid payments received from the State of Minnesota.

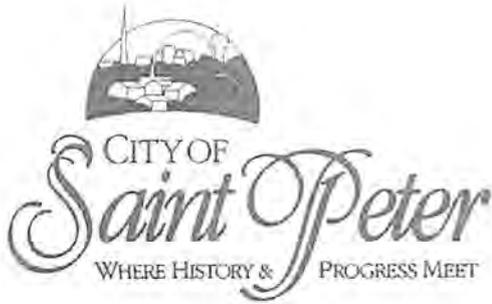
Please feel free to contact me in advance of the sale date if I can be of any assistance in answering questions. I will be available at the October 28, 2013 meeting to present the bid results and discuss the resolution in detail.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Shannon Sweeney', is written over a faint, illegible typed name.

Shannon Sweeney
David Drown Associates, Inc.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/20/13

FROM: Todd Prafke
City Administrator

RE: Municipal State Aid Projects and Funding

ACTION/RECOMMENDATION

Approve the attached resolution directing staff to initiate a bond sale for street work to be repaid by Municipal State Aid funds.

BACKGROUND

Members may recall the numerous discussions related to Municipal State Aid (MSA) projects you have had over the last year or so. Those discussions have tended to center around projects, priorities, and funding of projects. In addition, we have discussed some opportunities to fund the work in other ways or through work done by your crews.

My goal for your meeting on Monday evening is to put you into a position, through more defined information, to give staff direction on the plan that was discussed at your Goal Session. This is premised on the best estimates and understanding of the cost of projects and the relative value to the community based not only on money, but also on the impact to additional growth, tax based and cost effectiveness. It is also true that a couple of the projects are very likely to be completed more cost efficiently when done in conjunction with other projects including MnDOT work on Highway 169. Our intent would be to finance certain projects using your MSA dollars as the revenue stream for serving the debt.

Attached you will find two documents. The first is a table and list that outlines your discussion from the last goal session. The second is memo and a revised Debt Service Schedule that outlines use of about 85% of your usable MSA dollars for repayment of debt. Again, the value in issuance of the debt is that the cost of the debt service and issuance is less than the value you achieve through savings in higher future construction cost, and by combining your project with the MnDOT project, staff believes you will save money. In addition, it allows the work along Old Minnesota Avenue and Highway 169 to be completed all at one time thereby reducing the amount of disruption in the area. Lastly, it allows the work to take place before the problem erupts because, as you know, it is messier, more costly and much more hassle for businesses to have to suffer through construction in an area that already has traffic problems and the reason for the construction. Putting together the debt service in this way allows more scalability. The scalability means that when additional development occurs on the north end of the community

within the TIF district from Union north to St. Julien Street, those dollars can be put towards this debt allowing you to pay in advance thereby retiring the debt earlier.

The first page of the memo from City Engineer Domras illustrates our MSA funding and the estimated cost of the three projects that would be funded using this method. Those projects are Washington Avenue Link Improvement Project, Old Minnesota/St. Julien and Union/TH169. Issuing a bond for this is not a signal that the projects are over budget. Rather it is a way for you to extend the use of MSA dollars to include the Old Minnesota Avenue and Union Street work that we have discussed as a part of the Highway 169 project. It is important to note that this is a continuance of the plan that has been in place for a number of months, but we are now getting to the point of issuance. You may also remember that we had hoped to include Gardner Road and a couple of smaller projects as a part of the work and issuance, but our recommendation is that we "push" those back. "Push" back in this instance means moving them to a future date or an alternative funding source other than MSA. Page two of Mr. Domras' memo shows the projects that originally might have been included in the debt service project list but we now plan to "push."

The bond has a call date (no dollar amount can be prepaid in advance of this date) of 2/1/2020. Until this date we have no ability to lower debt more than the amortization schedule allows. When future development generates additional tax increment, that increment could be utilized to reimburse costs of this project incurred within the TIF District, or at that time could be designated for additional MSA projects, or used for other needs of the City. Again, repayment of this bond issue is based on using 85% of our anticipated reduced 2014 annual MSA allotment for 15 years.

FISCAL IMPACT:

This has the effect of limiting our ability to use MSA dollars for other projects for the time we are in repayment using 85% of our MSA funding. It is important to know that there are other funding opportunities for additional work, but all are competitive based on the project and there is no guarantee on those funds for our projects. With MSA, funding was a regular staple. You might also note that this funding gets a number of things done in what we believe to be a more cost effective way.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for further direction, but a prolonged delay in any action will cause funding timeline issues for future projects.

Negative vote. Staff will wait for your direction.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

**RESOLUTION ACCEPTING PROPOSAL ON THE COMPETITIVE NEGOTIATED
SALE OF \$4,720,000 GENERAL OBLIGATION MUNICIPAL STATE AID BONDS, SERIES
2013C, PROVIDING FOR THEIR ISSUANCE, AND LEVYING A TAX FOR THE PAYMENT
THEREOF**

WHEREAS, the City Council of the City of Saint Peter, Minnesota (the "City"), has heretofore determined and declared that it is necessary and expedient to issue \$4,720,000 General Obligation Municipal State Aid Bonds, Series 2013C (the "Bonds" or individually, a "Bond") of the City, pursuant to Minnesota Statutes, Chapters 162 and 475, to finance the costs associated with State-Aid street projects, consisting of the establishment, location, relocation, construction, reconstruction and/or improvement of the Washington Avenue Link, Union Street/Old Minnesota intersection improvements, and the St. Julien Roundabout, which are State-Aid streets located within the City (the "Improvements"); and

WHEREAS, the Improvements and all their components have been ordered prior to the date hereof, and have been or will be constructed by the City under contracts which the City has or will let, all pursuant to and in accordance with the applicable provisions of Minnesota Statutes, Chapter 162; and

WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

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

1. Acceptance of Proposal. The proposal of _____ (the "Purchaser"), to purchase the Bonds, in accordance with the Terms of Offering, at the rates of interest hereinafter set forth, and to pay therefor the sum of \$_____, plus interest accrued to settlement, is hereby found, determined and declared to be the most favorable proposal received and is hereby accepted, and the Bonds are hereby awarded to the Purchaser. The City Administrator is directed to retain the deposit of the Purchaser and to forthwith return to the unsuccessful bidders their good faith checks and drafts.

2. Bond Terms.

(a) Original Issue Date; Denominations; Maturities; Term Bond Option. The Bonds shall be dated November 1, 2013, as the date of original issue and shall be issued forthwith on or after such date as fully registered bonds. The Bonds shall be numbered from R-1 upward in the denomination of \$5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations"). The Bonds shall mature on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>
2015	
2016	
2017	
2018	
2019	
2020	
2021	
2022	
2023	
2024	
2025	
2026	
2027	
2028	

All dates are inclusive.

