

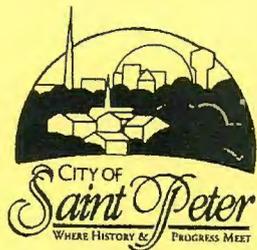


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, September 14, 2015  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
  - A. Wastewater Treatment Plant Exterior Building Repair Project Acceptance
- VII. NEW BUSINESS**
  - A. 2016 Preliminary Levy Adoption
  - B. Façade Renovation Loan Application: Community Core Partners LLC
  - C. St. Peter Community Childcare Center Lease Renewal
  - D. Request for City Assistance: Oktoberfest
  - E. Hospital Equipment Purchase Request
  - F. Land Donation Acceptance
  - G. Council Out-of-State Travel Authorization
  - H. Personnel Policy Modification: Part-time Employee Probation
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. Goal Session Discussion
    - 2. Show and Tell Event
    - 3. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the August 24, 2015 meeting is provided. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

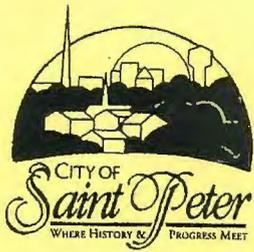
V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for August 20, 2015 through September 9, 2015 is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION ACCEPTING WASTEWATER TREATMENT PLANT EXTERIOR BUILDING REPAIR PROJECT**

Staff recommends accepting the Wastewater Treatment Plant Exterior Building Repair project which was bid in 2012. KUE Contracting has completed the project to specifications with the exception of the grout color. Staff negotiated a reduction in the contract price based on this exception. Please see the attached staff report and RESOLUTION.



**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING THE 2016 PRELIMINARY LEVY**

State Statute require certification of the preliminary levy to the County Auditor by no later than September 30th. Staff has developed the preliminary levy based on Council discussion at the last two workshop sessions. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING A FAÇADE RENOVATION LOAN TO COMMUNITY CORE PARTNERS LLC**

The Economic Development Authority has recommended approval of a façade renovation loan in the amount of \$25,000 to Community Core Partners LLC for replacement of windows in the property located at 216/218 South Minnesota Avenue. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF A RENEWAL LEASE WITH ST. PETER COMMUNITY CHILDCARE CENTER**

The City's lease with St. Peter Childcare Center for space in the Community Center has expired. Staff recommends approval be provided for execution of a renewal lease under the terms previously offered by the City Council. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR OKTOBERFEST EVENT**

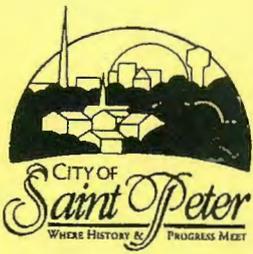
The St. Peter Ambassadors have requested City assistance for the Oktoberfest event on September 25-26, 2015. Staff met with the organizers and is recommending approval as outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.

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

The Hospital Commission recommends purchase of radiology equipment in the amount of \$194,000 from Brown Imaging Company. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION ACCEPTING LAND DONATION FROM MICHAEL AND JULIE DRUMMER**

As provided for in the City's donation policy, donations of land require Council action. Michael and Julie Drummer have donated a parcel of land located at the northwest corner of the Nicollet and Broadway



Avenues intersection. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING COUNCIL OUT OF STATE TRAVEL REQUEST**

As provided in the policy adopted by the City Council related to out-of-state travel by Councilmembers, a resolution has been prepared authorizing Councilmember Carlin to travel to Columbia, Missouri as part of the InterCity Leadership Visit being organized by Greater Mankato Growth. See the attached staff report and RESOLUTION.

**H. ADOPTION OF A RESOLUTION APPROVING PERSONNEL POLICY MODIFICATION RELATED TO PART-TIME EMPLOYEE PROBATIONARY PERIOD**

Staff recommends modifications to the City's Personnel Policy to change the definition of the probationary period for part-time employees. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/SCHOOL SHOW AND TELL**

A report will be provided at this time on the recent Show and Tell event hosted by the City and School District regarding the new park and high school property development.

**2. REPORT ON GOAL SESSION**

A report will be provided at this time on discussion at the August 31st Council goal session.

**3. OTHERS**

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

**IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING**

**AUGUST 24, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on August 24, 2015.

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

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

**Approval of Minutes** – A motion was made by Carlin, seconded by Parras, to approve the minutes of the August 10, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the August 10, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – City Administrator Prafke asked for modification to the consent agenda to include a Show License for the St. Peter Govenaires and Temporary On-Sale Liquor and Temporary 3.2 Beer licenses for the Nicollet County Historical Society. In motion by Parras, seconded by Grams, Resolution No. 2015-109 entitled, "Resolution Approving Consent Agenda" was introduced with the additional license applications. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-109 is contained in the City Administrator's book entitled Council Resolutions 20.

**MMUA Safety Contract Renewal** – Public Works Director Moulton requested authorization for execution of a renewal contract with the Minnesota Municipal Utilities Association (MMUA) to provide safety services for the City at a cost of \$22,364.03. Moulton indicated the contract included specialized training for the City's Linemen. City Administrator Prafke reported the City's experience loss modification number continues to remain below average since MMUA was retained to provide safety training for staff. In motion by Carlin, seconded by Brand, Resolution No. 2015-110 entitled "Resolution Authorizing Execution Of Renewal Safety Contract With Minnesota Municipal Utilities Association (MMUA)", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-110 is contained in the City Administrator's book entitled Council Resolutions 20.

**2016 Transit Grant Applications** – Finance Director O'Connell requested authorization to submit two grant applications to the Minnesota Department of Transportation Office of Transit for funding that will provide 80% of the operational (budgeted at \$366,450) and capital (budgeted at \$74,000) funding for the Transit system in 2016. O'Connell noted that the capital grant application may not be funded as it was being submitted during the "off" cycle for capital purchases and if no funding was received, a new bus would not be purchased in 2016. O'Connell reported transit fares would cover the remaining 20% of the budgeted amounts and if the State did not approve the full grant applications, the budget for Transit would be modified. Councilmember Brand questioned whether the ridership numbers had recovered from the switch to a route system. O'Connell stated the numbers hadn't fully recovered, but were increasing every month. In motion by Grams, seconded by Parras, Resolution No. 2015-111

entitled "Resolution Authorizing Submission Of Transit Grant Applications For 2016", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-111 is contained in the City Administrator's book entitled Council Resolutions 20.

## **Reports**

**Labor Day Closures** – City Administrator Prafke reported all non-emergency City offices, including the Library, Community Center and Transit, would be closed on Labor Day and noted the Library and Community Center would also be closed the Saturday before Labor Day.

**Goal Session Schedule** – City Administrator Prafke reminded the Council the Goal Session would be held on August 31st at 3:00 p.m.

**Joint City/School District #508 Show and Tell** – City Administrator Prafke reported the City and School District #508 would co-host a "show and tell" event to provide information to the public on plans for the new City Park and High School. Prafke stated the event will take place on September 9th from 6-8:00 p.m. at the Senior Center and the public was welcome to stop in anytime.

**Fire Department Grant Award** – City Administrator Prafke announced the Fire Department had been awarded a grant in excess of \$69,000 from the Aid To Firefighters grant program through Homeland Security and FEMA. Prafke noted the money would be used to purchase new turnout gear for the Department.

**League of Minnesota Cities Regional Meetings** – City Administrator Prafke encouraged any Councilmember interested in attending one of the League Regional Meetings to notify his office.

There being no further business, a motion was made by Carlin, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:25 p.m.

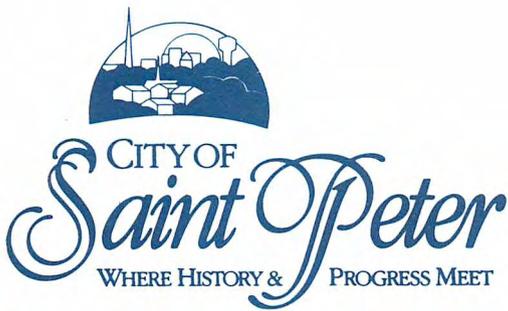
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/03/2015

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

**RE:** Sidewalk, Curb and Gutter Replacement: 969 Old Minnesota Avenue

### **ACTION/RECOMMENDATION**

Accept the proposal from Nielsen Concrete, Inc. of Kasota, MN for replacement and repair of City owned sidewalk, curb and gutter and applying bituminous in the amount of \$17,729.00.

### **BACKGROUND**

During the construction of Old Minnesota Avenue, City Staff was contacted by Don's Appliance TV and Repair for surface improvements to the existing frontage of its business property. The area of improvement was identified as customer and business parking, as well as access to the business inventory storage warehouse. City Staff coordinated the scope of work to include updated City standards for vehicle apron access, curb and gutter, and adjacent sidewalk for pedestrian travel.

The owner has signed a waiver of assessment for their share of the costs and has asked to assess the cost to the property. Of the \$17,729.00 cost, the private property owner will pay an \$11,251.80 assessment with the remainder of \$6,477.20 being the City's responsibility under our policy for work completed in the right-of-way.

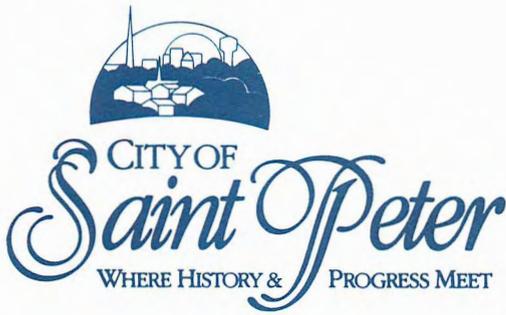
The referenced funds are covered in the Streets maintenance budget. The City's responsibility included 203' linear feet of sidewalk for pedestrian traffic and additional bituminous repairs to the roadway, not in the original bid package. The additional bituminous work in right-of-way was \$2,435.00. In addition, the Sidewalk Master Plan needs are addressed and satisfied. The curb and gutter were covered by the business owner and the City covered the sidewalk expense.

Two written proposals were received as follows.

Nielsen Blacktopping, Inc.	\$15,294.00 + (\$2,435) = \$17,729.00
Jim Schmidt Concrete & Masonry	\$15,789.00
O'Malley Concrete	No proposal submitted

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

PM/JK/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/10/15

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

**RE:** Water Meter Inventory Purchase

### ACTION/RECOMMENDATION

Approve the purchase of 100 water meters for inventory from Metering & Technology Solutions of Burnsville Minnesota in the amount of \$16,750.00.

### BACKGROUND

Staff is in the process of restocking some water meter inventory that has been used. The Water Utility budget contains allocations for the purpose of these items.

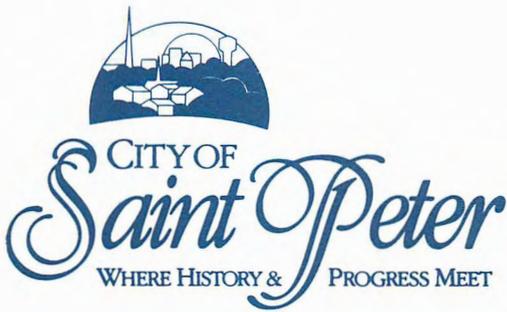
Staff prepared a "request for proposals" specification that would allow water meter vendors to provide competitive proposals for delivery of 100 water meters. Only two vendors submitted proposals as follows:

<u>Company</u>	<u>Cost per meter</u>	<u>Total cost</u>	<u>Delivery</u>
Metering & Technology Solutions - Burnsville	\$167.50	\$16,750	5 days
Dakota Supply Group – Burnsville	\$168.00	\$16,800	1-2 days
Henry's Waterworks – Sauk Rapids	No proposal	No proposal	NA

Funding is allocated in the Water fund budget.

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

PM/CV



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 3, 2015

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

**RE:** Snow Removal Equipment Replacement Cutting Edges

### ACTION/RECOMMENDATION

Authorize the purchase of replacement cutting edges to H&L Mesabi, Inc. of Blaine, Minnesota in the amount of \$8,325.34.

### BACKGROUND

In preparation of the Streets Section equipment for winter snowplowing duties; there is a need to purchase replacement cutting edges for the City's snow removal equipment.

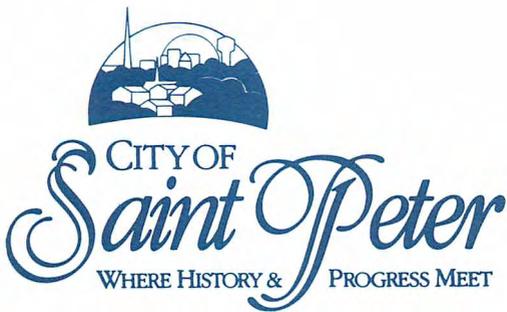
Quotes were solicited and only two vendors in Minnesota supply cutting edges:

VENDOR	QUOTE
H&L Mesabi	\$8,325.34
KRIS Engineering Inc.	\$9,130.08

The low quote was received from H&L Mesabi, Inc. There are no tax or freight charges for this purchase.

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

PM/TM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/10/2015

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Licenses

### **ACTION/RECOMMENDATION**

Provide approval of licenses.

### **BACKGROUND**

The City has received several temporary license applications as well as two annual renewals for City Council approval.

There are several events taking place this summer/fall at a variety of locations. A number of non-profit organizations have submitted temporary license applications for City Council approval. Upon approval, the organizations would be allowed to participate in specified special events. The following applications have been submitted: Temporary On-Sale Liquor Licenses (2), Temporary Show Licenses (2), Temporary Dance License, and Temporary Soft Drink License. The dates and location vary depending on the event.

The Nicollet County Fair has submitted renewals for their Soft Drink and Show License for the location 400 Union Street. The licensing period will be 8/5/15 through 12/31/15.

You previously approved the Govenaires Show License, and the Soft Drink and Show License renewals submitted by the Nicollet County Fair, prior to City Council approval. The applicant's did not meet the deadline to place their licenses on the consent agenda prior to their requested dates which resulted in an administrative approval, but are now being placed on the agenda for Council ratification.

Please place these items on the September 14, 2015 City Council consent agenda.

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

CKM



TO: Todd Prafke  
City Administrator

DATE: 09/01/15

FROM: Jane Timmerman   
Recreation & Leisure Services Department  
Director

RE: Employee appointment

**ACTION/RECOMMENDATION**

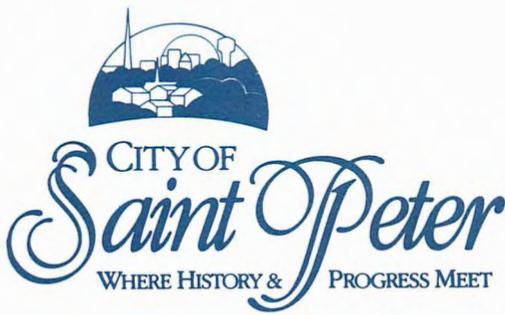
Appoint Michaela Zachman as part time Building Supervisor in the Recreation & Leisure Services Department at the wage rate of \$9.50 per hour.

**BACKGROUND**

The recruitment process for Building Supervisors is complete. I recommend the appointment of Michaela Zachman to the part time Building Supervisor position beginning September 15, 2015. Wage rate will be \$9.50 per hour.

Ms. Zachman has worked with customers as an instructor at the Dance Conservatory of Southern Minnesota. She understands the need for a safe and friendly environment.

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 8/31/2015

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

**RE:** Wastewater Operator Appointment – Entry Level

### **ACTION/RECOMMENDATION**

Appoint Brian Zabel to the position of Wastewater Operator at a starting wage of \$18.81 per hour.

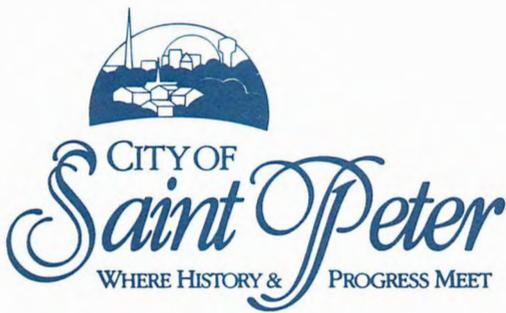
### **BACKGROUND**

Due to a resignation in our Wastewater Department, staff advertised for a temporary position to fill labor needs while we evaluated needs and changes in our operations. In June, as a part of that process, Brian was chosen to fill the temporary position. In July, staff advertised for a full-time Wastewater Operator to fill the temporary position. Applications were received and screened and the interview process was completed according to our hiring policy and practices. Brian Zabel emerged as the top candidate. References and his work for us gave us confidence that that Brian can meet the expectations of the position.

Brian worked for the City Wastewater Utility for 3-months as a temporary wastewater employee and has previously served as a laboratory technician in an internship while he was a student at Gustavus Adolphus College. The wage above reflects the Classification 1 – Non-licensed starting wage according to the existing union contract.

With Council approval, Brian will be available to begin the duties of the Wastewater Operator immediately (September 15th).

PM/JK/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/1/2015

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

**RE:** Declaration of Surplus Items – Streets & Environmental Services

### **ACTION/RECOMMENDATION**

Provide for a surplus property declaration for (3) 100 gallon salt/brine tailgate holding tanks, an engine hoist, and a 2009 STIHL FSR90 Brush cutter.

### **BACKGROUND**

The (3) 100 gallon tanks were purchased in 1994, 1996 and 1997 and used primarily on units 39, 38, and 45 to apply winter salt brine on streets before snow events. They are not used anymore as new updated equipment was purchased to do this job.

The old engine hoist has been replaced by a mechanics hoist in 2014.

The 2009 STIHL brush cutter is not mechanically sound and has been put on the shelf. The brush cutter was replaced in 2015.

Staff recommends this equipment be declared as surplus property and authorization provided for public sale of the equipment as provided in the City Code. As has been our practice, the items will be included on the Minnesota Department of Administration surplus property online auction.

Funds generated from the state auction website would be returned to the Streets and Environmental Services Budgets.