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds,

including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10 hereof, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than 15 calendar days in advance of such special record date to the extent possible.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(x) In the case of a partial prepayment of a Bond, the Holder may, in lieu of surrendering the Bonds for a Bond of a lesser denomination as provided in paragraph 5 hereof, make a notation of the reduction in principal amount on the panel provided on the Bond stating the amount so redeemed.

(c) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bond if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bond that the Beneficial Owners be able to obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 11 hereof. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10 hereof, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (c) shall limit or restrict the provisions of paragraph 10 hereof.

(d) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose. The Bonds shall provide funds to finance the Improvements. The total cost of the Improvements, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bonds. Work on the Improvements shall proceed with due diligence to completion. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Improvements proceeds with due diligence to completion and that any and all permits and studies required under law for the Improvements are obtained. The average annual amount of principal and interest due in all subsequent calendar years on the Bonds and on all other bonds (if any) payable from the City's account in the Municipal State-Aid Street Fund (\$_____) does not exceed 90% of the amount of the last annual allotment preceding the issuance of the Bonds

received by the City from the Municipal State-Aid Street Fund Construction Account (\$_____).

4. Interest. The Bonds shall bear interest payable semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing August 1, 2014, calculated on the basis of a 360-day year of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years as follows:

<u>Maturity</u> <u>Year</u>	<u>Interest</u> <u>Rate</u>	<u>Maturity</u> <u>Year</u>	<u>Interest</u> <u>Rate</u>
2015	%	2022	%
2016		2023	
2017		2024	
2018		2025	
2019		2026	
2020		2027	
2021		2028	

5. Redemption. Bonds maturing on February 1, 2021, and thereafter shall be subject to redemption and prepayment at the option of the City on February 1, 2020 and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the City; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date and interest thereon shall cease to accrue from and after the redemption date. Notice of redemption shall be given by registered or certified mail at least thirty days prior to the date fixed for redemption to the paying agent and to each affected registered holder of the Bonds at the address shown on the registration books.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to such Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of the Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. Northland Trust Services, Inc., in Minneapolis, Minnesota, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and

shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
NICOLLET COUNTY
CITY OF SAINT PETER

R-_____ \$_____

GENERAL OBLIGATION MUNICIPAL STATE AID BOND, SERIES 2013C

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
_____%	FEBRUARY 1, 20__	NOVEMBER 1, 2013	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: _____ DOLLARS

The City of Saint Peter, Nicollet County, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, without option of prior redemption, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing August 1, 2014, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of Northland Trust Services, Inc., in Minneapolis, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and

premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of this Bond. Until termination of the book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Redemption. All Bonds of this issue (the "Bonds") maturing on February 1, 2021 and thereafter are subject to redemption and prepayment at the option of the Issuer on February 1, 2020, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the Issuer; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Notice of redemption shall be given by registered or certified mail at least thirty days prior to the date fixed for redemption to the paying agent and to each affected registered holder of the Bonds at the address shown on the registration books.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of the Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of \$4,720,000, all of like date of original issue and tenor, except as to number, maturity, interest rate and denomination, which Bond has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on October 28, 2013 (the "Resolution"), for the purpose of providing money to finance certain costs of establishing, locating, relocating, constructing, reconstructing and/or otherwise improving municipal state-aid streets within the Issuer. This Bond is payable out of the General Obligation Municipal State Aid Bonds, Series 2013C Fund of the Issuer. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and

full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or by the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Designation as Qualified Tax-Exempt Obligations. The City will qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law, and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Saint Peter, Nicollet County, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

Registrable by: NORTHLAND TRUST SERVICES, INC.

Payable at: NORTHLAND TRUST SERVICES, INC.

BOND REGISTRAR'S
CERTIFICATE OF
AUTHENTICATION

CITY OF SAINT PETER,
NICOLLET COUNTY,
MINNESOTA

This Bond is one of the
Bonds described in the
Resolution mentioned
within.

/s/ Facsimile
Mayor

NORTHLAND TRUST SERVICES, INC.
Minneapolis, Minnesota
Bond Registrar

/s/ Facsimile
Administrator

By _____
Authorized Signature

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common

TEN ENT - as tenants by the entireties

JT TEN - as joint tenants with right of survivorship and not as tenants in common

UTMA - _____ as custodian for _____

(Cust)

(Minor)

under the _____ Uniform Transfers to Minors Act

(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____

(Include information for all joint owners if the Bond is held by joint account.)

8. Execution; Temporary Bonds. The Bonds shall be printed (or, at the request of the Purchaser, typewritten) and shall be executed on behalf of the City by the signatures of its Mayor and Administrator and be sealed with the seal of the City; provided, however, that the seal of the City may be a printed (or, at the request of the Purchaser, photocopied) facsimile; and provided further that both of such signatures may be printed (or, at the request of the Purchaser, photocopied) facsimiles and the corporate seal may be omitted on the Bonds as permitted by law. In the event of disability or resignation or other absence of either officer, the Bonds may be signed by the manual or facsimile signature of an officer who may act on behalf of the absent or disabled officer. In case either officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, the signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. The City may elect to deliver, in lieu of printed definitive bonds, one or more typewritten temporary bonds in substantially the form set forth above, with such changes as may be necessary to reflect more than one maturity in a single temporary bond. Such temporary bonds may be executed with photocopied facsimile signatures of the Mayor and Administrator. Such temporary bonds shall, upon the printing of the definitive bonds and the execution thereof, be exchanged therefor and cancelled.

9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on the Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided, the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue, which date is November 1, 2013. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond

Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or his, her or its attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The City Clerk is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date

shall be given by the Bond Registrar to the Holders not less than ten days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12 above) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Administrator to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. There is hereby created a special fund to be designated the "General Obligation Municipal State Aid Bonds, Series 2013C Fund" (the "Fund") to be administered and maintained by the Administrator as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until all of the Bonds and the interest thereon have been fully paid. There shall be maintained in the Fund separate accounts, to be designated the "Construction Account" and "Debt Service Account", respectively.

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Bonds, less accrued interest received thereon, less capitalized interest, and less any amount paid for the Bonds in excess of the minimum bid. From the Construction Account there shall be paid all costs and expenses of making the Improvements, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. The moneys in the Construction Account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Bonds may also be used to the extent necessary to pay interest on the Bonds due prior to the anticipated date of commencement of the collection of taxes herein levied or covenanted to be levied; and provided further that if upon completion of the Improvements there shall remain any unexpended balance in the Construction Account, the balance shall be transferred to the Debt Service Account or may be used for additional state-aid street improvements or for such other public and eligible purpose authorized by the Council pursuant to applicable law.

Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account an amount of moneys allotted or to be allotted to the City from its account in the Municipal State-Aid Street Fund sufficient to pay the principal of and interest on the Bonds, when due. Upon receipt from the Commissioner of Finance of the annual amount of money needed for payment of principal and interest due each year, the allotment shall be deposited in the Debt Service Account. There are also hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) accrued interest received upon delivery of the Bonds; (ii) capitalized interest in the amount of \$ _____; (iii) all funds paid for the Bonds in excess of the minimum bid; (iv) any collections of all taxes herein or hereafter levied for the payment of the Bonds and interest thereon; (v) all funds remaining in the Construction Account after completion of the Improvements and payment of the costs thereof; (vi) all investment earnings on funds held in the Debt Service Account; and (vii) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest and any premiums for redemption of the Bonds and any other general obligation bonds of the City hereafter issued by the City and made payable from the Debt Service Account as provided by law. No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (i) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (ii) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Construction Account or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

16. Certification to Commissioner. Upon the sale of the Bonds an officer of the City shall promptly certify to the Commissioner of Transportation, State of Minnesota, the amount of money required annually for the payment of principal and interest on the Bonds, all in accordance with Minnesota Statutes, Section 162.18.

17. Expenditure Consistent with Minnesota Statutes Chapter 162. Proceeds of the Bonds shall be spent only in accordance with the provisions of law and the rules and regulations of the Commissioner of Transportation relating to the establishment, location, relocation, construction, reconstruction and/or improvement of municipal State-Aid streets within the City. The City shall comply with the requirements of Minnesota Statutes, Chapter 162, in making the Improvements.

18. 105% Debt Service Coverage. It is hereby determined and reasonably anticipated that the estimated collections of the sums pledged to the Debt Service Account will produce at least 5% in excess of the amount needed to meet, when due, the principal of and interest on the Bonds.

19. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

20. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the Holders of the Bonds shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Bond Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

21. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Bonds, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than 60 days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Bonds, and (ii) a de minimis amount of

Reimbursement Expenditures not in excess of the lesser of \$100,000 or 5% of the proceeds of the Bonds.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Bonds or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Bonds and in all events within the period ending on the date which is the later of three years after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Bond proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Bonds are issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Bonds stating in effect that such action will not impair the tax-exempt status of the Bonds.

22. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such amendment.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Administrator of the City, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

23. Certificate of Registration. A certified copy of this resolution is hereby directed to be filed with the County Auditor of Nicollet County, Minnesota, together with such other information as the County Auditor shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register.

24. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

25. Negative Covenant as to Use of Bond Proceeds and Improvements. The City hereby covenants not to use the proceeds of the Bonds or to use the Improvements, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Improvements, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

26. Tax-Exempt Status of the Bonds; Rebate. The City is subject to the rebate requirement imposed by Section 148(f) of the Code by reason of issuing (together with all subordinate entities thereof, and all entities treated as one issuer with the City) more than \$5,000,000 of tax-exempt governmental obligations during this calendar year as provided in Section 148(f)(4)(D) of the Code and Section 1.148-8 of the Regulations.

27. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Bonds are issued after August 7, 1986;
- (b) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;
- (c) the City hereby designates the Bonds as "qualified tax exempt obligations" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2013 will not exceed \$10,000,000; and
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2013 have been designated for purposes of Section 265(b)(3) of the Code.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

28. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

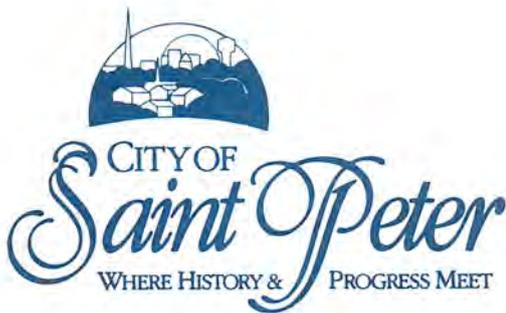
29. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/22/13

FROM: Russ Wille
Community Development Director

RE: Birthing Center – Zoning Ordinance
Amendment

ACTION/RECOMMENDATION

Adopt the attached ordinance amending the Zoning Code to establish the use classification of Birthing Center and allow for development of such as a conditional use within various zoning districts.

BACKGROUND

Certified Professional Midwife Erika Urban attended the August, 2013 Planning Commission meeting to discuss her desire to open a birthing center in Saint Peter. At this time a birthing center is not a use contemplated within the roster of use classifications contained in the Zoning Code. The Planning Commission agreed to initiate the process of amending the code to create the Birthing Center use classification.

State Statute defines a birthing center as “a facility licensed for the primary purpose of performing low-risk deliveries that is not a hospital or licensed as part of a hospital where births are planned to occur away from the mother’s usual residence following a low-risk pregnancy.”

Ms. Urban would wish to establish a birthing center in an existing residence in proximity to the former Saint Peter Community Hospital block. There are four birthing centers doing business in Minnesota at this time. Each is located within a traditional residential neighborhood.

The Planning Commission has considered an ordinance amendment which would establish a birthing center use classification. The Commission suggested that once the use classification is established, birthing centers should be allowed as a conditional within the R-2, R-3, RP-1, C-3, C-4 and C-5 zoning districts. At the September, 2013 meeting of the Commission, a resolution was passed recommending that the City Council create the Birthing Center use classification and allow for establishment of such as a conditional use within various residential and commercial zoning districts.

A public hearing has been scheduled for the City Council meeting on October 28th. Notice of the hearing has been provided as prescribed in State Statute. Following completion of the hearing, the City Council may take action regarding the Planning Commission recommendation.

FISCAL IMPACT:

If the Council adopts the prepared ordinance, a customary fee of publication will be incurred before the ordinance becomes law. There will also be additional charges incurred for codification of the ordinance into the City Code.

ALTERNATIVES/VARIATIONS:

Do not act: The Council may choose not to act at this time, however, the matter must be resolved within the 60 days prescribed by law.

Negative Votes: The City Code will remain as written. The Commission will be notified of the City Council rejection of the Commission's recommendation.

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.

RW

ORDINANCE NO. _____, THIRD SERIES

AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 24 "LAND USE REGULATIONS AND ZONING" BY THE CREATION OF A "BIRTHING CENTER" USE CLASSIFICATION AND ALLOWING THE CONDITIONAL USE WITHIN R-2, R-3, RP-1, C-3, C-4 AND C-5 ZONING DISTRICTS AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

WHEREAS, the Planning and Zoning Commission has petitioned to consider an amendment to the City Code to allow for the establishment of Birthing Center as a civic use classification; and

WHEREAS, the Commission recommends allowing for the operation of a Birthing Center as a conditional use within the R-2, R-3, RP-1, C-3, C-4 and C-5 zoning districts; and

WHEREAS, the City Council finds that the requested amendment to the City Code is consistent with the provisions of the Comprehensive Plan for the development of the City.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. Saint Peter City Code, Section 24-17 is amended to include:

Birthing Center: A facility licensed for the primary purpose of performing low-risk deliveries that is not a hospital or licensed as a part of a hospital where births are planned to occur away from the mother's usual residence following a low risk pregnancy.