TM/PM/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	uniform allow. scot peters	WASTE WATER FUND	ADMIN AND GENERAL	124.32
			TOTAL:	124.32
A TO Z RENTAL CENTER	summer celebration equipme	GENERAL FUND	RECREATION/LEISURE SER	250.00
			TOTAL:	250.00
AFFILIATED CREDIT SERVICES	august collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	85.10
			TOTAL:	85.10
ALL AMERICA PRESSURE WASHER MFG., INC.	tip	GENERAL FUND	STREETS	15.50
	tip	GENERAL FUND	PARKS	15.50
	tip	WATER	DISTRIBUTION AND STORA	7.75
	tip	WASTE WATER FUND	SOURCE/TREATMENT	7.75
	tip	ENVIRON SERVICES F	REFUSE DISPOSAL	7.75
	tip	ELECTRIC FUND	POWER DISTRIBUTION	15.50
	tip	STORMWATER FUND	TREATMENT	7.75
			TOTAL:	77.50
ALPHA WIRELESS COMMUNICATIONS CO	ltr radio equip maint agre	GENERAL FUND	MUNICIPAL BUILDING	59.51
	radio service	GENERAL FUND	POLICE	467.00
	ltr radio equip maint agre	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	ltr radio equip maint agre	WATER	ADMIN AND GENERAL	57.02
	ltr radio equip maint agre	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	ltr radio equip maint agre	ELECTRIC FUND	ADMIN AND GENERAL	51.59
			TOTAL:	770.00
AMAZON	batteries, laminating pouc	GENERAL FUND	POLICE	26.95
	cd labels	GENERAL FUND	POLICE	30.14
	mouse pad	GENERAL FUND	ECONOMIC DEVMT	15.12
	library materials	LIBRARY FUND	LIBRARY	324.77
	batteries	PUBLIC ACCESS	PUBLIC ACCESS	12.18
	battery charger freight	PUBLIC ACCESS	PUBLIC ACCESS	19.43
	ink	WATER	ADMIN AND GENERAL	296.98
	ink	WATER	CUSTOMER ACCOUNTS	16.61
	ink	WASTE WATER FUND	CUSTOMER ACCOUNTS	16.61
	ink	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	16.61
	ink	ELECTRIC FUND	CUSTOMER ACCOUNTS	16.61
			TOTAL:	792.01
AMERICAN PAYMENT CENTERS	qtrly drop box rent	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
APPLIANCE CLINIC	pw break room fridge door	GENERAL FUND	PUBLIC WORKS ADMIN	75.00
			TOTAL:	75.00
APT MACHINING & FABRICATING, INC	repair merry go round	GENERAL FUND	PARKS	225.00
			TOTAL:	225.00
ARBOR DAY FOUNDATION	annual membership dan k.	ENVIRON SERVICES F	ADMIN AND GENERAL	10.00
			TOTAL:	10.00
ARROW ACE HARDWARE INC	bolts	GENERAL FUND	MUNICIPAL BUILDING	2.40
	door stop	GENERAL FUND	POLICE	4.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaning supplies & battie	GENERAL FUND	POLICE	27.57
	flagpole supplies	GENERAL FUND	FIRE	9.98
	bolts	GENERAL FUND	FIRE	1.14
	paint & paint supplies	GENERAL FUND	FIRE	22.52
	oil & weed killer	GENERAL FUND	FIRE	17.77
	paint, paint brush, & gas	GENERAL FUND	STREETS	4.03
	power sweeper & paint	GENERAL FUND	STREETS	628.95
	bolts for pool cart	GENERAL FUND	SWIMMING POOL	32.99
	cleaner, cleaning supplies	GENERAL FUND	SWIMMING POOL	12.57
	sandpaper	GENERAL FUND	SWIMMING POOL	7.18
	supplies to prep for closi	GENERAL FUND	SWIMMING POOL	83.19
	cleaning supplies	GENERAL FUND	SWIMMING POOL	28.17
	totes -wibet & chemical co	GENERAL FUND	SWIMMING POOL	35.98
	paint, paint brush, & gas	GENERAL FUND	PARKS	4.03
	reacher, battbattery, padl	GENERAL FUND	PARKS	39.57
	caulk	COMMUNITY CENTER	COMMUNITY CENTER	78.12
	glue	COMMUNITY CENTER	COMMUNITY CENTER	7.99
	glue/ battiers	COMMUNITY CENTER	COMMUNITY CENTER	24.58
	keys & lopper	WATER	PURIFICATION AND TREAT	45.57
	paint, paint brush, & gas	WATER	DISTRIBUTION AND STORA	2.02
	paint, paint brush, & gas	WATER	DISTRIBUTION AND STORA	35.67
	screwdriver #5	WATER	DISTRIBUTION AND STORA	9.99
	wasp spray	WATER	CUSTOMER ACCOUNTS	1.49
	paint, paint brush, & gas	WASTE WATER FUND	SOURCE/TREATMENT	2.02
	plug end	WASTE WATER FUND	SOURCE/TREATMENT	5.59
	masking tape	WASTE WATER FUND	SOURCE/TREATMENT	4.98
	paint, paint brush, & gas	ENVIRON SERVICES F	REFUSE DISPOSAL	2.02
	pruner & saw	ENVIRON SERVICES F	REFUSE DISPOSAL	130.86
	brushcutter	ENVIRON SERVICES F	REFUSE DISPOSAL	277.16
	torch & great stuff	ELECTRIC FUND	POWER DISTRIBUTION	46.25
	paint, paint brush, & gas	ELECTRIC FUND	POWER DISTRIBUTION	4.03
	paint, paint brush, & gas	STORMWATER FUND	TREATMENT	2.02
	epoxy	STORMWATER FUND	TREATMENT	6.99
	#714 key	STORMWATER FUND	TREATMENT	9.99
	padding bus 817	TRANSIT	TRANSIT/TRANSPORTATION	2.59
	vip carwash supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	30.57
			TOTAL:	1,693.53
BASHLIN INDUSTRIES INC.	body harness & lanyard for	ENVIRON SERVICES F	REFUSE DISPOSAL	351.71
	returning 1 harness & lany	ELECTRIC FUND	ADMIN AND GENERAL	167.55-
			TOTAL:	184.16
BEAR GRAPHICS INC	Election supplies	GENERAL FUND	ELECTIONS	122.70
			TOTAL:	122.70
BOBCAT OF MANKATO	#210 mirror & tie rod	GENERAL FUND	PARKS	257.45
	#614 mower blades	GENERAL FUND	PARKS	88.86
			TOTAL:	346.31
BORDER STATES ELECTRIC SUPPLY	15a fuse	GENERAL FUND	FIRE	13.65
			TOTAL:	13.65
BRIGGS AND MORGAN	2015 a refdg bond	ELECTRIC FUND	ADMIN AND GENERAL	10,051.36
			TOTAL:	10,051.36
C & S SUPPLY CO INC	jared clothing allow	GENERAL FUND	PARKS	181.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	john h. clothing allow	WASTE WATER FUND	ADMIN AND GENERAL	142.96
	nipple & sprayers	ENVIRON SERVICES F	REFUSE DISPOSAL	47.76
	jacob y. clothing allow	STORMWATER FUND	ADMINISTRATION AND GEN	174.95
			TOTAL:	547.62
MICHAEL CALLAHAN	srp entertainment	LIBRARY FUND	LIBRARY	400.00
			TOTAL:	400.00
CENTERPOINT ENERGY MINNEGASCO	august gas bill	GENERAL FUND	FIRE	47.17
	august gas bill	GENERAL FUND	STREETS	51.82
	august gas bill	GENERAL FUND	SWIMMING POOL	144.84
	august gas bill	GENERAL FUND	PARKS	41.46
	august gas bill	LIBRARY FUND	LIBRARY	163.97
	august gas bill	COMMUNITY CENTER	COMMUNITY CENTER	387.89
	august gas bill	WATER	PURIFICATION AND TREAT	89.14
	august gas bill	WATER	PURIFICATION AND TREAT	17.82
	august gas bill	WATER	ADMIN AND GENERAL	20.73
	august gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	august gas bill	WASTE WATER FUND	SOURCE/TREATMENT	53.12
	august gas bill	WASTE WATER FUND	ADMIN AND GENERAL	20.73
	august gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	20.72
	august gas bill	ELECTRIC FUND	ADMIN AND GENERAL	51.82
			TOTAL:	1,126.23
CERTIFIED LABORATORIES	july parts washer	GENERAL FUND	STREETS	57.76
	july parts washer	GENERAL FUND	PARKS	57.76
	july parts washer	WATER	DISTRIBUTION AND STORA	28.88
	july parts washer	WASTE WATER FUND	SOURCE/TREATMENT	28.88
	july parts washer	ENVIRON SERVICES F	REFUSE DISPOSAL	28.88
	july parts washer	ELECTRIC FUND	POWER DISTRIBUTION	57.76
	july parts washer	STORMWATER FUND	TREATMENT	28.90
			TOTAL:	288.82
CINTAS FIRST AID & SAFETY	safety cabinets	GENERAL FUND	STREETS	7.59
	aed battery	GENERAL FUND	STREETS	68.24
	aed pads	GENERAL FUND	STREETS	28.57
	cold packs cc summer progr	GENERAL FUND	RECREATION/LEISURE SER	60.43
	safety cabinets	GENERAL FUND	PARKS	6.07
	aed battery	GENERAL FUND	PARKS	54.59
	aed pads	GENERAL FUND	PARKS	22.86
	cold packs cc summer progr	COMMUNITY CENTER	COMMUNITY CENTER	15.11
	safety cabinets	WATER	ADMIN AND GENERAL	3.04
	safety cabinets	WATER	ADMIN AND GENERAL	19.93
	aed battery	WATER	ADMIN AND GENERAL	27.29
	aed pads	WATER	ADMIN AND GENERAL	11.43
	safety cabinets	WASTE WATER FUND	ADMIN AND GENERAL	3.04
	safety cabinets	WASTE WATER FUND	ADMIN AND GENERAL	11.74
	aed battery	WASTE WATER FUND	ADMIN AND GENERAL	27.29
	aed pads	WASTE WATER FUND	ADMIN AND GENERAL	11.43
	safety cabinets	ENVIRON SERVICES F	ADMIN AND GENERAL	3.04
	aed battery	ENVIRON SERVICES F	ADMIN AND GENERAL	27.29
	aed pads	ENVIRON SERVICES F	ADMIN AND GENERAL	11.42
	safety cabinets	ELECTRIC FUND	ADMIN AND GENERAL	7.59
	aed battery	ELECTRIC FUND	ADMIN AND GENERAL	68.24
	aed pads	ELECTRIC FUND	ADMIN AND GENERAL	28.57
			TOTAL:	524.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COLE PAPERS INC	city hall supplies	GENERAL FUND	MUNICIPAL BUILDING	397.13
	soap, towels, plates	GENERAL FUND	STREETS	69.40
	wipes	GENERAL FUND	STREETS	36.66
	t.p.	GENERAL FUND	PARKS	70.36
	soap, towels, plates	GENERAL FUND	PARKS	69.40
	wipes	GENERAL FUND	PARKS	36.66
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	169.37
	soap, towels, plates	WATER	DISTRIBUTION AND STORA	34.70
	wipes	WATER	DISTRIBUTION AND STORA	18.33
	soap, towels, plates	WASTE WATER FUND	SOURCE/TREATMENT	34.70
	wipes	WASTE WATER FUND	SOURCE/TREATMENT	18.33
	soap, towels, plates	ENVIRON SERVICES F	REFUSE DISPOSAL	34.70
	wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	18.33
	soap, towels, plates	ELECTRIC FUND	POWER DISTRIBUTION	69.40
	wipes	ELECTRIC FUND	POWER DISTRIBUTION	36.66
	soap, towels, plates	STORMWATER FUND	TREATMENT	34.72
	wipes	STORMWATER FUND	TREATMENT	18.33
			TOTAL:	1,167.18
COMPUTER TECHNOLOGY SOLUTIONS, INC.	hvac computer	COMMUNITY CENTER	COMMUNITY CENTER	675.00
			TOTAL:	675.00
CREDIT RIVER TOOLS	compact impact, hook	GENERAL FUND	STREETS	123.99
	compact impact, hook	GENERAL FUND	PARKS	123.99
	compact impact, hook	WATER	DISTRIBUTION AND STORA	62.00
	compact impact, hook	WASTE WATER FUND	SOURCE/TREATMENT	62.00
	compact impact, hook	ENVIRON SERVICES F	REFUSE DISPOSAL	62.00
	compact impact, hook	ELECTRIC FUND	POWER DISTRIBUTION	123.99
	compact impact, hook	STORMWATER FUND	TREATMENT	61.98
			TOTAL:	619.95
CRYSTAL LAWN, INC	jefferson park fields brok	GENERAL FUND	PARKS	215.40
			TOTAL:	215.40
DGR ENGINEERING	2015 dist. design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	255.00
	elastimold vfi settings	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	256.50
	nic co. generator review	ELECTRIC FUND	POWER DISTRIBUTION	1,694.50
			TOTAL:	2,206.00
DIAMOND VOGEL PAINTS	traffic paint	GENERAL FUND	STREETS	707.50
	red paint	GENERAL FUND	STREETS	73.35
	red paint	GENERAL FUND	STREETS	73.35
			TOTAL:	854.20
BANK OF THE WEST (DITCH WITCH)	5" clamp	ELECTRIC FUND	POWER DISTRIBUTION	345.00
			TOTAL:	345.00
DON'S APPLIANCE & TV	refrigerator for evidence	GENERAL FUND	POLICE	219.99
			TOTAL:	219.99
EARL F ANDERSEN INC	sign post stabilizer	GENERAL FUND	STREETS	117.53
			TOTAL:	117.53
EBSCO INFORMATION SERVICES	annual magazine renewals	LIBRARY FUND	LIBRARY	286.68
	annual magazine renewal	LIBRARY FUND	LIBRARY	4,839.41
			TOTAL:	5,126.09

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
ELECTRICAL & COMMUNICATION SPECIALISTS	breakroom switch	GENERAL FUND	STREETS	14.50	
	breakroom switch	GENERAL FUND	PARKS	11.60	
	vets 1 repair	GENERAL FUND	PARKS	368.00	
	breakroom switch	WATER	ADMIN AND GENERAL	5.80	
	breakroom switch	WASTE WATER FUND	ADMIN AND GENERAL	5.80	
	breakroom switch	ENVIRON SERVICES F	ADMIN AND GENERAL	5.80	
	breakroom switch	ELECTRIC FUND	ADMIN AND GENERAL	14.50	
			TOTAL:	426.00	
FASTENAL COMPANY	shop bolts/ washers	GENERAL FUND	STREETS	4.45	
	cable ties	GENERAL FUND	STREETS	2.10	
	safety glasses	GENERAL FUND	STREETS	11.82	
	bolts	GENERAL FUND	STREETS	0.42	
	shop bolts/ washers	GENERAL FUND	PARKS	4.45	
	cable ties	GENERAL FUND	PARKS	2.10	
	safety glasses	GENERAL FUND	PARKS	9.46	
	bolts	GENERAL FUND	PARKS	0.42	
	shop bolts/ washers	WATER	DISTRIBUTION AND STORA	2.22	
	cable ties	WATER	DISTRIBUTION AND STORA	1.05	
	bolts	WATER	DISTRIBUTION AND STORA	0.21	
	safety glasses	WATER	ADMIN AND GENERAL	4.73	
	shop bolts/ washers	WASTE WATER FUND	SOURCE/TREATMENT	2.22	
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	1.05	
	bolts	WASTE WATER FUND	SOURCE/TREATMENT	0.21	
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	4.73	
	shop bolts/ washers	ENVIRON SERVICES F	REFUSE DISPOSAL	2.22	
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	1.05	
	bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	0.21	
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	4.72	
	shop bolts/ washers	ELECTRIC FUND	POWER DISTRIBUTION	4.45	
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	2.10	
	bolts	ELECTRIC FUND	POWER DISTRIBUTION	0.42	
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	11.82	
	shop bolts/ washers	STORMWATER FUND	TREATMENT	2.23	
	cable ties	STORMWATER FUND	TREATMENT	1.04	
	bolts	STORMWATER FUND	TREATMENT	0.21	
				TOTAL:	82.11
	FEDEX	election materials	GENERAL FUND	ELECTIONS	33.13
				TOTAL:	33.13
FERGUSON WATERWORKS #2516	valves	WASTE WATER FUND	SOURCE/TREATMENT	272.77	
			TOTAL:	272.77	
FREDRICKSON'S PAINT & BODY SHOP	#48 sandblast & repaint	GENERAL FUND	STREETS	400.00	
	#48 sandblast repainted	GENERAL FUND	STREETS	700.00	
			TOTAL:	1,100.00	
FREEDOM VALUE CENTERS, INC.	fuel	GENERAL FUND	POLICE	22.25	
	august fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,613.19	
			TOTAL:	2,635.44	
GENERAL REPAIR SERVICE	mac valve	WASTE WATER FUND	SOURCE/TREATMENT	826.09	
			TOTAL:	826.09	
GOPHER STATE ONE-CALL INC	august gopher state one- c	WATER	DISTRIBUTION AND STORA	55.36	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	august gopher state one- c	WASTE WATER FUND	COLLECTOR/LIFT STAT	55.36
	august gopher state one- c	ELECTRIC FUND	POWER DISTRIBUTION	55.43
			TOTAL:	166.15
GREATER MANKATO GROWTH	iclv conference susie carl	GENERAL FUND	MAYOR & COUNCIL	1,875.00
	iclv conference todd prak	GENERAL FUND	CITY ADMINISTRATION	1,875.00
	iclv conference russ wille	GENERAL FUND	ECONOMIC DEVMT	1,875.00
			TOTAL:	5,625.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	city administration	GENERAL FUND	CITY ADMINISTRATION	4.11
	city clerk	GENERAL FUND	CITY CLERK	7.49
	elections	GENERAL FUND	ELECTIONS	1.05
	finance	GENERAL FUND	FINANCE	236.77
	police	GENERAL FUND	POLICE	26.23
	bldg & planning	GENERAL FUND	BUILDING INSPECTOR	8.31
	rec	GENERAL FUND	RECREATION/LEISURE SER	61.67
	pool	GENERAL FUND	SWIMMING POOL	4.28
	parks	GENERAL FUND	PARKS	7.49
	community development/ eco	GENERAL FUND	ECONOMIC DEVMT	22.60
	library	LIBRARY FUND	LIBRARY	3.75
	community center	COMMUNITY CENTER	COMMUNITY CENTER	1.61
	water dept	WATER	ADMIN AND GENERAL	2.76
	water customer accts	WATER	CUSTOMER ACCOUNTS	110.82
	wastewater	WASTE WATER FUND	ADMIN AND GENERAL	1.29
	wastewater customer accts	WASTE WATER FUND	CUSTOMER ACCOUNTS	110.82
	environmental svcs. custome	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	110.82
	electric	ELECTRIC FUND	ADMIN AND GENERAL	10.43
	electric customer accts	ELECTRIC FUND	CUSTOMER ACCOUNTS	110.82
	stormwater	STORMWATER FUND	ADMINISTRATION AND GEN	4.82
	transit	TRANSIT	TRANSIT/TRANSPORTATION	6.51
			TOTAL:	854.45
GUSTAVUS ADOLPHUS COLLEGE-DINING	wellness event	RESTRICTED CONTRIB	CITY ADMINISTRATION	253.83
			TOTAL:	253.83
HACH COMPANY	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	51.25
			TOTAL:	51.25
HAWKINS, INC.	sodium hydroxide caustie s	WATER	PURIFICATION AND TREAT	1,228.50
	bleach, caustic soda	WATER	PURIFICATION AND TREAT	3,171.00
	HAWKINS, INC.	WATER	PURIFICATION AND TREAT	858.00
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	339.71
			TOTAL:	5,597.21
HD SUPPLY FACILITIES MAINTENANCE	fire alarm pull station pl	COMMUNITY CENTER	COMMUNITY CENTER	167.38
			TOTAL:	167.38
HILLYARD/HUTCHINSON	parts for vacuum	COMMUNITY CENTER	COMMUNITY CENTER	206.25
			TOTAL:	206.25
HOLIDAY COMMERCIAL	august fuel	GENERAL FUND	POLICE	153.12
	august fuel	GENERAL FUND	BUILDING INSPECTOR	50.94
	august fuel	GENERAL FUND	STREETS	560.82
	august fuel	GENERAL FUND	PARKS	947.40
	august fuel	WATER	DISTRIBUTION AND STORA	208.79
	august fuel	WATER	CUSTOMER ACCOUNTS	70.28