Section 2. Saint Peter City Code, Section 24-75, Paragraph 2 is amended to include "Birthing Center" as a Civic Use.

Section 3. Saint Peter City Code, Section 24-100, Paragraph 3 is amended to include Birthing Center" as a Civic Use.

Section 4. Saint Peter City Code, Section 24-160, Paragraph 2 is amended to include Birthing Center" as a Civic Use.

Section 5. Saint Peter City Code, Section 24-260, Paragraph 2 is amended to include Birthing Center" as a Civic Use.

Section 6. Saint Peter City Code, Section 24-290, Paragraph 1 is amended to include Birthing Center" as a Civic Use.

Section 7. Saint Peter City Code, Section 24-320, Paragraph 2 is amended to include: Birthing Center" as a Civic Use.

Section 8. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of October, 2013.

ATTEST:

Todd Prafke
City Administrator

Timothy Strand
Mayor

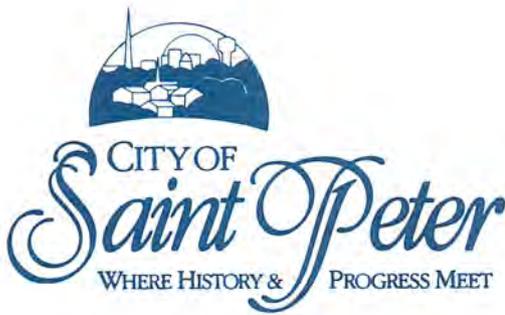
The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent

Published in the *Saint Peter Herald* on _____, 2013.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/25/13

FROM: Paula O'Connell Wayne Albers
Finance Director Transit Coordinator

RE: "Gus Bus" Contract Renewal

ACTION/RECOMMENDATION

Approve a new contract to provide transit service to Gustavus Adolphus students on selected weekends through the 2013-2014 and 2014-2015 school years.

BACKGROUND

Saint Peter Transit has provided weekend evening transportation for Gustavus Adolphus College (GAC) students as early as September 2006. We provide transportation for GAC students between campus and downtown with stops also at 7th and College, 5th and College, 4th and Jefferson, 5th and Broadway, and North Intermediate.

The previous contract expired on June 1st of 2013. The proposed contract provides for two buses from 9:00 PM to 2:00 AM on both Friday and Saturday evenings for 28 weekends during the academic year and the last Wednesday before graduation. Service is available to all current GAC students possessing a valid college student ID. The City is required to provide public liability insurance, buses and drivers possessing appropriate driver's licenses.

In the early years of the contract, service was provided by one bus. The number of riders steadily increased and a second bus was added. Currently usage varies from about 400 students on Friday evenings to nearly 800 students on Saturday evenings.

FISCAL IMPACT:

Under the terms of the proposed contract, Gustavus Adolphus College agrees to pay the City of Saint Peter \$37.50 per hour per bus for the service.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for additional direction.

Negative vote: Additional hours to serve Gustavus Adolphus College will cease.

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

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

POWA

**TRANSIT SERVICES AGREEMENT BY AND BETWEEN
GUSTAVUS ADOLPHUS COLLEGE
AND CITY OF SAINT PETER**

THIS AGREEMENT is hereby made and entered into this ____ day of _____, 2013 by and between the City of Saint Peter, a Minnesota municipal corporation, hereinafter referred to as "CITY," and Gustavus Adolphus College, a Minnesota non-profit corporation, hereinafter referred to as "COLLEGE."

WHEREAS, the City operates a public transportation system; and

WHEREAS, the CITY operates a dial-a-ride transit system wherein customers call the CITY and request transportation; and

WHEREAS, COLLEGE wishes to retain the CITY's services for transportation of its students on designated Friday and Saturday evenings during the academic year, in the form of a dial-a-ride system providing for designated locations for pick-up and drop-off of students.

NOW, THEREFORE, in consideration of the mutual promises contained herein the parties agree as follows:

- 1) Parties Eligible for Service: Only current COLLEGE students possessing valid college student ID will be allowed to utilize this service.
- 2) Hours of Operation: The service shall operate between the hours of 9:00 pm on Friday and Saturday evenings to 2:00 am on Saturday and Sunday mornings, respectively.
 - a) Dates Specific by year:
 - i) Academic year contract effective September 3, 2013 through May 22, 2014
 - (1) Excluded dates: October 19-22, 2013; November 27- December 1, 2013; December 20, 2013 – January 5, 2014; February 1-9, 2014; March 29 – April 6, 2014.
 - (2) Additional dates: December 13, 2013; May 21, 2014
 - ii) Academic year contract effective September 2, 2014 through May 21, 2015
 - (1) Excluded dates: October 18 - 21, 2014; November 26-30, 2014; December 19, 2014 – January 4, 2015; January 31, 2015 – February 8, 2015; March 28 - April 6, 2015.
 - (2) Additional dates: December 12, 2014; May 20, 2015
- 3) Term: This agreement shall be effective from September 3, 2013 through May 21, 2015, during College's academic year with the date exceptions listed above. It may be amended by either party with 30 days' notice.
- 4) Rate: COLLEGE shall reimburse the CITY \$37.50 for each hour of available service.
- 5) Service:
 - a) Designated Pick-up and Drop-off Points:
 - i) South Fifth Street and West College Avenue
 - ii) South Fourth Street and West Jefferson Avenue
 - iii) South Third Street and West Park Row (Nicollet County Bank)
 - iv) South Seven Street and West College Avenue
 - v) North Intermediate School
 - vi) South Fifth Street and West Broadway Avenue
 - vii) All campus locations (residence halls and spot known as "Three Flags")
 - b) Dial-a-Ride: Eligible COLLEGE students shall call the CITY at (507)934-6070, and request a ride

only from designated pickup point for transport to, only a designated drop-off point. (Unless the driver agrees, done so at his/her own discretion, to deviate from the route for a student's needs).

6) CITY's Responsibilities:

- a) The CITY shall provide a transit bus and driver who shall deliver prompt and courteous service in a comfortable, heated, multiple passenger vehicle which shall be maintained in a clean and safe condition at all times.
- b) Each bus driver employed by CITY shall hold and maintain in effect during the term of his employment as a driver a valid license issued by the State of Minnesota and for the class necessary to transport persons for hire. Drivers shall wear appropriate, clean attire at all times while operating buses.

7) Insurance: Public liability insurance for the protection of passengers shall be carried at all times by the CITY. The coverage on each bus shall not be less than required by law for personal injury or death of any one person, and for not less than required by law for personal injury or death of two or more persons in any one occurrence, and for not less than required by law for damage to property resulting from any one occurrence. CITY shall provide COLLEGE with a current copy of the insurance coverage required above.

8) Right to Terminate Agreement: Each party reserves the right to terminate this Agreement upon thirty (30) days written notice to the other party.

9) Right to Refuse Service: The CITY reserves the right to refuse service to any riders who may, at the driver's sole discretion, be a danger to other riders, the driver, or the equipment.

10) Notices: Any notices required under this Agreement shall be made to the following:

a) City of Saint Peter
Attn: Todd Prafke
227 South Front Street
Saint Peter, Minnesota 56082

b) Gustavus Adolphus College
Attn: Dean of Students Office
800 West College Avenue
Saint Peter, Minnesota 56082

This Agreement is hereby made and entered into the date first written above.

CITY OF SAINT PETER

GUSTAVUS ADOLPHUS COLLEGE

Timothy Strand
Mayor

Ken Westphal
Vice President For Finance and Treasurer

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION APPROVING TRANSPORTATION CONTRACT WITH GUSTAVUS
ADOLPHUS COLLEGE

WHEREAS, Gustavus Adolphus College wishes to provide evening transportation for its students; and

WHEREAS, Gustavus Adolphus College has requested the City provide transit service to Gustavus students on select nights from 9:00 PM to 2:00 AM with two buses; and

WHEREAS, the City Council wishes to assist Gustavus Adolphus College in providing transportation to the student population.

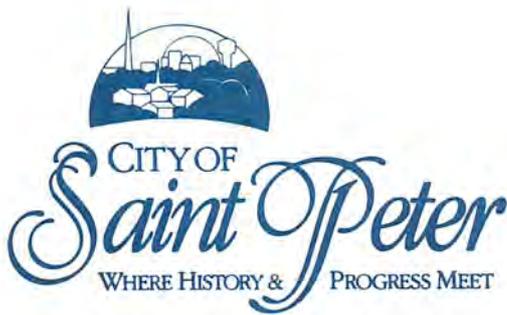
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Mayor and City Administrator are hereby authorized to execute a contract to provide transportation services to Gustavus Adolphus College during the dates specified in the proposed contract.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/24/13

FROM: Todd Prafke
City Administrator

RE: Public Hearing Rules

ACTION/RECOMMENDATION

Approve the resolution modifying the Public Hearing Rules of the City Council.

BACKGROUND

About eleven months ago the Council discussed and approved a policy related to conducting public hearings. The policy articulated the process and standards under which public hearings are to operate.

At your last goal session, the Council discussed the use of the policy, suggested some changes, and directed staff to come up with a draft. That draft is was included in a workshop packet for your review. Changes are shown as a part of the redlined version of the policy that is attached.

This is good for the community in that having rules allows for better understanding of how this public input process works so all those wishing to have input can understand expectations and be treated in the same fashion.

FISCAL IMPACT:

There is no fiscal impact to this action.

ALTERNATIVES AND VARIATIONS:

Do not act. The policy you have used for about a year will continue to be used for your public hearings. Staff will wait for additional direction.

Negative vote. Staff will assume you do not wish to make any changes and the current policy will remain in use.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak in the following order:
 - a. Citizens supporting the hearing issue.
 - b. Citizens opposed to the hearing issue.
 - c. General citizen comments or questions.

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All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor~~concluded~~. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will ~~then discuss~~ the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate ~~in the discussion~~.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

**RESOLUTION ADOPTING MODIFICATIONS TO PUBLIC HEARING POLICY FOR CITY
COUNCIL AND CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS**

WHEREAS, the City Council wishes to provide a fair and equitable process for participation in public hearings at Council meetings and at meetings of the Council's advisory boards and commissions; and

WHEREAS, the Council previously adopted a public hearing policy based on a model policy distributed by the League of Minnesota Cities; and

WHEREAS, the Council wishes to modify the policy based on a planned review of the newly established rules.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following modified public hearing policy is hereby adopted for use by the City Council and City Council advisory boards and commissions:

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.

3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

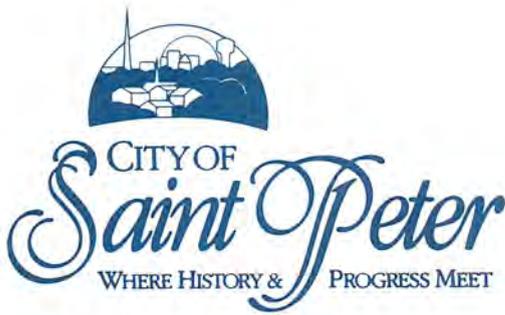
After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/25/13

FROM: Lewis G. Giesking
Director of Public Works

RE: Roundabout Concept Plan Approval

ACTION/RECOMMENDATION

Provide approval for the concept plan for a roundabout located at the intersection of Old Minnesota Avenue and St. Julien Street and authorize preliminary engineering work.

BACKGROUND

City staff and the City Council have been working with the Minnesota Department of Transportation (MnDOT) District Seven staff to evaluate improvements needed in the area of Saint Julien Street, Old Minnesota Avenue, and Union Street related to Trunk Highway #169. MnDOT will be reconstructing Trunk Highway 169 during 2014 to meet safety requirements and to raise the grade above flood elevation.

The City has prepared a traffic study for the area and has evaluated a number of alternatives. Several neighborhood meetings and two open houses held in partnership with MnDOT to consider project issues and receive citizen input. The section of Saint Julien Street from Highway 169, extending to and including the intersection of Old Minnesota Avenue, is anticipated to have a substantial increase in traffic. A substantial portion of the traffic in this area of Saint Julien Street will be accessing the Holiday Station and/or McDonald's properties. The City is planning to construct the roundabout in the year 2014 as a joint project with MnDOT.

A roundabout at the intersection of Old Minnesota Avenue and Saint Julien Street has been determined to be the best solution to carry the increase in traffic volume. MnDOT has agreed to design and to reconstruct the portion of Saint Julien Street, with a median, from Highway 169 to the west side of the west driveway at the Holiday Station. Holiday Station and McDonald's will be allowed to have a driveway access with left turning traffic located in the area of the current west driveway of the Holiday Station. Left turns at these driveways are anticipated to be eliminated in five to eight years due to increasing traffic volume. By keeping traffic moving through the intersection, vehicle stacking will be reduced, which in turn will reduce the potential to block driveway accesses to businesses located on all four corners of the intersection.

The City will be responsible for the design and the construction of a roundabout at the intersection of Old Minnesota Avenue and Saint Julien Street. The design of the roundabout

includes several features to improve traffic flow through the intersection. The roundabout is a standard single lane round with an inner sloped area to handle the rear duals of semi-truck traffic making the turns. Additional lanes have been provided in portions of the roundabout where anticipated traffic increases would cause future congestion in the roundabout. Please see the map.

Traffic going west on Saint Julien Street will be split at Old Minnesota Avenue with the inner lane utilizing the round to make a left turn and the outer lane providing the opportunity to make a right turn or to continue west through the intersection in their own lane.