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	august fuel	WASTE WATER FUND	SOURCE/TREATMENT	350.99
	august fuel	WASTE WATER FUND	ADMIN AND GENERAL	36.94
	august fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	70.28
	august fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	221.23
	august fuel	ELECTRIC FUND	POWER DISTRIBUTION	232.28
	august fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	70.31
	august fuel	STORMWATER FUND	TREATMENT	603.28
			TOTAL:	3,576.66
JON HUGHES	graduate school reimbursem	GENERAL FUND	POLICE	3,617.08
			TOTAL:	3,617.08
IDEXX DISTRIBUTION, INC	materials for testing	WASTE WATER FUND	SOURCE/TREATMENT	225.04
			TOTAL:	225.04
IMPACT	printing postage flyer ad	WATER	CUSTOMER ACCOUNTS	160.70
	printing postage flyer ad	WATER	CUSTOMER ACCOUNTS	379.21
	printing postage flyer ad	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.70
	printing postage flyer ad	WASTE WATER FUND	CUSTOMER ACCOUNTS	379.21
	printing postage flyer ad	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.70
	printing postage flyer ad	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	379.19
	printing postage flyer ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.68
	printing postage flyer ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	379.21
	printing postage flyer ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	144.41
	printing postage flyer ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	279.61
			TOTAL:	2,583.62
INGRAM BOOK COMPANY	new books	LIBRARY FUND	LIBRARY	915.35
	new library materials	LIBRARY FUND	LIBRARY	342.19
			TOTAL:	1,257.54
JARRAFF INDUSTRIES INC	geo boy rental gardener r.	GENERAL FUND	STREETS	6,000.00
			TOTAL:	6,000.00
JAVENS MECHANICAL CONTRACTING CO.	operator & room cooling re	WASTE WATER FUND	SOURCE/TREATMENT	238.00
			TOTAL:	238.00
KEELEY FARM DRAINAGE	river rock 4th & elm hydra	WATER	DISTRIBUTION AND STORA	117.00
			TOTAL:	117.00
KENNEDY & GRAVEN	cable tv legal service	GENERAL FUND	CITY ADMINISTRATION	525.00
			TOTAL:	525.00
KWIK TRIP INC	august fuel	GENERAL FUND	POLICE	1,292.28
	august fuel	GENERAL FUND	BUILDING INSPECTOR	45.53
	august fuel	GENERAL FUND	PARKS	162.10
			TOTAL:	1,499.91
LAGER'S INC	#2 control lever belt	GENERAL FUND	STREETS	228.20
			TOTAL:	228.20
LEAGUE OF MINNESOTA CITIES	mayor association dues- st	GENERAL FUND	MAYOR & COUNCIL	30.00
	patrol subscription for jo	GENERAL FUND	POLICE	42.50
	safety training	GENERAL FUND	STREETS	18.75
	safety training	GENERAL FUND	PARKS	15.00
	membership dues	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	10,598.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety training	WATER	ADMIN AND GENERAL	7.50
	safety training	WASTE WATER FUND	ADMIN AND GENERAL	7.50
	safety training	ENVIRON SERVICES F	ADMIN AND GENERAL	7.50
	safety training	ELECTRIC FUND	ADMIN AND GENERAL	18.75
			TOTAL:	10,745.50
LEAGUE OF MN CITIES INSURANCE TRUST	green valley final deducti	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	6,347.90
	430 ritt st.	TORNADO DISASTER R	ECONOMIC DEVMT	681.00-
			TOTAL:	5,666.90
LJP ENTERPRISES INC	august waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	august waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	august waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	168.68
	august waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,051.10
			TOTAL:	1,763.67
LOCATORS & SUPPLIES, INC.	fr safety vests	GENERAL FUND	STREETS	50.31
	hornet spray	GENERAL FUND	STREETS	15.97
	gloves	GENERAL FUND	STREETS	29.97
	fr safety vests	GENERAL FUND	PARKS	40.25
	hornet spray	GENERAL FUND	PARKS	15.97
	gloves	GENERAL FUND	PARKS	23.98
	hornet spray	WATER	DISTRIBUTION AND STORA	7.99
	fr safety vests	WATER	ADMIN AND GENERAL	20.12
	gloves	WATER	ADMIN AND GENERAL	11.99
	hornet spray	WASTE WATER FUND	SOURCE/TREATMENT	7.99
	fr safety vests	WASTE WATER FUND	ADMIN AND GENERAL	20.12
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	11.99
	hornet spray	ENVIRON SERVICES F	REFUSE DISPOSAL	7.99
	fr safety vests	ENVIRON SERVICES F	ADMIN AND GENERAL	20.13
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	11.98
	hornet spray	ELECTRIC FUND	POWER DISTRIBUTION	15.97
	fr safety vests	ELECTRIC FUND	ADMIN AND GENERAL	50.31
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	29.97
	hornet spray	STORMWATER FUND	TREATMENT	7.99
			TOTAL:	400.99
MACQUEEN EQUIPMENT INC	#214 sprocket & drivechain	GENERAL FUND	STREETS	53.37
	#310 a caster wheels	GENERAL FUND	STREETS	831.92
			TOTAL:	885.29
MARCO, INC.	contract bill for july	GENERAL FUND	CITY ADMINISTRATION	9.46
	contract bill for july	GENERAL FUND	CITY CLERK	9.46
	contract bill for july	GENERAL FUND	FINANCE	6.31
	contract bill for july	GENERAL FUND	POLICE	5.05
	contract bill for july	GENERAL FUND	BUILDING INSPECTOR	2.52
	contract bill for july	GENERAL FUND	PUBLIC WORKS ADMIN	1.26
	contract bill for july	GENERAL FUND	ECONOMIC DEVMT	0.63
	contract bill for july	WATER	ADMIN AND GENERAL	5.68
	contract bill for july	WASTE WATER FUND	ADMIN AND GENERAL	5.69
	contract bill for july	ELECTRIC FUND	ADMIN AND GENERAL	17.04
			TOTAL:	63.10
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	22.80
	cylinder rental	GENERAL FUND	PARKS	22.80
	cylinder rental	WATER	DISTRIBUTION AND STORA	11.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cylinder rental	WASTE WATER FUND	SOURCE/TREATMENT	11.40
	cylinder rental	ENVIRON SERVICES F	REFUSE DISPOSAL	11.40
	cylinder rental	ELECTRIC FUND	POWER DISTRIBUTION	22.80
	cylinder rental	STORMWATER FUND	TREATMENT	11.40
			TOTAL:	114.00
MCGRANN SHEA CARNIVAL STRAUGHN & LAMB,	new school electric territ	ELECTRIC FUND	ADMIN AND GENERAL	1,591.25
			TOTAL:	1,591.25
MENARDS	1/2 antifreeze	GENERAL FUND	SWIMMING POOL	31.08
	1/2 antifreeze	GENERAL FUND	PARKS	31.08
	paint supplies - treemendo	GENERAL FUND	PARKS	65.25
	bow saw	WASTE WATER FUND	SOURCE/TREATMENT	7.99
	ceiling tiles	WASTE WATER FUND	SOURCE/TREATMENT	187.68
	lights	WASTE WATER FUND	ADMIN AND GENERAL	191.92
			TOTAL:	515.00
METRO JANITORIAL SUPPLY INC.	degreaser	GENERAL FUND	STREETS	16.83
	degreaser	GENERAL FUND	PARKS	16.83
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	362.63
	degreaser	WATER	DISTRIBUTION AND STORA	8.42
	degreaser	WASTE WATER FUND	SOURCE/TREATMENT	8.42
	degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	8.42
	degreaser	ELECTRIC FUND	POWER DISTRIBUTION	16.83
	degreaser	STORMWATER FUND	TREATMENT	8.40
			TOTAL:	446.78
MISC VENDOR	COOKS & COMPANY GOURME	wellness event prizes 08/2	RESTRICTED CONTRIB NON-DEPARTMENTAL	188.17
	DANCE CONSERVATORY	dance instructor contract	GENERAL FUND RECREATION/LEISURE SER	875.00
	DS SOLUTIONS	elections	GENERAL FUND ELECTIONS	250.00
	MOORE, JUDY	refund for mn square shelt	GENERAL FUND NON-DEPARTMENTAL	39.75
	MP NEXLEVEL, LLC	refund for over payment	STORMWATER FUND NON-DEPARTMENTAL	50.00
	PRO FABRICATION INC.	park signs	GENERAL FUND PARKS	770.16
	R.M. COTTON COMPANY	stainless steel circulator	WATER PURIFICATION AND TREAT	500.00
	SCHOOL SPECIALTY	mouthguards for flag footb	GENERAL FUND RECREATION/LEISURE SER	99.00
	SEACHANGE PRINT INNOVA	ballots	GENERAL FUND ELECTIONS	2,303.13
	SERVICEMASTER OF MANKA	carpet cleaning	GENERAL FUND POLICE	149.62
	SIR LINES-A-LOT	center line striping	GENERAL FUND STREETS	2,610.80
			TOTAL:	7,835.63
MN AMERICAN WATER WORKS ASSOC.	awwa conference	WATER	ADMIN AND GENERAL	490.00
			TOTAL:	490.00
MN DEPT OF HUMAN SERVICES	mowing 507 elm st. 6/19 &	GENERAL FUND	NON-DEPARTMENTAL	100.00
	507 e. elm st./ mowing 07/	GENERAL FUND	NON-DEPARTMENTAL	50.00
	flower watering	ENVIRON SERVICES F	REFUSE DISPOSAL	733.50
	august flower watering	ENVIRON SERVICES F	REFUSE DISPOSAL	771.75
			TOTAL:	1,655.25
MN PIPE & EQUIPMENT	water dist inventory	WATER	NON-DEPARTMENTAL	559.59
	water dist. inventory	WATER	NON-DEPARTMENTAL	482.92
	bolts & ntus	WATER	DISTRIBUTION AND STORA	164.05
			TOTAL:	1,206.56
PETE MOULTON	mileage	GENERAL FUND	PUBLIC WORKS ADMIN	20.13
	mileage	GENERAL FUND	STREETS	10.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mileage	GENERAL FUND	PARKS	22.43
	mileage	WATER	ADMIN AND GENERAL	8.05
	mileage	WASTE WATER FUND	ADMIN AND GENERAL	16.68
	mileage	ELECTRIC FUND	ADMIN AND GENERAL	18.98
	mileage	STORMWATER FUND	ADMINISTRATION AND GEN	12.08
			TOTAL:	109.25
MVTL LABORATORIES INC	hwe salty discharge testin	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	lab #253 testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	26.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	65.00
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	26.50
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	26.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	98.40
			TOTAL:	486.90
NBS CALIBRATIONS	calibrate scale	WASTE WATER FUND	SOURCE/TREATMENT	167.00
			TOTAL:	167.00
NEENAH FOUNDRY COMPANY	#818 behive grate	STORMWATER FUND	COLLECTIONS/LIFT STATI	392.00
			TOTAL:	392.00
NELSON PRINTING COMPANY	ups	WATER	ADMIN AND GENERAL	13.51
	billing change slips	WATER	CUSTOMER ACCOUNTS	19.06
	billing change slips	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.06
	billing change slips	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.07
	ups	ELECTRIC FUND	ADMIN AND GENERAL	47.14
	billing change slips	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.06
			TOTAL:	136.90
NICOLLET COUNTY SOCIAL SERVICES	2107 york st. child care r	GENERAL FUND	MAYOR & COUNCIL	150.00
			TOTAL:	150.00
NORTH CENTRAL LABORATORIES	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	653.23
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	274.53
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	143.56
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	108.28
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	415.41
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	249.04
			TOTAL:	1,844.05
PAULA O'CONNELL	hotel for smmpa annual mee	ELECTRIC FUND	ADMIN AND GENERAL	193.13
			TOTAL:	193.13
OFFICEMAX	cd/ dvd-r/ dvd r/ it	GENERAL FUND	FINANCE	89.97
	cd/ dvd-r/ dvd r/ police	GENERAL FUND	POLICE	89.97
			TOTAL:	179.94
PET EXPO DIST.	routine aquarium maintenanc	LIBRARY FUND	LIBRARY	62.50
			TOTAL:	62.50
PETER'S SODDING SERVICE	stump removal & sod instal	ENVIRON SERVICES F	REFUSE DISPOSAL	75.00
			TOTAL:	75.00
FRED POWERS	wastewater exam & certific	WASTE WATER FUND	ADMIN AND GENERAL	100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	100.00
QUICK MART ST PETER	fuel	GENERAL FUND	POLICE	785.48
			TOTAL:	785.48
QUILL	ink cartridges	GENERAL FUND	FINANCE	93.99
	ink cartridges	GENERAL FUND	STREETS	48.99
	ink cartridges	GENERAL FUND	PARKS	39.19
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	159.98
	ink cartridges	LIBRARY FUND	LIBRARY	293.99
	ink cartridges	LIBRARY FUND	LIBRARY	196.92
	ink cartridges	WATER	ADMIN AND GENERAL	23.50
	ink cartridges	WATER	ADMIN AND GENERAL	19.60
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	23.50
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	19.60
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	23.48
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	19.60
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	23.50
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	48.99
			TOTAL:	1,034.83
RADIO MANKATO	night to unite radio	RESTRICTED CONTRIB	POLICE	28.00
			TOTAL:	28.00
RAMY TURF PRODUCTS	gault #1 soccer field	GENERAL FUND	PARKS	630.00
	grounds crew misc	ENVIRON SERVICES F	REFUSE DISPOSAL	45.50
	terra blend & grounds crew	STORMWATER FUND	TREATMENT	691.20
			TOTAL:	1,366.70
RED WING SHOE STORE	safety boots neary	GENERAL FUND	FIRE	147.59
	safety boots hank	WASTE WATER FUND	ADMIN AND GENERAL	208.24
	safety boots neary	ENVIRON SERVICES F	ADMIN AND GENERAL	36.90
			TOTAL:	392.73
ROCHESTER MIDLAND CORPORATION	service pw 08/15-07/16	GENERAL FUND	STREETS	189.36
	service pw 08/15-07/16	GENERAL FUND	PARKS	151.49
	service pw 08/15-07/16	WATER	ADMIN AND GENERAL	75.74
	service pw 08/15-07/16	WASTE WATER FUND	ADMIN AND GENERAL	75.74
	service pw 08/15-07/16	ENVIRON SERVICES F	ADMIN AND GENERAL	75.75
	service pw 08/15-07/16	ELECTRIC FUND	ADMIN AND GENERAL	189.36
			TOTAL:	757.44
NICOLE RUHLAND	pool supplies fyc, lowes,	GENERAL FUND	SWIMMING POOL	80.00
	inflatable kiddie pools	GENERAL FUND	SWIMMING POOL	31.52
			TOTAL:	111.52
SCHWICKERT'S, INC.	roof repair	COMMUNITY CENTER	COMMUNITY CENTER	652.00
			TOTAL:	652.00
SHERWIN-WILLIAMS	hotline white paint	GENERAL FUND	STREETS	440.00
	hotline white paint	GENERAL FUND	STREETS	330.00
			TOTAL:	770.00
SHOPKO STORES OPERATING CO., LLC	wellness event prizes	RESTRICTED CONTRIB	NON-DEPARTMENTAL	46.07
			TOTAL:	46.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SKROVE AUTOMOTIVE	a/c service	TRANSIT	TRANSIT/TRANSPORTATION	99.65
			TOTAL:	99.65
SOUTHERN MN CONSTRUCTION CO INC	asphalt locust st.	GENERAL FUND	STREETS	1,159.61
	water/ streets asphalt po	GENERAL FUND	STREETS	1,282.38
	water/ streets asphalt	WATER	DISTRIBUTION AND STORA	831.72
	gravel stockpile	WATER	ADMIN AND GENERAL	157.34
	gravel stockpile	WASTE WATER FUND	ADMIN AND GENERAL	157.34
	gravel stockpile	ENVIRON SERVICES F	ADMIN AND GENERAL	78.66
	gravel stockpile	ELECTRIC FUND	ADMIN AND GENERAL	393.35
			TOTAL:	4,060.40
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	734,978.82
	aug smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	687,309.86
			TOTAL:	1,422,288.68
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.94
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	16.62
	phone bill	WATER	ADMIN AND GENERAL	16.62
	phone bill	WATER	ADMIN AND GENERAL	39.99
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	19.98
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	44.23
			TOTAL:	155.38
ST PETER COMMUNITY & FAMILY EDUCATION	share of fall 2015 brochur	GENERAL FUND	RECREATION/LEISURE SER	1,087.00
			TOTAL:	1,087.00
ST PETER HERALD	ad for senior center	GENERAL FUND	SENIOR COORDINATOR	98.70
	daycare hearing permit	GENERAL FUND	ECONOMIC DEVMT	51.40
	schoo; hearing permit	GENERAL FUND	ECONOMIC DEVMT	58.60
	bldg supervisor ad	COMMUNITY CENTER	COMMUNITY CENTER	89.00
			TOTAL:	297.70
ST PETER HIGH SCHOOL	vollyball nets for school	GENERAL FUND	RECREATION/LEISURE SER	95.82
	vollyball nets for school	COMMUNITY CENTER	COMMUNITY CENTER	95.82
			TOTAL:	191.64
ST PETER LUMBER CO	plexy glass	ELECTRIC FUND	POWER DISTRIBUTION	5.75
			TOTAL:	5.75
STAPLES ADVANTAGE	post its, paper punch, pap	GENERAL FUND	CITY ADMINISTRATION	20.57
	post its	GENERAL FUND	CITY ADMINISTRATION	6.64
	post its, paper punch, pap	GENERAL FUND	CITY CLERK	20.57
	post its	GENERAL FUND	CITY CLERK	6.64
	paper	GENERAL FUND	ELECTIONS	16.39
	post its, paper punch, pap	GENERAL FUND	FINANCE	13.72
	post its	GENERAL FUND	FINANCE	4.43
	post its, paper punch, pap	GENERAL FUND	POLICE	10.98
	paper punch	GENERAL FUND	POLICE	20.49
	post its	GENERAL FUND	POLICE	3.54
	post its, paper punch, pap	GENERAL FUND	BUILDING INSPECTOR	5.49
	post its	GENERAL FUND	BUILDING INSPECTOR	1.77
	post its, paper punch, pap	GENERAL FUND	PUBLIC WORKS ADMIN	2.74
	post its	GENERAL FUND	PUBLIC WORKS ADMIN	0.88
	labels, wrist rest, staple	GENERAL FUND	STREETS	27.53
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	122.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	18.33
	supplies	GENERAL FUND	SWIMMING POOL	4.79
	office supplies	GENERAL FUND	SWIMMING POOL	26.40
	labels, wrist rest, staple	GENERAL FUND	PARKS	22.02
	post its, paper punch, pap	GENERAL FUND	ECONOMIC DEVMT	1.37
	post its	GENERAL FUND	ECONOMIC DEVMT	0.44
	paper shredder bags	LIBRARY FUND	LIBRARY	7.49
	office supplies	LIBRARY FUND	LIBRARY	10.49
	office supplies	LIBRARY FUND	LIBRARY	8.95
	paper shredder	LIBRARY FUND	LIBRARY	159.95
	post its, paper punch, pap	WATER	ADMIN AND GENERAL	12.35
	post its	WATER	ADMIN AND GENERAL	3.99
	labels, wrist rest, staple	WATER	ADMIN AND GENERAL	11.01
	post its, paper punch, pap	WASTE WATER FUND	ADMIN AND GENERAL	12.33
	post its	WASTE WATER FUND	ADMIN AND GENERAL	4.00
	labels, wrist rest, staple	WASTE WATER FUND	ADMIN AND GENERAL	11.01
	labels, wrist rest, staple	ENVIRON SERVICES F	ADMIN AND GENERAL	11.00
	post its, paper punch, pap	ELECTRIC FUND	ADMIN AND GENERAL	37.04
	post its	ELECTRIC FUND	ADMIN AND GENERAL	11.96
	labels, wrist rest, staple	ELECTRIC FUND	ADMIN AND GENERAL	27.53
			TOTAL:	687.57
STEFFEN ELECTRIC OF LE CENTER INC.	pool pump repair	GENERAL FUND	SWIMMING POOL	65.00
	jeff outlet	GENERAL FUND	PARKS	85.00
			TOTAL:	150.00
TIMOTHY STRAND	hotel, meals, mileage coal	GENERAL FUND	MAYOR & COUNCIL	691.42
	hotel, mileage meal lmc co	GENERAL FUND	MAYOR & COUNCIL	580.57
			TOTAL:	1,271.99
STREICHER'S	uniform expenses	GENERAL FUND	POLICE	337.97
			TOTAL:	337.97
STUART C. IRBY CO.	#773 & #778 transformers	ELECTRIC FUND	NON-DEPARTMENTAL	35,746.00
			TOTAL:	35,746.00
TASER INTERNATIONAL	taser maintenance plan/ co	GENERAL FUND	POLICE	2,035.00
			TOTAL:	2,035.00
TEREX UTILITIES, INC.	#28 collector block repair	ENVIRON SERVICES F	REFUSE DISPOSAL	3,784.00
			TOTAL:	3,784.00
THE SUITES HOTEL AT WATERFRONT PLAZA	hotel for mn awwa conferen	WATER	ADMIN AND GENERAL	819.24
			TOTAL:	819.24
TIRE ASSOCIATES	tire mounts #556	GENERAL FUND	STREETS	169.30
			TOTAL:	169.30
TOTAL ENERGY SYSTEMS, LLC	#502 generator repair	GENERAL FUND	FIRE	126.45
			TOTAL:	126.45
TRANE	repair work on chiller	COMMUNITY CENTER	COMMUNITY CENTER	1,644.12
			TOTAL:	1,644.12
TRAVERSE DES SIOUX LIBRARY SYSTEM	overpayment for brodini co	LIBRARY FUND	LIBRARY	1.20
			TOTAL:	1.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
UTILITY CONSULTANTS, INC.	coliform 08/15	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
VENTURE HYDRAULICS, INC.	#554 hydraulic pump	GENERAL FUND	PARKS	1,616.41
			TOTAL:	1,616.41
VERIZON WIRELESS	cell phones charges	GENERAL FUND	POLICE	349.72
	wifi	GENERAL FUND	BUILDING INSPECTOR	70.04
			TOTAL:	419.76
VESSCO, INC	rebuild s10k auto chlorina	WATER	PURIFICATION AND TREAT	850.00
	regulators	WATER	PURIFICATION AND TREAT	998.52
	plug & kit	WATER	PURIFICATION AND TREAT	726.71
			TOTAL:	2,575.23
VISA	digital svcs - rec	GENERAL FUND	NON-DEPARTMENTAL	10.68
	extention cord for council	GENERAL FUND	CITY ADMINISTRATION	16.01
	meals commissioner school	GENERAL FUND	CITY ADMINISTRATION	93.20
	lightning protectors for p	GENERAL FUND	MUNICIPAL BUILDING	100.00
	pistol magazine, binocular	GENERAL FUND	POLICE	866.57
	pd books	GENERAL FUND	POLICE	19.23
	uniforms janet shoes	GENERAL FUND	COMMUNITY SERVICE	78.74
	sales tax credit	GENERAL FUND	STREETS	14.78-
	pickleballs	GENERAL FUND	RECREATION/LEISURE SER	37.61
	valleyball antennas	GENERAL FUND	RECREATION/LEISURE SER	162.03
	rec & park conference	GENERAL FUND	RECREATION/LEISURE SER	360.00
	greater mankato unitedway	GENERAL FUND	RECREATION/LEISURE SER	40.00
	region nine meal	GENERAL FUND	ECONOMIC DEVMT	15.49
	scanner for the library	LIBRARY FUND	LIBRARY	294.65
	membership in constant con	LIBRARY FUND	LIBRARY	162.00
	staff meeting- library	LIBRARY FUND	LIBRARY	32.38
	mn awwa conference 09/16-0	WATER	ADMIN AND GENERAL	245.00
	tree- skyline honey locust	ENVIRON SERVICES F	REFUSE DISPOSAL	99.99
	food and hotel for service	TRANSIT	TRANSIT/TRANSPORTATION	197.39
	night to unite door prizes	RESTRICTED CONTRIB	POLICE	31.00
	ntu handouts	RESTRICTED CONTRIB	POLICE	26.40
	paws walking supplie	RESTRICTED CONTRIB	COMMUNITY SERVICE	124.60
			TOTAL:	2,998.19
VON ESSEN TOWING	tire repair/ window/ wiper	GENERAL FUND	POLICE	179.48
	tow	GENERAL FUND	POLICE	70.00
	tires #311	GENERAL FUND	PARKS	244.41
			TOTAL:	493.89
WESCO DISTRIBUTION INC	#613 street lights	ELECTRIC FUND	NON-DEPARTMENTAL	193.92
	#563 meters 200:5 cmv	ELECTRIC FUND	NON-DEPARTMENTAL	785.58
	#384 1/0 elbow	ELECTRIC FUND	NON-DEPARTMENTAL	909.00
	#490 ground rod clamp	ELECTRIC FUND	NON-DEPARTMENTAL	89.25
	#445 pedestal	ELECTRIC FUND	NON-DEPARTMENTAL	327.00
	paint	ELECTRIC FUND	POWER DISTRIBUTION	149.72
	programming cable	ELECTRIC FUND	POWER DISTRIBUTION	427.82
			TOTAL:	2,882.29
WOLF MOTOR COMPANY, INC.	#556 injector repair	GENERAL FUND	STREETS	1,692.88
			TOTAL:	1,692.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	44.60
			TOTAL:	44.60
ZEP SALES & SERVICE	degreaser shop	GENERAL FUND	STREETS	26.53
	degreaser shop	GENERAL FUND	PARKS	26.53
	degreaser shop	WATER	DISTRIBUTION AND STORA	13.27
	degreaser shop	WASTE WATER FUND	SOURCE/TREATMENT	13.27
	degreaser shop	ENVIRON SERVICES F	REFUSE DISPOSAL	13.27
	degreaser shop	ELECTRIC FUND	POWER DISTRIBUTION	26.53
	degreaser shop	STORMWATER FUND	TREATMENT	13.25
			TOTAL:	132.65

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

101	GENERAL FUND	64,218.52
201	PROPERTY INSURANCE	6,347.90
211	LIBRARY FUND	8,506.64
213	PUBLIC ACCESS	31.61
217	COMMUNITY CENTER	5,037.95
240	TORNADO DISASTER REV LOAN	681.00CR
601	WATER	14,577.63
602	WASTE WATER FUND	7,602.10
603	ENVIRON SERVICES FUND	8,861.68
604	ELECTRIC FUND	1,478,360.33
606	STORMWATER FUND	2,143.53
610	TRANSIT	2,919.33
820	RESTRICTED CONTRIBUTIONS	728.64
-----		
	GRAND TOTAL:	1,598,654.86
-----		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Nielsen Blacktopping Inc	Curb, gutter, and sidewalk	\$17,729.00	General/ assessments
Metering & Technology Solutions	100 water meters (inventory)	\$16,750.00	Water
H & L Mesabi, Inc	Cutting edges	\$8,325.34	General

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Michaela Zachman	PT Building Supervisor	\$9.50/hour
Brian Zabel	Wastewater Operator	\$18.81/hour

3. The following license applications are approved subject to payment of the licensing fee and compliance with City Code regulations:

Temporary On Sale Liquor

St. Peter Ambassadors	Parking Lot #5	9/24/15 – 9/26/15
Knights of Columbus	1801 W Broadway	10/23/15

Temporary Show License

Govenaires Drum & Bugle Corp	100 Lincoln Drive	8/22/15
Rock Bend Folk Festival	MN Square Park	9/12/15 – 9/13/15
Nicollet County Fair	400 West Union Street	8/5/15 – 12/31/15

Temporary Dance License

St. Peter Ambassadors	Parking Lot #5	9/24/15 – 9/26/15
-----------------------	----------------	-------------------

Temporary Soft Drink License

Rock Bend Folk Festival	MN Square Park	9/12/15 – 9/13/15
Nicollet County Fair	400 West Union Street	8/5/15 – 12/31/15

4. The following equipment, for which the City no longer has a need, is declared as surplus property and staff is directed to dispose of the equipment through public sale as required by the City Code:

(3) 100 gallon salt/brine tailgate holding tanks  
Engine hoist  
2009 STIHL FSR90 Brush cutter.