Traffic moving north on Old Minnesota Avenue will combine with traffic exiting McDonald's and then split into two lanes; one to make a right turn onto Saint Julien Street to access Highway 169, and the other to continue into the round to make a left turn or continue through the intersection.

Traffic moving south on Old Minnesota Avenue will have the opportunity to make a right turn in their own lane as they approach the intersection to avoid the round. Traffic making a left turn or continuing through the intersection will use the round. As southbound traffic moves past the intersection, a left turn lane will be provided to access the driveway entrance to McDonald's.

Traffic moving east of Saint Julien Street will utilize the round to make a right turn, continue through the intersection, or make a left turn.

Driveway entrances to businesses will be located just beyond the entrances to the roundabout on all four corners of the intersection.

The pedestrian traffic would utilize sidewalks in the area of the roundabout with crossings situated to take advantage of the medians as safe havens. A separate map has been developed to show the sidewalk layout. Staff will work with MnDOT to extend a sidewalk on the south side of Saint Julien Street to the front entrance of the new McDonald's store.

Sidewalk extensions will be as follows:

- Both sides of Old Minnesota, north of the intersection are proposed to be extended to Center Street, as a termination point.
- The north side of Saint Julien Street, west of the intersection, would be extended to Third Street.
- The east side of Old Minnesota Avenue, south of the intersection, would be extended south across the front of the dollar store property.
- The west side of Old Minnesota Avenue, south of the intersection, will be extended from Saint Julien Street to the existing sidewalk at Brown Street.

An aglime trail is shown along the east shore of Hallett's Pond to connect from ShopKo to the sidewalk at Saint Julien Street. This portion of trail will not be constructed as a part of the roundabout project, as Municipal State Aid funding would not cover the cost of this trail. The trail is shown to help in obtaining an access easement, located in the area of the setback required, for use in the future.

The configuration of property to be purchased for construction of the proposed roundabout is shown on a third map. The roundabout has been shifted slightly to the southwest to minimize the impact on the existing structures and parking facilities in the area of the intersection. Most

of the property (15,390 SF) is required to be purchased from Northern Con-Ag. It is also proposed to obtain an access easement for the future trail at the same time as we purchase right-of-way. The future trail is located on property that is in the setback for any construction on the Northern Con-Ag property and therefore is not able to be built on. Smaller parcels of property would also be purchased from McDonald's, Holiday Station, and Carquest. The City will also be acting on behalf of MnDOT to obtain construction easements from McDonald's and the Holiday Station.

Plans and specifications need to be submitted to the Minnesota Department of Transportation by early January, 2014.

FISCAL IMPACT:

The City portion of this project will be funded from the issuance of debt with repayment to be from MSA funds based on the Council plan as discussed earlier in Monday evening's meeting. The cost of improvement is estimated at \$1.1 million.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for additional direction from the Council, however the City has made a verbal commitment to work with the Minnesota Department of Transportation in developing this project in concert with the Trunk Highway 169 improvement and a substantial delay will mean exclusion from the State cooperative bid and a likely increase in cost.

Denial: City staff will seek City Council direction.

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

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

LGG:bl

CENTER ST

OLD MINNESOTA AVE

SAINT JULIEN ST

BVLD WIDTH IS LABELED FROM B.O.C. TO WALK EDGE

SKROVE AUTO/CARQUEST DWY

CARQUEST DWY #2

MCDONALDS DWY #2

BVLD WIDTH = 4.3 FT

CON AGG DWY #1

BVLD WIDTH = 10.7 FT

CON AGG DWY #2

BVLD WIDTH = 10 FT

EASEMENT = 10 FT

BVLD WIDTH = 10.7 FT

BVLD WIDTH = 5 FT

BVLD WIDTH = 9-13 FT

BVLD WIDTH = 11 FT

BVLD WIDTH = 0 FT

BVLD WIDTH = 0 FT

BVLD WIDTH = 12 FT

BVLD WIDTH = 22 FT

VACATED THIRD





CENTER ST

OLD MINNESOTA AVE

SAINT JULIEN ST

T.H. 169

VACATED
THIRD
STREET



2008-01-01 10:00:00 AM



TEMP. EASEMENT

ROW = 2,718 S.F.

ROW = 268 S.F.

ROW = 110 S.F.

TEMP. EASEMENT

TEMP. EASEMENT

ROW = 1,976 S.F.

ROW = 15,390 S.F.

TEMP. EASEMENT

20 FT TRAIL EASEMENT
FOR FUTURE 10' TRAIL

VACATED
THIRD
STREET

20 FT TRAIL EASEMENT
FOR FUTURE 10' TRAIL



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CONCEPT PLAN FOR A ROUNDABOUT LOCATED AT
THE INTERSECTION OF OLD MINNESOTA AVENUE AND SAINT JULIEN STREET
AND AUTHORIZING PREPARATION OF FINAL PLANS, SPECIFICATIONS, AND
CONTRACT DOCUMENTS**

WHEREAS, the Minnesota Department of Transportation (MnDOT) is planning to construct improvements on trunk Highway 169 in the year 2014; and

WHEREAS, MnDOT has agreed to make safety improvements for access to Union Street, Saint Julien Street, and Dodd Avenue as a part of the Trunk Highway 169 improvements; and

WHEREAS, traffic volume and access to the developing business area in the north area of Saint Peter, west of Highway 169 is a concern; and

WHEREAS, the City commissioned a traffic study of Old Minnesota Avenue and related business area; and

WHEREAS, traffic congestion will be a problem on North Minnesota Avenue and Saint Julien Street in an estimated eight-year timeframe; and

WHEREAS, the Minnesota Department of Transportation modified the Trunk Highway 169 project to accommodate the increasing turning traffic; and

WHEREAS, the City evaluated alternatives for improvement to the Old Minnesota Avenue and Saint Julien Street intersection; and

WHEREAS, a roundabout is considered to be the best solution to accommodate increasing volumes of traffic and access to the area businesses; and

WHEREAS, several neighborhood meetings were held with area businesses and two city-wide informational meetings were also held; and

WHEREAS, Bolton and Menk Inc. have been retained as engineers for the project; and

WHEREAS, traffic engineers have incorporated the traffic information and citizen input into a design concept for a roundabout located at the intersection of Old Minnesota Avenue and St. Julien Street; and

WHEREAS, the proposed roundabout is planned to be constructed jointly with the improvements to Trunk Highway 169 in 2014; and

WHEREAS, plans and specification need to be completed and submitted to the Minnesota Department of Transportation by the first week in January, 2014.

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

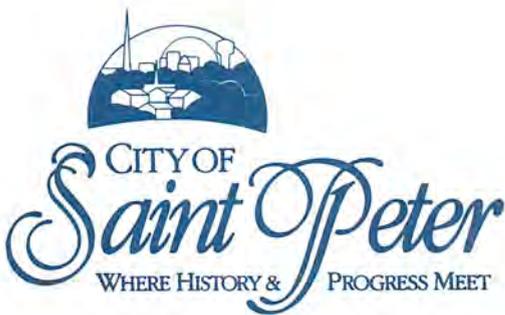
1. The City Council hereby approves the concept plan for a roundabout located at the intersection of Old Minnesota Avenue and Saint Julien Street.
2. Staff is authorized to begin preparation of final design plans, specifications, and contract documents for the project.
3. The City Council hereby authorizes City staff to negotiate for the purchase of property and easements for this project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/25/13

FROM: Lewis G. Giesking
Director of Public Works

RE: MSA Route Modifications

ACTION/RECOMMENDATION

Adopt a resolution modifying the City's Municipal State Aid plan routes.

BACKGROUND

The City exceeds the 5,000 population threshold and as such is eligible to designate certain streets as Municipal State Aid roadways. These roadways are eligible for annual funding which is established based on the City's population and calculated needs. Needs are simply the cost to reconstruct the roadways.

The Minnesota Department of Transportation (MnDOT) evaluates each city and its State Aid routes each year to establish a reimbursement amount based on total funds available from the State for distribution. MnDOT has been working several years to develop a better determination of needs for funding purposes and, beginning in 2014, the basis for funding will be traffic volumes.

To assure the City receives the maximum amount of funding available each year, the City must designate the maximum mileage of streets available. The designated mileage must all interconnect MSA to MSA street, or to a County road, or to a State highway. Often there have been small bits of mileage that would not fit the existing street system; therefore, some mileage is designated utilizing vacated streets or undeveloped right-of-way. The City currently has two blocks of Myrtle Street between South Front Street and South Third Street that is on the MSA route system. The block next to Family Fresh was vacated in 1993 and the block next to the Courthouse was vacated in 1999. To maximize the City's MSA funding, beginning in 2014, the MSA mileage should be placed on functioning streets.

It is proposed to add South Third Street from Myrtle Street to Walnut Street and Walnut Street from South Third Street to South Minnesota Avenue to the MSA system. South Third Street from Myrtle Street to Broadway Avenue is part of the MSA system. Adding these two blocks would complete a west side downtown loop of the MSA system. The length of the two blocks being added are equal to the length of the two blocks being vacated, so there is no net change in the total length of the designated MSA system. The existing street on the two blocks being added, does not currently meet the standards for Municipal State Aid design; however, the City

can draw needs on these streets. The existing angle parking on Walnut Street will not be a problem for Municipal State Aid designation; however, at the time improvements are made on the street, angle parking would have to comply with Municipal stated standards. There currently is no timeline requirement for reconstruction of these two blocks of street; however, when the City determines to reconstruct these streets with MSA funding, they would have to be upgraded to comply with MSA standards.

FISCAL IMPACT:

Confirming this action with MnDOT helps minimize additional reimbursement funding annually.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for additional direction, however, the proposed changes need to be submitted by early December to be effective for the 2014 year.

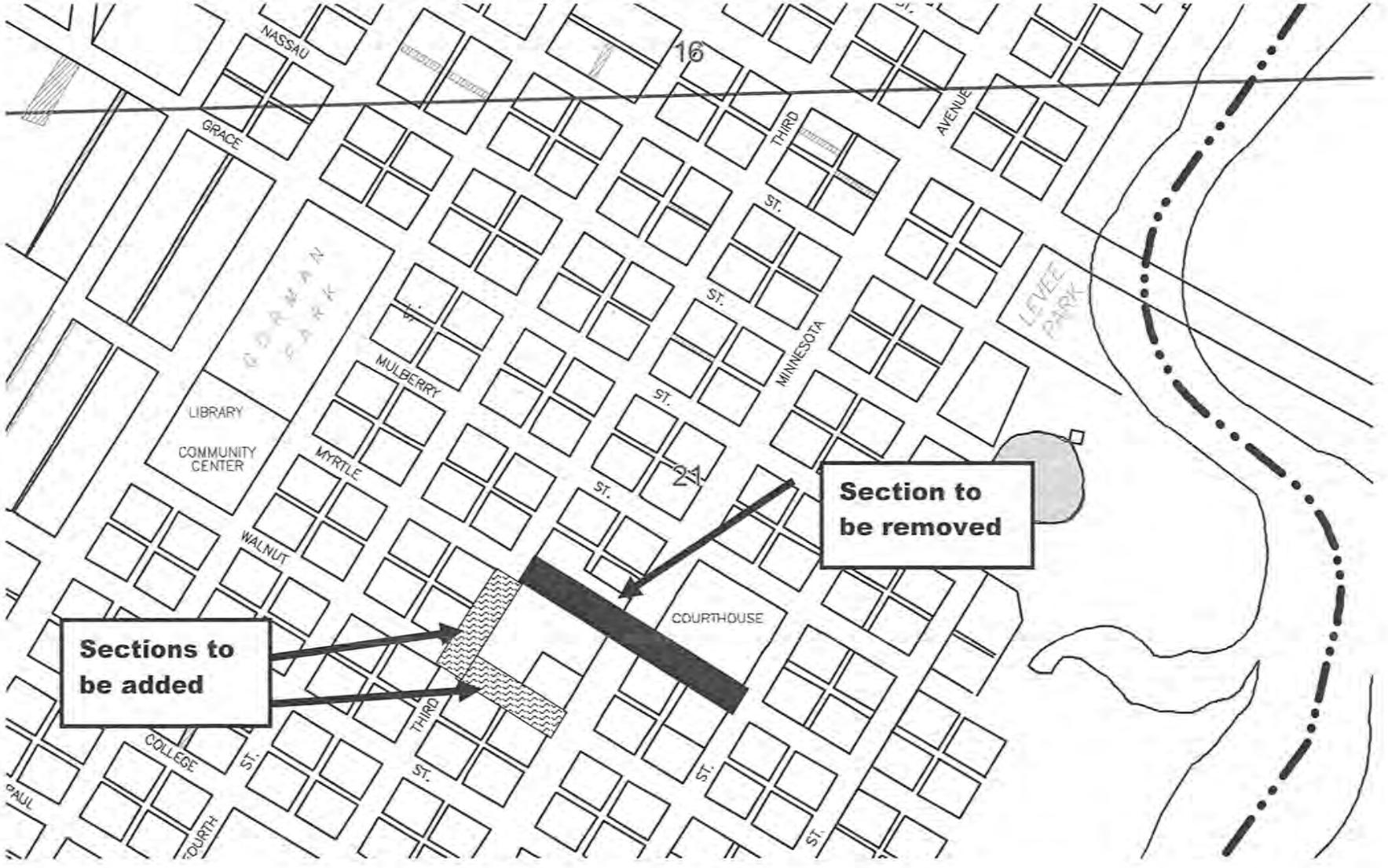
Denial: City staff will seek City Council direction.