5. The schedule of disbursements for August 20, 2015 through September 9, 2015 is hereby approved.

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

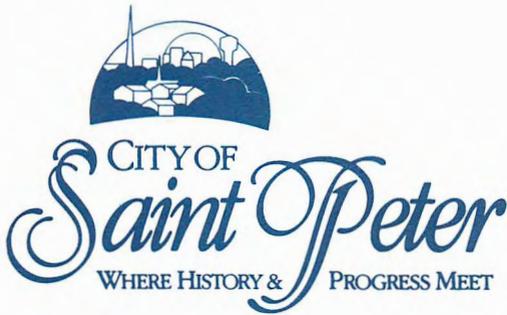
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/01/2015

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

**RE:** Wastewater Treatment Plant Exterior Building Repairs Project Final Acceptance

### **ACTION/RECOMMENDATION**

Approve a project deduct in the amount of \$2,100 and accept the Wastewater Treatment plant exterior building repairs project as completed.

### **BACKGROUND**

On February 27, 2012 the Council awarded the bid for the Wastewater Treatment Plant Exterior Building Repairs Project to KUE Contracting (Resolution #2012-27). Kue Contracting was hired to correct tuck point mortar in the top two feet of the brick face which was showing signs of deterioration. The specified work, excluding the color match, was completed to City standards and specification.

Since the time of correction in 2012 staff has been monitoring the color of the grout used in the repair. Originally the grout color did not match well and the contractor did not provide a solution to correctly change the color. Since the quality of the repair was structurally sound, staff determined that trying to correctly match the existing mortar with the repair color was of secondary concern to structural stability. Staff decided to negotiate a financial deduct for the color situation and close out the project.

The initial project was authorized at \$42,000. A five percent (5%) deduction (\$2,100) in the project cost was agreed to as the cost the City would be willing to accept for the non-matching grout. The final project cost after the deduction is \$39,900. All payments have been distributed to the contractor and he has accepted the deduction. No additional funds will be dispersed.

### **FISCAL IMPACT:**

No additional funding is required. Funding for this project came from the 2012 Wastewater budget.

### **ALTERNATIVES/VARIATIONS:**

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

Negative Votes: Staff will be notified of the Council direction.

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

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

PM/amg

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 –**

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

**RESOLUTION ACCEPTING WASTEWATER TREATMENT PLANT EXTERIOR BUILDING  
REPAIRS PROJECT**

WHEREAS, in 2012 the City Council awarded a bid to KUE Contracting to complete exterior building repairs to the wastewater treatment plant; and

WHEREAS, the wastewater plant operates in humid and moist conditions; and

WHEREAS, repairs and sealing were needed to reduce moisture problems with the brick and mortar; and

WHEREAS, KUE Contracting has completed the specified work, excluding the grout color match, to City standards and specifications; and

WHEREAS, the City has negotiated with the contractor to reduce the amount of the contract due to the failure to utilize the specified grout color; and

WHEREAS, the initial contract was in the amount of \$42,000; and

WHEREAS, the five percent (\$2,100) reduction resulted in a final contract price of \$39,100.

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

1. The City Council hereby accepts the Wastewater Treatment Plant Exterior Building Repairs Project as completed by KUE Contracting of Watkins, Minnesota.
2. Funding for the project was provided by Wastewater Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of September, 2015.

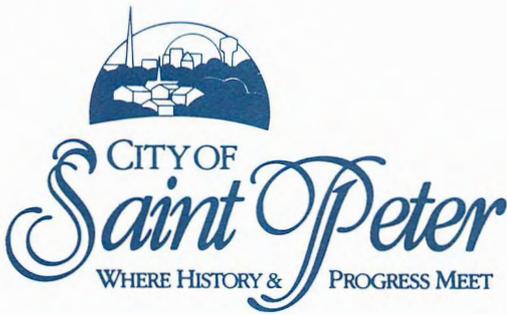
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 09/2/15

**FROM:** Todd Prafke  
City Administrator

Paula O'Connell  
Finance Director

**RE:** 2016 Preliminary Levy

### **ACTION/RECOMMENDATION**

Approve the attached resolution setting the Preliminary Levy for the 2016 year.

### **BACKGROUND**

Under State law the Council must take action to set a Preliminary Levy before the end of September. This Levy may be lowered prior to final approval. That final approval is required before the end of December.

Since the Levy is in many ways directly related to your budget, the Council has made two opportunities to discuss both the Levy and Budget for 2016. Our recommendation and your plan for that budget and levy have been incorporated into the information that is provided below.

We continue to work to provide a budget that is based on Council priorities for our customers and taxpayers while providing the financial resources needed to maintain the quality and quantity of staff that provide those services.

We are proposing a budget and suggesting a Levy that will increase your projected tax rate from 46.79 to 48.06 based on a gross levy increase of 5.25% or \$113,954. You may note a change in the tax rate present for the 2015 year. This change in tax rate is based on a preliminary 2.5% increase in tax capacity. Continuing evolution of the tax capacity numbers will continue until the 2016 tax notices are distributed by Nicollet County. The 2015 tax rate number presented to you at your goal session has now been changed due to this evolution. We updated the 2015 tax rate calculation you saw last Monday, based on the actual tax rate that was calculated for the 2015 tax statements. Previous tax rates look like this:

<u>Year</u>	<u>Rate</u>
2012	49
2013	50.67
2014	51.13
2015	46.79
2016	48.06 (estimated)

What this means is, if a homeowner's property valuation hasn't changed from 2015, their City share of the tax bill on a \$150,000 home would increase approximately \$16.09 from the 2015 tax year. The preliminary levy certified to the County Auditor in September may be lowered, but not increased when the final levy is approved in December.

**Goals for this discussion are:**

- Provide an update on the 2015 projections and budget modifications
- Provide information on the 2016 budget progress
- Provide information that allows you to work towards a reasoned decision relative to the levy.
- This budget and levy, the means by which you provide for the policies you have in place, is a substantial opportunity for you to provide input in making this the Council budget and not the Staff budget.

This discussion will include a summary explanation of the budgets that we hope will enhance your understanding of the big picture of the budget. We hope to not get into the minutia of the budget exemplified by how many stamps we use or the number of handcuff keys we purchase, but rather to focus on the way this budget supports your wants and policies.

We continue to look at the General Fund and Special Revenue Fund budgets as a portion of a larger business and believe we are very cognizant of the impact that modification in any of these areas has on other portions of the City business. The 2016 budget is based on the ideas expressed below.

The changes within the budget, as compared to 2015, are very small with a few specific exceptions:

- There is a presidential election in 2016 which will increase our election costs.
- Minimum wage increase to \$9.50 as of August 1, 2016.
- Street maintenance for 2016 is planned at the same level as your 2015 budget (less the Union Street, Third Street sidewalk project, and payroll costs). Your ongoing street program provides maintenance on one of your biggest investments that is very expensive to replace.
- Gardner Road intersections at Broadway and Jefferson will have additional work of \$175,000, with the Township grant funding a majority of reconstruction of Gardner Road.
- Parks will see a \$30,000 increase in capital for resurfacing the Vets Field tennis courts (\$20,000). Please note that this is a different location than was discussed at your Goal Session when City Administrator Prafke said Minnesota Square Park Tennis courts. The request is for Vets Field, and a trench drain and sump in the Parks shop (\$10,000).
- Members discussed and directed staff to work toward the completion of a gravel trail around Hallett's Pond. This will be funded out of Parks maintenance budget.
- The Fire Department budget includes \$34,001 which will contribute a second year to a replacement fund of \$7,500 per year for equipment items that have certification expiration needs; provide \$15,000 for turn out gear (while we did receive an AFG Grant it will not fund your entire need), allocate \$5,000 to replace five MSA cylinders, \$4,751 for confined space rescue; and \$1,750 for a roof saw.
- The 2015 budget includes an allocation of \$2,500 for The Third Floor youth center.
- The insurance fund doesn't have any contributions funding for the 2016 year. The projected 2015 ending fund balance is \$270,000. (You may recall our target here is \$300,000.)
- General Fund reserves are projected to increase to 57% of expenditures. This includes the use of \$84,236 to fund the projected 2015 operations. The percentage of reserves is higher than your policy of 35% to 50% of the 2016 year expenditures.

- The 2016 expenditures reflect the use of \$405,000 in reserves to cover the expense of Wagner Subdivision improvements. (This is in addition to the \$465,000 you previously designated for this use.)
- Local Government Aid (LGA) has remained the same as 2015.
- There are a number of large building permits that will generate approximately \$1,305,000 in additional revenues in 2016. This revenue is a one-time collection and we do not believe the dollars should be used to satisfy inflationary operational costs without consideration of impact to future year levies.

For 2016, we will use the same philosophy we have over the past years. We do not look at the total levy and then make cuts or additions. We look at the divisional budgets line by line and think about needs and priorities you have set, make changes, and then look at how that would influence the total.

The philosophy in the past was to bring you budgets based on the programs and service standards we have had in place without puffing it up needlessly, simply to be cut later in October or November to show how great a job we can do budget cutting. That is to say, we bring a budget that will provide for the operation you have told us you want. In this case, the service levels are still based on the 2010 and 2011 budget modifications. Reserves are used for emergencies or efforts that are unknown to us at this time. In some past years we have used reserves for a deal that is too good to pass up or to pay an unexpected cost like we had this year for the City Hall HVAC unit. We do not believe that additional information about costs projected in a month or two will substantially impact our thoughts on needs and/or priorities so we don't plan to come back to you multiple times between now and December and modify the budget. It may be important to note that once the legislative session starts in 2016 there is always the potential for a change in the ground rules. Election results and budget surpluses or deficiencies at the State level all influence those issues and right now, we do not have any supernatural ability to predict future outcomes. Councilmembers should note that the State was in a \$1 billion surplus for this biennium and provided no additional money for the LGA formula.

We also believe the results from past budgets speak for themselves and that our budgeting philosophy has shown very positive results both from a financial and a service perspective. The positive results are measured by the deviation from budget at the end of each year. That deviation has been very, very small, as reported by the City's auditors. Further, the Council does not see a flurry of purchases at the end of each year based on the theory of, "if we don't spend it we won't get it next year." We just don't do that.

Lastly, based on State funding changes over the past eleven years, local property taxes are more heavily depended upon to make your operations go. Also, LGA continues to make up a large portion of our General Fund budget.

**Our Financial Position Today** - The City, as reported by our auditors, is in very good financial shape. The General Fund ended the 2014 year with revenues under expenditures by \$42,346 and reserves decreasing to \$3,473,648. The projected change to fund balance in 2015 is an anticipated decrease of \$84,236. (This is \$68,994 greater use of reserves than expected). Lower building permit revenue and the City Hall HVAC replacement contributed to this change. The Fire Department was awarded a \$69,000 grant to purchase turn out gear in 2015.

**Working Plan Thus far** - The 2016 budget is not balanced. Revenues will be greater than expenditures. This is not a good or bad thing it is just the plan and we are happy that our understanding of these issues has evolved over the last number of years. Based on your Fund

Balance Policy for the General Fund which says the reserve should be “35% to 50% of the following years budgeted expenditures”, we believe this is the time to have discussion of what building replacement or park improvement plans you have for the future. Having fund balance above the 50% gives opportunity for the City Council to designate a portion of the fund balance for future priorities.

Based on the proposed budget we will have a projected fund balance of \$3,929,495 at the end of budget year 2016. Based on our current projections, the reserve percentage for the end of 2015 will likely be approximately 49.1%, and in 2016 at 57%.

It could be argued that you really don't need a levy increase this year as your reserves are growing. Our recommendation comes after much consideration of your projects in the next couple of years and a philosophy of “one time money in....one time money out.” In addition, it is important to note that modest wage changes, increases in insurance and small adjustments to fuel and other consumable items in your budget mean that each year, assuming no other changes take place, you will see an increase in cost somewhere between \$100,000 and \$130,000 in a \$6.7 million budget. If the State chooses to provide no additional revenue (LGA) and you choose no increase in revenue (Levy) or decrease in programs or services in any given year, you will have to make up that amount in future years. Our belief is that steady, moderate change over a number of years is better than large increases or decrease from year to year.

General fund expenditures are planned for an increase of \$317,309 over the 2015 Budget driven by personnel costs, Gardner Road, and capital. Alternatives to this increase are discussed later in the memo. Major changes have been made in the past due to the LGA reductions and trying to maintain reasonableness in our tax levy, but this year we are again confident that the State will provide the levy of LGA promised for the 2016 year. The 2016 LGA has not increased from the 2015 allocation. Again, this budget is premised on your service level decisions for 2010 and 2011 and the budget modifications that resulted.

Some of the tools used to provide the 2016 budget year include:

- Enterprise funds transfers have been estimated based on projected sales for the 2015 year, assuming rate increases and lower use possibilities in 2016. This is a very conservative approach, but we have seen consumption reductions after the initial rate increase. Transfers will remain at 6.5% of sales for the Electric, Water, Wastewater, and Stormwater budgets. Please know that the transfers are based on percentage of gross revenue, so even though they are likely to change, we believe this assumption is appropriate as a starting point.
- Health insurance costs are budgeted with an 11.9% increase.
- Wage modifications for all union and non-union are about 3%.
- New minimum wage laws effective August 1, 2014 thru August 1, 2016 are also reflected in the budgeted and projected values.
- The Streets Division still operates with an Equipment Operator position going unfilled.
- We will continue to make operational changes that we hope will reduce overtime and may mean changes when and how some activities are undertaken. Except for the Police budget, we budgeted hours of overtime at the levels we have seen for 2011-2013.
- Fire Relief Association levy of \$8,000 for the 2016 year.
- We continue to self-fund a higher deductible for Property/Casualty Insurance coverage across all funds. We do not plan to transfer any funds to the insurance pool as the budget premium no longer offers a saving from the initial creation of this fund. After the claim deductibles are closed, the 2015 fund balance will be approximately \$270,000.

- 2016 Local Government Aid is not planned to be reduced from the certified amount. We plan to receive the same amount as the 2015 allocation of \$2,945,981.

**Projects in 2016 that are being planned include:**

- Equipment Certificate for \$415,425. These potential purchases will be discussed closer to the final budget approval and are not prioritized. The document software cost is still unknown as we are investigating the process to convert paper documents into an electronic document management program.
  - \$30,000 – Police Utility Vehicle (\$26,000) with Equipment set up (\$4,000)
  - Replace 13 computers from 2005-2009: \$9,425
  - Scheduling software: \$3,000
  - Body worn video camera system: \$15,000 (a place holder)
  - Bi-direction amplifier \$25,000
  - Hurst tool \$35,000 (Fire Department. This is the machine that cuts cars open.)
  - Replace #16 Loader \$175,000
  - Toro '16 mower for expanded park land \$98,000
  - Ballfield Maintainer \$25,000
  - ??? – Document management program software

Below are items that we discussed earlier and some items we just think you should have an opportunity to understand and discuss.

- Gardner Road intersections will have \$175,000 of improvements.
- Additional parks repairs of \$30,000 for improvements to facilities.
- There is no funding in the budget for Pavilion work as an amount is not known and our planning, thus far, has been to work to solicit other people's money (OPM) once a scope is determined.
- Magner Subdivision development for City/School facilities- includes \$405,000 in the 2016 budget to transfer to the parkland dedication fund. This is an amount to add to the 2015 transfer of \$465,000 for improvements that we will likely see in 2016 and 2017 of approximately \$1.2 million. Proceeds from the sale of the ponds east of Saint Peter are also anticipated to fund this project.
- There will be other modifications to fees, which are insignificant to the budget, but more reflective of actual costs.
- The budget includes Coalition of Greater Minnesota Cities (\$15,600).
- You have also discussed other long term projects for the future that are not funded as a part of this budget. Minnesota Square Pavilion, Fire Hall, City Hall, Township Road 361, and other sidewalk and street improvements.
- Enterprise funds may see changes to costs including an anticipated cost of power increase of 5% in 2016 and 3% in 2017 by Southern Minnesota Municipal Power Agency (SMMPA). The water fund will see the last of the approved increases effective on 1/1/2016. Our current projections are that Wastewater will remain steady.

**Special Revenue Funds:**

The Library fund is allocated the same tax levy as it has for the last three years. The fund balance is projected at 36.4% and is continuing the same programming as in 2015. The State requires a minimum maintenance of effort, which means they regulate how much is required to

be contributed to library systems by cities and counties. The amount for 2016 is \$235,561 and we will be in compliance when in-kind costs are figured. With 2013-2016 showing a planned decrease in fund balance, we are going have to either make a change to programming or increase property tax levy to maintain a reasonable fund balance in the future. That future can be now or sometime before 2018. No increase is planned for the 2016 year.

The Community Center fund has not been receiving any tax levy, but the debt is being covered 100% by tax levy. The "Conduit Agreement" that is in place to fund Community Center operations will end May 2017. This decline in revenue along with the decline in leases, contribute to a negative operations in 2016. With the collection of past due rents or new leases of the unoccupied spaces, the projected fund balance will improve. However, the Council may need to make changes from the current plan. Again those changes can come between now and 2018 when the fund balance is close to negative. Some options may be that there is levy for operations in 2020 when the debt service is repaid, or revenues from a new conduit agreement made after the expiration in 2017.

#### **Miscellaneous things to consider -**

- We could come to the logical conclusion that you really don't need a levy increase this year as your reserves are growing. Please know that our recommendation comes after much consideration of your projects in the next couple of years and a philosophy of "one time money in....one time money out." In addition, it is important to note that modest wage changes, increases in insurance and small adjustments to fuel and other consumable items in your budget mean that each year, assuming no other changes take place, you will see an increase in cost somewhere between \$100,000 and \$130,000. If the State chooses to provide no additional revenue and you choose no increase in revenue or decrease in programs or services in any given year, you will have to make up that amount in future years. Our belief is that steady, moderate change over a number of years is better than large increases or decrease from year to year.
- As always, our goal is to construct a budget that meets your goals and priorities. We have provided additional information so that the Council might be able to determine if this budget does that.
- There are many, many requests that go unfilled; a large number of those are removed at the Department or the Administrative level. We continue to under-fund depreciation on assets and road maintenance. That is not only the case in Saint Peter, but in just about every community in the state.
- Our dependence on Local Government Aid remains significant.
- This budget delays some capital equipment wishes that in past years we may have funded. Some of these reductions are made because our needs have changed and others because we continue to work to be good stewards of the resources. Some are done with the hope that we can limp to another year based on cost of money or serviceability. Others are done because we believe strongly in the idea of budget responding to our customers and the services you wish to see provided.
- We will be prioritizing things like weed control and repairs throughout our various facilities and our efforts will be focused on areas with customer needs as the driving force behind the prioritization.
- You can change how you look at resource balance between Tax driven and Enterprise Funds. In the past we have maintained a very specific percentage of gross revenues of Enterprise Fund transfers to the General Fund. This budget anticipates no change in that balance. The Council could change that area if you wished. We will have the ability to discuss the general impact of changes in that balance if you wish. A slight twist to that may

be the additional use of enterprise funds in a more targeted way. We can discuss this now, but it may be more valuable during your Enterprise funds discussion that will come up in the near future.

- We have also assembled a list of some of the outside the box ideas that may assist us in our budget balancing. All of these need more discussion prior to any implementation because most represent a policy change and, frankly, a large shift in what our operations model has been in the past. Some of those are:
  - Additional modification to fees. (Yearly adjustments are always done)
  - Payment in lieu of taxes from other entities that are not taxed now.
  - Modification to assessment policies that put more burdens on individual taxpayers rather than the General Fund. The last changes you made put additional cost on the General Fund by transferring alley skirting from being assessable to being paid by the City.
  - When to take savings from the Insurance Fund.
  - Additional Enterprise Funds contributing to the General Fund.
  - Targeted utility increases.
  - Franchise fees (as exemplified by a natural gas fee).
  - Use of other funds to transfer in revenues.
  - Any others you may have or we may come up with.
- It is important to understand that our reserves have increased due to cost savings implemented in prior years and one-time permit fee increases, but there are still areas of volatility that could substantially influence the final 2016 outcome. Those items that are our highest concerns include:
  - State aids; LGA in particular. A bigger picture discussion and plan may be needed in this area. That discussion could focus on alternative sources of revenue and what should or could be done to limit our dependence on LGA.
  - Natural or manmade events. A great example might be a relatively small natural disaster or a major crime against persons. These have the potential to tip the budget off plan with overtime and other costs. Our plan continues to contemplate that reserve funds will have to meet those needs should a disaster occur. We will continue to worry about people first and money second.
  - Supply costs and, in particular, fuel. This is just a very difficult area to project as are all energy costs. Energy and fuel affects all aspects of our operations.

Attached are some summary sheets for budgets supported by the property tax levy. These funds are reviewed and discussed by the City Council during the course of our budget process.

The preliminary tax capacities for the payable 2016 year have been projected at a 2.5% increase. We will have the actual numbers from the County for the final levy in December.

We have proposed operation budgets for the General Fund of \$6,898,334 and a transfer to Parkland Dedication of \$405,000, Special Revenue Funds of \$2,099,313, Debt Service Funds of \$1,752,339, Capital Funds of \$505,425, and Agency Funds of \$33,514. All purchases and projects must again be approved by the City Council if they exceed the amounts in the purchase policy.

Another important consideration is reserves. Our General Fund reserves have increased from 37.4% to 49.1% since the end of 2008 to the projected 2015 year. This has been planned so

that we can meet some of the financial challenges that we face each year. This was done through cost savings and the budget modifications that you have reviewed and implemented. In addition, due in part to substantially reduced reserves in your largest enterprise funds, this level of reserve is needed to meet your cash flow needs.

Generally speaking, an increase in your levy of \$10,000 means an increase in your tax rate of .22. A decrease in your levy of \$10,000 means a decrease in your tax rate of .22.

### **Alternatives and Variations**

There are so many variations that we could review and frankly, we would not know where to start. Here are a few that may help you think in different ways.

- Lower the gross levy to meet any Tax Rate or other goals you may wish to put in place. This provides opportunity to say we are reducing the levy. There may be value to that symbolism, but that value is a Council decision.
- Additional cuts. This would mean changes in service levels compared to the 2015 year. That is something we can review, but again our mission here has been to tell you the cost to provide services as you have directed.
- Spend down the increase in reserves which lowers the gross levy, but then it may make future years more difficult. We like the 2016 plan we have illustrated knowing that the high likelihood of things changing, especially as it relates to projects and cash needs you have committed to and the variability of State funding beyond 2016. Remember you have some bigger projects in your future so a measured and gradual increase in reserves to meet these wishes may be better than a large increase in Levy all at once. Again, this is part of that Fund Balance and policy discussion.
- Put more capital purchases on the equipment certificate, which would lower this year's levy but increase future year levies. There is \$245,611 of capital equipment remaining in the General Fund budget (includes the \$175,000 of Gardner Road intersection improvements). The converse of that is to spend reserve rather than issuance of Equipment Certificate. There are some interesting things we could do here, but all certainly fall within the realm of Council sense of what is best.
- Add new or reinstate previously cut services into the budget with additional levy or with the use of reserves. Again, this is a call for the Council to make. One caution here...if we believe that changes to LGA and other funding sources is not just a one or two or three year blip, then changes to service levels or changes in taxes seem inevitable. If that is true, we are unsure of the value of providing services on a year-by-year basis. By that, we mean it seems strange to provide a service in 2015 then in 2016 we discontinue it and then in 2017 we provide that service again. It is confusing to our citizens. Again, we are not sure that helps the quality of life for the members of our community. It is also costly in both money (start and stop costs) and morale to be on again/off again. Those too are real costs.
- Restrict or assign reserves within the fund balance policy to a building fund or further lower existing debt with higher interest rates. You did this with the Community Center in 2013 and could do it again or plan for a future project.

- There are many, many more.

Please let us know if we can provide any additional information or clarify anything before your goal session on Monday. We will have the usual graphs, charts and other visuals that you have seen in previous years.

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

TP/PO

**CITY OF SAINT PETER  
TAX THEORY  
TAX LEVY: CERTIFY IN 2015, COLLECTIBLE IN 2016**

	Certified: Payable:					BUDGET	PROJECTED
		2011 2012	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017
General Fund		1,275,614	1,275,614	1,305,614	1,308,614	<b>1,408,614</b>	1,558,614
Increase (decrease) in General Fund		90,490	0	30,000	3,000	<b>100,000</b>	150,000
% increase (decrease) in General Fund		7.64%	0.00%	2.35%	0.23%	<b>7.64%</b>	10.65%
Public Library		250,133	220,133	220,133	220,133	<b>220,133</b>	231,140
Community Center						<b>0</b>	0
Trunk Enhancement fund						<b>0</b>	0
Firefighter's Relief		10,000	10,000	10,000	8,000	<b>8,000</b>	8,000
Special Levies:							
Bonded Indebtedness							
09 Public Project Revenue Bond (SPCC)		294,277	294,277	284,053	284,055	<b>283,593</b>	282,665
Certificates of Indebtedness							
Expired Equipment Certificates		0	0	0	0	<b>0</b>	0
'08 Equipment Certificate		51,372	0	0	0	<b>0</b>	0
'09 Equipment Certificate		65,720	63,977	62,049	0	<b>0</b>	0
'10 Equipment Certificate		34,300	33,400	32,500	31,132	<b>0</b>	0
'11 Equipment Certificate		21,995	21,425	20,850	20,235	<b>19,590</b>	0
'12 Equipment Certificate		14,600	48,900	53,000	47,500	<b>47,500</b>	47,500
'13 Equipment Certificate - Fire Truck			87,780	79,133	105,206	<b>101,148</b>	100,435
'14 Equipment Certificate				40,678	67,979	<b>67,980</b>	67,980
'15 Equipment Certificate					57,500	<b>50,250</b>	50,250
'16 Equipment Certificate						<b>57,500</b>	56,000
'17 Equipment Certificate							56,000
'18 Equipment Certificate					0		
'19 Equipment Certificate							
'20 Equipment Certificate							
Bonds of another local unit of Gov't							
Pera Employer rate inc. after 6/30/01		0	0	0	0	<b>0</b>	0
Unallotment --		0	0	0	0	<b>0</b>	0
Abatement for Nash Finch				0	0	<b>0</b>	0
Abatement for ISJ Clinic		23,000	23,000	23,000	20,000	<b>20,000</b>	20,000
Special Levies:		<b>505,264</b>	<b>572,759</b>	<b>595,263</b>	<b>633,607</b>	<b>647,561</b>	<b>680,830</b>
Levy applicable to levy limits:		na	na	1,535,747	na	na	1,797,754
TOTAL GROSS LEVY:		2,041,011	2,078,506	2,131,010	2,170,354	2,284,308	2,478,584
% increase(decrease) over prior levy		0.00%	1.84%	2.53%	1.85%	<b>5.25%</b>	8.50%
Tax Rate: City		49.00	50.67	51.13	46.79	<b>48.06</b>	51.63
Tax Rate: Total							
Taxable Market Value		430,696,300	424,206,500	428,488,400	459,425,700	<b>479,690,000</b>	
Exempt Market Value		277,106,400	277,106,400	277,106,400	277,106,400	<b>277,106,400</b>	
Net Tax Capacity		4,165,734	4,102,084	4,167,947	4,638,662	<b>4,752,749</b>	4,800,276
City		49.004	50.673	51.13	46.79		
County		53.67	52.001	51.24	49.357		
School		16.716	16.752	17.175	17.003		
Region 9		0.19	0.188	0.172	0.153		
Multi-County		0.367	0.352	0.322	0.301		
Total extension rate		119.947	119.966	120.039	113.604		

14

**City Tax Comparison (not total tax bill)  
2.5% increase in tax capacity**

2016 tax capacity	4,752,749	2016 levy	\$2,284,308	City extension rate =	0.48063
2015 tax capacity	4,638,662	2015 levy	\$2,170,354	City extension rate =	0.46788

If, your taxable Market Value is .....	2016 tax	2015 final tax	Annual change if MV stays the same	If, your taxable Market value increased 5%	2016 tax	Annual Change from 2015
<b>Homestead value with MV exclusion =</b>						
\$ 60,000	173.03	168.44	4.59	63,000	181.68	13.24
\$ 76,000	219.17	213.35	5.81	79,800	230.13	16.77
\$ 100,000	344.90	335.75	9.15	105,000	371.09	35.34
<b>\$ 150,000</b>	<b>606.84</b>	<b>590.75</b>	<b>16.09</b>	157,500	646.13	55.38
\$ 250,000	1,130.73	1,100.74	29.98	262,500	1,196.21	95.47
\$ 413,800	1,988.85	1,936.11	52.74	434,490	2,097.24	161.13
<b>4+ rental housing =</b>						
\$ 110,000	660.86	643.34	17.52	115,500	693.91	50.57
\$ 150,000	901.18	877.28	23.90	157,500	946.24	68.96
\$ 200,000	1,201.57	1,169.71	31.86	210,000	1,261.65	91.94
\$ 250,000	1,501.96	1,462.14	39.83	262,500	1,577.06	114.93
<b>Commercial/Industrial =</b>						
\$ 150,000	1,081.41	1,052.74	28.68	157,500	1,153.51	100.77
\$ 175,000	1,321.73	1,286.68	35.05	183,750	1,405.84	119.16
\$ 200,000	1,562.04	1,520.62	41.42	210,000	1,658.17	137.55
\$ 250,000	2,042.67	1,988.51	54.17	262,500	2,162.83	174.32
\$ 1,000,000	9,252.10	9,006.76	245.34	1,050,000	9,732.73	725.97

eh

16GFSummary

<b>General Fund Revenue Summary</b>
---

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Proposed Budget		change over prior Budget
Property Taxes	1,324,535	1,282,135	1,333,157	1,308,614	1,308,614	1,408,614	100,000	7.64%
Other Taxes	79,274	82,647	87,652	76,600	76,600	81,700	5,100	6.66%
Licenses & Permits	163,689	191,506	316,846	280,140	236,900	1,463,480	1,183,340	422.41%
State Grants and Aids	3,042,061	3,025,225	3,054,414	3,070,681	3,070,681	3,070,681	0	0.00%
Administrative Fees	40,584	57,502	141,058	111,196	104,252	103,690	(7,506)	-6.75%
Police & Fire	129,908	134,344	138,727	123,500	123,500	123,200	(300)	-0.24%
Streets /Refuse Sales	18,534	20,064	21,010	14,800	15,650	14,800	0	0.00%
Recreation	176,778	186,909	167,181	169,500	166,200	166,500	(3,000)	-1.77%
Fines & Penalties	91,342	75,969	67,015	79,000	79,000	69,000	(10,000)	-12.66%
Interest & Misc Income	168,316	141,708	112,604	41,752	48,630	41,752	0	0.00%
Transfer from other Funds	0	0	0	0	0	0	0	#DIV/0!
Utility Fund Transfers	1,284,974	1,340,239	1,397,660	1,290,000	1,300,000	1,300,000	10,000	0.78%
<b>Total Revenues</b>	<b>6,519,995</b>	<b>6,538,248</b>	<b>6,837,324</b>	<b>6,565,783</b>	<b>6,530,027</b>	<b>7,843,417</b>	<b>1,277,634</b>	
% increase (decrease) over prior year:	11.24%	0.28%	4.57%	-3.97%	-4.49%	20.11%		
% increase (decrease) over prior year budget:						19.46%		

**ONE TIME REVENUES**

School permits	(405,000)
permits	(900,000)
<b>Annual Revenue</b>	<b>6,538,417</b>

16GFSummary

**General Fund  
Expenditure Summary**

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Proposed Budget		change over prior Budget
Mayor and Council	41,541	37,163	38,177	41,480	41,480	56,148	14,668	35.36%
City Administrator	162,336	169,953	179,621	176,237	187,569	197,767	21,530	12.22%
City Clerk	60,582	61,058	62,688	67,011	67,111	69,112	2,101	3.14%
Elections	17,819	22,443	14,134	21,590	21,590	30,442	8,852	41.00%
Finance Department	213,277	221,268	233,813	266,052	261,375	272,910	6,858	2.58%
Legal Services	155,631	130,006	140,406	141,000	141,000	141,000	0	0.00%
Municipal Building	90,665	91,866	97,651	109,382	167,382	115,280	5,898	5.39%
Police Department	1,956,079	1,973,503	2,072,157	2,128,643	2,150,346	2,153,503	24,860	1.17%
Fire Department	565,048	563,372	317,252	366,659	350,487	374,375	7,716	2.10%
Building Inspections	171,248	181,748	194,430	209,552	208,944	205,771	(3,781)	-1.80%
Emergency Management	1,086	2,411	1,018	7,770	7,770	7,772	2	0.03%
Community Service	79,714	80,620	80,295	85,646	88,646	89,552	3,906	4.56%
Public Works Administration	80,956	79,340	89,949	88,257	89,577	88,148	(109)	-0.12%
Streets	1,028,945	1,091,035	1,085,857	1,237,127	1,206,977	1,345,804	108,677	8.78%
Street Lighting	104,103	98,428	87,112	130,000	130,000	130,000	0	0.00%
Senior Coordinator	29,921	31,580	33,578	35,425	33,788	35,470	45	0.13%
Recreation and Leisure Services	329,414	338,531	349,293	384,344	389,001	405,822	21,478	5.59%
Swimming Pool	169,272	193,456	173,231	175,367	176,159	185,190	9,823	5.60%
Skating Rinks	9,121	14,093	16,233	12,530	16,586	16,743	4,213	33.62%
Parks	598,018	630,008	671,087	699,748	681,270	773,051	73,303	10.48%
Community Development	139,788	187,287	150,815	162,080	162,080	167,924	5,844	3.61%
Unallocated - Insurance	18,636	7,327	7,880	4,225	4,225	5,650	1,425	33.73%
Unallocated - Memberships	24,801	25,524	27,364	28,400	28,400	28,400	0	0.00%
Unallocated - Miscellaneous	0	0	289,560	2,500	2,500	2,500	0	0.00%
<b>Total Expenditures</b>	<b>6,048,001</b>	<b>6,232,020</b>	<b>6,413,601</b>	<b>6,581,025</b>	<b>6,614,263</b>	<b>6,898,334</b>	<b>317,309</b>	
Other Transfers Out (In)	50,863	273,308	466,069	0	0	405,000		
<b>NET OPERATIONS:</b>	<b>421,131</b>	<b>32,920</b>	<b>(42,346)</b>	<b>(15,242)</b>	<b>(84,236)</b>	<b>540,083</b>		
% increase (decrease) over prior year:	6.64%	3.04%	2.91%	2.61%	3.13%	4.29%		
% increase (decrease) over prior year budget:						4.82%		
<b>Beginning Fund Balance</b>	<b>3,061,943</b>	<b>3,483,074</b>	<b>3,515,994</b>	<b>3,473,648</b>	<b>3,473,648</b>	<b>3,389,412</b>		
<b>Ending Fund Balance</b>	<b>3,483,074</b>	<b>3,515,994</b>	<b>3,473,648</b>	<b>3,458,406</b>	<b>3,389,412</b>	<b>3,929,495</b>		
Percent of next year budget	55.9%	54.8%	52.8%	50.1%	49.1%			
Percent of same year budget						57.0%		

**ONE TIME EXPENSES**

Garnder rd intersections	(175,000)
transfer to Parkland fund	(405,000)
fire gear	(15,000)
resurface tennis courts	(20,000)
park shop drain	(10,000)
<b>Annual Expenses</b>	<b>6,678,334</b>
<b>Annual Operations</b>	<b>(139,917)</b>

CITY OF ST. PETER LIBRARY

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Current Budget	2015 Projected Year End	2016 Proposed Budget
Property Taxes	310,133	250,133	220,133	220,133	220,133	220,133	<b>220,133</b>
State Grants and Aids	49,448	45,365	45,131	45,265	45,047	45,047	<b>45,047</b>
Administrative Fees	0	0	0	0	0	0	<b>0</b>
Fines & Penalties	14,371	11,854	10,456	3,737	2,000	2,000	<b>2,200</b>
Interest & Misc Income	57,247	73,210	67,422	60,551	53,700	65,557	<b>58,500</b>
Transfer from other Funds	0	0	0	0	0	0	<b>0</b>
<b>TOTAL REVENUES</b>	<b>431,199</b>	<b>380,562</b>	<b>343,142</b>	<b>329,686</b>	<b>320,880</b>	<b>332,737</b>	<b>325,880</b>
Personnel Services	177,467	202,320	202,079	212,411	215,841	215,841	<b>239,833</b>
Office Expenses	17,228	17,406	16,027	15,059	16,500	21,500	<b>21,500</b>
Professional Services	65,405	77,706	68,646	73,110	71,350	71,163	<b>72,350</b>
Repair & Maintenance	20,015	24,796	50,151	33,165	28,425	28,435	<b>28,525</b>
Capital	42,392	44,240	45,383	35,238	38,600	38,600	<b>50,830</b>
<b>TOTAL EXPENDITURES</b>	<b>322,507</b>	<b>366,468</b>	<b>382,286</b>	<b>368,983</b>	<b>370,716</b>	<b>375,539</b>	<b>413,038</b>
<b>NET OPERATIONS</b>	<b>108,692</b>	<b>14,094</b>	<b>-39,144</b>	<b>-39,297</b>	<b>-49,836</b>	<b>-42,802</b>	<b>-87,158</b>
<b>BEGINNING FUND BALANCE</b>	<b>265,730</b>	<b>374,422</b>	<b>388,516</b>	<b>349,372</b>	<b>310,075</b>	<b>310,075</b>	<b>267,273</b>
ENDING FUND BALANCE-Restricted	39,563	38,459	30,576	39,563	39,563	30,576	<b>30,576</b>
ENDING FUND BALANCE-Unrestricted	334,859	350,057	318,796	270,512	220,676	236,697	<b>149,539</b>
					59.5%	63.0%	<b>36.2%</b>

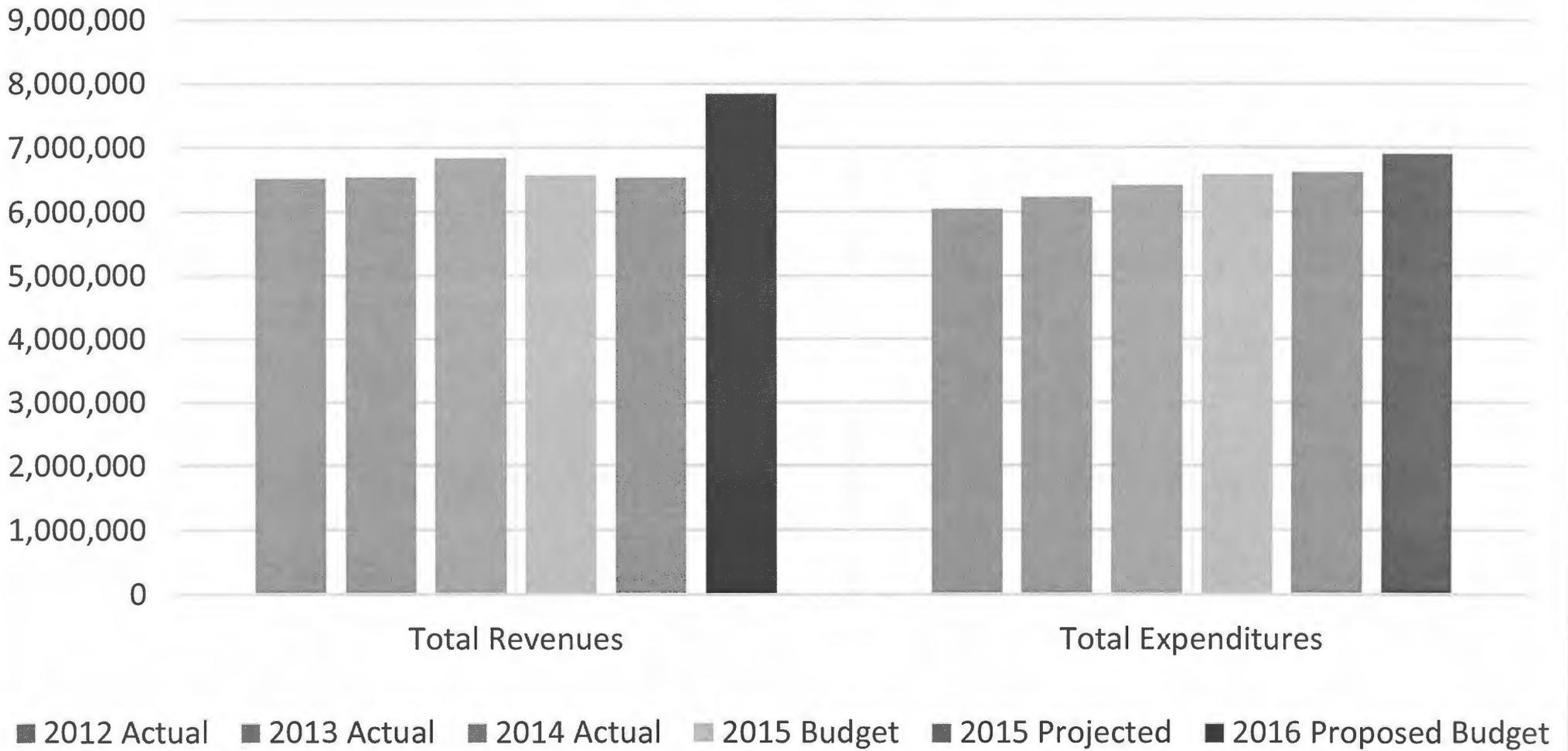
sh

CITY OF ST. PETER COMMUNITY CENTER

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Current Budget	2015 Projected Year End	2016 Proposed Budget	2017 Proposed Budget	2018 Proposed Budget	2019 Proposed Budget	2020 Proposed Budget
Property Taxes	0	0	0	0	0	0	0	0	0	0	180,000
State Grants and Aids	131	131	131	131	130	130	130	130	130	130	130
Interest & Misc Income	22,094	33,984	25,298	25,746	24,400	21,900	21,600	24,400	24,400	24,400	24,400
Daily/advertising/term Rents	192,561	201,006	209,287	166,056	186,700	186,400	193,244	193,244	193,244	193,244	193,244
Transfer from other Funds	147,183	143,736	145,219	144,071	110,000	122,500	91,500	36,500	0	0	0
Utility Fund Transfers	53,256	54,801	54,261	51,625	52,000	52,000	52,000	52,000	52,000	52,000	52,000
<b>TOTAL REVENUES</b>	<b>415,225</b>	<b>433,658</b>	<b>434,196</b>	<b>387,629</b>	<b>373,230</b>	<b>382,930</b>	<b>358,474</b>	<b>306,274</b>	<b>269,774</b>	<b>269,774</b>	<b>449,774</b>
Personnel Services	113,182	123,290	127,663	132,446	139,119	139,119	142,373	145,220	148,125	151,087	154,109
Office Expenses	40,495	44,969	46,739	47,201	47,300	47,300	48,300	47,300	47,300	47,300	47,300
Professional Services	126,705	119,358	128,827	130,934	133,250	132,990	137,320	133,250	133,250	133,250	133,250
Repair & Maintenance	24,657	33,948	20,512	21,328	31,000	31,000	31,000	31,000	31,000	31,000	31,000
Transfer to Other Funds	11,334	11,428	11,017	12,834	0	0	0	0	0	0	0
Capital	6,770	26,094	27,438	20,212	32,300	24,390	79,974	20,000	10,000	50,000	8,500
<b>TOTAL EXPENDITURES</b>	<b>323,143</b>	<b>359,087</b>	<b>362,196</b>	<b>364,955</b>	<b>382,969</b>	<b>374,799</b>	<b>438,967</b>	<b>376,770</b>	<b>369,675</b>	<b>412,637</b>	<b>374,159</b>
<b>NET OPERATIONS</b>	<b>92,082</b>	<b>74,571</b>	<b>72,000</b>	<b>22,674</b>	<b>-9,739</b>	<b>8,131</b>	<b>-80,493</b>	<b>-70,496</b>	<b>-99,901</b>	<b>-142,863</b>	<b>75,615</b>
<b>BEGINNING FUND BALANCE</b>	<b>107,189</b>	<b>199,271</b>	<b>273,842</b>	<b>345,842</b>	<b>368,516</b>	<b>368,516</b>	<b>376,647</b>	<b>296,154</b>	<b>225,658</b>	<b>125,757</b>	<b>-17,107</b>
<b>ENDING FUND BALANCE</b>	<b>199,271</b>	<b>273,842</b>	<b>345,842</b>	<b>368,516</b>	<b>358,777</b>	<b>376,647</b>	<b>296,154</b>	<b>225,658</b>	<b>125,757</b>	<b>-17,107</b>	<b>58,508</b>
							<b>67.5%</b>				

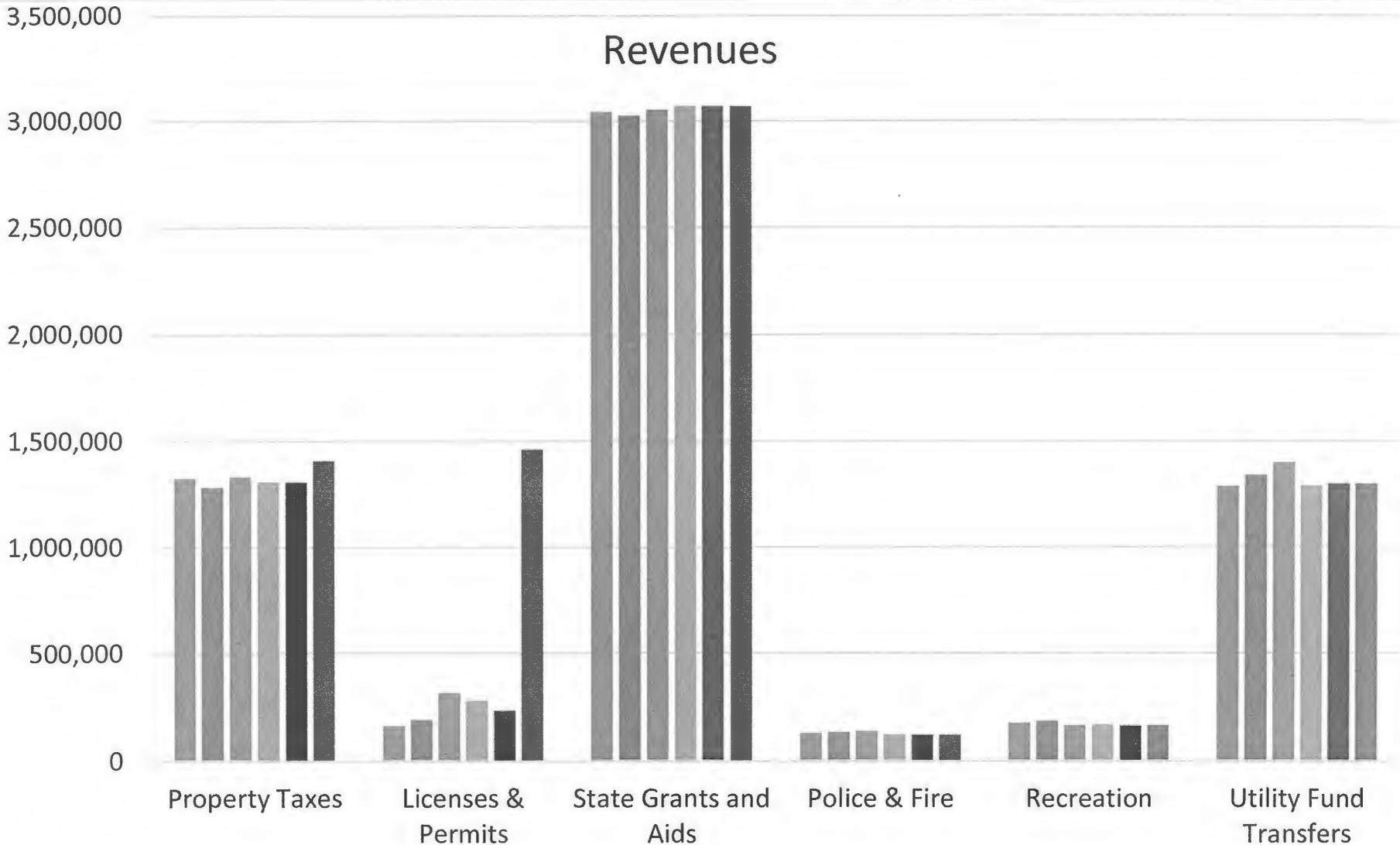
9h

# General Fund 2012-2016



# Revenues

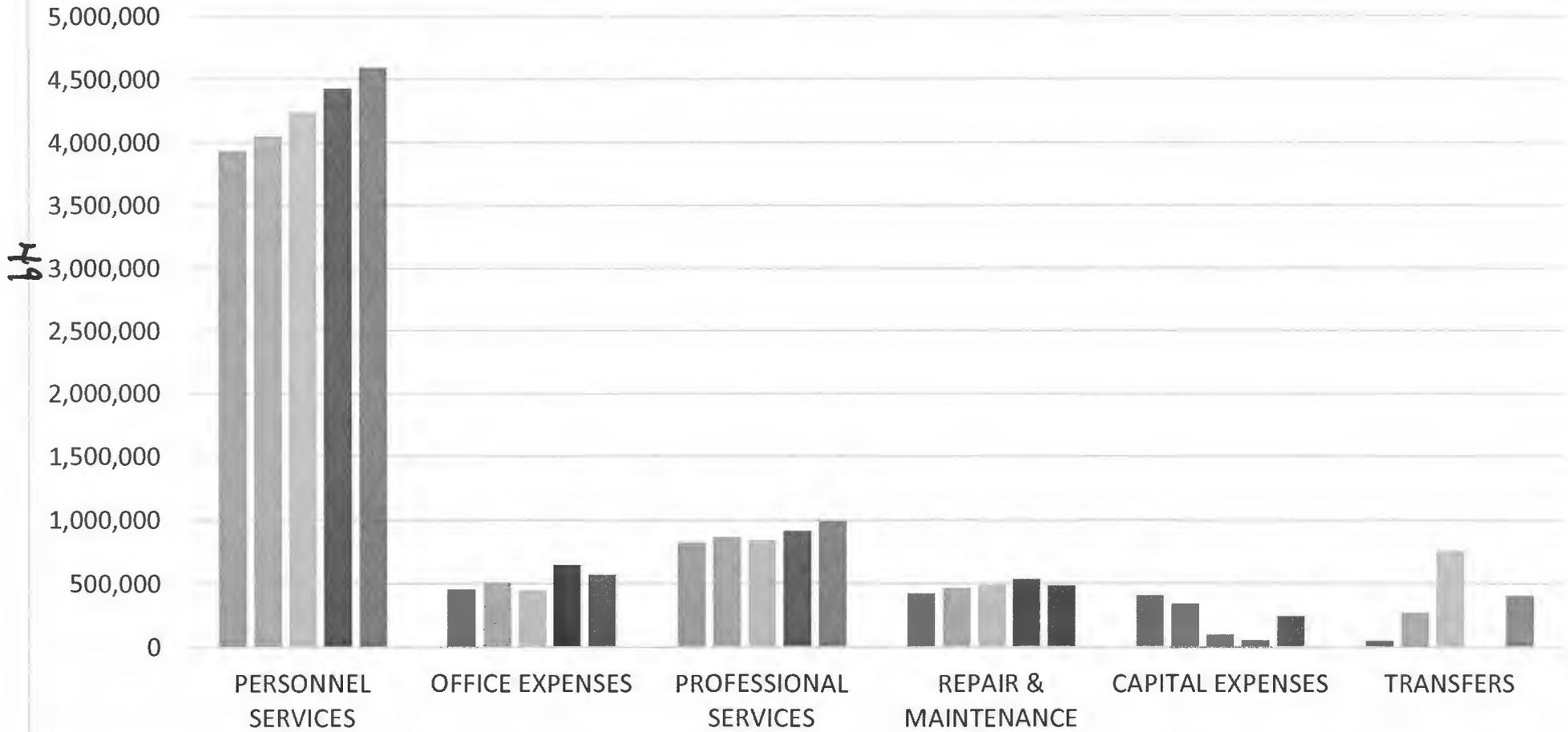
\$



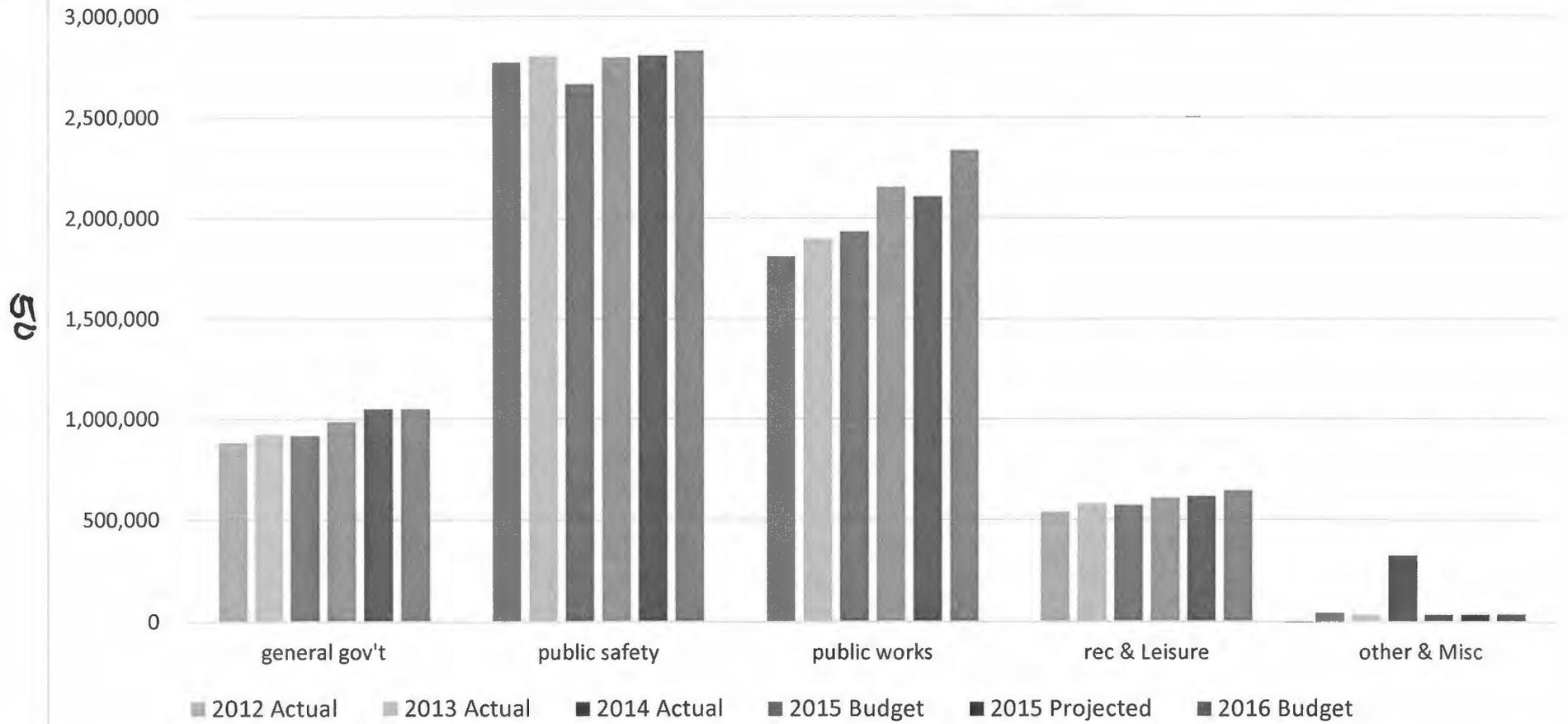
■ 2012 Actual ■ 2013 Actual ■ 2014 Actual ■ 2015 Budget ■ 2015 Projected ■ 2016 Proposed Budget

# General Fund Expenditures

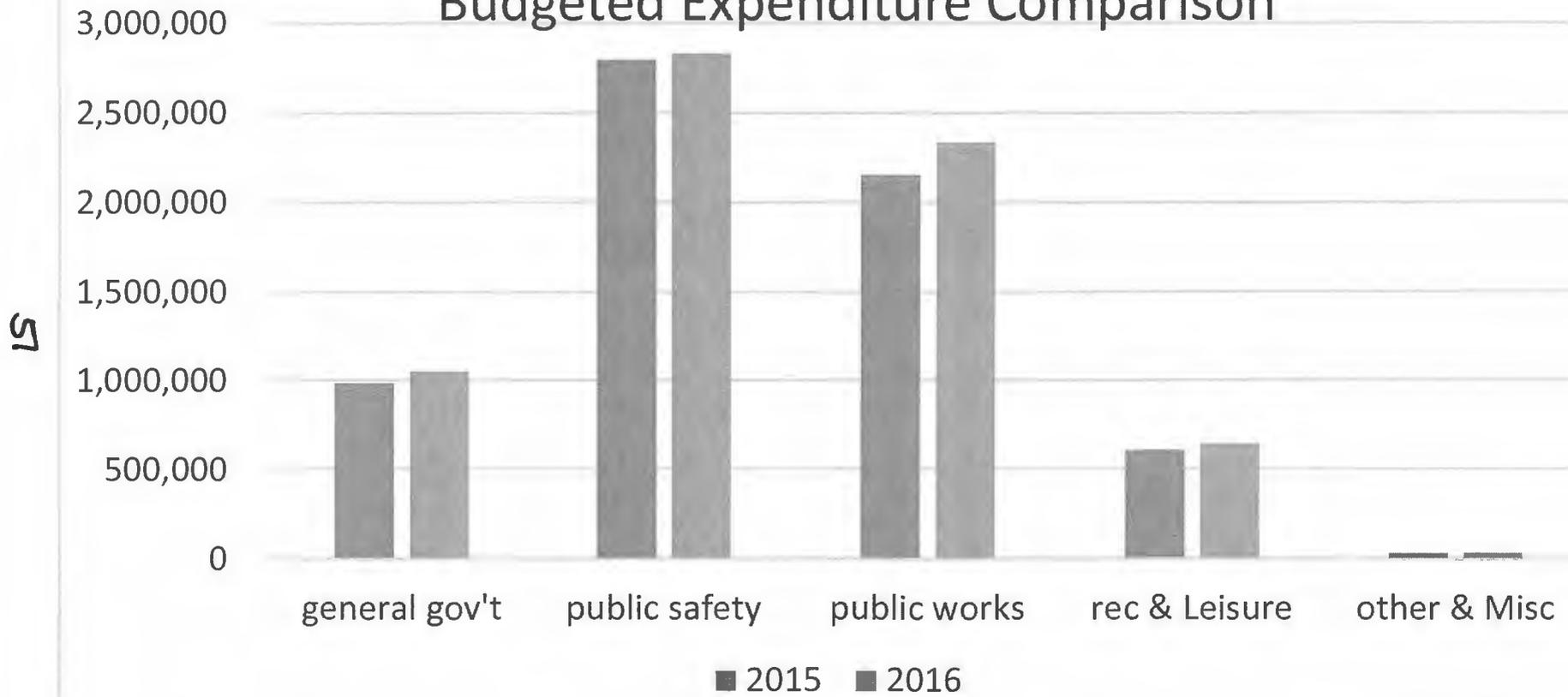
2012 ACTUAL
  2013 ACTUAL
  2014 ACTUAL
  2015 BUDGET
  2016 PROPOSED BUDGET



### Expenditures



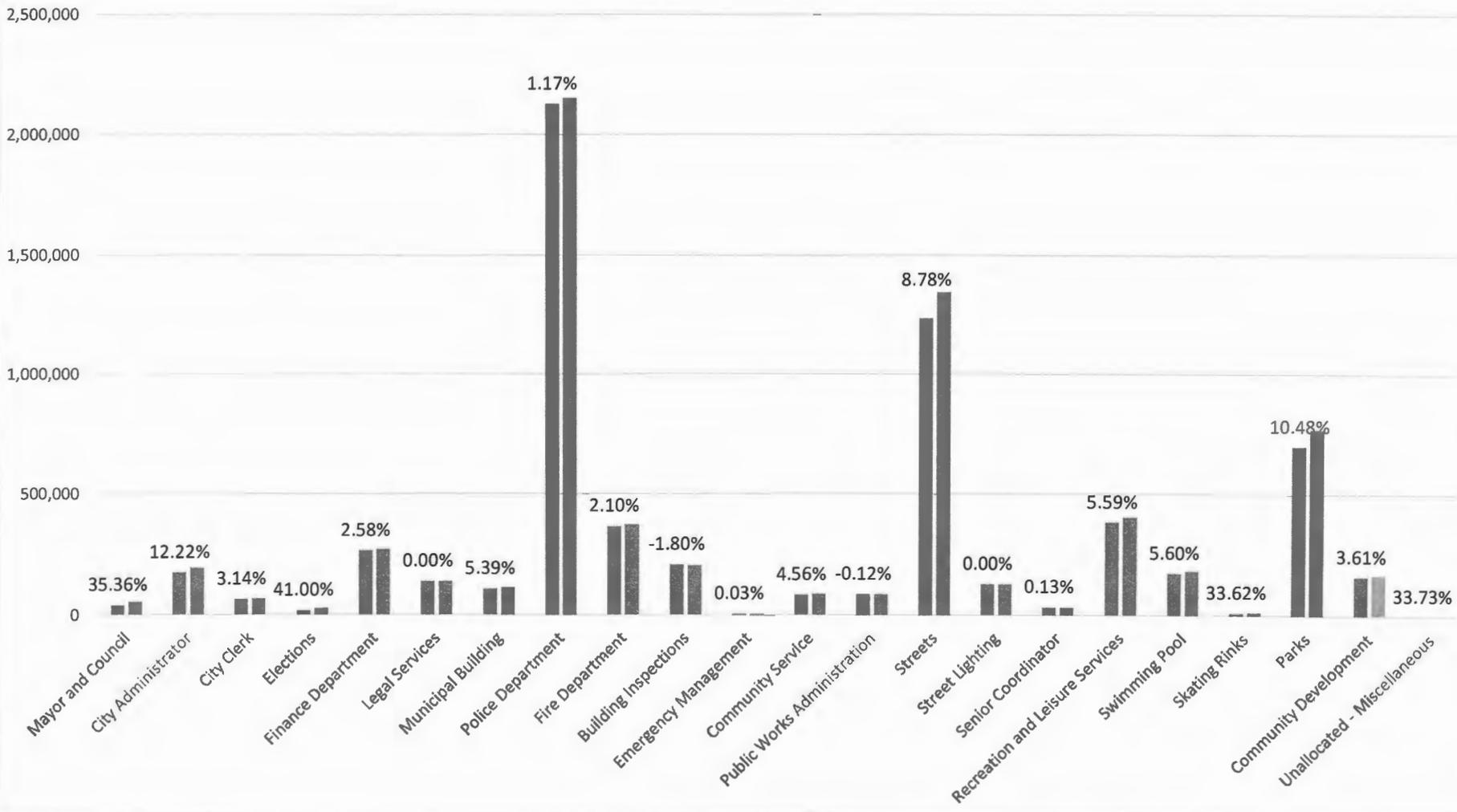
## Budgeted Expenditure Comparison



### Percent of Change between 2015 and 2016 Budgets

■ 2015 Budget ■ 2016 Proposed Budget

25



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 –**

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

**RESOLUTION ADOPTING PRELIMINARY 2015 TAX LEVY COLLECTIBLE IN 2016**

WHEREAS, the Legislature of the State of Minnesota has enacted a Truth in Taxation law requiring cities with populations of more than 2,500 to certify a proposed tax levy for 2015, payable in 2016 to the County Auditor on or before September 30, 2015; and

WHEREAS, in 2009 the Legislature of the State of Minnesota has repealed the Truth in Taxation law requiring cities to publish notices and hold public hearings on the levy and budgets proposed; and

WHEREAS, the final tax levy of 2015, payable in 2016, must be certified to the County Auditor on or before December 30, 2015, and cannot exceed the amounts herein proposed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following sums of money, totaling \$2,284,308, be certified to the County Auditor of Nicollet County, Minnesota, as the proposed tax levy for 2015, collectible in 2016, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota:

- 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2016, a tax of \$ 1,408,614 be levied on all of the taxable property in the City of Saint Peter for the year 2016.
- 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2016, a tax of \$ 220,133 be levied on all of the taxable property in the City of Saint Peter for the year 2016.
- 3) for the purpose of defraying the cost of operating the Saint Peter Fire Relief for the year commencing January 1, 2016, a tax of \$ 8,000 be levied on all of the taxable property in the City of Saint Peter for the year 2016.
- 4) for the purpose of defraying the cost of the 2011 Equipment Certificates of Indebtedness for the year commencing January 1, 2016, a tax of \$ 19,590 be levied on all taxable property in the City of Saint Peter for the year 2016.
- 5) for the purpose of defraying the cost of the 2012 Equipment Certificates of Indebtedness for the year commencing January 1, 2016, a tax of \$ 47,500 be levied on all taxable property in the City of Saint Peter for the year 2016.
- 6) for the purpose of defraying the cost of the 2013 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2016, a tax of \$ 104,148 be levied on all taxable property in the City of Saint Peter for the year 2016.

- 7) for the purpose of defraying the cost of the 2014 Equipment Certificates of Indebtedness for the year commencing January 1, 2016, a tax of \$ 67,980 be levied on all taxable property in the City of Saint Peter for the year 2016.
- 8) for the purpose of defraying the cost of the 2015 Equipment Certificates of Indebtedness for the year commencing January 1, 2016, a tax of \$ 50,250 be levied on all taxable property in the City of Saint Peter for the year 2016.
- 9) for the purpose of defraying the cost of the 2016 Equipment Certificates of Indebtedness for the year commencing January 1, 2016, a tax of \$ 57,500 be levied on all taxable property in the City of Saint Peter for the year 2016.
- 10) for the purpose of defraying the cost of the 2009A Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2016, a tax of \$ 283,593 be levied on all taxable property in the City of Saint Peter for the year 2016.
- 11) for the purpose of tax abatement for the fiscal year commencing January 1, 2016, a tax of \$ 20,000 be levied on all of the taxable property in the City of Saint Peter for the year 2016.

BE IT FURTHER RESOLVED that the budget and levy will be discussed and the final levy determined at the regularly scheduled City Council meeting, held in the Governor's Room in the Saint Peter Community Center, at 7:00 PM on Monday, December 14, 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of September 2015.

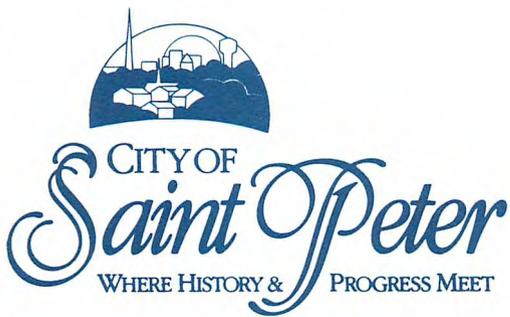
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/10/15

**FROM:** Russ Wille  
Community Development Director

**RE:** Community Core Partners, LLC – Façade Renovation Revolving Loan

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing a \$25,000 loan to Community Core Partners, LLC to finance the replacement of second and third floor windows at 216/218 South Minnesota Avenue.

### **BACKGROUND**

Community Core Partners, LLC. (CCP) has negotiated the purchase of the 216/218 South Minnesota Avenue property. The closing of the sale is pending. Once the acquisition is completed, CCP plans to enhance the façade of the structure(s) by replacing the second and third floor windows. The window replacement will increase the energy efficiency of the property.

The Heritage Preservation Commission (HPC) considered the planned façade renovation at their regular monthly meeting held on August 25<sup>th</sup> and approved the installation as requested by CCP.

There are a total of 14 windows on the upper floors of the property. The quote provided by the vendor indicates a price of \$1,858.00 per window. Including installation, the entire window replacement project totals \$26,012.00.

The intent of the Façade Renovation Revolving Loan Program is to:

*“.....provide financial incentive for reinvestment in Central Business District buildings. Specifically, this program will only fund exterior improvements that enhance the appearance of downtown buildings. The intent of the program is to create an even more visually appealing place to shop and conduct business within the City of Saint Peter.”*

The established Façade Renovation program provides loans at a 0% rate of interest. The loans are amortized over five years. The loan is to be secured by a repayment agreement (promissory note), mortgage and personal guarantees.

When originally established in 1999, the façade loans were limited to \$10,000 per property. Subsequent to the “demolition by neglect” discussion related to the 214 South Minnesota Avenue (Mom and Pop’s) building, the City Council suggested that the maximum loan amount

be increased to provide an even greater incentive for property owners to make vital investments in their properties. An amendment to the loan policies is pending.

A \$355,000 purchase price of the real estate has been established. The applicant will access conventional financing from Citizen Community Federal in the amount of \$284,000. The applicant will provide \$71,000 towards the purchase of the properties.

The Economic Development Authority (EDA) considered CCP's loan request at their regular August, 2015 meeting. The EDA has recommended that the City Council approve a \$25,000 Façade Renovation Revolving Loan as per the terms included in the prepared resolution.

**FISCAL IMPACT:**

A \$25,000 loan will be provided from the established Revolving Loan Fund account. Monthly payments of \$416.67 will be required from CCP to successfully retire the note in five years.

**ALTERNATIVES/VARIATIONS:**

Do not act: CCP will be notified of the Council's inaction.

Negative Votes: CCP will be notified of the Council's denial of their loan application.

Modification of the Resolution: This is always an option of the Council. However, any alternative terms would need to be acceptable to CCP.

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING \$25,000 FAÇADE RENOVATION REVOLVING LOAN TO  
COMMUNITY CORE PARTNERS, LLC TO FINANCE THE REPLACEMENT OF WINDOWS  
AT 216/218 SOUTH MINNESOTA AVENUE**

WHEREAS, the Economic Development Authority (EDA) administers the City of Saint Peter Revolving Loan Funds; and

WHEREAS, the City has established the Façade Renovation Revolving Loan Program to make interest free loans to renovate properties within the Saint Peter Historic District; and

WHEREAS, the EDA was granted power to administer the loan programs, including the Façade Renovation Revolving Loan Program and to make recommendations to the City Council for disbursement of new loans; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan programs; and

WHEREAS, Community Core Partners, LLC has submitted an application requesting funds to renovate the 216/218 South Minnesota Avenue properties via the replacement of second and third floor windows; and

WHEREAS, the properties are on the National Register of Historic Places; and

WHEREAS, after the remodeling and installation of replacement windows, the properties will continue to be used for retail activities on the ground floor with residential units on the upper floors; and

WHEREAS, the project is an eligible activity of the façade renovation revolving loan program; and

WHEREAS, the EDA has reviewed the loan request submitted by Community Core Partners, LLC and has recommended approval of the loan application.

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

1. A \$25,000 façade renovation revolving loan is hereby approved for Community Core Partners, LLC to finance the replacement of second and third floor windows at 216/218 South Minnesota Avenue.
2. The loan shall be amortized on a five (5) year schedule.
3. The interest rate of the loan shall be fixed at 0%.

4. The loan shall be secured by a recorded mortgage which may be subordinate to a first mortgage to be filed by Citizen Community Federal in an amount not to exceed \$284,000.
5. The loan shall be secured by personal guarantees executed by those members (and spouses) of Community Core Partners, LLC owning at least 25%.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of September, 2015.

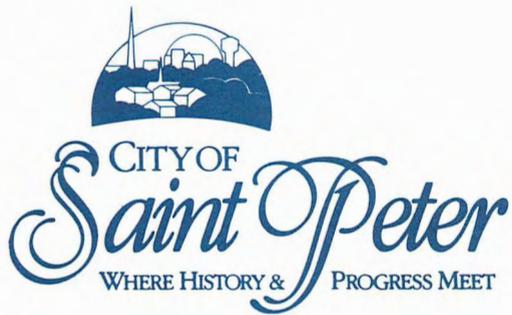
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 9/10/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Saint Peter Community Child Care (SPC3) Lease

### ACTION/RECOMMENDATION

Approve the attached resolution providing for a new lease on space already occupied by Saint Peter Community Child Care (SPC3) and an opportunity to lease additional space within the Community Center.

### BACKGROUND

SPC3 has requested a new lease. The request is based on an offer that was made to both SPC3 and Kid's Corner a few years back. The offer was designed to provide incentive for ongoing and additional child care "slots" based on discussion of the Council and the Child Care Task Force established by the Council.

The Council has discussed SPC3, their lease and financial performance on a number of occasions as a part of overall Community Center lease discussion and planning. The offer that was made to both SPC3 and Kids Corner was to reduce rent contingent on two items:

1. Share financial information with the City.
2. Demonstrate month to month positive cash flow.

Kid's Corner declined the offer at that time.

SPC3 has now clearly met the threshold of positive cash flow and has provided the appropriate financial reporting that was part of the Council offer. So they have made their request for Council consideration of your lease reduction offer.

In addition, they would like an opportunity to lease more space on the second floor of the Community Center as well. My discussion with them has included a review of the building modifications that would be needed to meet their needs and I have articulated that while the City is supportive of their operations and while we understand their want to consolidate operation to one location as compared to the two locations they operate from now, the City is not interested in providing additional cash for building modifications which could be as much as \$75,000+. They have responded to that by asking for an opportunity to raise the resources to make the modifications. The City Council indicated at the workshop that you would give them an option

until the end of February 2016 to raise or solicit the resources needed. That provision has been incorporated into the attached resolution.

In answer to the question about leasing additional second floor space, the Council considered changes in leases and facility use that will occur in 2017 driven by changes to the School District Early Childhood programing use. That change will make some additional space available on the first floor where both daycares and Headstart currently have space. Please also know we have had that second floor space available for lease for a while now and based on the criteria established for tenants and our need for additional programing space, there are no current active leads.

Staff believes that SPC3 met the cash flow requirement as early as January of this year and that any new lease is based on your original offer plus \$200 per month for past due amounts that they accrued. Another way to describe this same thought is the change of the lease is retroactive to January 2015 and establishes a new lease as of that date for your offer of 50% of current rent plus \$200 to be applied to past due amounts. The lease amount would then be \$1,451.70 (one-half the current monthly lease amount) plus \$200 towards past due amounts for a total of \$1,651.70. In addition, the lease is set for a year by year basis which provides for a great check-in point on their financials, which was part of the original Council offer. A new lease was drafted which SPC3 has signed. A copy of the new lease is included in the packet.

**FISCAL IMPACT:**

This provides for a reduction in total expected lease revenues, but likely provides additional cash flow as SPC3 pays its' current lease but also makes payment on past due sums.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for further direction.

Negative vote. Staff will wait for further direction but the current lease will stay in place on a month by month basis.

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

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

TP/bal

## SUBLEASE

This Sublease is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and St. Peter Community Childcare Center, a Minnesota non-profit corporation (**TENANT**).

WHEREAS, the **CITY** is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the **CITY** has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor;

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of Community Education for all ages and is a Minnesota non-profit corporation;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Rooms #s100, 125 and storage space as designated in the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

B. Common areas include rest rooms, hallways, kitchen facilities and laundry room.

i. The **TENANT** must provide kitchen utensils.

C. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

D. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

E. **TENANT** shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

F. **TENANT** shall have the right to scheduled use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard

forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

- A. Waste on the premises;
- B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;
- C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or
- D. Noises or vibrations that may disturb other tenants.
- E. Installation of signage within the facility without the express written approval of **CITY**.

**TENANT** shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of **CITY**.

- A. General maintenance of the building.
- B. General maintenance of the grounds for all seasons.
- C. General maintenance of rest rooms and hallways.
- D. Provide utility services of heat, electricity, garbage, water and sewer.
- E. Provide general supervision of the building.
- F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.
- G. Provide phone lines to the building.
- H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of **TENANT**.

- A. General maintenance of area leased by **TENANT**.
- B. **TENANT** agrees that **CITY** has no liability for property lost, stolen or damaged on the common or leased premises.
- C. General supervision and responsibility for securing the rented space.
- D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by **CITY** upon written notice -- unless otherwise arranged with the Building Supervisor.

E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

A. Term. This lease shall run for a period commencing on January 1, 2015 until December 31, 2019.

B. Rental.

i. For a period of time from January 1, 2015 to December 31, 2015 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,451.00 plus an additional \$200 per month to be attributed to past due lease sums.

ii. For a period of time from January 1, 2016 to December 31, 2016 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,494.53 plus an additional \$200 per month to be attributed to past due lease sums.

iii. For a period of time from January 1, 2017 to December 31, 2017 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,539.36 plus an additional \$200 per month to be attributed to past due lease sums.

iv. For a period of time from January 1, 2018 to December 31, 2018 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,585.54 plus an additional \$200 per month to be attributed to past due lease sums.

v. For a period of time from January 1, 2019 to December 31, 2019 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,633.10 plus an additional \$200 per month to be attributed to past due lease sums.

C. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.

D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

E. Reserve. **TENANT** shall keep on account with the **CITY** a reserve in an amount equal to three (3) months rent. The sum of \$7,921.80 which was paid on December 15, 2010 will remain on account with the City. The funds may be drawn upon by the City in the event the least payments are late to pay the lease payment and any late fees. The funds must then be replenished by **TENANT** within forty-five (45) days.

6. Default.

A. Events of Default. If **TENANT** does not pay the full amount on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If **TENANT** is in default, **CITY** may give **TENANT** 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of **TENANT** shall terminate.

**CITY** shall have the right to obtain reimbursement from **TENANT** of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**. **CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT**'s property.

**CITY** may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT**'s default or **CITY**'s right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the **CITY**. **TENANT** is required to secure any building permits required by law. Should the **CITY** and **TENANT** be unable to agree on the exact execution of modifications, the lease may be cancelled by either party upon written notice prior to December 15, 2010 with no financial penalty.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of **TENANT**, or of **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**, **TENANT** will pay to the **CITY** upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

**TENANT** hereby assumes full responsibility for the character, acts, and conduct of all person admitted to the premises or any portion of said building by the consent of Saint Peter Community Child Care or by or with the consent of any person acting for or on behalf of **TENANT**.

9. Insurance. It shall be the responsibility of **TENANT** to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the **CITY**'s maximum liability limits as set by statute. **TENANT** shall at the request of the **CITY** provide proof of insurance coverage required by this section.

10. Indemnification. **TENANT** covenants and agrees to save **CITY** harmless and to indemnify **CITY** against any claims or liabilities for compensation which may arise or accrue by reason of the use of **TENANT**, **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by **CITY** impossible, the **CITY** may terminate the lease, and **TENANT** shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. **CITY** waives any claims or damages or compensation from **TENANT** should this lease be so terminated.

**TENANT** may, with approval of **CITY**, lease equipment, as set forth on Exhibit A attached, in the premises, but **TENANT** assumes full responsibility in the event of a casualty and in accordance with the above.

12. Option to Renew. **TENANT** shall have the option to renew this lease before **CITY** offers the premises to any other party. Written notice of intention to renew must be furnished to the **CITY** 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to **TENANT** 90 days prior to the expiration of the lease.

13. Mail Distribution. All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. Election Regulation Compliance. **TENANT** shall be required to comply with all State election regulations including removal of any and all campaign materials from the leased property and/or parking lot when the building is being used as a polling place and/or as directed by City officials.

15. Termination Prior To End Of Lease Term. In the event the **TENANT** completes or reasonably anticipates completion of construction of its own building or consolidation of operations to one location, then **TENANT** may terminate this lease without penalty by giving **CITY** one hundred and twenty (120) days written notice.

**TENANT** understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. **TENANT** understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

16. Waivers. The failure of the **CITY** to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

17. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

**CITY OF SAINT PETER**  
Attn: City Administrator  
227 South Front Street  
Saint Peter, Minnesota 56082

**ST. PETER COMMUNITY CHILD CARE**  
600 South Fifth Street, Suite 125  
Saint Peter, MN 56082

18. Surrender of Possession. **TENANT** shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the **CITY** free of any encumbrance placed on it by **TENANT**, except movable trade fixtures, all in good condition and repair. In the event **TENANT** does not remove its personal property at the termination or default of the Lease, the **CITY** may elect to consider the property abandoned and the property of the **CITY** without any further payment or offset.

19. Assignment. This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

20. Total Agreement. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

21. **APPLICABLE LAW. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.**

22. **TIME OF THE ESSENCE. TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.**

23. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

24. Amendments, Supplements, etc. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

25. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

26. Severability. Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.

27. Execution of Counter-Parts. This Agreement may be executed by one or more counter-parts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.

28. No Reliance. **CITY** and **TENANT** represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the

circumstances. Except as clearly indicated, CITY and TENANT have not relieve any promises or representations of the other.

29. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because that party or its legal representatives drafted the provision.

30. Titles and Headings. Titles and headings to sections are inserted for convenience of reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Lease at Saint Peter, Minnesota, on the day and year first written above.

**CITY OF SAINT PETER**

**TENANT – ST. PETER COMMUNITY  
CHILDCARE CENTER**

By: \_\_\_\_\_  
Timothy Strand  
Mayor

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
Todd Prafke  
City Administrator

\_\_\_\_\_

\_\_\_\_\_

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by Timothy Strand and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

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

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_ of St. Peter Community Child Care Center.

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

**CONSENT**

The Economic Development Authority of the City of Saint Peter does hereby consent to the attached sublease by and between the City of Saint Peter and \_\_\_\_\_, dated \_\_\_\_\_, 2015.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Executive Director

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_ and \_\_\_\_\_, the Chair and Executive Director of the Economic Development Authority of the City of Saint Peter, Minnesota.

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION AUTHORIZING EXECUTION OF A LEASE WITH SAINT PETER COMMUNITY  
CHILDCARE CENTER**

WHEREAS, the City of Saint Peter has leased space at the Community Center; and

WHEREAS, a lease was in place with Saint Peter Community Childcare Center; and

WHEREAS, that lease has expired and a new lease had been negotiated; and

WHEREAS, the new lease includes a rate set by the Council and additionally includes an amount intended to work towards the payment of past due lease sums; and

WHEREAS, the City Council has also considered leasing additional space to Saint Peter Community Childcare Center in Room 211 which contains approximately 1,400 square feet of space; and

WHEREAS, the space in Room 211 would need remodeling to meet State Code standards for a child care facility and that cost could be in excess of \$75,000; and

WHEREAS, the City Council recognizes the need to support opportunities for quality child care within the city; and

WHEREAS revenues generated by the lease go to the Community Center Fund.

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

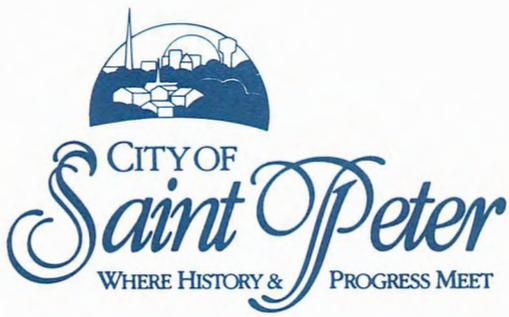
1. The Mayor and City Administrator are directed to enter into a lease with Saint Peter Community Childcare Center for Rooms 100 and 125 in the Saint Peter Community Center for the term of January 1, 2015 through December 31, 2019.
2. In addition, the Council directs staff to refrain from marketing for lease Room 211 in the Saint Peter Community Center until the end of February 2016. In February of 2016 staff is to review Saint Peter Community Childcare Center's financials and determine if they are able to fully fund any upgrades that are needed to bring the room into compliance with State rules related to the provision of child care.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of September, 2015.

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

ATTEST:

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



## Memorandum

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

**DATE:** 9/10/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Request for City Assistance: Oktoberfest

### **ACTION/RECOMMENDATION**

Authorize certain City assistance for Oktoberfest.

### **BACKGROUND**

The Saint Peter Ambassadors have submitted a request for City assistance for an event called "Oktoberfest" that they wish to hold in Municipal Parking Lot #5 located at the southwest corner of West Grace Street/South Minnesota Avenue intersection. The event would take place on September 23-26, 2015.

The organizers have met with City staff and the recommendation from staff is as follows:

The St. Peter Ambassadors will be allowed to:

- Use Parking Lot #5 starting after 12 noon on September 23rd to 3:00 p.m. on September 27th for their Oktoberfest event including installation of a large tent and stage in the parking lot providing the Ambassador's comply with Gopher State One-Call requirements. This authorization is being provided contingent upon the lot and surrounding sidewalk areas being returned to pre-event condition when the event is completed.
- Use South Third Street from West Broadway Avenue to West Mulberry Street for a parade on September 26th beginning at 1:00 p.m. and use North Third Street from West Broadway Avenue to West Chatham Street for parade staging beginning at 12:00 noon.
- Use City owned portable light standards with generators with costs being paid to the City as outlined in the municipal fee schedule.

The City will provide for the following:

- Scheduling of Police Reserves to assist with the event with costs to be reimbursed to the Police Reserves by the Ambassadors.
- Provision of approximately 30 picnic tables to the event location.
- Allowing music to be played until 11:00 p.m. on Thursday, September 25th through Saturday, September 27th.
- Closure of West Grace Street from the intersection with Highway 169 west to the alley on the 200 block of West Grace Street from 1:00 p.m. on September 25th until midnight on September 26th.

The authorization would be provided contingent upon the St. Peter Ambassadors providing for the following:

- Prior to the event provide the City Administrator's Office with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City as an additional insured.
- Obtain all necessary licenses, including a show license and the appropriate beverage licenses, from the City prior to the event.
- Provide appropriate lighting, restroom and refuse facilities for the event.
- Ensure that all vendors are appropriately licensed.
- Return the site to pre-event condition upon completion of the event.

**FISCAL IMPACT:**

Estimated cost to the City for providing this assistance is approximately \$3,500.

**ALTERNATIVES/VARIATIONS:**

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

Denial: Staff would notify the Ambassadors of the Council's decision.

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

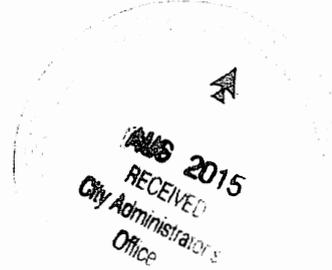
Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

**ST. PETER AMBASSADORS, INC.**  
**P.O. BOX 301**  
**ST. PETER, MN 56082**

---

August 24, 2015



Todd Prafke, City Administrator  
City of St. Peter  
227 S. Front Street  
St. Peter, MN 56082

RE: St. Peter Oktoberfest 2015

Greetings:

We are proposing to take the lead in planning an Oktoberfest celebration in the fine City of St. Peter again this year. We wish to thank the City for its past cooperation and assistance in helping with this community event. The plans call for the event to take place on September 25-26, 2015, with setup beginning on Wednesday, September 23rd.

As in past years, we are seeking the following authorizations from the city:

- Use of Lot #5 for setup on September 23rd, and for the event on September 25-26, 2015
- Authorization for installation of a large tent and stage in the parking lot. The Ambassadors will comply with all Gopher State One-call requirements.
- Use of Police Reserves to provide security for the event at our cost
- Use of City picnic tables and delivery of said tables to event site
- Use of South Third Street from Broadway Avenue to West Mulberry Street for a parade on September 26 beginning at 1:00 p.m. and use of North Third Street for parade staging beginning at 12:00 p.m.
- To provide additional safety for attendees and to accommodate classic car entries following the parade, we would like to request that a portion of the 200 block of Grace Street be closed from the alley to Highway 169 from 1 p.m. (or earlier) on Friday, September 25 until midnight on Saturday, September 26<sup>th</sup>.
- Use of two portable light standards with generators
- Use of barricades to enclose the fest grounds where buildings and fencing are not already present.

The Ambassadors understand that we would need to be responsible for the following items:

- Provide appropriate lighting, restroom and refuse facilities for the event
- Obtain all licenses from the City prior to the event.
- Provide the City with appropriate insurance naming the City as an additional insured
- Cleaning up the site following the event and return the site to pre-event condition
- Ensure that all vendors are appropriately licensed
- Work with the organizers of the St. Peter Farmer's Market to find a satisfactory alternative location
- Pay for the fuel for the portable light standards

On behalf of the St. Peter Ambassadors, I would like to thank you for your consideration of this request.

Sincerely,



Arlo Lehtinen  
Committee Member

Cc: Matt Brostrom  
John Mayer  
David Detlefsen

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015-**

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

**RESOLUTION APPROVING CITY ASSISTANCE FOR ST. PETER AMBASSADOR'S  
OKTOBERFEST EVENT**

WHEREAS, the City Council wishes to promote cultural events in Saint Peter's downtown that provide for activities that are inclusive of the entire community; and

WHEREAS, a request has been received from the St. Peter Ambassadors to hold a community event (Oktoberfest) in Municipal Parking Lot # 5 located at the corner of Highway 169 and West Grace Street; and

WHEREAS, this request includes planning for security, waste, sanitation and vending; and

WHEREAS the City Council has, from time to time, provided a variance from current regulations concerning excessive noise.

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

1. The St. Peter Ambassadors will be allowed to:
  - Use Parking Lot #5 starting after 12 noon on September 23rd to 3:00 p.m. on September 27th for their Oktoberfest event including installation of a large tent and stage in the parking lot providing the Ambassador's comply with Gopher State One-Call requirements. This authorization is being provided contingent upon the lot and surrounding sidewalk areas being returned to pre-event condition when the event is completed.
  - Use South Third Street from West Broadway Avenue to West Mulberry Street for a parade on September 26th beginning at 1:00 p.m. and use North Third Street from West Broadway Avenue to West Chatham Street for parade staging beginning at 12:00 noon.
  - Use City owned portable light standards with generators with costs being paid to the City as outlined in the municipal fee schedule.
  
2. The City will provide for the following:
  - Scheduling of Police Reserves to assist with the event with costs to be reimbursed to the Police Reserves by the Ambassadors.
  - Provision of approximately 30 picnic tables to the event location.
  - Allowing music to be played until 11:00 p.m. on Thursday, September 25th through Saturday, September 27th.
  - Closure of West Grace Street from the intersection with Highway 169 west to the alley on the 200 block of West Grace Street from 1:00 p.m. on September 25th until midnight on September 26th.

3. The authorization is provided contingent upon the St. Peter Ambassadors providing for the following:
- Prior to the event provide the City Administrator's Office with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City as an additional insured.
  - Obtain all necessary licenses, including a show license, from the City prior to the event.
  - Provide appropriate lighting, restroom and refuse facilities for the event.
  - Ensure that all vendors are appropriately licensed.
  - Return the site to pre-event condition upon completion of the event.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of September, 2015.

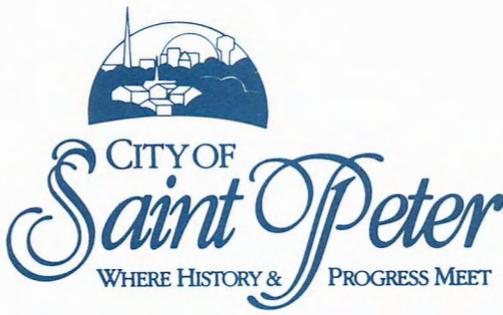
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/09/2015

**FROM:** George Rohrich  
REHC CEO

**RE:** River's Edge Hospital and Clinic Capital Equipment Purchase – Radiology  
Equipment Upgrade/Retrofit

### **ACTION/RECOMMENDATION**

Approve purchase of Alto radiology equipment upgrades and retrofit from Brown's Medical Imaging Company at a price of \$194,000.

### **BACKGROUND**

This request will upgrade the existing equipment by retrofitting two rooms to Digital Radiography (DR) and upgrade our portable radiology unit and add second DR portable unit which will be dedicated to surgery.

The two existing computed radiography (CR) systems are now eight and ten years old, and manufacturer support will not be available after December 2015.

DR will provide the following benefits:

- Faster; improves imaging results turnaround time, reducing time until treatment or surgery.
- Lowers the radiation dose to the patient significantly, improving patient safety.
- Higher resolution image quality than CR which can improve outcomes.

This request consolidates four distinct pieces of capital equipment:

1. Imaging Rm 1
2. Imaging Rm 2
3. Portable 1
4. Portable 2

In our selection process, we asked 3 national firms to provide quotes for this upgrade/retrofit. Below are the responses:

		<b>ALTO – Browns' Medical Imaging Company</b>	<b>KONICA</b>	<b>GE</b>
Imaging Rm 1		73,333.33	133,656.25	135,333.24
Imaging Rm 2		44,666.67	85,843.75	67,200.00
Portable 1 upgrade		55,333.33	62,500.00	55,999.86
Portable 2 acquire		20,666.67	25,500.00	130,296.40
		194,000.00	307,500.00	388,829.50
Trade In		NA	-7,500.00	NA
			300,000.00	
Trade in 2		NA	-7,500.00	NA
			292,500.00	
Training		Inc	Inc	7,466.76
<b>Totals</b>		194,000.00	307,500.00	388,829.50

The quote from Brown's Medical Imaging Company for the Alto equipment is considerably lower than the other two which raised concerns of quality, etc. We contacted four hospitals using this equipment and all reported favorably and recommended this equipment.

The Commission, at its last meeting, recommended Council acceptance of the quote from Brown's Medical Imaging Company for the Alto equipment in the amount of \$194,000.

**FISCAL IMPACT:**

The purchase cost \$194,000 will be paid from Hospital Funds. This equipment is part of our 2015 capital budget.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Delay could cause scheduling of upgrading into 2016, risking this equipment's availability should it require maintenance or service when none exists.

Denial: Increase risk that is equipment would not be functional if service was required but not available after year end.

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

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

GR/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING PURCHASE OF DIGITAL RADIOGRAPHY UPGRADE AND  
RETROFIT FOR RIVER'S EDGE HOSPITAL AND CLINIC**

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

WHEREAS, River's Edge Hospital and Clinic wishes to purchase a Digital Radiography Upgrade and Retrofit; and

WHEREAS, the system must be in place by December 31, 2015; and

WHEREAS, three quotes were received from vendors for this purchase; and

WHEREAS, Hospital staff recommends accepting the lowest cost quote from Brown's Medical Imaging; and

WHEREAS, funds are available in the Hospital's depreciation fund and

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

1. River's Edge Hospital and Clinic is authorized to proceed with purchase of Alto Digital Radiography Upgrade and Retrofit from Brown's Medical Imaging in the amount of \$194,000.
2. Funding for the purchase shall be from Hospital funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of September, 2015.

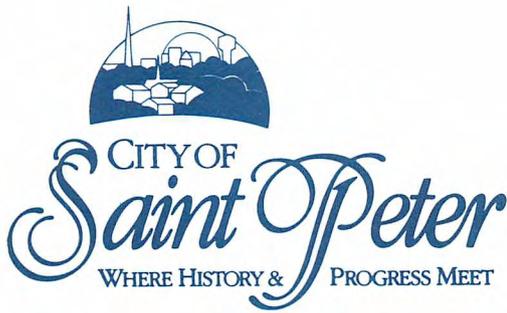
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/10/15

**FROM:** Russ Wille  
Community Development Director

**RE:** Land Donation Acceptance (Mike and Julie  
Drummer)

### **ACTION/RECOMMENDATION**

Approve the attached resolution accepting the donation of Outlot A, Welco West Subdivision from Mike and Julie Drummer.

### **BACKGROUND**

Outlot A, Welco West Subdivision is an 8,480 square foot parcel of land which was created when the right-of-way plat of CSAH #20 was accepted by the City Council. The lot was considered a "remnant" of the Welco West development. The parcel resulted from the alignment of CSAH #20 where it accesses Broadway Avenue (CSAH #5).

The lot is undersized and cannot be developed individually. The lot does not provide for adequate vehicular access from either CSAH #20 or Broadway Avenue.

Mike and Julie Drummer acquired the property when they purchased Welco West following tax forfeiture. The Drummers have determined that the property has no value to them. They would like to donate the land to the City of Saint Peter.

It is recommended that the City Council accept Drummer's quit claim of the property to the City. It would then be recommended that the parcel be incorporated into the Magner Farm Subdivision upon replatting. As required by the City's donation policy, any land donation must be formally accepted by the City Council.

The value in our acceptance is primarily two fold. First, the property is very near a large electric switch and transformer and ownership of this property allows us greater flexibility in repair or modifications in the future. Second it is also contemplated that the area will see improvement as a part of the School/City Park project.

### **FISCAL IMPACT:**

The City would incur a \$46.00 fee to record the transfer of land.

### **ALTERNATIVES/VARIATIONS:**

Do not act: Staff will await further instruction.

Negative Votes: The Drummers will be notified of the City Councils action.

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





Hosted by Vanguard Appraisals, Inc

**Parcel Number:** 19.880.0720  
**Deed Holder:** DRUMMER MICHAEL A & JULIE K DRUMMER  
**Property Address:**  
**Map Area:** ST PET TOWNHOUSES  
**Legal Description:**  
 PLATSUFFIX OUTLOT A SUBDIVISIONCD 19880  
 SUBDIVISIONNAME WELCO WEST  
**Property Report:** [PROPERTY REPORT \(PDF FILE\)](#)

No image to display



Current value as of January 02, 2015 - Taxes payable 2016

<b>Land Value</b>	<b>Dwelling Value</b>	<b>Improvement Value</b>	<b>Total Value</b>
\$1,500	\$0	\$0	\$1,500

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2014	\$1,300	\$0	\$0	\$1,300
2013	\$1,300	\$0	\$0	\$1,300
▼ More Years...				

Land Information

<b>Lot Type</b>	<b>Square Feet</b>	<b>Acres</b>
Lump Sum	8,480	0.195

GIS Map Information



82

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION ACCEPTING DONATION OF "OUTLOT A", WELCO WEST SUBDIVISION  
FROM MIKE AND JULIE DRUMMER**

WHEREAS, Mike and Julie Drummer are the owners of Outlot A, Welco West Subdivision; and

WHEREAS, the parcel contains 8,480 square feet of land; and

WHEREAS, the parcel does not meet the minimum size required by the Zoning Code for development; and

WHEREAS, the parcel does not have sufficient access from a public roadway; and

WHEREAS, the parcel abuts the Magner Farm Subdivision being developed by the City of Saint Peter and Independent School District #508; and

WHEREAS, the Drummers wish to donate the parcel to the City of Saint Peter; and

WHEREAS, staff recommends acceptance of the donation and that the parcel be incorporated into the Magner Farm development.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the donation from Mike and July Drummer, of a 9,480 square foot parcel of land known as Outlot A, Welco West Subdivision is hereby accepted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of September, 2015.

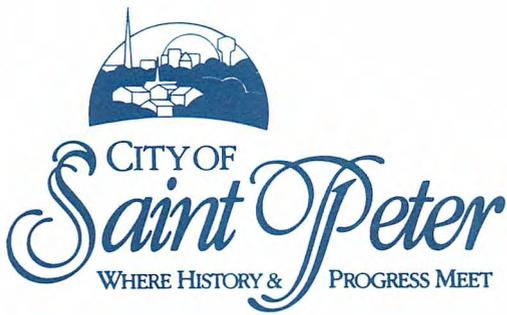
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 9/10/15

**FROM:** Todd Prafke  
City Administrator

**RE:** Council Travel Request

### **ACTION/RECOMMENDATION**

Approve an out of state travel requests for Councilmember Carlin as required by the elected official travel policy.

### **BACKGROUND**

The City Council has adopted an elected officials travel policy which requires Council approval for out of state travel by any elected official. Councilmember Carlin was asked by the other members to participate in the InterCity Leadership Visit program being organized by Greater Mankato Growth. As part of this program, participants will travel to Columbia, Missouri at an approximate cost of \$1900.00.

Should the Council wish to approve the travel request, a resolution has been prepared for your consideration.

### **FISCAL IMPACT:**

Sufficient funding has been included Council budget for this expenditure.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: Greater Mankato Growth will be notified that Councilmember Carlin will not participate.

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.

TP/bal

## CITY OF SAINT PETER, MINNESOTA

## RESOLUTION NO. 2006 – 06

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

RESOLUTION ADOPTING ELECTED OFFICIAL TRAVEL POLICY

WHEREAS, Minnesota State Statutes require adoption of an elected official travel policy; and

WHEREAS, the City Council has reviewed a model policy developed by the League of Minnesota Cities; and

WHEREAS, modifications have been made to the model policy to correlate with travel and training policies followed by City employees; and

WHEREAS, adoption of the elected official travel policy is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following Elected Official Travel policy is hereby approved effective January 1, 2006.

ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

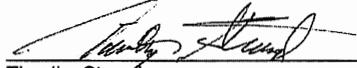
Purpose: The City of Saint Peter recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
  - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
  - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
  - Whether the elected official will be viewing a facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
  - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
  - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
  - Whether the City has sufficient funding available in the budget to pay the cost of the trip.
  - Whether the elected official will be acting to further economic initiative(s) including, but not limited to, recruitment and/or preservation of jobs and businesses in the City.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The City may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's policy for out-of-state travel by city employees.
  - Airfare will be reimbursed at the coach rate.
  - Mileage will be reimbursed at the IRS rate. If two or more Councilmembers travel together by car, only the driver will receive reimbursement. The City will reimburse for the cost of renting an automobile if necessary to conduct City business.
  - Lodging and meal cost reimbursement shall be governed by the City of Saint Peter Personnel Policy Handbook Section XX.
  - Receipts are required for lodging, airfare, and meals and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the City Administrator's office for payment.

- The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2006.

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

ATTEST:

  
\_\_\_\_\_  
Todd Pfafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015-**

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

**RESOLUTION AUTHORIZING ELECTED OFFICIAL TRAVEL**

WHEREAS, the City Council has adopted an "elected official travel policy" as required by State Statutes; and

WHEREAS, Councilmember Carlin wishes to participate in the InterCity Leadership Visit Program being organized by Greater Mankato Growth; and

WHEREAS, the program involves traveling to Columbia, Missouri in November.

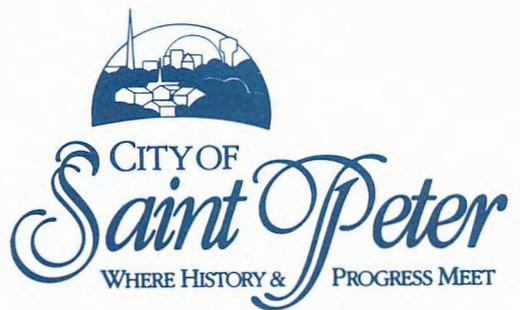
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: authorization is hereby provided for Councilmember Carlin to travel to Columbia, Missouri as part of the Greater Mankato Grown InterCity leadership Visit program in November, 2015 at an approximate cost of \$1900.00.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of September, 2015.

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

ATTEST:

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



## Memorandum

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

**DATE:** 9/10/15

**FROM:** Todd Prafke  
City Administrator

**RE:** Part-time Employee Introductory Period Policy Modification

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for a change to your personnel policy related to Part-Time Employee Probationary status.

### **BACKGROUND**

Members may recall two previous discussions about this policy in the last year or so. You may also recall that back in 2012 we made a change to this provision of your personal policy. At that time we were looking to make the appropriate change based on a few goals as follows:

- Treat your employees in a manner that the Council felt was fair and equitable.
- Find balance in the rules that covers a very wide array of work situations.
- Ensure that any policy change made sense relative to full-time employee rules.
- Understand any budget implications of any change.

The proposed change is to more equitably move new part-time employees from their Introductory Period (probationary status) to regular status and receive their end of probation pay increase. Prior to the last change in 2012, part-time employees moved from probationary status to regular status after six months of employment. That timeline was used regardless of how many hours the part-time employee worked and often this resulted in large differentials in the hours of work when employees moved to regular status. With the change in 2012, part-time employees are on a timeline that is generally 1,040 hours worked or one year, whichever comes first, to move from probationary status to regular status.

To meet our goals, and based on Council input, a modified policy has been proposed. If the modified policy is approved, employees will be eligible to move to regular status after they have worked 520 hours or worked for one year, whichever comes first. 520 hours is the equivalent of a full-time employee working three months. One could argue that this is an unfair benefit to PT employees however generally these PT positions do not require technical training or licensure, but are nonetheless important to many of your operations. In some of these positions the one year wait is completed prior to the 520 hours, just because many of these positions get very few hours on any regular basis. Members may note this is a change in our view on this issue based

in part on our experience under the 1,040 hours policy. Please note this would not include employees that are hired on a seasonal or temporary basis.

A copy of the red line policy is attached for your review.

Members should also know that we have a couple of PT employees that currently have more than 520 hours but less the 1,040 and have not been with you a full year. So passage of this change would move them off probationary status providing a slight pay increase earlier than anticipated. The fiscal impact of this is very small as the wages and increases in those positions are very small. Your probationary increase is usually 1.8% or is stipulated in positions that have a pay scale.

This change is good for us in that it provides for additional uniformity within our human resources efforts and clarity for all employees. This helps employees feel better about their work and, arguably, improves work product.

### **FISCAL IMPACT**

The cost of this change is estimates at less than \$500 in the next 12 months. This estimate is truly an estimate as the number of employees impacted is very low and the number of hours those impacted employees work is low but varies. Additionally, because of the level of pay, any increase is relatively small.

### **ALTERNATIVE AND VARIATIONS:**

Do not act. The current policy would remain in effect.

Negative vote. The current policy will remain in effect.

Modification of the resolution. This is always an option of the Council and any change could impact this policy in a number of ways. Please allow time for staff to review any proposed change by the Council to help ensure we have addressed any unintended consequences.

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

TP/bal

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of September, 2015.

---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

Excerpt from the City of Saint Peter Personnel Policy....

**VII. EMPLOYMENT PROCEDURES AND POLICIES.**

**Introductory Period.** The first six months of employment will be regarded as an introductory period for all full-time employees. The introductory period for all part-time employees shall be equivalent to a period of ~~5204~~<sup>5204</sup> hours worked or one (1) year, whichever occurs first. The period will be used to evaluate the employee's ability to perform job functions and complete work assignments as well as to evaluate the employee's overall suitability for employment with the City of Saint Peter. During the introductory period, an employee may be dismissed if the employee is, in the opinion of the Supervisor and/or Department Director, unable to perform the required job functions in a satisfactory manner or if the employee's conduct is inappropriate. At the discretion of the City Administrator, an employee's introductory period may be extended for further evaluation of the employee but will in no case extend beyond twelve (12) months from the starting employment date. This extension of the introductory period, disciplinary action during the introductory period, or termination during the introductory period are not subject to the grievance procedures of this or any other policy except as may be required during Minnesota Statutes or federal law.

\*The above paragraph modified by the City Council on \_\_\_\_\_, 2015.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION MODIFYING PERSONNEL POLICY RELATED TO “INTRODUCTORY PERIOD” FOR PART-TIME EMPLOYEES**

WHEREAS, the City of Saint Peter has adopted a Personnel Policy covering all full-time and part-time employees; and

WHEREAS, the policy addresses the length of the introductory (probationary) period for part-time employees; and

WHEREAS, following successful conclusion of the introductory period employees are eligible for wage increases; and

WHEREAS, the City Council wishes to modify the introductory period for part-time employees to reflect actual hours worked and the timeframe needed to successfully learn the position responsibilities.

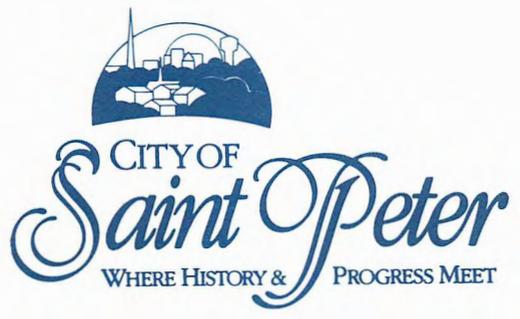
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. The City of Saint Peter Personnel Policy, Section VII. “Employment Procedures and Policies” is hereby modified as follows:

**VII. EMPLOYMENT PROCEDURES AND POLICIES.**

**Introductory Period.** The first six months of employment will be regarded as an introductory period for all full-time employees. The introductory period for all part-time employees shall be equivalent to a period of 520 hours worked or one (1) year, whichever occurs first. The period will be used to evaluate the employee's ability to perform job functions and complete work assignments as well as to evaluate the employee's overall suitability for employment with the City of Saint Peter. During the introductory period, an employee may be dismissed if the employee is, in the opinion of the Supervisor and/or Department Director, unable to perform the required job functions in a satisfactory manner or if the employee's conduct is inappropriate. At the discretion of the City Administrator, an employee's introductory period may be extended for further evaluation of the employee but will in no case extend beyond twelve (12) months from the starting employment date. This extension of the introductory period, disciplinary action during the introductory period, or termination during the introductory period are not subject to the grievance procedures of this or any other policy except as may be required during Minnesota Statutes or federal law.

2. This change shall be effective immediately.



## Memorandum

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

**DATE:** 09/04/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Goal Session Report and takeaways

### **ACTION/RECOMMENDATION**

None needed. For your information and review.

### **BACKGROUND**

The goal of this memo is to provide a basic outline of the principle discussion points and priorities as the Council provided direction as a part of its' Goal Session on August 31, 2015.

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

- Housing – Work to initiate a project in partnership with the School District to develop and promote “working family” housing. The Council understands that the finances are very challenging, but see a need for this type of housing opportunity within the community and staff is to work to develop a way to support development of more housing in the \$230,000+ range as well.
  - Affordability and design remain important factors
    - Look at ways to stimulate opportunities for additional housing in the \$230,000+ range.
    - Think about opportunities to establish a housing rehab project with cooperation of local realtors and banks. Since many homes were restored after the 1998 Tornado, now might be an appropriate time to work on rehabilitation meeting the Council's overall goal of quality housing stock.
- Council discussed some of it biggest duties as being:
  - Attendance at meetings and the importance of participation in Committee, Board or Commission activities.
  - Listen to those served.
  - Use its' best judgment in servicing the community knowing that the Council often has more data and more discussion than community members.

- As the Council looks forward towards facility needs those on the top of mind are:
  - Fire Hall
  - City Hall
  - Pavilion
- The three biggest issues for the new year are likely:
  - School/City partnership and park
  - Budget
  - Continuing to discuss the image of our community
- Council expressed a want to look to enhance and promote the downtown and river. Maybe look towards Hutchinson and some of the success they seem to have had in those areas.
- Councilmembers discussed reasons to be optimistic or pessimistic and reasons for optimism including: changing and dynamic community (not stuck in one place), positive housing, financial stability and quality schools and city infrastructure. Reasons to be pessimistic include concerns about taxes/rates and budgets and the need to promote additional market rate housing opportunities both in rental and ownership. The Council was generally very optimistic about the future of the community and City.
- Communications - Continue to enhance web and social media use. Growth of the comfort and level of information put on Facebook was noticed and is good and hope to see more growth in that area. A lighter tone and less critical responses should be strived for. More use of social media that is "of the moment information.
- Budget for 2016 was discussed at length. More reporting on that will be part of your budget process.
- School/City Development. Continued effort needs to be placed on keeping the Council and overall community informed and the Show and Tell is a positive effort.
- Provided direction to develop a plan to construct a gravel trail on the City owned property at Hallett's pond. The goal is to increase opportunity to enjoy the area making use of the new access points that have been developed.

The next 5<sup>th</sup> Monday is in November and should be targeted for the next Goal Session. The plan is to invite any newly electeds to fully participate in that session as was done in the past. Food was good and no additional or outside facilitator was recommended at this time.

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

TP/bal