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

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

LGG:bl

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Sections to be added

Section to be removed

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

**RESOLUTION DESIGNATING CERTAIN ROADWAYS AS MUNICIPAL STATE AID
STREETS AND REMOVING CERTAIN ROADWAYS FROM THE CITY'S MUNICIPAL STATE
AID PLAN**

WHEREAS, the City Council has previously established certain roadways as Municipal State Aid (MSA) streets; and

WHEREAS, MSA designated roadways are eligible to receive funding from the City's Municipal State Aid account for maintenance and repairs; and

WHEREAS, the allocation of Municipal State Aid funds is based on the mileage included in the City's MSA plan; and

WHEREAS, staff recommends certain roadways be removed from the plan and other roadways be added to the plan to maximize the City's allocation.

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

1. The road described as follows, to wit:

Myrtle Street between South Third Street and South Front Street

be, and hereby is, revoked as a Municipal State Aid Street of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

2. The roads described as follows be and hereby are established, located, and designated as Municipal State Aid Streets of the City of Saint Peter, subject to the approval of the Commissioner of Transportation:

Walnut Street between South Third Street and South Minnesota Avenue
South Third Street between Myrtle Street and Walnut Street

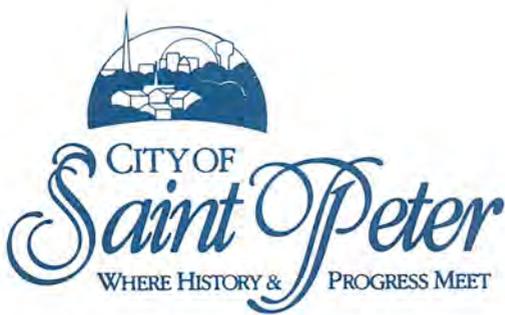
3. The City Administrator is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon approval of the designation of said roads or portions thereof, that same be constructed, improved and maintained as Municipal State Aid Streets of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/25/13

FROM: Lewis G. Giesking
Director of Public Works

RE: Unbudgeted Purchase: Vacuum Excavation System

ACTION/RECOMMENDATION

Approve purchase of a replacement vacuum excavation system from Ditch Witch in the amount of \$32,817.00, plus trade-in of the eleven-year old existing Vermeer evacuator unit.

BACKGROUND

The State has a program requiring utilities to locate all of their underground facilities for construction purposes. When an underground utility is within 2-feet of a new construction item, it is required to be exposed before construction can proceed. In 1996, the City required all electric distribution and services wires to be installed underground and, as a result of the 1998 tornado, all above ground wires have been installed underground as of 2004. With everything underground, it is required more and more frequently, to expose underground utilities. In 2002, the Electric Utility purchased an "Evacuator" for the purposes of quickly locating and exposing underground utilities. The Evacuator uses water and a vacuum system to quickly remove soil down to a given utility and has proven to be an efficient way to expose utilities and save the crew time.

While the existing evacuator has served the City well, we have ongoing problems with its practical use.

- Access to underground lines is becoming more difficult as buildings are constructed and trees are planted. The existing evacuator only has 30-foot of vacuum hose and 50-foot of high-pressure water hose to access underground lines. The trailer mounted equipment has to be relatively close to the excavation in order to perform the vacuum function.
- The vacuum hose on the current equipment is frequently plugged by small rocks. The proposed equipment has a larger vacuum opening, which should reduce the opportunity to plug.
- It is extremely noisy and exceeds the safety requirements for crews working near the equipment. Crew members are utilizing ear plugs and earmuffs together in an attempt to control the noise impact on their hearing. The crew also finds they are more frequently working near buildings and other people, and the noise is obtrusive. The proposed unit is fully insulated with a noise dampening muffler making it the quietest vacuum in its

class. New equipment has 50-foot of vacuum hose and 50-foot of high pressure water hose.

- The water pressure with the existing unit is 1000 psi; whereas, the water pressure for the new unit would be at 3000 PSI. This difference is expected to increase the efficiency of exposing underground utilities. All other specification comparisons between the existing equipment and the proposed equipment are comparable.

It is proposed to purchase the unit utilizing the State of Minnesota bid system. Ditch Witch of Minnesota, Inc. has bid a Ditch Witch FX 30 vacuum excavation system on the State bid with a price of \$43,817.00. Ditch Witch has agreed to provide a trade-in value for the existing Vermeer model E550 vacuum and trailer in the amount of \$11,000. The net purchase price for the City is \$32,817.00, including trade-in.

To facilitate trading in of the existing equipment, staff also recommends the Vermeer be declared surplus property. This action will allow us to remove the equipment from our insured equipment list and provide for tracking of the disposition of the old equipment in the future.

FISCAL IMPACT:

The purchase of a replacement vacuum unit, while unbudgeted, could be funded through the Electric Utility fund.

ALTERNATIVES/VARIATIONS:

Do not act: City staff will seek City Council direction.

Denial: Staff will continue to use the current evacuator.

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

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

LGG:bl

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF VACUUM EXCAVATOR
TRAILER AND SURPLUS DECLARATION OF EXISTING EQUIPMENT**

WHEREAS, location of underground utilities that are shallow or within two feet (2') of a proposed excavation is mandated by the state; and

WHEREAS, the City purchased a vacuum excavator unit 11 years ago to improve the efficiency of utility locations; and

WHEREAS, the unit is cost-effective to use and saves time and reduces impact on adjoining properties; and

WHEREAS, the vacuum tubing is short which requires the trailer to be immediately adjacent to the excavation area; and

WHEREAS, the existing unit exceeds the allowable safe noise levels for operation; and

WHEREAS, new units provide for substantial noise reduction and have longer excavation tubes to be able to excavate near or between buildings; and

WHEREAS, the unit is available through the State bid process; and

WHEREAS, this is an unbudgeted purchase with funding available from Electric Fund.

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

1. The existing Vermeer Evacuator unit is hereby declared as surplus property and staff is authorized to provide for trade-in of the existing unit as part of the purchase of a new unit.
2. The City Council hereby authorizes the unbudgeted purchase of a vacuum excavation trailer from the State bid process through Ditch Witch in the amount of \$32,817 including trade-in of the eleven year old existing Vermeer Evacuator unit.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including labor negotiations and property acquisition negotiations; and

WHEREAS, the City of Saint Peter is currently in negotiations with the International Union of Operating Engineers Local No. 70 (Parks) (Streets) and (Utilities); and

WHEREAS, the City of Saint Peter is also currently in negotiations for property acquisition associated with the Washington Avenue Link Improvement Project; and

WHEREAS, the Council wishes to discuss these negotiations in the Traverse des Sioux Room in closed session.

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 as provided for under Minnesota Statutes for discussion of labor negotiations with the Parks, Streets, and Utilities Union and for discussion of property acquisition negotiations related to the Washington Avenue Link Improvement Project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator