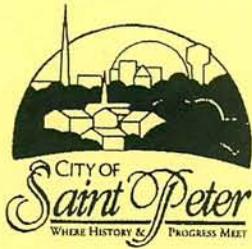


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, September 22, 2014
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. Broadway Generation Plant Equipment Upgrades Project Change Order #2
 - B. MnDOT Detour Agreement
- VII. NEW BUSINESS**
 - A. Hospital Equipment Certificate
 - B. Hospital Equipment Purchase Requests
 - C. Washington Terrace Lot Sale
 - D. Kid's Corner Lease Extension
 - E. MMUA Safety Contract Renewal
 - F. Sewer Repair Project
 - G. Business License Applications
 - H. Accounting Clerk Position Description
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. City/County Meeting Discussion
 - 2. City Council Goal Session Discussion
 - 3. Joint City Council/School Board Meeting
 - 4. 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 September 8, 2014 regular meeting is attached for approval. A MOTION is in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for September 4, 2014 through September 17, 2014 are attached. Please see the attached staff reports and RESOLUTION.

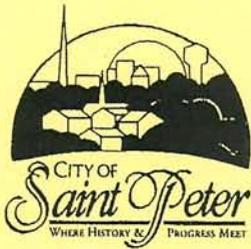
VI. UNFINISHED BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING CHANGE ORDER #2 TO BROADWAY GENERATION PLAN EQUIPMENT UPGRADE PROJECT**

Staff recommends approval of a change order to equipment upgrade project at the Broadway Generation Plant. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING EXECUTION OF MnDOT DETOUR AGREEMENT**

Staff recommends approval be provided for execution of an agreement with the Minnesota Department of Transportation that will provide



reimbursement to the City for road life consumed during the Highway 169 detour on Broadway Avenue. Please see the attached staff report and RESOLUTION.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING RECEIPT OF BIDS FOR HOSPITAL EQUIPMENT CERTIFICATE

The Hospital Commission recommends authorization be provided for issuance of an equipment certificate to fund Hospital equipment purchases. The process to be followed is similar to that used by the City. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF RESOLUTIONS APPROVING EQUIPMENT PURCHASES BY RIVER'S EDGE HOSPITAL AND CLINIC

The Hospital Commission recommends authorization e provided for two purchases of equipment/software that will be used to streamline the process for input of patient records into the electronic medical records system at River's Edge Hospital and Clinic. Please see the attached staff report and RESOLUTIONS.

C. ADOPTION OF A RESOLUTION APPROVING SALE OF WASHINGTON TERRACE LOT

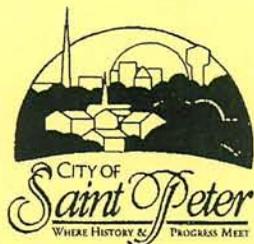
Staff recommends approval be provided for execution of a purchase and development agreement for the City owned Outlot C in Washington Terrace Subdivision. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING EXTENSION OF KIDS' CORNER LEASE AT COMMUNITY CENTER

Kids' Corner Child Care Center has agreed to the counterproposal extended by the City Council regarding extension of their lease at the Community Center. A lease amendment has been prepared for Council consideration. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF RENEWAL MMUA SAFETY CONTRACT

Staff recommends approval for execution of a renewal contract with the Minnesota Municipal Utilities Association to provide safety services for the City. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION APPROVING SEWER REPAIRS

Staff recommends approval of repairs made to a sanitary sewer located under Highway 169. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS

Following completion of background investigations, staff recommends approval of several new business license applications. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO ACCOUNT CLERK POSITION DESCRIPTION

Staff recommends approval of modifications to the position description for the Account Clerk in the Public Works Department. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING DISCUSSION

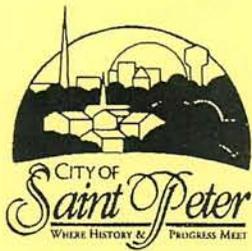
A report will be provided at this time on discussion at the September 10th City/County meeting.

2. REPORT ON GOAL SESSION DISCUSSION

A report will be provided at this time on discussion at the September 15th City Council goal session.

3. REPORT ON JOINT CITY COUNCIL/SCHOOL BOARD MEETING

A report will be provided at this time on the joint meeting scheduled for the City Council and School Board on Monday, September 29th at 6:30 p.m.



4. **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
SEPTEMBER 8, 2014**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on September 8, 2014.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Grams, Carlin, 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 Carlin, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes – A motion was made by Kvamme, seconded by Zieman, to approve the minutes of the August 25, 2014 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 25, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Kvamme, seconded by Carlin, Resolution No. 2014-123 entitled "Resolution Approving Consent Agenda" was introduced. A complete copy of Resolution No. 2014-123 is contained in the City Administrator's book entitled Council Resolutions 20.

2015 Preliminary Levy/Budget Adoption – Finance Director O'Connell presented the proposed 2014 levy payable in 2015 which was a 1.85% increase over the previous levy, but which was expected to provide for a decrease in the City's share of property taxes due to growth in the City's tax capacity and decertification of a large tax increment district. O'Connell stated the proposed levy put the City's tax rate at 47.14. O'Connell reviewed the highlights of the budget including a proposed equipment certificate for 2015, increased revenues from building permits, use of reserve funds, establishing an equipment replacement fund for the Fire Department, and the expected increase in local government aid. City Administrator Prafke reminded the Council that Saint Peter is heavily dependent on local government aid due to the percentage of tax exempt properties in the community and lower market values.

Councilmember Parras questioned whether adopting the levy meant approval of the equipment certificate budget. Prafke noted the equipment certificate budget was a separate action that would occur later in the year and any purchase from the approved budget would also need to be approved separately by the Council.

Councilmember Grams questioned whether property taxes could remain at the current level and the additional funds generated could be used for additional services or better maintenance in parks and Prafke indicated the Council consistently plans ahead for larger projects and maintenance is addressed as part of the regular budget.

Councilmember Zieman thanked previous Councils for their foresight in relation to growth in the community and planning.

In motion by Kvamme, seconded by Grams, Resolution No. 2014-124 entitled "Resolution Adopting Preliminary 2014 Tax Levy Collectible In 2015", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-124 is contained in the City Administrator's book entitled Council Resolutions 20.

Revolving Loan Subordination Request: Sweat Equity LLC – Community Development Director Wille recommended approval of a request from Sweat Equity LLC to subordinate the City's revolving loan (outstanding balance of \$73,968) to a new third mortgage from Nicollet County Bank. Wille indicated the City's loan would be behind three conventional loans totaling \$286,712 and the property at 303 South Minnesota Avenue was appraised at \$415,000 which provided sufficient collateral to meet revolving loan fund guidelines. In motion by Carlin, seconded by Zieman, Resolution No. 2014-125 entitled "Resolution Approving Subordination Of City Mortgage To Facilitate The Refinancing Of The Sweat Equity, LLC Debt", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-125 is contained in the City Administrator's book entitled Council Resolutions 20.

Orchard Ridge Subdivision Easement Vacation Request – Community Development Director Wille recommended approval be provided for a request to vacate a utility easement between Lots 6-7, Block 2 of Orchard Ridge Subdivision. Wille indicated the applicant wished to construct a single family home across the two lots and the Planning Commission had recommended approval for vacation of the easement. In motion by Brand, seconded by Roger, Resolution No. 2014-126 entitled "Resolution Approving Vacation Of Utility Easement Between Lots Six And Seven, Block Two, Orchard Ridge Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-126 is contained in the City Administrator's book entitled Council Resolutions 20.

Washington Terrace Lot Replatting – Community Development Director Wille recommended authorization be provided to allow replatting of Outlot C in Washington Terrace Subdivision as Lot 1, Block 1 Washington Terrace Subdivision #2. Wille stated replatting at this time would allow a project for development of a multi-family housing complex on the parcel to continue to move forward as a purchase/development agreement is drafted for Council consideration. Wille reminded the Council that Matson Concrete was interested in constructing a market rate housing complex on the property and the Council had previously discussed the project at workshop with the developer making modifications to the plans to accommodate the Council's desire for inclusion of a single level handicap accessible unit.

Councilmember Kvamme expressed his belief that the design with the single level accessible unit was much better, but questioned why there was no garage available for the accessible unit. Councilmember Grams indicated he would be unable to support the project without inclusion of an attached garage for the accessible unit. Councilmembers expressed their thanks for the changes the developer had made to include an accessible single story unit and hopes that the developer can further modify the plans to provide an attached garage for that unit. Councilmember Kvamme suggested that Councilmember Grams, who is involved in a State board addressing disability issues, be allowed to participate in the development agreement negotiations to provide insight and suggestions. In motion by Zieman, seconded by Carlin, Resolution No. 2014-127 entitled "Resolution Authorizing Platting Of Outlot 'C' In Washington Terrace Subdivision And Directing Staff To Prepare Purchase/Development Agreement With

Matson Concrete, Inc.”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-127 is contained in the City Administrator’s book entitled Council Resolutions 20.

Cable Franchise Transfer Request: Enventis/Crystal Communications – City Administrator Prafke recommended approval of the change of control for a cable television franchise from HickoryTech/Enventis to Consolidated Communications Inc. Prafke noted that the franchise agreement expires in 2015 and renewal terms will be negotiated separately with the franchisee. In motion by Parras, seconded by Brand, Resolution No. 2014-128 entitled “Resolution Approving Change Of Control For Crystal Communications, Inc. Cable Television Franchise”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-128 is contained in the City Administrator’s book entitled Council Resolutions 20.

Request for City Assistance: Oktoberfest – City Administrator Prafke recommended approval of a request from the St. Peter Ambassadors for City assistance for the Oktoberfest event to be held in City parking lot #5 at the southwest corner of the West Grace Street/South Minnesota Avenue intersection at the end of September. Prafke noted the request included authorization for a parade on South Third Street. Councilmember Carlin questioned whether “no parking” restrictions would be in place for the parade and suggested it was safer to have restrictions in place so children wouldn’t be darting out from between parked cars to collect candy. Carlin asked that future requests for parades consider having no parking restrictions on at least one side of the parade route. In motion by Zieman, seconded by Carlin, Resolution No. 2014-129 entitled “Resolution Approving City Assistance For St. Peter Ambassador’s Oktoberfest Event”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-129 is contained in the City Administrator’s book entitled Council Resolutions 20.

License To Use City Owned Property – Water Utilities Superintendent Moulton, appearing on behalf of Public Works Director Giesking, requested authorization for execution of a license for Lager’s Inc. to use City owned property along Old Minnesota Avenue for displaying new and used vehicles. Moulton reported the sidewalk would be placed at the curb in the affected area with two feet (2’) of clear space between the sidewalk and the car display. Councilmember Zieman questioned if a line would be painted to indicate the location limits. Staff indicated it would not. In motion by Kvamme, seconded by Carlin, Resolution No. 2014-130 entitled “Resolution Authorizing Execution Of A License Agreement Allowing Use Of City Owned Property By Lager’s Inc.”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-130 is contained in the City Administrator’s book entitled Council Resolutions 20.

Reports

Mayor’s Report – Mayor Strand reported the weather and turnout for the Rock Bend Folk Festival was excellent.

City/County Meeting Schedule – City Administrator Prafke reminded Councilmembers of the City/County meeting scheduled for September 10th at City Hall.

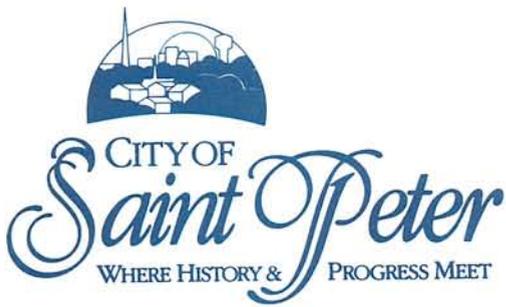
City Administrator Prafke reported the new trail along West Traverse Road from Sunrise Drive to Edgerton Street was nearly completed and many people were already using the trail.

There being no further business, a motion was made by Brand, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:37 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: September 10, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Snow Removal Equipment Replacement Cutting Edges

ACTION/RECOMMENDATION

It is recommended that the quote for replacement cutting edges from H&L Mesabi, Inc. of Blaine, Minnesota be accepted in an amount not to exceed \$8,010.60.

BACKGROUND

In preparation of equipment for the Streets Department with winter snow plowing duties; their needs to purchase a replacement of cutting edges for the City's snow removal equipment. Quotes were solicited from the only two vendors for the necessary cutting edges with the low quote coming from H&L Mesabi, Inc. of Blaine, Minnesota. Below you will find the listed quotes received from the only two suppliers within the state of Minnesota, including tax and freight charges.

VENDOR	QUOTE
H&L Mesabi	\$8,010.60
Kris Engineering Inc.	\$8,823.00

FISCAL IMPACT:

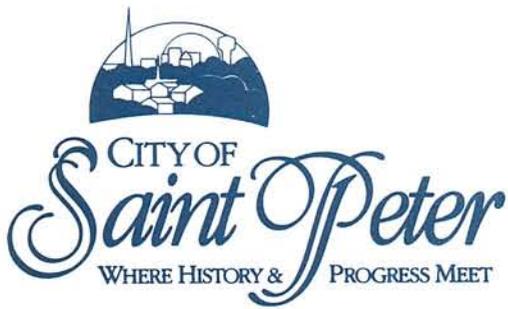
This purchase is included in the 2014 Street Maintenance Budget.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will proceed with the cutting edge purchase from H&L Mesabi, Inc.
Negative Vote: Staff will await further direction regarding the purchase of cutting edges.
Modification of the Resolution: This is always an option of the City Council.

LGG/TM

CC: PO # 4300



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/19/2014

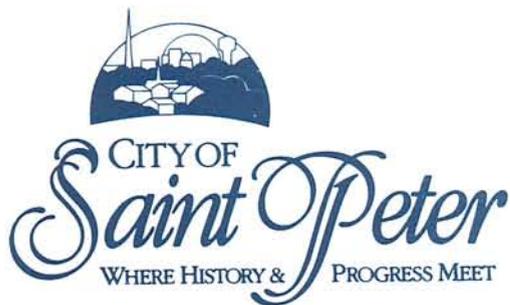
FROM: Todd Prafke
City Administrator

RE: Wastewater Operator Appointment

It is my hope to have an appointment on the agenda on Monday evening for the position of Wastewater Operator. The background and reference check process was not yet completed at the time the Council packet was published and I hope to have a recommendation for you on Monday evening to include on the consent agenda.

Should you have any questions or concerns on this agenda item, please don't hesitate to contact me.

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: September 18, 2014

FROM: Paula O'Connell
Director of Finance/Treasurer

RE: Part-time Bus Driver Appointment

ACTION/RECOMMENDATION

Approve the hiring of a Part-time Bus Driver, pending the completion of pre-employment testing.

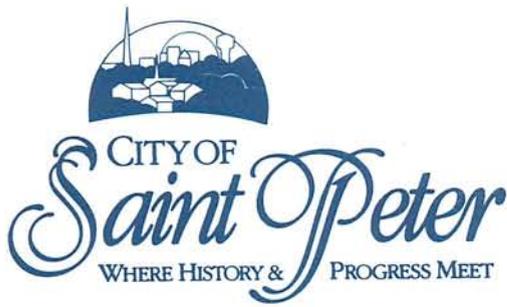
BACKGROUND

With the fall schedules coming in place we are anticipating the need of an additional Part-time Bus Driver to assist in keeping drivers available for all the work schedules. I recommend the appointment of Kathy Thune as Part-Time Bus Driver at the wage rate of \$13.52 per hour (Classification A) contingent upon successful completion of a background investigation and pre-employment testing.

Please include this appointment on the consent agenda for September 22, 2014.

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

PO/



Memorandum

TO: Todd Prafke
City Administrator

DATE: 9/17/17

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The City has received license applications for City Council approval.

Toner De's Concessions participated in the Rock Bend Folk Festival on September 6 & 7, 2014. City Administrator Todd Prafke approved the application contingent upon City Council approval.

The Knights of Columbus are holding their annual Fish Boil and have applied for a Temporary On Sale Beer License. The event will take place on October 24, 2014 from 5:00 – 7:30 at the Church of St. Peter, 1801 Broadway.

The Mankato Health Care Foundation has applied for a Temporary Gambling License. They plan to hold a raffle at Gustavus Adolphus College, 800 College Ave., on Saturday, October 25, 2014.

Please place these items on the September 22, 2014 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

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

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

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

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

CKM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	youth flag fb shirts	GENERAL FUND	RECREATION/LEISURE SER	888.00
			TOTAL:	888.00
A TO Z RENTAL CENTER	dunk tank,bounce summer ce	GENERAL FUND	RECREATION/LEISURE SER	250.00
			TOTAL:	250.00
A. H. HERMEL WHOLESALE	A. H. HERMEL WHOLESALE	COMMUNITY CENTER	COMMUNITY CENTER	470.08
			TOTAL:	470.08
A.M. LEONARD, INC.	stihl trimmer tray	GENERAL FUND	PARKS	126.98
			TOTAL:	126.98
AFFILIATED CREDIT SERVICES	aug 2014 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	183.80
			TOTAL:	183.80
AMERICAN PUBLIC WORKS ASSOCIATION	2015 membership lew	GENERAL FUND	STREETS	54.38
	2015 Membership Tim	GENERAL FUND	STREETS	72.50
	2015 membership lew	GENERAL FUND	PARKS	43.50
	2015 Membership Tim	GENERAL FUND	PARKS	72.50
	2015 membership lew	WATER	ADMIN AND GENERAL	21.75
	2015 membership lew	WASTE WATER FUND	ADMIN AND GENERAL	21.75
	2015 membership lew	ENVIRON SERVICES F	ADMIN AND GENERAL	21.74
	2015 Membership Tim	ENVIRON SERVICES F	ADMIN AND GENERAL	72.50
	2015 membership lew	ELECTRIC FUND	ADMIN AND GENERAL	54.38
			TOTAL:	435.00
AMERICAN RED CROSS	9 babysitting certs	GENERAL FUND	RECREATION/LEISURE SER	90.00
			TOTAL:	90.00
APPLIANCE CLINIC	service call dryer timer	WASTE WATER FUND	SOURCE/TREATMENT	105.00
			TOTAL:	105.00
ARROW ACE HARDWARE INC	light bulbs for pd entranc	GENERAL FUND	MUNICIPAL BUILDING	59.97
	ballcock,valve,batteries	GENERAL FUND	FIRE	53.55
	weed/feed	GENERAL FUND	STREETS	6.80
	wash ave rtu wand	GENERAL FUND	STREETS	4.00
	spray paint preschool camp	GENERAL FUND	RECREATION/LEISURE SER	3.99
	return spinkler	GENERAL FUND	SWIMMING POOL	4.03-
	bleach, pine sol	GENERAL FUND	SWIMMING POOL	20.76
	chains,water,paint,sockets	GENERAL FUND	PARKS	185.10
	weed/feed	GENERAL FUND	PARKS	6.80
	wash ave rtu wand	GENERAL FUND	PARKS	4.00
	batteries	LIBRARY FUND	LIBRARY	8.99
	batteries	COMMUNITY CENTER	COMMUNITY CENTER	35.97
	door handle	COMMUNITY CENTER	COMMUNITY CENTER	4.59
	1/3 walk behind saw, cemen	WATER	PURIFICATION AND TREAT	120.15
	weed/feed	WATER	DISTRIBUTION AND STORA	3.40
	wash ave rtu wand	WATER	DISTRIBUTION AND STORA	2.00
	nipples, couplings	WATER	DISTRIBUTION AND STORA	42.51
	1/3 stihl walk behind saw	WASTE WATER FUND	COLLECTOR/LIFT STAT	103.32
	weed/feed	WASTE WATER FUND	SOURCE/TREATMENT	3.40
	wash ave rtu wand	WASTE WATER FUND	SOURCE/TREATMENT	2.00
	weed/feed	ENVIRON SERVICES F	REFUSE DISPOSAL	3.40
	elbow, hook, sprinklers	ENVIRON SERVICES F	REFUSE DISPOSAL	38.45
	wash ave rtu wand	ENVIRON SERVICES F	REFUSE DISPOSAL	2.00
	pvc coupling	ELECTRIC FUND	POWER DISTRIBUTION	0.79

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	spray paint	ELECTRIC FUND	POWER DISTRIBUTION	6.80
	wash ave rtu wand	ELECTRIC FUND	POWER DISTRIBUTION	4.00
	1/3 stihl walk behind saw	STORMWATER FUND	COLLECTIONS/LIFT STATI	103.32
	weed/feed	STORMWATER FUND	TREATMENT	3.38
	weed/feed	STORMWATER FUND	TREATMENT	24.95
	wash ave rtu wand	STORMWATER FUND	TREATMENT	1.99
	marking paint, white liner	STORMWATER FUND	TREATMENT	20.96
	nozzle for hose vipcarwash	RESTRICTED CONTRIB	RECREATION/LEISURE SER	4.59
			TOTAL:	881.90
BNR IRRIGATION SERVICES, INC.	replaced broken heads-vet'	GENERAL FUND	PARKS	342.00
			TOTAL:	342.00
BOLTON & MENK INC	SWPPP app permit	STORMWATER FUND	TREATMENT	3,329.50
			TOTAL:	3,329.50
BRANDT LAW OFFICE	civil services aug 2014	GENERAL FUND	LEGAL SERVICES	3,722.50
	criminal services aug 2014	GENERAL FUND	LEGAL SERVICES	6,152.50
	ihn loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	14.50
	st peter laundry loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	157.25
	roundabout	PERM IMPROVMENT RE	STREETS	87.00
			TOTAL:	10,133.75
BRYAN ROCK PRODUCTS INC	agline wash ave ballfield	GENERAL FUND	PARKS	441.30
			TOTAL:	441.30
CARQUEST AUTO PARTS STORES	turn signal light	GENERAL FUND	POLICE	2.10
	ratchet,tape,clips	GENERAL FUND	STREETS	13.34
	fuse holder,circuit breake	GENERAL FUND	STREETS	51.40
	thermostat & seal, carb cl	GENERAL FUND	STREETS	83.51
	ratchet,tape,clips	GENERAL FUND	PARKS	13.34
	lawn mower hitch pin	GENERAL FUND	PARKS	4.45
	ratchet,tape,clips	WATER	DISTRIBUTION AND STORA	6.67
	ratchet,tape,clips	WASTE WATER FUND	SOURCE/TREATMENT	6.67
	ratchet,tape,clips	ENVIRON SERVICES F	REFUSE DISPOSAL	6.67
	radiator hose	ENVIRON SERVICES F	REFUSE DISPOSAL	37.80
	ratchet,tape,clips	ELECTRIC FUND	POWER DISTRIBUTION	13.34
	lock pin	ELECTRIC FUND	POWER DISTRIBUTION	5.34
	door jam switch	STORMWATER FUND	TREATMENT	15.49
	ratchet,tape,clips	STORMWATER FUND	TREATMENT	6.66
	rod lights, tape, clip	STORMWATER FUND	TREATMENT	32.04
			TOTAL:	298.82
CINTAS CORPORATION #754	August Uniforms	ELECTRIC FUND	ADMIN AND GENERAL	425.07
			TOTAL:	425.07
CINTAS FIRST AID & SAFETY	disinfect cabinet	GENERAL FUND	STREETS	1.49
	kits, bandaids, ear plugs	GENERAL FUND	STREETS	104.84
	first aid supplies for rec	GENERAL FUND	RECREATION/LEISURE SER	186.54
	disinfect cabinet	GENERAL FUND	PARKS	1.19
	kits, bandaids, ear plugs	GENERAL FUND	PARKS	83.87
	disinfect cabinet	WATER	ADMIN AND GENERAL	0.60
	kits, bandaids, ear plugs	WATER	ADMIN AND GENERAL	41.94
	disinfect cabinet	WASTE WATER FUND	ADMIN AND GENERAL	0.60
	kits, bandaids, ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	41.94
	disinfect cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	0.58

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	kits, bandaids, ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	41.92
	disinfect cabinet	ELECTRIC FUND	ADMIN AND GENERAL	1.49
	kits, bandaids, ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	104.84
			TOTAL:	611.84
COLE PAPERS INC	air freshner	GENERAL FUND	STREETS	7.07
	towels, soap, tp, glass cl	GENERAL FUND	STREETS	58.67
	armorall spray	GENERAL FUND	STREETS	17.04
	center pull towels	GENERAL FUND	STREETS	35.61
	air freshner	GENERAL FUND	PARKS	7.07
	towels, soap, tp, glass cl	GENERAL FUND	PARKS	58.67
	armorall spray	GENERAL FUND	PARKS	17.04
	center pull towels	GENERAL FUND	PARKS	35.61
	cleaning supplies	LIBRARY FUND	LIBRARY	66.03
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	264.14
	cleaning pad for floor mac	COMMUNITY CENTER	COMMUNITY CENTER	75.96
	return cleaning pad	COMMUNITY CENTER	COMMUNITY CENTER	75.96-
	air freshner	WATER	DISTRIBUTION AND STORA	3.53
	towels, soap, tp, glass cl	WATER	DISTRIBUTION AND STORA	29.33
	armorall spray	WATER	DISTRIBUTION AND STORA	8.52
	center pull towels	WATER	DISTRIBUTION AND STORA	17.81
	air freshner	WASTE WATER FUND	SOURCE/TREATMENT	3.53
	towels, soap, tp, glass cl	WASTE WATER FUND	SOURCE/TREATMENT	29.33
	armorall spray	WASTE WATER FUND	SOURCE/TREATMENT	8.52
	center pull towels	WASTE WATER FUND	SOURCE/TREATMENT	17.81
	air freshner	ENVIRON SERVICES F	REFUSE DISPOSAL	3.53
	towels, soap, tp, glass cl	ENVIRON SERVICES F	REFUSE DISPOSAL	29.33
	armorall spray	ENVIRON SERVICES F	REFUSE DISPOSAL	8.52
	center pull towels	ENVIRON SERVICES F	REFUSE DISPOSAL	17.81
	air freshner	ELECTRIC FUND	POWER DISTRIBUTION	7.07
	towels, soap, tp, glass cl	ELECTRIC FUND	POWER DISTRIBUTION	58.67
	armorall spray	ELECTRIC FUND	POWER DISTRIBUTION	17.04
	center pull towels	ELECTRIC FUND	POWER DISTRIBUTION	35.61
	air freshner	STORMWATER FUND	TREATMENT	3.54
	towels, soap, tp, glass cl	STORMWATER FUND	TREATMENT	29.33
	armorall spray	STORMWATER FUND	TREATMENT	8.53
	center pull towels	STORMWATER FUND	TREATMENT	17.80
			TOTAL:	922.11
COMMUNITY AND FAMILY EDUCATION	fall brochure graphics/pri	GENERAL FUND	RECREATION/LEISURE SER	391.60
			TOTAL:	391.60
CREDIT RIVER TOOLS	vacuum pump kit	GENERAL FUND	STREETS	23.80
	vacuum pump kit	GENERAL FUND	PARKS	23.80
	vacuum pump kit	WATER	DISTRIBUTION AND STORA	11.90
	vacuum pump kit	WASTE WATER FUND	SOURCE/TREATMENT	11.90
	vacuum pump kit	ENVIRON SERVICES F	REFUSE DISPOSAL	11.90
	vacuum pump kit	ELECTRIC FUND	POWER DISTRIBUTION	23.80
	vacuum pump kit	STORMWATER FUND	TREATMENT	11.90
			TOTAL:	119.00
CRYSTAL LAWN, INC	gault leaking pvc line	GENERAL FUND	PARKS	140.50
	irrigation changes to spri	COMMUNITY CENTER	COMMUNITY CENTER	205.37
	backflow test	ENVIRON SERVICES F	REFUSE DISPOSAL	50.00
	backflow test	ENVIRON SERVICES F	REFUSE DISPOSAL	50.00
	backflow test	ENVIRON SERVICES F	REFUSE DISPOSAL	50.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	CRYSTAL LAWN, INC	ENVIRON SERVICES F	REFUSE DISPOSAL	50.00
	back flow test	ENVIRON SERVICES F	REFUSE DISPOSAL	50.00
			TOTAL:	595.87
CULLIGAN	drinking water	GENERAL FUND	SWIMMING POOL	83.35
	solar salt	COMMUNITY CENTER	COMMUNITY CENTER	19.20
			TOTAL:	102.55
EARL F ANDERSEN INC	brackets extensions washer	GENERAL FUND	STREETS	763.00
			TOTAL:	763.00
ELECTION SYSTEMS & SOFTWARE, INC	automark ink pads	GENERAL FUND	ELECTIONS	130.76
			TOTAL:	130.76
EMERGENCY RESPONSE SOLUTIONS	transmitter assembly	GENERAL FUND	FIRE	463.26
	transmitter assembly scba#	GENERAL FUND	FIRE	455.82
			TOTAL:	919.08
ENVENTIS	phone bill for august 2014	GENERAL FUND	CITY ADMINISTRATION	69.86
	phone bill for august 2014	GENERAL FUND	CITY CLERK	13.81
	phone bill for august 2014	GENERAL FUND	FINANCE	108.75
	phone bill for august 2014	GENERAL FUND	MUNICIPAL BUILDING	6.46
	phone bill for august 2014	GENERAL FUND	POLICE	340.13
	phone bill for august 2014	GENERAL FUND	FIRE	151.48
	phone bill for august 2014	GENERAL FUND	BUILDING INSPECTOR	40.55
	phone bill for august 2014	GENERAL FUND	PUBLIC WORKS ADMIN	83.07
	phone bill for august 2014	GENERAL FUND	STREETS	46.99
	phone bill for august 2014	GENERAL FUND	SENIOR COORDINATOR	5.61
	phone bill for august 2014	GENERAL FUND	RECREATION/LEISURE SER	123.55
	phone bill for august 2014	GENERAL FUND	SWIMMING POOL	31.32
	phone bill for august 2014	GENERAL FUND	PARKS	90.29
	phone bill for august 2014	GENERAL FUND	ECONOMIC DEVMT	26.73
	phone bill for august 2014	LIBRARY FUND	LIBRARY	82.39
	phone bill for august 2014	PUBLIC ACCESS	PUBLIC ACCESS	13.81
	phone bill for august 2014	COMMUNITY CENTER	COMMUNITY CENTER	47.98
	phone bill for august 2014	WATER	ADMIN AND GENERAL	167.17
	phone bill for august 2014	WASTE WATER FUND	ADMIN AND GENERAL	191.47
	phone bill for august 2014	ENVIRON SERVICES F	ADMIN AND GENERAL	29.86
	phone bill for august 2014	ELECTRIC FUND	ADMIN AND GENERAL	138.30
	phone bill for august 2014	TRANSIT	TRANSIT/TRANSPORTATION	48.68
			TOTAL:	1,858.26
FAMILY FRESH MARKET	pw staff mtg	GENERAL FUND	STREETS	7.99
	senior dance	GENERAL FUND	SENIOR COORDINATOR	35.26
	summer celebration	GENERAL FUND	RECREATION/LEISURE SER	72.27
	pool supplies	GENERAL FUND	SWIMMING POOL	1.49
	pool concessions	GENERAL FUND	SWIMMING POOL	30.85
	pw staff mtg	GENERAL FUND	PARKS	6.39
	pw staff mtg	WATER	DISTRIBUTION AND STORA	3.20
	pw staff mtg	WASTE WATER FUND	SOURCE/TREATMENT	3.20
	pw staff mtg	ENVIRON SERVICES F	REFUSE DISPOSAL	3.19
	pw staff mtg	ELECTRIC FUND	POWER DISTRIBUTION	7.99
	fruit basket	ELECTRIC FUND	ADMIN AND GENERAL	25.00
	vip pool party	RESTRICTED CONTRIB	RECREATION/LEISURE SER	28.68
			TOTAL:	225.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
FASTENAL COMPANY	key rings	GENERAL FUND	STREETS	10.21	
	drum dolly	GENERAL FUND	STREETS	14.11	
	rubber straps and head lam	GENERAL FUND	STREETS	18.28	
	key rings	GENERAL FUND	PARKS	10.21	
	drum dolly	GENERAL FUND	PARKS	14.11	
	rubber straps and head lam	GENERAL FUND	PARKS	18.28	
	eye bolts	WATER	PURIFICATION AND TREAT	16.03	
	Diamond Saw Blade	WATER	DISTRIBUTION AND STORA	105.93	
	key rings	WATER	DISTRIBUTION AND STORA	5.11	
	drum dolly	WATER	DISTRIBUTION AND STORA	7.05	
	rubber straps and head lam	WATER	DISTRIBUTION AND STORA	9.14	
	Diamond Saw Blade	WASTE WATER FUND	COLLECTOR/LIFT STAT	105.93	
	stock bolt bin	WASTE WATER FUND	SOURCE/TREATMENT	136.91	
	key rings	WASTE WATER FUND	SOURCE/TREATMENT	5.11	
	drum dolly	WASTE WATER FUND	SOURCE/TREATMENT	7.05	
	rubber straps and head lam	WASTE WATER FUND	SOURCE/TREATMENT	9.14	
	key rings	ENVIRON SERVICES F	REFUSE DISPOSAL	5.11	
	drum dolly	ENVIRON SERVICES F	REFUSE DISPOSAL	7.05	
	quick link	ENVIRON SERVICES F	REFUSE DISPOSAL	9.31	
	rubber straps and head lam	ENVIRON SERVICES F	REFUSE DISPOSAL	9.14	
	return bulb from Broadway	ELECTRIC FUND	POWER DISTRIBUTION	22.60	
	key rings	ELECTRIC FUND	POWER DISTRIBUTION	10.21	
	drum dolly	ELECTRIC FUND	POWER DISTRIBUTION	14.11	
	rubber straps and head lam	ELECTRIC FUND	POWER DISTRIBUTION	18.28	
	Diamond Saw Blade	STORMWATER FUND	TREATMENT	105.92	
	key rings	STORMWATER FUND	TREATMENT	5.09	
	drum dolly	STORMWATER FUND	TREATMENT	7.05	
	rubber straps and head lam	STORMWATER FUND	TREATMENT	9.14	
				TOTAL:	670.41
	FLEETPRIDE	reseal 2 cylinders #207 &	GENERAL FUND	STREETS	644.54
				TOTAL:	644.54
	FREEDOM VALUE CENTERS, INC.	August Fuel	WATER	DISTRIBUTION AND STORA	82.76
		August fuel	STORMWATER FUND	TREATMENT	174.60
		ice for nite to unite	RESTRICTED CONTRIB	POLICE	8.37
				TOTAL:	265.73
	RICHARD & TRACY GAALSWYK	dozer rent sunrise & winds	GENERAL FUND	PARKS	637.50
				TOTAL:	637.50
	GOPHER STATE ONE-CALL INC	august 2014	WATER	DISTRIBUTION AND STORA	123.83
		august 2014	WASTE WATER FUND	COLLECTOR/LIFT STAT	123.83
		august 2014	ELECTRIC FUND	POWER DISTRIBUTION	123.84
			TOTAL:	371.50	
GRAINGER	chemical gloves nitrile	GENERAL FUND	STREETS	24.89	
	chemical gloves	GENERAL FUND	STREETS	133.69	
	chemical gloves nitrile	GENERAL FUND	PARKS	24.89	
	chemical gloves	GENERAL FUND	PARKS	133.69	
	chemical gloves nitrile	WATER	DISTRIBUTION AND STORA	12.45	
	chemical gloves	WATER	DISTRIBUTION AND STORA	66.85	
	chemical gloves nitrile	WASTE WATER FUND	SOURCE/TREATMENT	12.45	
	chemical gloves	WASTE WATER FUND	SOURCE/TREATMENT	66.85	
	chemical gloves nitrile	ENVIRON SERVICES F	REFUSE DISPOSAL	12.45	
	chemical gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	66.85	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	chemical gloves nitrile	ELECTRIC FUND	POWER DISTRIBUTION	24.89
	chemical gloves	ELECTRIC FUND	POWER DISTRIBUTION	133.69
	chemical gloves nitrile	STORMWATER FUND	TREATMENT	12.45
	chemical gloves	STORMWATER FUND	TREATMENT	66.85
			TOTAL:	792.94
GRAYBAR ELECTRIC COMPANY INC	pvc sch40	ELECTRIC FUND	POWER DISTRIBUTION	7.96
			TOTAL:	7.96
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for august 2014	GENERAL FUND	CITY ADMINISTRATION	32.40
	postage for august 2014	GENERAL FUND	CITY CLERK	1.59
	postage for august 2014	GENERAL FUND	ELECTIONS	29.68
	postage for august 2014	GENERAL FUND	FINANCE	126.56
	postage for august 2014	GENERAL FUND	POLICE	49.59
	postage for august 2014	GENERAL FUND	BUILDING INSPECTOR	5.36
	postage for august 2014	GENERAL FUND	PUBLIC WORKS ADMIN	1.92
	postage for august 2014	GENERAL FUND	STREETS	1.06
	postage for august 2014	GENERAL FUND	RECREATION/LEISURE SER	24.91
	postage for august 2014	GENERAL FUND	SWIMMING POOL	3.25
	postage for august 2014	GENERAL FUND	PARKS	8.48
	postage for august 2014	GENERAL FUND	ECONOMIC DEVMT	46.80
	postage for august 2014	COMMUNITY CENTER	COMMUNITY CENTER	4.77
	postage for august 2014	WATER	ADMIN AND GENERAL	2.12
	postage for august 2014	WATER	CUSTOMER ACCOUNTS	106.36
	postage for august 2014	WASTE WATER FUND	ADMIN AND GENERAL	2.72
	postage for august 2014	WASTE WATER FUND	CUSTOMER ACCOUNTS	106.35
	postage for august 2014	ENVIRON SERVICES F	ADMIN AND GENERAL	1.59
	postage for august 2014	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	106.35
	postage for august 2014	ELECTRIC FUND	ADMIN AND GENERAL	1.06
	postage for august 2014	ELECTRIC FUND	CUSTOMER ACCOUNTS	106.35
	postage for august 2014	STORMWATER FUND	ADMINISTRATION AND GEN	1.59
	postage for august 2014	TRANSIT	TRANSIT/TRANSPORTATION	4.24
	postage for august 2014	TRANSIT	TRANSIT/TRANSPORTATION	5.37
			TOTAL:	780.47
HANCOCK CONCRETE PRODUCTS, INC.	mh adj ring	WASTE WATER FUND	COLLECTOR/LIFT STAT	693.00
			TOTAL:	693.00
HAWKINS, INC.	azone 15, sodium hydro	WATER	PURIFICATION AND TREAT	1,370.59
	sodium hydro and metabisul	WATER	PURIFICATION AND TREAT	2,932.50
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,360.80
			TOTAL:	8,663.89
HILLYARD/HUTCHINSON	real machine, bathroom cle	COMMUNITY CENTER	COMMUNITY CENTER	10.84
			TOTAL:	10.84
HOLIDAY INN EXPRESS	hotel for 2014 ww training	WASTE WATER FUND	ADMIN AND GENERAL	233.54
			TOTAL:	233.54
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	776.73
			TOTAL:	776.73
INT'L ASSN OF CHIEFS OF POLICE	annual subscription renewa	GENERAL FUND	POLICE	30.00
			TOTAL:	30.00
JOHN HENRY POSTER	safety valves - broadway	WATER	PURIFICATION AND TREAT	110.19

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	110.19
DONNIE KLOSSNER	entertainment senior dance	GENERAL FUND	SENIOR COORDINATOR	175.00
			TOTAL:	175.00
KRIS ENGINEERING, INC.	cutting edges	GENERAL FUND	STREETS	727.95
	cutting edges #48	GENERAL FUND	STREETS	694.95
			TOTAL:	1,422.90
KUSTOM SIGNALS INC	battery assembly	GENERAL FUND	POLICE	256.00
			TOTAL:	256.00
KWIK TRIP INC	fuel for august 2014	GENERAL FUND	POLICE	2,594.49
			TOTAL:	2,594.49
LAGER'S INC	pad kit #213	GENERAL FUND	POLICE	97.50
	wheel alignment #312	GENERAL FUND	POLICE	91.94
			TOTAL:	189.44
LEAGUE OF MN CITIES INSURANCE TRUST	4th qtr workers comp	GENERAL FUND	MAYOR & COUNCIL	18.19
	4th qtr workers comp	GENERAL FUND	CITY ADMINISTRATION	140.54
	4th qtr workers comp	GENERAL FUND	CITY CLERK	60.49
	4th qtr workers comp	GENERAL FUND	FINANCE	166.02
	4th qtr workers comp	GENERAL FUND	MUNICIPAL BUILDING	243.11
	4th qtr workers comp	GENERAL FUND	POLICE	6,378.42
	4th qtr workers comp	GENERAL FUND	FIRE	4,162.00
	4th qtr workers comp	GENERAL FUND	FIRE	198.08
	4th qtr workers comp	GENERAL FUND	BUILDING INSPECTOR	135.31
	4th qtr workers comp	GENERAL FUND	COMMUNITY SERVICE	304.06
	4th qtr workers comp	GENERAL FUND	PUBLIC WORKS ADMIN	178.30
	4th qtr workers comp	GENERAL FUND	STREETS	4,459.23
	4th qtr workers comp	GENERAL FUND	RECREATION/LEISURE SER	1,057.27
	4th qtr workers comp	GENERAL FUND	SWIMMING POOL	769.13
	4th qtr workers comp	GENERAL FUND	SKATING RINKS	18.19
	4th qtr workers comp	GENERAL FUND	PARKS	2,526.17
	4th qtr workers comp	GENERAL FUND	ECONOMIC DEVMT	87.78
	4th qtr workers comp	LIBRARY FUND	LIBRARY	283.82
	4th qtr workers comp	PUBLIC ACCESS	PUBLIC ACCESS	8.64
	4th qtr workers comp	COMMUNITY CENTER	COMMUNITY CENTER	667.95
	4th qtr workers comp	WATER	SOURCE OF SUPPLY	178.07
	4th qtr workers comp	WATER	PURIFICATION AND TREAT	1,262.63
	4th qtr workers comp	WATER	DISTRIBUTION AND STORA	737.29
	4th qtr workers comp	WATER	ADMIN AND GENERAL	145.32
	4th qtr workers comp	WATER	CUSTOMER ACCOUNTS	20.70
	4th qtr workers comp	WASTE WATER FUND	BIOSOLIDS	133.04
	4th qtr workers comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,340.63
	4th qtr workers comp	WASTE WATER FUND	SOURCE/TREATMENT	1,629.91
	4th qtr workers comp	WASTE WATER FUND	ADMIN AND GENERAL	190.12
	4th qtr workers comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.70
	4th qtr workers comp	ENVIRON SERVICES F	REFUSE DISPOSAL	1,124.81
	4th qtr workers comp	ENVIRON SERVICES F	ADMIN AND GENERAL	91.42
	4th qtr workers comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.60
	4th qtr workers comp	ELECTRIC FUND	POWER PRODUCTION	88.01
	4th qtr workers comp	ELECTRIC FUND	POWER DISTRIBUTION	2,130.00
	4th qtr workers comp	ELECTRIC FUND	ADMIN AND GENERAL	474.62
	4th qtr workers comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	87.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4th qtr workers comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	318.61
	4th qtr workers comp	STORMWATER FUND	TREATMENT	91.65
	4th qtr workers comp	STORMWATER FUND	ADMINISTRATION AND GEN	1,115.26
	4th qtr workers comp	STORMWATER FUND	CUSTOMER ACCOUNTS	11.60
	4th qtr workers comp	TRANSIT	TRANSIT/TRANSPORTATION	1,553.50
			TOTAL:	34,619.75
LEXIS NEXIS	monthly subscription fee j	GENERAL FUND	POLICE	100.00
	aug subscription fee	GENERAL FUND	POLICE	100.00
			TOTAL:	200.00
LJP ENTERPRISES INC	august refuse pickup & dis	ENVIRON SERVICES F	REFUSE DISPOSAL	18,750.15
			TOTAL:	18,750.15
LOCATORS & SUPPLIES, INC.	hard hats, safety glasses	GENERAL FUND	STREETS	75.02
	hard hats, safety glasses	GENERAL FUND	PARKS	60.02
	hard hats, safety glasses	WATER	ADMIN AND GENERAL	30.01
	hard hats, safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	30.01
	hard hats, safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	30.01
	hard hats, safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	75.02
			TOTAL:	300.09
BARBARA A LUKER	mileage-roch MCFOA trainin	GENERAL FUND	CITY ADMINISTRATION	107.80
			TOTAL:	107.80
MACQUEEN EQUIPMENT INC	new sweeper parts #214	GENERAL FUND	STREETS	1,076.48
	centerboard deflector #214	GENERAL FUND	STREETS	142.09
	return old sweeper parts #	GENERAL FUND	STREETS	949.78
			TOTAL:	268.79
MANKATO-SPS COMPANIES, INC.	air handler filter	LIBRARY FUND	LIBRARY	23.50
	air handler filter	COMMUNITY CENTER	COMMUNITY CENTER	94.00
			TOTAL:	117.50
MARCILLE BRAMAN SECURITY	yellow key ring hubs	GENERAL FUND	STREETS	85.90
	yellow key ring hubs	GENERAL FUND	PARKS	85.90
	yellow key ring hubs	WATER	DISTRIBUTION AND STORA	42.95
	yellow key ring hubs	WASTE WATER FUND	SOURCE/TREATMENT	42.95
	yellow key ring hubs	ENVIRON SERVICES F	REFUSE DISPOSAL	42.95
	yellow key ring hubs	ELECTRIC FUND	POWER DISTRIBUTION	85.90
	yellow key ring hubs	STORMWATER FUND	TREATMENT	42.95
			TOTAL:	429.50
MATHESON TRI-GAS INC	orig cylinder rental	GENERAL FUND	STREETS	23.35
	orig cylinder rental	GENERAL FUND	PARKS	18.68
	orig cylinder rental	WATER	ADMIN AND GENERAL	9.34
	orig cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.34
	orig cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.32
	orig cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	23.35
			TOTAL:	93.38
MENARDS	anti freeze	GENERAL FUND	PARKS	66.96
	nipples, ball valves, elbo	WATER	PURIFICATION AND TREAT	149.36
			TOTAL:	216.32
METERING & TECHNOLOGY SOLUTIONS	1 1/2" meter w/radio 1.5"f	WATER	NON-DEPARTMENTAL	562.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	562.16
METRO JANITORIAL SUPPLY INC.	gym floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	289.33
			TOTAL:	289.33
MISC VENDOR	DANCE CONSERVATOR OF S	dance jun-jul reimbursedby GENERAL FUND	RECREATION/LEISURE SER	910.00
	GPRS	GPRS: payroll seminar 10/1 GENERAL FUND	FINANCE	15.00
	GPRS	GPRS: payroll seminar 10/1 WATER	ADMIN AND GENERAL	3.75
	GPRS	GPRS: payroll seminar 10/1 WASTE WATER FUND	ADMIN AND GENERAL	3.75
	GPRS	GPRS: payroll seminar 10/1 ENVIRON SERVICES F	ADMIN AND GENERAL	3.75
	GPRS	GPRS: payroll seminar 10/1 ELECTRIC FUND	ADMIN AND GENERAL	3.75
	HENNEPIN CTY MEDICAL E	conf reg - grochow GENERAL FUND	POLICE	140.00
	LADDER TOWER CO.	4" gasket GENERAL FUND	FIRE	40.38
	LAWNS-ARE-US	LAWNS-ARE-US: trail seedin GENERAL FUND	STREETS	900.00
	MECA	kamm,knutson,yushta regist STORMWATER FUND	ADMINISTRATION AND GEN	255.00
	MN LIBRARY ASSOC	conference reg pld day 10/ LIBRARY FUND	LIBRARY	35.00
	NUESSMEIR, TIM	NUESSMEIR, TIM: cpr traini COMMUNITY CENTER	COMMUNITY CENTER	87.00
	RESEARCH TECHNOLOGY IN	disc cleaning machine cd/d LIBRARY FUND	LIBRARY	1,520.00
			TOTAL:	3,917.38
MN DEPT OF COMMERCE	2nd quarter FY 2015	ELECTRIC FUND	ADMIN AND GENERAL	1,486.32
	2nd quarter FY 2015	ELECTRIC FUND	ADMIN AND GENERAL	542.39
			TOTAL:	2,028.71
MN ELEVATOR, INC.	spcc elevator annual preve	COMMUNITY CENTER	COMMUNITY CENTER	2,030.14
			TOTAL:	2,030.14
MN PIPE & EQUIPMENT	ball valves u branch coppe	WATER	NON-DEPARTMENTAL	7,105.50
	6" elbows & couplings	WATER	NON-DEPARTMENTAL	74.12
	elbow	WATER	NON-DEPARTMENTAL	115.52
	2.5 HYD BALL VALV	WATER	DISTRIBUTION AND STORA	206.21
	6" elbows & couplings	WATER	DISTRIBUTION AND STORA	173.20
	couplings	WATER	DISTRIBUTION AND STORA	173.20
	gaskets, mega clamp	WATER	DISTRIBUTION AND STORA	6.28
			TOTAL:	7,507.63
MN POLLUTION CONTROL AGENCY	2014 ww train reg-powers,d	WASTE WATER FUND	ADMIN AND GENERAL	600.00
			TOTAL:	600.00
MN STATE FIRE CHIEFS ASSOCIATION	2014 annual conf - ulman	GENERAL FUND	FIRE	240.00
			TOTAL:	240.00
MN WASTE PROCESSING	august disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	13,193.60
			TOTAL:	13,193.60
PETE MOULTON	awwa conf - duluth	WATER	ADMIN AND GENERAL	267.70
	mileage for 8/18-8/29	WASTE WATER FUND	ADMIN AND GENERAL	25.76
	mtgs, reviews	WASTE WATER FUND	ADMIN AND GENERAL	36.94
	mileage for 8/18-8/29	ELECTRIC FUND	ADMIN AND GENERAL	208.32
	mileage for 8/18-8/29	STORMWATER FUND	ADMINISTRATION AND GEN	57.12
	mnwarn conf,p&z mtg,review	STORMWATER FUND	ADMINISTRATION AND GEN	143.92
			TOTAL:	739.76
MVTL LABORATORIES INC	hwe	WASTE WATER FUND	SOURCE/TREATMENT	65.20
	chem series	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	hwe	WASTE WATER FUND	SOURCE/TREATMENT	59.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hwe	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	chem series	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	chem series, phosphorus me	WASTE WATER FUND	SOURCE/TREATMENT	43.20
			TOTAL:	463.60
NAPA AUTO PARTS OF ST PETER	turn signal #312	GENERAL FUND	POLICE	3.07
	rotors,brake rotor,brake p	GENERAL FUND	POLICE	442.66
	heat hose,adapter,slice,sp	GENERAL FUND	FIRE	11.92
	antenna	GENERAL FUND	FIRE	13.64
	gloves, brake caliper tool	GENERAL FUND	STREETS	216.06
	rockerswitch,wire,connect,	GENERAL FUND	STREETS	267.20
	brakes,whl cyl	GENERAL FUND	RECREATION/LEISURE SER	106.35
	gloves, brake caliper tool	GENERAL FUND	PARKS	216.06
	filter	GENERAL FUND	PARKS	13.30
	gloves, brake caliper tool	WATER	DISTRIBUTION AND STORA	108.03
	filter	WATER	DISTRIBUTION AND STORA	10.93
	brakeshoes,whl cyl,shocks	WATER	DISTRIBUTION AND STORA	140.95
	filter	WASTE WATER FUND	COLLECTOR/LIFT STAT	2.80
	gloves, brake caliper tool	WASTE WATER FUND	SOURCE/TREATMENT	108.03
	gloves, brake caliper tool	ENVIRON SERVICES F	REFUSE DISPOSAL	108.03
	filter	ENVIRON SERVICES F	REFUSE DISPOSAL	24.30
	battery	ENVIRON SERVICES F	REFUSE DISPOSAL	110.65
	gloves, brake caliper tool	ELECTRIC FUND	POWER DISTRIBUTION	216.06
	battery,ball joint stud,ca	ELECTRIC FUND	POWER DISTRIBUTION	97.88
	gloves, brake caliper tool	STORMWATER FUND	TREATMENT	108.02
	windshield wiper blades#20	TRANSIT	TRANSIT/TRANSPORTATION	12.99
	a/c heat switch	TRANSIT	TRANSIT/TRANSPORTATION	15.67
			TOTAL:	2,354.60
NATIONAL FIRE SAFETY COUNCIL	book donation	GENERAL FUND	FIRE	300.00
			TOTAL:	300.00
NELSON PRINTING COMPANY	laminates	GENERAL FUND	SWIMMING POOL	24.60
	ups, lab, samples	WATER	ADMIN AND GENERAL	24.13
	ups, lab, samples	WASTE WATER FUND	ADMIN AND GENERAL	52.07
	ticket books	TRANSIT	TRANSIT/TRANSPORTATION	480.00
			TOTAL:	580.80
NICOLLET CTY PUBLIC HEALTH	bi-monthly newsletter 9-10	GENERAL FUND	SENIOR COORDINATOR	168.28
	senior coord serv 8/14	GENERAL FUND	SENIOR COORDINATOR	2,458.00
	senior coord services 7/14	GENERAL FUND	SENIOR COORDINATOR	2,458.00
			TOTAL:	5,084.28
NICOLLET COUNTY RECORDER/ABSTRACTER	2nd 1/2 taxes 430 rit st	TORNADO DISASTER R	ECONOMIC DEVMT	11,394.50
			TOTAL:	11,394.50
NICOLLET COUNTY BANK	a/p % a/r ach for aug 2014	GENERAL FUND	FINANCE	8.68
	a/p % a/r ach for aug 2014	WATER	ADMIN AND GENERAL	2.18
	utility billing - ach for	WATER	CUSTOMER ACCOUNTS	12.34
	a/p % a/r ach for aug 2014	WASTE WATER FUND	ADMIN AND GENERAL	2.18
	utility billing - ach for	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.34
	a/p % a/r ach for aug 2014	ENVIRON SERVICES F	ADMIN AND GENERAL	2.18
	utility billing - ach for	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.34
	a/p % a/r ach for aug 2014	ELECTRIC FUND	ADMIN AND GENERAL	2.18
	utility billing - ach for	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.33
			TOTAL:	66.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NORTH CENTRAL INTERNATIONAL	windshield #207	GENERAL FUND	STREETS	116.60
	low pressure air switch	GENERAL FUND	STREETS	<u>130.41</u>
			TOTAL:	247.01
NORTH CENTRAL LABORATORIES	reagents	WASTE WATER FUND	SOURCE/TREATMENT	<u>431.69</u>
			TOTAL:	431.69
NORTH SHORE ANALYTICAL, INC	influent, effluent	WASTE WATER FUND	SOURCE/TREATMENT	<u>410.00</u>
			TOTAL:	410.00
OFFICEMAX	color laser printer	LIBRARY FUND	LIBRARY	<u>229.99</u>
			TOTAL:	229.99
PERA - PUBLIC EMPLOYEES RETIREMENT ASS	er share assessment	GENERAL FUND	FIRE	<u>2,809.19</u>
			TOTAL:	2,809.19
PET EXPO DIST.	aquarium supplies for new	LIBRARY FUND	LIBRARY	<u>211.12</u>
			TOTAL:	211.12
MATTHEW PETERS-PETTY CASH	postage	GENERAL FUND	POLICE	48.88
	bolt, washer, charger, frame	GENERAL FUND	POLICE	29.65
	parking fees	GENERAL FUND	POLICE	<u>21.00</u>
			TOTAL:	99.53
TODD PRAFKE-PETTY CASH	park field day seminar	GENERAL FUND	PARKS	30.00
	meals	GENERAL FUND	ECONOMIC DEVMT	56.00
	postage	GENERAL FUND	ECONOMIC DEVMT	14.54
	postage	PUBLIC ACCESS	PUBLIC ACCESS	7.87
	postage	WATER	ADMIN AND GENERAL	3.04
	meal	WATER	ADMIN AND GENERAL	<u>7.32</u>
			TOTAL:	118.77
PROFESSIONAL WATER TECHNOLOGIES	anti-scalant blanket spect	WATER	PURIFICATION AND TREAT	11,568.00
	shipping included	WATER	PURIFICATION AND TREAT	<u>1,568.00-</u>
			TOTAL:	10,000.00
QUICK MART ST PETER	fuel for august 2014	GENERAL FUND	POLICE	442.25
	fuel for aug 2014	GENERAL FUND	FIRE	<u>115.24</u>
			TOTAL:	557.49
QUILL	ink cartridges	GENERAL FUND	FINANCE	71.80
	ink cartridges	GENERAL FUND	POLICE	62.99
	ink cartridges	WATER	ADMIN AND GENERAL	17.95
	ink cartridges	WATER	ADMIN AND GENERAL	143.59
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	17.95
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	17.94
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	17.95
	ink cartridges	TRANSIT	TRANSIT/TRANSPORTATION	<u>81.73</u>
			TOTAL:	431.90
RED WING SHOE STORE	boots j. neary	GENERAL FUND	FIRE	<u>184.49</u>
			TOTAL:	184.49
RELIANCE ELECTRIC OF SOUTHERN MN	replace exhaust fans -city	GENERAL FUND	MUNICIPAL BUILDING	456.78
	repair exhaust fans-city h	GENERAL FUND	MUNICIPAL BUILDING	<u>399.49</u>
			TOTAL:	856.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RIVER'S EDGE HOSPITAL & CLINIC	drug/alcohol test	GENERAL FUND	STREETS	88.00
	drug/alcohol mike & josh k	GENERAL FUND	PARKS	29.00
	TOTAL:			117.00
ROCHESTER MIDLAND	rr service pw 8/14-7/15	GENERAL FUND	STREETS	189.36
	rr service pw 8/14-7/15	GENERAL FUND	PARKS	151.49
	rr service pw 8/14-7/15	WATER	ADMIN AND GENERAL	75.74
	rr service pw 8/14-7/15	WASTE WATER FUND	ADMIN AND GENERAL	75.74
	rr service pw 8/14-7/15	ENVIRON SERVICES F	ADMIN AND GENERAL	75.75
	rr service pw 8/14-7/15	ELECTRIC FUND	ADMIN AND GENERAL	189.36
TOTAL:			757.44	
ROYAL TIRE, INC	#64 & #94 tire repairs	GENERAL FUND	STREETS	820.04
	tire repair #44, caps	GENERAL FUND	STREETS	801.72
	#64 & #94 tire repairs	GENERAL FUND	PARKS	656.03
	#64 & #94 tire repairs	WATER	ADMIN AND GENERAL	328.01
	#64 & #94 tire repairs	WASTE WATER FUND	ADMIN AND GENERAL	328.01
	#64 & #94 tire repairs	ENVIRON SERVICES F	ADMIN AND GENERAL	328.01
	#94 tire replacement	ELECTRIC FUND	ADMIN AND GENERAL	820.04
	TOTAL:			4,081.86
RYAN ELECTRIC OF ST PETER	disconnect bio motor	WASTE WATER FUND	BIOSOLIDS	75.00
	uv lites fuse out	WASTE WATER FUND	SOURCE/TREATMENT	290.47
	TOTAL:			365.47
SAM'S CLUB	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	75.68
TOTAL:			75.68	
SCANDIA CONSULTING	steam clean prime/paint hy	WATER	DISTRIBUTION AND STORA	8,000.00
TOTAL:			8,000.00	
SCHWICKERT'S, INC.	8/14/14 repair roof leak	GENERAL FUND	MUNICIPAL BUILDING	489.00
	9/3/14 roof leak investiga	GENERAL FUND	MUNICIPAL BUILDING	294.00
	repair heating in main sho	GENERAL FUND	STREETS	485.50
	repair heating in main sho	GENERAL FUND	PARKS	388.40
	repair heating in main sho	WATER	ADMIN AND GENERAL	194.20
	repair heating in main sho	WASTE WATER FUND	ADMIN AND GENERAL	194.20
	repair heating in main sho	ENVIRON SERVICES F	ADMIN AND GENERAL	194.20
	repair heating in main sho	ELECTRIC FUND	ADMIN AND GENERAL	485.50
TOTAL:			2,725.00	
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.44
	admin fee	GENERAL FUND	CITY CLERK	2.14
	admin fee	GENERAL FUND	FINANCE	5.70
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.50
	admin fee	GENERAL FUND	POLICE	27.90
	admin fee	GENERAL FUND	BUILDING INSPECTOR	5.48
	admin fee	GENERAL FUND	COMMUNITY SERVICE	2.14
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.58
	admin fee	GENERAL FUND	STREETS	2.91
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	6.18
	admin fee	GENERAL FUND	PARKS	11.01
	admin fee	GENERAL FUND	ECONOMIC DEVMT	2.14
	admin fee	LIBRARY FUND	LIBRARY	2.69
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	3.22
	admin fee	WATER	DISTRIBUTION AND STORA	5.26

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	admin fee	WATER	ADMIN AND GENERAL	1.94
	admin fee	WATER	CUSTOMER ACCOUNTS	0.43
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	3.12
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	2.18
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.44
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	4.29
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.86
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.44
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	6.43
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	7.77
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.59
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.60
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	4.44
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.44
	admin fee	TRANSIT	TRANSIT/TRANSPORTATION	4.23
			TOTAL:	124.49
SHORTY'S TIRE ONE	tire repair bus 12	TRANSIT	TRANSIT/TRANSPORTATION	25.00
			TOTAL:	25.00
SKROVE AUTOMOTIVE	tire repair #1	STORMWATER FUND	TREATMENT	21.95
			TOTAL:	21.95
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power	ELECTRIC FUND	POWER SUPPLY	690,139.78
	2014 annual mtg - parras r	ELECTRIC FUND	ADMIN AND GENERAL	20.00
			TOTAL:	690,159.78
ST PETER AREA CHAMBER OF COMMERCE	st peter resource guide ad	GENERAL FUND	CITY ADMINISTRATION	627.00
			TOTAL:	627.00
ST PETER HERALD	life insurance rfp	GENERAL FUND	FINANCE	58.60
	annual subscription renewa	GENERAL FUND	POLICE	62.40
	fall brochure printing	GENERAL FUND	RECREATION/LEISURE SER	742.42
	ww job ad	STORMWATER FUND	ADMINISTRATION AND GEN	168.00
			TOTAL:	1,031.42
ST PETER LUMBER CO	nicollet meadows sign repa	GENERAL FUND	STREETS	12.76
	caulk gun & cement	GENERAL FUND	STREETS	37.17
	sealant for base starr pos	COMMUNITY CENTER	COMMUNITY CENTER	16.98
	carpet glue	COMMUNITY CENTER	COMMUNITY CENTER	18.79
	repairing sealant	COMMUNITY CENTER	COMMUNITY CENTER	16.98
	wood lath	PERM IMPROVMENT RE	STREETS	35.90
	vinyl concr patcher	WASTE WATER FUND	COLLECTOR/LIFT STAT	47.97
	pvc	WASTE WATER FUND	SOURCE/TREATMENT	9.56
			TOTAL:	196.11
ST PETER PUBLIC SCHOOLS	crossing guard for detour	GENERAL FUND	CITY ADMINISTRATION	309.59
			TOTAL:	309.59
ST PETER RENTAL CENTER	asphalt cutting wheel	GENERAL FUND	STREETS	687.95
	filler cap	ENVIRON SERVICES F	REFUSE DISPOSAL	6.50
			TOTAL:	694.45
STAPLES ADVANTAGE	rubber bands, paper, envel	GENERAL FUND	CITY ADMINISTRATION	156.77
	rubber bands, paper, envel	GENERAL FUND	CITY CLERK	156.77
	rubber bands, paper, envel	GENERAL FUND	FINANCE	104.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	tab dividers	GENERAL FUND	FINANCE	7.98
	rubber bands, paper, envel	GENERAL FUND	POLICE	83.61
	shredder & bags	GENERAL FUND	POLICE	1,848.00
	labels	GENERAL FUND	POLICE	131.97
	rubber bands, paper, envel	GENERAL FUND	BUILDING INSPECTOR	41.81
	label maker tape	GENERAL FUND	BUILDING INSPECTOR	449.70
	rubber bands, paper, envel	GENERAL FUND	PUBLIC WORKS ADMIN	20.90
	tax refund, sharpies, fold	GENERAL FUND	STREETS	11.51
	scissors, evn, pens, markers	GENERAL FUND	RECREATION/LEISURE SER	143.21
	tax refund, sharpies, fold	GENERAL FUND	PARKS	9.20
	rubber bands, paper, envel	GENERAL FUND	ECONOMIC DEVMT	10.45
	sharpies, rubberbands, sta	LIBRARY FUND	LIBRARY	15.27
	rubber bands, paper, envel	WATER	ADMIN AND GENERAL	94.06
	tax refund, sharpies, fold	WATER	ADMIN AND GENERAL	4.60
	rubber bands, paper, envel	WASTE WATER FUND	ADMIN AND GENERAL	94.06
	tax refund, sharpies, fold	WASTE WATER FUND	ADMIN AND GENERAL	4.60
	tax refund, sharpies, fold	ENVIRON SERVICES F	ADMIN AND GENERAL	4.60
	rubber bands, paper, envel	ELECTRIC FUND	ADMIN AND GENERAL	282.19
	tax refund, sharpies, fold	ELECTRIC FUND	ADMIN AND GENERAL	11.51
			TOTAL:	3,687.28
STREICHER'S	badges, name tags	RESTRICTED CONTRIB	FIRE	159.89
	badges	RESTRICTED CONTRIB	FIRE	119.94
			TOTAL:	279.83
TRANE	chiller svc agmt qrtly	COMMUNITY CENTER	COMMUNITY CENTER	1,043.00
			TOTAL:	1,043.00
UNITED RENTALS AERIAL EQUIPMENT	speed patch mortar	WASTE WATER FUND	COLLECTOR/LIFT STAT	326.25
			TOTAL:	326.25
US AUTO FORCE	#84 tires	STORMWATER FUND	TREATMENT	93.18
			TOTAL:	93.18
USA BLUE BOOK	reagents	WATER	PURIFICATION AND TREAT	383.76
	powder pillows and brass n	WATER	PURIFICATION AND TREAT	382.27
			TOTAL:	766.03
UTILITY CONSULTANTS, INC.	coliform aug 2014	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
VERIZON WIRELESS	phone serives for aug 2014	GENERAL FUND	POLICE	340.42
	wireless services	GENERAL FUND	BUILDING INSPECTOR	117.50
	Jet pack	WATER	ADMIN AND GENERAL	35.01
			TOTAL:	492.93
VOSS LIGHTING	light bulbs	LIBRARY FUND	LIBRARY	359.40
	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	359.40
			TOTAL:	718.80
WELDON, WILLIAMS & LICK, INC.	parking permits captiol/7t	GENERAL FUND	CITY CLERK	109.51
			TOTAL:	109.51
WESCO DISTRIBUTION INC	Poles #770 Bases #631	ELECTRIC FUND	NON-DEPARTMENTAL	31,499.00
	2s meters & 556 CL 200 met	ELECTRIC FUND	NON-DEPARTMENTAL	312.00
			TOTAL:	31,811.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROSTEN WILLE	cell phone reimbursment	GENERAL FUND	ECONOMIC DEVMT	<u>53.69</u>
			TOTAL:	53.69
ZACK'S INC	broom handles squeegee	GENERAL FUND	STREETS	<u>78.61</u>
			TOTAL:	78.61

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

101	GENERAL FUND	70,624.09
211	LIBRARY FUND	3,614.93
213	PUBLIC ACCESS	30.32
217	COMMUNITY CENTER	5,689.73
230	REVOLVING LOAN FUND	171.75
240	TORNADO DISASTER REV LOAN	11,394.50
401	PERM IMPROVMENT REVOLVING	122.90
601	WATER	36,445.04
602	WASTE WATER FUND	13,429.53
603	ENVIRON SERVICES FUND	34,944.75
604	ELECTRIC FUND	730,858.93
606	STORMWATER FUND	6,425.82
610	TRANSIT	2,231.41
820	RESTRICTED CONTRIBUTIONS	321.47

GRAND TOTAL: 916,305.17

TOTAL PAGES: 15

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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 purchase in excess of \$7,500 is hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
H & L Mesabi Inc.	Cutting edges	\$8,010.60	General

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Kathy Thune	PT Bus Driver	\$13.52/hour
_____	Wastewater Operator	\$____/hour

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

Soft Drink

Toner De's Concessions	Minnesota Square Park	9/6/14 and 9/7/14
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Temporary On Sale Beer

Knights of Columbus	1801 West Broadway Avenue	10/24/14
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Temporary Gambling

Mankato Health Foundation	800 West College Avenue	10/25/14
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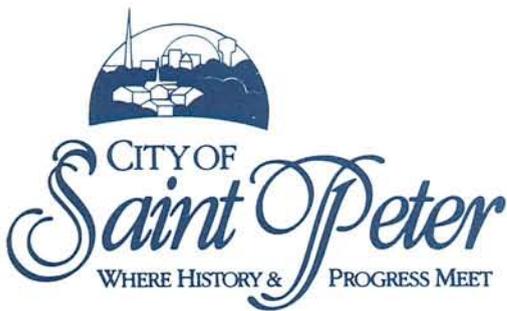
4. The schedule of disbursements for September 4, 2014 through September 17, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 09/18/14

FROM: Lewis G. Giesking
Director of Public Works

RE: Approval of Change Order No. 2 for the Broadway Generation Plant

ACTION/RECOMMENDATION

Approve Change Order No. 2 for the Broadway Generation Plant Equipment Upgrades project for an additional cost in the contract price of \$1,828.82.

BACKGROUND

This Change Order No. 2 includes an addition to the contractor's electrical scope of work. Several existing engine room lights were found to be in conflict with the location for the proposed mechanical supports. As such, these lights were removed and re-hung, resulting in an additional cost of \$1,828.82. After consultation with the City's electrical engineer and staff, the contractor (Prestige Manufacturing Inc.), completed the electrical work as a change order to the original contract.

The project is substantially complete and staff recommends approval of the change order.

FISCAL IMPACT:

The net impact of the change order is an additional cost in the contract price of \$1,828.82. The contract work is being funded from the Electric Utility Fund.

ALTERNATIVES/VARIATIONS:

No action: Without Council approval of the change order, the City will be left with a number of challenges related to contract, change orders, and separate work approval as this work has already been completed.

Negative vote: Without Council approval of the change order, the City will be left with a number of challenges related to contract, change orders, and separate work approval as this work has already been completed.

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

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

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION AUTHORIZING CHANGE ORDER #2 FOR THE BROADWAY GENERATION
PLANT EQUIPMENT UPGRADES PROJECT**

WHEREAS, the City Council approved the Broadway Generation Plant Equipment Upgrade project in 2013; and

WHEREAS, the project is nearing completion; and

WHEREAS, several existing engine room lights were found to be in conflict with the location of the proposed mechanical supports within the generation plant; and

WHEREAS, DeWild, Grant, and Reckert, Inc., the City's electrical engineers on the project, evaluated the proposed mechanical supports and recommended the lights be removed and re-hung; and

WHEREAS, the work added additional costs to the contract; and

WHEREAS, Prestige Manufacturing, Inc. agreed to the additional work to be included as a change order to the original contract.

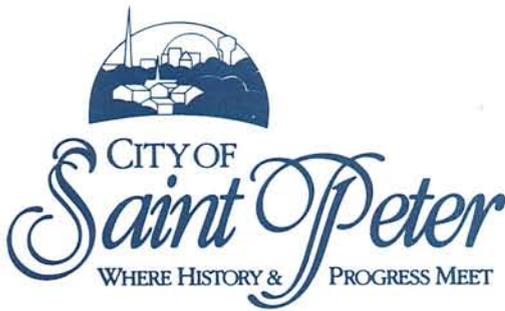
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City Council hereby authorizes the execution of Change Order #2 to the Broadway Generation Plant Equipment Upgrade Project in the amount of \$1,828.82.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/19/2014

FROM: Todd Prafke
City Administrator

RE: Highway 169 Detour Authorization

ACTION/RECOMMENDATION

Approve the attached resolution providing authority to enter into an agreement with MnDOT relative to reimbursement for road use for the detour on Broadway Avenue.

BACKGROUND

Members may recall that the Minnesota Department of Transportation (MnDOT) had looked for a detour which diverted traffic from the southbound lanes of Highway 169. This diversion of traffic was to allow the contractors working on both north and southbound lanes increased opportunity to catch up to the planned construction schedule which was unable to be kept due to spring flooding.

The detour included use of Sibley County Road 8 on to Nicollet County Road 20 to Nicollet Avenue to Broadway Avenue.

Members may also recall MnDOT held an open house on July 28th to solicit input on the proposed detour and to better understand concerns which will help MnDOT determine if there is a serious problem with the detour routes.

FISCAL IMPACT

The City would receive formula driven dollars from MnDOT for use of the roadway. That sum is \$1,976.49 and is based on a predetermined formula used by MnDOT on all projects of this type.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will wait for further direction from the Council.

Negative vote. Staff will inform MnDOT of your vote. You will not receive the allotment of funds provided for use of your roadway.

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

Should you have any questions about this information, please don't hesitate to contact me.

TP/bal

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF ST. PETER
DETOUR AGREEMENT**

For Trunk Highway No. 169 Detour

State Project Number (S.P.):	<u>5209-66</u>	Original Amount Encumbered
Trunk Highway Number (T.H.):	<u>169 (TH169= 005)</u>	\$1,976.49

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of St Peter acting through its City Council (City).

Recitals

1. On May 12, 2014 the State awarded a construction contract to be performed upon, along and adjacent to T.H.169 from 24 feet south of West Union Street in St Peter to 1500 feet north of T.H. 93 in LeSueur under State Project No. 5209-66 (T.H.169); and
2. The State required a detour to carry T.H. 169 traffic on Broadway Avenue during the construction; and
3. The State began using the City streets as a detour with the understanding that a Detour Agreement, providing for reimbursement by the State to the City for the road life consumed by the detour, would be entered into at a later date; and
4. The State is willing to reimburse the City for the road life consumed by the detour as hereinafter set forth; and
5. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

Agreement

1. Term of Agreement

- 1.1 **Effective date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration date.** This Agreement will expire when the State removes all detour signs, returns the temporary trunk highway detour to the City, and pays for the detour compensation.

2. Agreement between the Parties

2.1 Detour

- A. **Location(s).** The State will establish the T.H. 169 detour route on the following City streets as detailed in the project plans or Special Provisions:
Broadway Avenue for a total distance of 0.8 miles.
- B. **Axle Loads and Over-Dimension Loads.** The City will permit 10-ton axle loads on the detour route. Over-dimension loads will not be permitted except in cases of extreme emergency.
- C. **Traffic Control Devices.** The State may install, maintain and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines and necessary messages.

D. **Detour Maintenance.** The State will perform any necessary bituminous patching and ordinary maintenance on the roadway or shoulder of the City streets used for the detour, at no cost or expense to the City. Bituminous patching is defined as any work, including continuous full width overlays, less than 100 feet in length. All State expenditures beyond those required for bituminous patching and ordinary maintenance will be credited against the road life consumed reimbursement due the City.

E. **Duration.** The State will provide the City with advance notice identifying the dates the State intends to place and remove the detour signing.

2.2 **Basis of State Cost (Road Life Consumed).** The State will reimburse the City for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.

A. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the City street length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour.

B. The City may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The City will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method."

3. **Payment**

3.1 **For Road Life Consumed.** \$1,976.49 is the State's estimated cost for the road life consumed by the detour based on the data below:

	<u>Tax Factor</u>	<u>ADT</u>	<u>Road Length</u>	<u>Duration (Days)</u>	<u>Cost</u>
Broadway Ave	0.00513	17200	0.8	28	\$1,976.49
			Total Road Life Consumed		<u>\$1,976.49</u>

The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

3.2 **Maximum Obligation.** \$6,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

3.3 **Conditions of Payment.** The State will pay the City the State's total road life consumed payment amount after performing the following conditions.

A. Execution of this Agreement and the City's receipt of the executed Agreement.

B. State's encumbrance of the State's total payment amount.

C. State's removal of all detour signs.

D. State notifies the City of the removal of the detour signs, and the number of days the detour was in effect.

E. State's receipt of a written request from the City, signed by the State District Engineer's authorized representative, for payment.

4. Release of Road Restoration Obligations

By accepting the State's road life consumed payment plan and total payment amount, the City releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the City streets used as a T.H. 169 detour to as good condition as they were before designation as temporary trunk highways.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1 The State's Authorized Representative will be:

Name/Title: Craig Felber (or successor)
Address: 2151 Bassett Drive, Mankato, MN. 56001
Telephone: 507-304-6145
Fax: 507-304-6119
E-Mail: craig.felber@state.mn.us

The City's Authorized Representative will be:

Name/Title: Tim Loose, St. Peter City Engineer (or successor)
Address: 1960 Premier Drive, Mankato, MN. 56001
Telephone: 507-625-4171
E-Mail: timlo@bolton-menk.com

6. Assignment; Amendments; Waiver; Contract Complete

- 6.1 *Assignment.* Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2 *Amendments.* Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3 *Waiver.* If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4 *Contract Complete.* This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability

The City and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the City.

8. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the City or the State.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

11.1 *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

11.2 *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

11.3 *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

12. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and § 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: _____

DEPARTMENT OF TRANSPORTATION

Approved:

By: *Chad Smith*
Fu (District Engineer)

Date: 8/6/14

CITY OF ST. PETER

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With delegated authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER

**RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF
TRANSPORTATION AGREEMENT**

WHEREAS, the Minnesota Department of Transportation (MnDOT) has offered reimbursement to the City of Saint Peter for road life consumed on Broadway Avenue during the Highway 169 detour; and

WHEREAS, to receive reimbursement, the City must enter into MnDOT Agreement No. 06528.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Mayor and City Administrator are authorized to enter into MnDOT Agreement No. 06528 with the State of Minnesota, Department of Transportation for the following purposes:

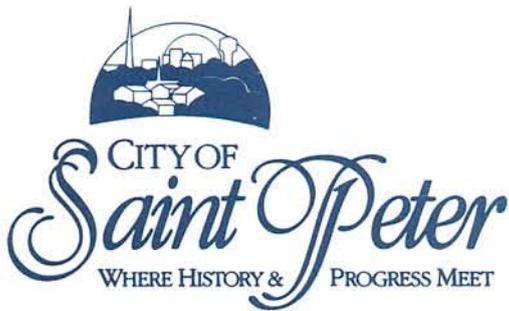
“To provide for payment by the State to the City for the use of Broadway Avenue as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway 169 under State Project No. 5209-66 (T.H. 169).”

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: August 27, 2014

FROM: George Rohrich
CEO, River's Edge Hospital and Clinic

RE: 2014 Equipment Certificate Bid Authorization

ACTION/RECOMMENDATION

Authorize solicitation of bids for placement of \$664,947 in equipment certificate debt.

BACKGROUND

The City Council has previously approved sterilization enhancements, improvements in the surgery suites, and purchase of pharmacy equipment management equipment at River's Edge. As staff was preparing for this project, discussion took place with the Hospital Commission and City Council regarding the possibility of financing the enhancements through issuance of equipment certificates similar to the process the City undertakes and we were waiting to consider such action until final costs were determined.

The proposed amount of the equipment certificate is \$664,947 as shown on the chart below:

\$320,823	Steris Sterilizers
\$123,300	Surgery Improvements
\$ 36,000	Surgery Equipment-2 Neptunes & Docking Station
\$ 39,305	Surgery Equipment-Orthopedic Saws, Drills
<u>\$145,519</u>	Pharmacy Equipment-Medication Management Equipment
\$664,947	Total

All equipment has been purchased and is on-site and operational. Prior capital purchases totaling \$749,543 have been financed through reserve funds. The Electronic Medical Records project is progressing and is financed through Hospital reserve funds.

The first step for the Council is to authorize solicitation of bids for the equipment certificate debt issuance. We anticipate the total yearly debt to be about \$153,000 in each of the next five years based on a sale of debt at 3%. This amount will be planned for as a part of the 2015 Hospital budget.

You should note that any purchases that require bidding have gone through the normal process of authorizing acceptance of bids.

Should the Council approve the receipt of bids, it would be my intent to send bid forms to our local banks in addition to the normal publishing requirements. Bids will be analyzed and presented at a future City Council meeting.

The Hospital Commission passed a resolution recommending that the Council authorize equipment certificate debt for this project at their last meeting.

FISCAL IMPACT:

Depending on the interest rates at the time of the sale of these equipment certificates, the impact to the Hospital is anticipated to average \$153,000 per year for a five-year period. While the Hospital has cash for this effort, it is believed that this is an appropriate step in cash management and matching payment to the increase in use and services that have started related to growth of the Orthopedic and Fracture Clinic (OFC) and our Hospitalist program. This will be repaid through Hospital revenues.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await recommendation from the City Council.

Negative votes: Cash will be used to pay for this equipment.

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.

GR

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER

**RESOLUTION AUTHORIZING SOLICITATION OF BIDS FOR \$664,947 EQUIPMENT
CERTIFICATE FOR RIVER'S EDGE HOSPITAL AND CLINIC**

WHEREAS, Minnesota Statutes, Section 412.301 authorizes the City Council of the City of Saint Peter, Minnesota (the "City"), to issue certificates of indebtedness within existing debt limits for the purpose of purchasing capital equipment; and

WHEREAS, said Statute also provides that if the amount of the certificates to be issued to finance such equipment does not exceed 0.25% of the market value of the City, said certificates can be issued without publication or referendum; and

WHEREAS, the Council contemplates issuing General Obligation Equipment Certificates, Series 2014 (the "Certificates") for said purposes in an amount which does not exceed 0.25% of the market value of the City, excluding money and credits; and

WHEREAS, the City occasionally purchases equipment which may be best funded through the issuance of equipment certificates.

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

1. Necessity to Issue Certificates. That it is necessary, and expedient for the City Council to issue the Certificates, pursuant to Minnesota Statutes, Section 412.301 in the amount of \$664,947 for the purpose of financing the acquisition of certain capital equipment for the City d.b.a. River's Edge Hospital and Clinic.
2. Certificates NOT in Excess of 0.25% of Market Value of City. The amount of said Certificates is hereby determined and declared to be less than 0.25% of the market value of the City, excluding money and credits.
3. The Hospital Director of Finance is hereby instructed to solicit bids on a competitive basis for a 2014 Equipment Certificate of Indebtedness in the amount of \$664,947 to purchase the following equipment:

<u>Amount</u>	<u>Equipment</u>
\$320,823	Steris Sterilizers
\$123,300	Surgery Improvements
\$ 36,000	Surgery Equipment-2 Neptunes and Docking Station
\$ 39,305	Surgery Equipment-Orthopedic Saws, Drills
<u>\$145,519</u>	Pharmacy Equipment-Medication Management Equipment
\$664,947	Total

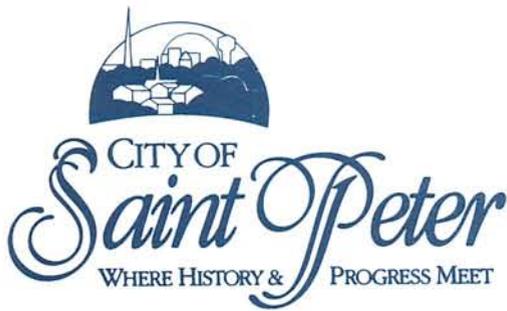
4. The Equipment Certificate shall be repaid over a period not to exceed five (5) years by Hospital Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 9/19/2014

FROM: George Rohrich
REH CEO

RE: River's Edge Hospital and Clinic Capital Equipment Purchase – Mindray
Patient Monitoring

ACTION/RECOMMENDATION

Approve purchase of equipment needed to incorporate patient monitoring results directly into the electronic health record from the Mindray Company at a price of \$48,178.81.

BACKGROUND

This request is for the River's Edge Hospital and Clinic (REHC) to purchase software to increase our speed and accuracy in updating electronic health records. Patient monitoring information is currently entered into the record manually. This equipment will result in an increase in patient care time and not slow the revenue cycle for REHC. There are very limited choices for software of this type as compatibility with our overall system is needed. This software was recommended by the Hospital Commission at their meeting on July 30th.

FISCAL IMPACT:

The purchase cost of \$48,178.81 will be paid from Hospital Funded Depreciation Funds. This project will result in an increase of revenue for REHC. REHC estimates Return on Investment (ROI) of this equipment to be less than one year.

ALTERNATIVES/VARIATIONS:

Do Not Act: Delay will inhibit revenue billing and cause an increase in costs of implementation at a later date.

Denial: Would cause slowdown in revenue billing and increased risk of inaccurate data entry.

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

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

GR/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION APPROVING PURCHASE OF PATIENT MONITORING SOFTWARE 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 software that will allow incorporation of patient monitoring results directly into the electronic health record system; and

WHEREAS, the software would allow staff to increase speed and accuracy when updating health records and speed the revenue cycle for services provided; and

WHEREAS, the Hospital Commission recommends purchase of the software from Mindray Company at a total price of \$48,178.81; and

WHEREAS, funds are available in the Hospital depreciation fund for this purchase.

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

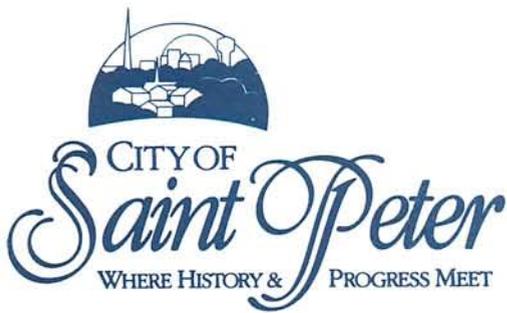
1. River's Edge Hospital and Clinic is authorized to proceed with the purchase of software from Mindray Company at a cost of \$48,178.81
2. Funding for the purchases shall be from Hospital Depreciation Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 9/19/2014

FROM: George Rohrich
REH CEO

RE: River's Edge Hospital and Clinic Capital Equipment Purchase – Fusion Voice and Text System

ACTION/RECOMMENDATION

Approve purchase of software and equipment needed to incorporate dictation/transcription results directly into the electronic health record from Loffler Company at a price of \$74,663.00.

BACKGROUND

This request is for the River's Edge Hospital and Clinic (REHC) to purchase this software and equipment to increase our speed and accuracy in updating electronic health records. This process is currently done by entering into the record with a system that is not compatible with the new electronic health record. This system includes software, console, hands free foot pedals, scanner, speech microphone, headset kits interfaces and licensing, all of which will be used to incorporate dictation and transcription information into the electronic records. Use of this system is expected to increase the revenue cycle for REHC by facilitating timely and accurate medical records. There are very limited choices for this system based on the need for it to be compatible with our overall system. This purchase was recommended by the Hospital Commission at their meeting on July 30th.

FISCAL IMPACT:

The purchase cost of \$74,663 will be paid from Hospital Funded Depreciation Funds. This project will result in an increase speed of the revenue cycle for REHC. REHC estimates Return on Investment (ROI) of this equipment to be less than one year.

ALTERNATIVES/VARIATIONS:

Do Not Act: Delay will inhibit revenue billing and cause an increase in time from service to billing.

Denial: Would cause slowdown in revenue billing and increase risk of inaccurate data entry.

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

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

GR/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION APPROVING PURCHASE OF DICTATION/TRANSCRIPTION SYSTEM 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 dictation/transcription system that will allow incorporation of dictated notes and information directly into the electronic health record system; and

WHEREAS, the system would allow staff to increase speed and accuracy when updating health records and speed the revenue cycle for services provided; and

WHEREAS, the Hospital Commission recommends purchase of the software from Loffler Company at a total price of \$74,663; and

WHEREAS, funds are available in the Hospital depreciation fund for this purchase.

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

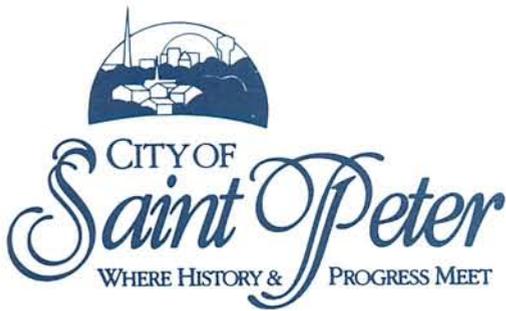
1. River's Edge Hospital and Clinic is authorized to proceed with the purchase of a dictation/transcription system from Loffler Company at a cost of \$74,663.
2. Funding for the purchases shall be from Hospital Depreciation Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 09/18/14

FROM: Russ Wille
Community Development Director

RE: Development Agreement – Outlot C, Washington Terrace Subdivision

ACTION/RECOMMENDATION

Authorize execution of a development agreement with Jay A. and Holly A. Tapper for the sale and development of Outlot C, Washington Terrace Subdivision.

BACKGROUND

After the successful development of Nicollet Meadows Subdivision, the City of Saint Peter purchased 40 acres of land to locate Washington Terrace Subdivision on the north side of town. The site was designed, platted and constructed by the City in conjunction with the Economic Development Authority.

Like Nicollet Meadows, Washington Terrace was designed based upon the principles of the Building Better Neighborhoods Program (BBN) which was created by the Greater Minnesota Housing Fund. The BBN program is intended to provide for the design of a subdivision undertaken in a manner which maximizes efficiencies in land use and utility infrastructure. The result is a subdivision which provides maximum affordability of lots and increased sociability between residents.

The BBN program also encourages mixed use neighborhoods which is exemplified in Nicollet Meadows by the inclusion of 76 single family lots; a 44 unit market rate apartment complex; and a 20 unit tax credit apartment complex within 40 acres.

The Washington Terrace neighborhood also includes a 9 acre storm water basin and a 74,705 square foot parcel (Outlot C) which was set aside in Washington Terrace for future multi-family residential development. The City has not aggressively marketed the property so as not to negatively impact private residential developments planned, undertaken or occupied.

At this time the City has worked with Kurt Matson of Matson Concrete, Inc. to design a multi-family development which meets the criteria of the BBN program and the intent of the City. Mr. Matson is proposing the construction of twenty-four (24) multi-family

apartments within three (3) structures. The project would be privately financed and apartments would be offered for rent at what would be considered to be market rates.

To ensure that construction and development is completed as per the plans approved by the City Council, it would be appropriate to enter into an agreement with the Tappers for the physical development of the apartment complex. The Tappers have agreed to the proposed terms of the agreement and have provided my office with a signed copy.

The agreement would provide for the sale of the property to the Tappers are a price of \$193,000 or \$2.58/square foot. The price was determined in 2004 at the time the neighborhood was developed. The price reflects both the square footage of the property as well as the linear frontage along Bunker Lane using the same mathematical formula applied to the single family lots.

Mr. Matson has worked with Oleson + Hobbie Architects to design the site plan and the architectural details of the three apartment structures. The City Council has reviewed Mr. Matson's submittals at previous City Council workshop sessions and has required Mr. Matson to make changes to his plans to compel the Council to consent to the sale.

Specifically, the City Council has asked that Matson provide for the construction of at least one handicapped apartment which meets the standards of the American with Disabilities Act (ADA). The Council would also require that the ADA unit include at least two bedrooms and an attached garage.

Matson and the staff at Oleson + Hobbie have provided for the alteration of the ADA unit as directed by the Council. City Councilmember Grams has reviewed the altered plans as suggested by the other members of the Council. I have caucused with Councilmember Grams and he has expressed his satisfaction with the design modifications.

The terms of the Development Agreement would require that the Developer obtain a building permit for the first building of the development prior to May 31, 2015. A Certificate of Occupancy for the entire development would need to be obtained prior to December 31, 2016.

The Agreement would require that once constructed, the Developer agrees to participate in the Crime Free Multi-Family Housing (CFMFH) program administered by the Police Department. The CFMFH program attempts to enhance the safety and security of multi-family developments through both optimal site design and operations.

Mr. Matson has consistently indicated that he would seek a partner/financier to undertake the ownership of the multi-family site and that his role would be that of a general construction manager providing for coordination with the subcontractors. At this time, Mr. Matson has brought on Jay A. Tapper and Holly A. Tapper (husband and wife) to own the proposed 24 unit development. Mr. and Mrs. Tapper will borrow funds conventionally and a mortgage offered to the participating private lender.

Mr. Tapper is employed as a Regional Vice President of Stonegate Mortgage Corporation with his offices in Minneapolis. Mrs. Tapper is a non-practicing attorney who is currently working as Human Resources Director for a large Twin Cities business. Together the Tappers have owned a number of multi-family developments in the Iowa City, Iowa market. At this time they have sold a 28 unit multi-family complex and are seeking alternative investment opportunities.

A copy of the development agreement is included for City Council review and consideration. As per City policy, the Tappers have signed the document and have agreed to all the terms and conditions of sale included in the agreement.

FISCAL IMPACT:

The property would be sold at a price of \$193,000. The Developer would also purchase building permits for the construction of the 24 units as well as pay utility access charges.

ALTERNATIVES/VARIATIONS:

Do not act: The Developer will be notified of the Council's delay.

Negative Votes: The Developer will be notified of the Council's rejection. The Community Development Director will continue to quietly market the site for multi-family development.

Modification of the Resolution: This is always an option of the Council. However, given that the Buyer has already signed the agreement, any modification would need to be acceptable to them.

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

RJW

DEVELOPMENT AGREEMENT

[Bunker Lane / North Washington Avenue Site]

BY AND BETWEEN

THE CITY OF SAINT PETER

AND

JAY A. TAPPER & HOLLY A TAPPER

This document drafted by:

City of Saint Peter
227 South Front Street
Saint Peter, MN 56082

DEVELOPMENT AGREEMENT

THIS AGREEMENT, made of the 17th day of September, 2014, by and between the City of Saint Peter, Minnesota (the "CITY"), a municipal corporation organized and existing under the laws of the State of Minnesota and Jay A. Tapper and Holly A. Tapper, husband and wife, (the "DEVELOPER"),

WITNESSETH:

WHEREAS, the City of Saint Peter owns a parcel of land at the intersection of Bunker Lane and Washington Avenue, legally described as follows;

Outlot C, Washington Terrace Subdivision, City of Saint Peter, Minnesota

WHEREAS, the Tax Identification Number of the parcel is 19.879.0900; and

WHEREAS, the property contains approximately 74,705 square feet of land; and

WHEREAS, the City Council has determined that the property would be most suitably developed to provide a site for the construction of a multi-family residential development; and

WHEREAS, the City had solicited development proposals from area contractors, developers and architectural firms for the redevelopment of the property; and

WHEREAS, after consultation and staff review, it has been determined that the development proposed by the Developer would be the most advantageous and appropriate at this location.

NOW, THEREFORE, in consideration of the mutual obligations of the parties hereto, each of them does hereby covenant and agreement with the other as follows:

ARTICLE 1

DEFINITIONS

Section 1.1 Definitions. All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

Agreement means this Agreement, as the same may be from time to time modified, amended or supplemented;

Business Day means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the City are authorized by law or executive order to close;

City means the City of Saint Peter, Minnesota;

Developer means Jay A. Tapper and Holly A. Tapper, husband and wife, their successors and assigns;

Development Property means the real property described in Exhibit A attached to this Agreement;

Event of Default means any of the events or circumstances described in Article 4 hereof;

Project means the construction and occupancy of twenty-four (24) multi-family housing units within three (3) structures; and

Termination Date means no later than December 31, 2015; and

Unavoidable Delays means delays, outside of the control of the party claiming its occurrence, which are the direct result of strikes, or other labor trouble, unusually severe or prolonged bad weather, acts of God, fire or other casualty to the Project, litigation commenced by third parties which, by injunction or other similar judicial action or by the exercise of reasonable discretion, directly results in delays, or acts of any federal, state or local governmental unit (other than the City) which directly results in delays.

ARTICLE 2

REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of the City. The City makes the following representations and warranties:

- (A) The City is a municipal corporation and has the power to enter into this Agreement and carry out its obligations hereunder.
- (B) The development contemplated by this Agreement is in conformance with the goals and policies of the Saint Peter Comprehensive Plan.
- (C) The City makes no representation or warranty, either expressed or implied, as to the Development Property or its condition or the soil conditions thereon, or that the Development Property shall be suitable for the Developer's purposes or needs.

Section 2.2 Representations and Warranties of the Developer. The Developer makes the following representations and warranties:

- (A) The Developer has the power to enter into this Agreement and to perform its obligations hereunder and is not in violation of any provision of the laws of the State of Minnesota.
- (B) The Developer will cause the project to be constructed in accordance with the terms of this agreement and all applicable local, state and federal laws and regulations.

- (C) The Developer is able to secure or has secured the project financing necessary to carry out its obligations hereunder.
- (D) The Developer will obtain all required permits, licenses and approvals.
- (E) The Developer will cooperate fully with the City with respect to any litigation commenced by a third party with respect to the project.
- (F) The Developer will comply with all City regulations concerning traffic, parking, trash removal, site lighting and public safety.
- (G) The Developer will secure the Consent to this Development Agreement from any mortgagee seeking to finance this project.

ARTICLE 3

UNDERTAKINGS BY DEVELOPER AND CITY

Section 3.1 Sale of Development Property to Developer. The City shall sell the Development Property to the Developer at the price of One Hundred Ninety-three Thousand Dollars and 00/100ths (\$193,000.00).

Section 3.2 Development Plan. The Developer shall submit a plan for the comprehensive redevelopment of the Development Property.

- (A) The submitted plan shall depict the construction of twenty-four (24) multi-family residential units within three (3) buildings.
- (B) The submitted plan shall depict the post-construction conditions and grading of the site.
- (C) The submitted plan shall depict the drives, sidewalks and parking areas to be constructed upon the site to support the residential development.
- (D) The submitted plan shall depict the proposed landscaping of the site.

Section 3.3 Project Construction Timing. The Developer and City agree that the timing of the construction project shall be established as follows:

- (A) The Developer shall submit a building permit and pay all appropriate fees prior to constructing any residential unit. Construction of dwellings shall commence as soon as weather conditions would allow, but in no case later than May 31, 2015.
- (B) The construction undertaken by the Developer shall be accomplished in a manner consistent with the development plans approved by the City Council and depicted in Exhibit B of this agreement.
- (C) The Developer shall obtain certificates of occupancy for the multi-family dwellings prior to December 31, 2016.

Section 3.4 Handicapped Accessibility Enhancement. The Developer agrees that at least one (1) of the twenty-four (24) apartment units must be built be fully compliant with the standards of the Americans with Disabilities Act (ADA) that contains a minimum of two (2) bedrooms.

Section 3.5 Crime Free Multi-Family. The Developer agrees that the multi-family, rental property will actively participate and follow the practices and policies of the Crime Free Multi-Family Housing Program as administered by the Saint Peter Police Department.

ARTICLE 4

EVENTS OF DEFAULT

Section 4.1 Events of Default Defined. The following shall be "Events of Default" under this agreement and the terms "Events of Default" shall mean whenever it is used in this Agreement any one or more of the following events:

- (A) Failure of the Developer to obtain certificates of occupancy for each of the multi-family dwellings prior to December 31, 2016.
- (B) Failure of the Developer to obtain building permits and commence construction of the first multi-family dwelling prior to May 31, 2015.
- (C) The holder of any mortgage on the Development Property or any improvements thereon, or any portion thereof, commences foreclosure proceedings as a result of any default under the applicable mortgage documents.
- (D) If the Developer shall
 - (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under the United States Bankruptcy Act of 1978, as amended or under any similar federal or state law; or
 - (ii) make an assignment for the benefit of its creditors; or
 - (iii) admit in writing its inability to pay its debts generally as they become due; or
 - (iv) be adjudicated as bankrupt or insolvent; or if a petition or answer proposing the adjudication of the Developer, as a bankrupt or its reorganization under any present or future federal bankruptcy act or any similar federal or state law shall be filed in any court and such petition or answer shall not be discharged or denied within sixty (60) days after the filing thereof; or a receiver, trustee or liquidator of the Developer or of the Project, or part thereof, shall be appointed in any proceeding brought against the Developer, and shall not be discharged within sixty (60) days after such

appointment, or if the Developer, shall consent to or acquiesce in such appointment.

- (E) The Developer is in breach of any requirement set forth in Article Three.

Section 4.2 Remedies of Default. Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the City, as specified below, may take any one or more the following actions after the giving of thirty (30) day's written notice to the Developer citing with specificity the item or items of default and notifying the Developer that it has thirty (30) days within which to cure said Event of Default. If the Event of Default has not been cured within said thirty (30) days:

- (A) The City may suspend its performance under this Agreement until it receives assurances from the Developer, deemed adequate by the City, that Developer will cure the default and continue its performance under this Agreement.
- (B) The City may cancel and rescind the Agreement.
- (C) The City may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement.

Section 4.3 No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time-to-time and as often as may be deemed expedient.

Section 4.4 No Implied Waiver. In the event any agreement contained in this Agreement should be breached by any party thereafter waived by any other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent or subsequent breach hereunder.

Section 4.5 Agreement to Pay Attorney's Fees and Expenses. Whenever any Event of Default occurs and the City shall employ attorneys, or incur other expenses for the collection of payments due or to become due, or for the enforcement or performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer agrees that they shall, on demand therefore, pay to the City the reasonable fees of such attorney's and such other expenses so incurred by the City.

Section 4.6 Indemnification of City.

- (A) The Developer releases from and covenants and agrees that the City, its governing body members, officers, agents, including the independent contractors, consultants and legal counsel, servants and employees thereof (hereinafter, for the purposes of this Section, collectively the

"Indemnified Parties") shall not be liable for and agrees to indemnify and hold harmless the Indemnified Parties against any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any defect in the Project, provided that the foregoing indemnification shall be effective for any actions of the Indemnified Parties that are not contemplated by this Agreement.

- (B) Except for any willful misrepresentation or any willful or wanton misconduct of the Indemnified Parties, the Developer agrees to protect and defend the Indemnified Parties, not and forever, and further agrees to hold the aforesaid harmless from any claim, demand, suit, action or other proceedings whatsoever by any person or entity whatsoever arising or purportedly arising from the actions or inactions of the Developer (or if other persons acting on its behalf or under its direction or control) under this Agreement, or the transactions contemplated hereby or the acquisition, construction, installation, ownership and operation of the Project; provided, that this indemnification shall not apply to the warranties made or obligations undertaken by the City in this Agreement or to any actions undertaken by the City which are not contemplated by this Agreement but shall, in any event, apply to any pecuniary loss or penalty.
- (C) All covenant, stipulations, promises, agreements and obligation of the City contained herein shall be deemed to be the covenants, stipulation, promises, agreements and obligation of the City and not of any governing body member, officer, agent, servant or employee of the City.

ARTICLE 5

ADDITIONAL PROVISIONS

Section 5.1 Conflicts of Interest. No member of the governing body or other official of the City shall have any financial interest, direct or indirect, in this Agreement, the Development Property or the Project, or any contract, agreement or other transaction contemplated to occur or be undertaken hereunder or with respect thereto, nor shall any such member of the governing body or other official participate in any decision relating to the Agreement which affects his or her personal interest or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the City shall be personally liable to the City in the event of any default or breach by the Developer or successors or on any obligations under the terms of this Agreement.

Section 5.2 Titles of Articles and Sections. Any titles of the several parts, articles and sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3 Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(A) in the case of the Developer is addressed to or delivered personally to:

Jay A. Tapper and Holly A. Tapper
2535 Weston Lane North
Plymouth, MN 55447

(B) in the case of the City is addressed to or delivered personally to:

City of Saint Peter
c/o City Administrator
227 South Front Street
Saint Peter, MN 56082

Or at such other address with respect to any such party as that party may, from time-to-time, designate in writing and forward to the other, as provided in this Section.

Section 5.4 Law Governing. This Agreement will be governed and construed in accordance with the laws of the State of Minnesota.

Section 5.5 Assignability. This Agreement may be assigned only with the written consent of the City.

Section 5.6 Validity. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the Agreement.

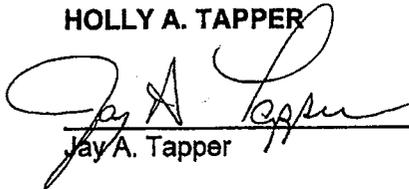
Section 5.7 Amendments, Changes and Modifications. This Agreement may be amended or any of its terms modified only by written amendment authorized and executed by the City and Developer.

Section 5.8 No Business Subsidy. This Agreement does not constitute a business subsidy within the meaning of Minnesota State Statutes, Section 116J.993 to 116J.995.

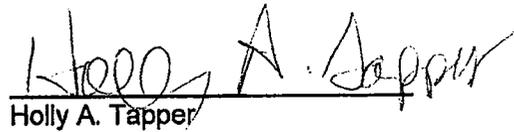
IN WITNESSETH WHEREOF, the parties have hereunto set their hands and seals the day and year first written above.

JAY A. TAPPER AND
HOLLY A. TAPPER

CITY OF SAINT PETER


Jay A. Tapper

Timothy Strand


Holly A. Tapper

Todd Prafke
City Administrator

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

ACKNOWLEDGEMENT BY CITY

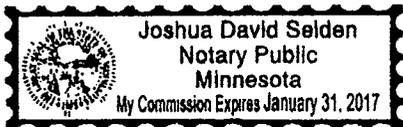
On the ____ day of September, 2014, before me a notary public within and for said County, personally appeared Timothy Strand and Todd Prafke to me personally known, each by me duly sworn, and each did say that they are respectively the Mayor and City Administrator of the City of Saint Peter.

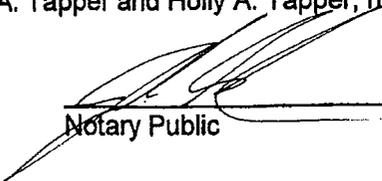
Notary Public

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

ACKNOWLEDGEMENT BY DEVELOPER

On the 17th day of September, 2014, before me a notary public within and for said County, personally appeared Jay A. Tapper and Holly A. Tapper, husband and wife.





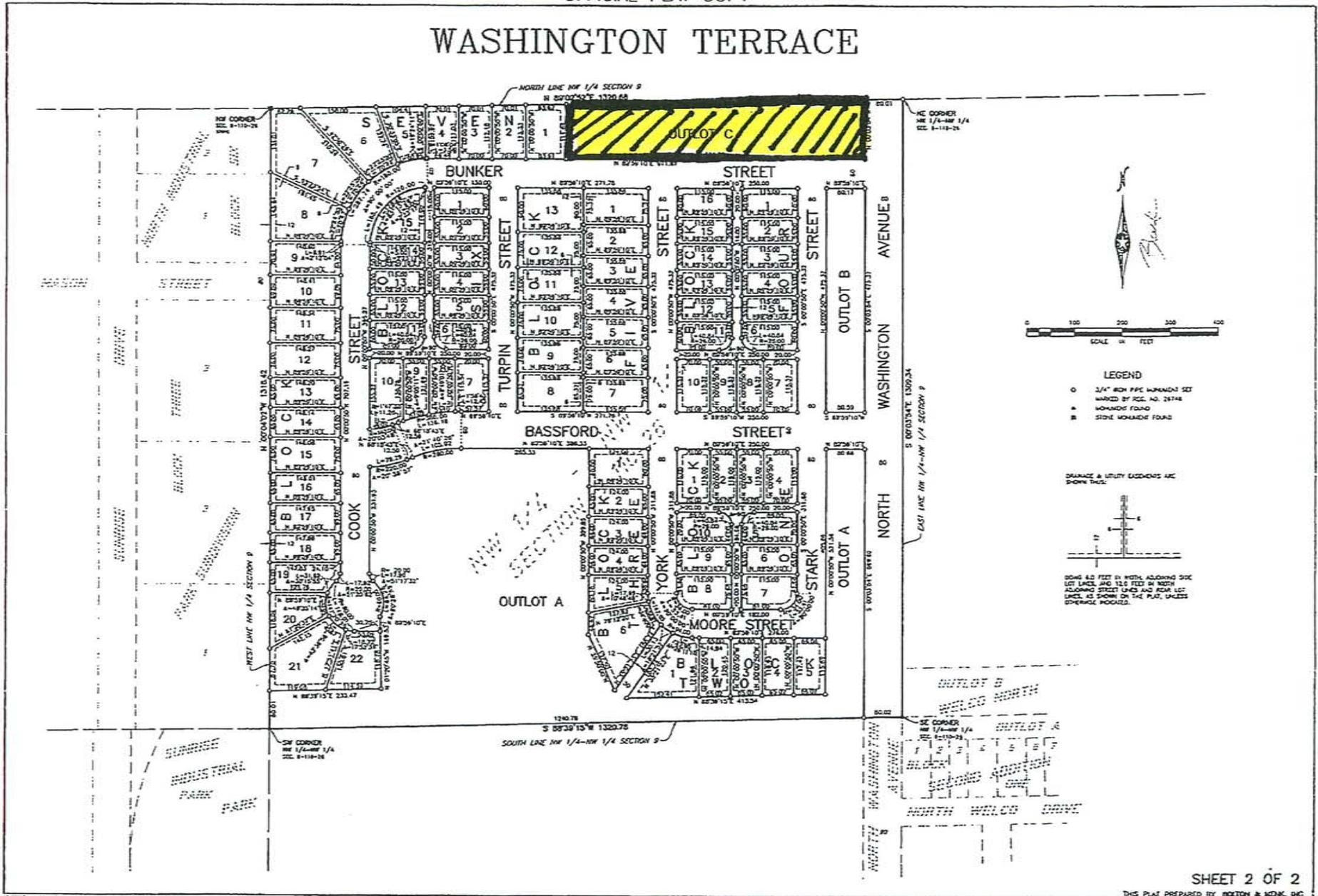
Notary Public

EXHIBIT A

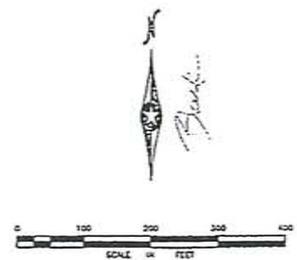
DEVELOPMENT PROPERTY

Outlot C, Washington Terrace Subdivisions, City of Saint Peter, Minnesota

WASHINGTON TERRACE



SS



LEGEND

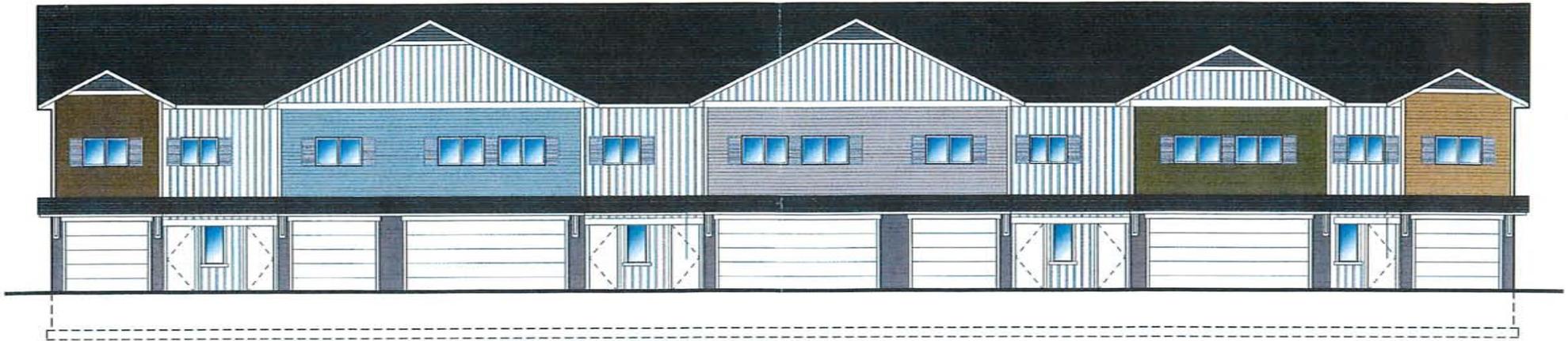
- 3/4" IRON PIPE WORKMAN'S SET
- ⊙ WORKMAN FOUND
- ⊙ STONE WORKMAN FOUND

DRAINAGE & UTILITY LOCATIONS ARE SHOWN THERE

SHOW 40 FEET IN WIDTH ALONG SIDE LOT LINE AND 150 FEET IN WIDTH ALONG STREET TO END OF ROW LOT LINE AS SHOWN ON 1-4 PLAT, SHEET 1

EXHIBIT B

APPROVED DEVELOPMENT PLAN



Unit Entry Elevation

102



Bunker Street Elevation

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING EXECUTION OF DEVELOPMENT AGREEMENT WITH JAY A.
AND HOLLY A. TAPPER FOR PURCHASE AND DEVELOPMENT OF OUTLOT C,
WASHINGTON TERRACE SUBDIVISION**

WHEREAS, In 2003. the City provided for the platting and construction of Washington Terrace Subdivision; and

WHEREAS, the design and construction of Washington Terrace was based upon the principles of the Building Better Neighborhoods Program as developed by the Greater Minnesota Housing Fund; and

WHEREAS, Washington Terrace subdivision includes eighty-seven (87) single family lots and a 74,705 square foot parcel (Outlot C) which had been reserved for future multi-family residential development; and

WHEREAS, staff has negotiated the sale of Outlot C to Jay A. Tapper and his spouse Holly A. Tapper (the Developer); and

WHEREAS, the Developer proposes construction of twenty-four (24) apartment units within three (3) structures upon Outlot C; and

WHEREAS, to ensure that the project meets the standards intended by the City and the provisions of the Building Better Neighborhoods Program, a Development Agreement has been negotiated obligating the Developer to meet certain standards and project timelines; and

WHEREAS, staff recommends authorization be provided for execution of a development agreement with Jay A. and Holly A. Tapper.

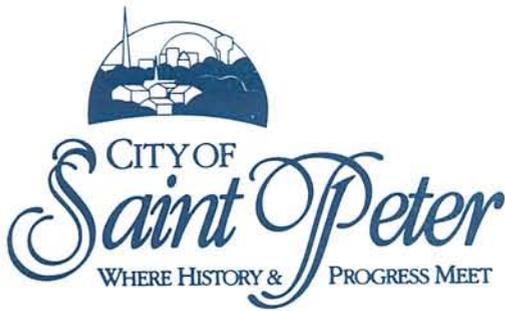
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are authorized to execute a Development Agreement by and between the City of Saint Peter and Jay A. and Holly A. Tapper for the development of Outlot C, Washington Terrace Subdivision.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/19/14

FROM: Todd Prafke
City Administrator

RE: Community Center Leases

ACTION/RECOMMENDATION

Approve the attached lease extension with Kids Corner Child Care Center at the Community Center.

BACKGROUND

Members may recall that the Community Center has a small number of tenants who lease space that you own. Those tenants include St. Peter Schools (Community Education), two day care operations and Head Start.

You may recall that Kids' Corner had offered a lease extension. Their hope, in the original offer, was to secure a longer term lease to help justify door security improvements and investments that they paid for and installed within the building. Council asked that I counter their original offer and that counter offer has been accepted by their Board. A signed a copy of the lease has been included in your packet. The significant term changes include an extension to July 31, 2021 and an increase in payments of 3.5% in each year of the extension.

They have been very, very good tenants and provide a service that has been viewed by the Council as important to the continued development of our community.

FISCAL IMPACT

Lease payments will accrue to the Community Center Fund. This new lease does fall within the needs for revenue as determined by the Council.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will wait for your direction. As Kids' Corner agreed to your terms, it might be contrary to now reject their acceptance and agreement.

Negative vote. The current lease will be allowed to expire and without additional action by the Council, they will be on a month to month basis at the end of their current term, and you would receive no increase in lease payments.

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

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

TP/bal

AMENDMENT TO SUBLEASE

This Amendment is made and entered into this ____ day of _____, 2014, by and between the City of Saint Peter, a Minnesota municipal corporation (City), and Kids' Corner Child Care Center, a Minnesota non-profit corporation (Tenant).

WHEREAS, there is a current Lease Agreement between the parties dated February 10, 2009, involving the lease of a premises located at the Community Center, 600 South Fifth Street, St. Peter, Minnesota, involving Room Numbers 105, 107, 109, 111, and 113; and

WHEREAS, said Lease is for a term of seven (7) years, which terminates on July 31, 2016;

WHEREAS, Tenant has or will be purchasing a Security System for the rooms listed above, and other improvements to the property in the amount of \$16,565.00;

WHEREAS, to recognize the great expense and improvements to the property made by Tenant, City has agreed to extend further terms and conditions of the above referenced Sublease.

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

1. Paragraph 5 of the above referenced Sublease shall be amended to read the following:

5A. Term. This Lease shall run for a period of twelve (12) years commencing on August 1, 2009, and until July 31, 2021.

5B. Rental. For a period of time from August 1, 2016 to July 31, 2017, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,437.00.

Rental. For a period of time from August 1, 2017 to July 31, 2018, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,627.30.

Rental. For a period of time from August 1, 2018 to July 31, 2019, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,824.26.

Rental. For a period of time from August 1, 2019 to July 31, 2020, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$6,028.11.

Rental. For a period of time from August 1, 2020 to July 31, 2021, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$6,239.09.

2. Said Lease shall also include the following added Paragraph:

30. Improvements. Should the Lease Agreement between the parties be terminated by the City for any and all reasons, Tenant has the right to remove the security system improvements from the premises, and return the premises to an acceptable condition.

Except as modified herein, the Sublease between the parties dated February 10, 2009 is to remain in full force and effect.

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

CITY OF SAINT PETER

By: _____
Timothy Strand
Mayor

By: _____
Todd Prafke
City Administrator

TENANT – KIDS’ CORNER CHILD CARE CENTER

By: SHANNON PROSOSKI
Shannon Prososki
Director

By: DAVID DETLORSEN
DAVID DETLORSEN
President, Board of Directors

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING EXECUTION OF LEASE RENEWAL WITH KIDS' CORNER
CHILD CARE CENTER**

WHEREAS, the City leases space in the Community Center to Kids' Corner Child Care Center; and

WHEREAS, Kids' Corner's lease will expire soon and they have requested modifications to the current lease to include an extension to July 31, 2016, a provision allowing removal of a private security system if the lease is terminated and a 3.5% annual rent escalator; and

WHEREAS, the City Council accepts the terms of the lease modifications.

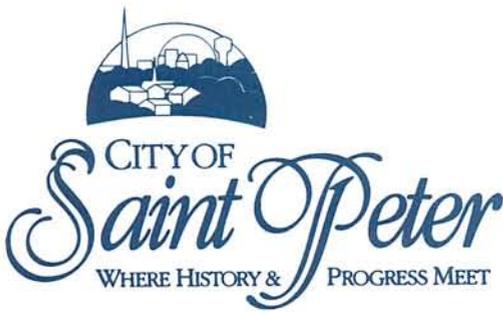
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are authorized to execute a lease extension with Kids' Corner Child Care Center through July 31, 2021.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this day of , 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 09/19/14

FROM: Lewis Giesking
Director of Public Works

RE: Renew of Safety Contract with MMUA

ACTION/RECOMMENDATION

Provide authorization for execution of a renewal safety contract with Minnesota Municipal Utilities Association (MMUA) in the amount of \$21,864.03.

BACKGROUND

The contract with MMUA for safety services has been in effect for sixteen years and has been very effective in providing for updating of safety manuals, monthly safety training, and safety inspections for 42 full-time employees and all part-time and seasonal employees. The Safety Coordinator has provided the City access to more varied training materials and ensured the City stays up-to-date with safety requirements. The Safety Coordinator's work with an in-house monthly safety committee has also been very effective in improving employee response to safety requirements and addressing safety incidents. The Safety Coordinator is an important part of the safety program, providing an "outside" observer of City practices, developing a trusted relationship with the crew where issues can be raised without retribution from fellow crew members, and inspecting City facilities and equipment to ensure safety compliance. The MMUA Safety Coordinator also provides the specialized annual training for the Electric Linemen.

The Public Works workload is heavy and the services of an outside Safety Coordinator continue to be valuable in ensuring the City's responsibility for OSHA and State safety requirements are met. The MMUA Safety Coordinator's relationship with OSHA is also extremely valuable to the City should an accident occur that is investigated by OSHA.

The proposed contract renewal would be effective October 1, 2014 to September 30, 2015. This program is cost effective for the City and staff finds a direct correlation to the training provided and a reduction in workplace injuries. The City's workers compensation experience modification remains under the average which means we pay lower workers compensation premiums than cities with similar operations.

We have not, in recent years, made a systematic review of other service providers as we are unaware of any that would provide the comprehensive program across all disciplines (water, wastewater, electric, maintenance, etc...), meaning that we would have to assemble a couple of

programs together. That would mean some additional costs and at this point, I am unsure whether we could do it in a way that is as comprehensive as the service provided by MMUA.

I recommend authorization be provided for execution of a renewal contract with MMUA to provide safety services to the City.

FISCAL IMPACT:

Funding for the safety program is split between the General Fund, Community Center, and the utility funds based on the number of full-time employees.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will notify MMUA the contract will not be renewed and services will expire on September 30, 2014.

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

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

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

LGG/amg

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: August 11, 2014

Contract Number: 49-2015

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Saint Peter Municipal Electric Utility (Saint Peter), dated August 12, 2013, contract number 49-2014, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2014 until September 30, 2015 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Saint Peter shall pay MMUA an annual fee of twenty-one thousand eight hundred sixty-four dollars and 03 cents (\$ 21,864.03) for the 2014-15 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$21,864.03)
 Quarterly Payments (\$ 5,466.01 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

Saint Peter Municipal Electric Utility
By _____
Title _____
Date _____
Purchase Order # _____

Minnesota Municipal Utilities Association
By  _____
Title Executive Director
Date August 11, 2014

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING EXECUTION OF RENEWAL SAFETY CONTRACT WITH
MINNESOTA MUNICIPAL UTILITIES ASSOCIATION**

WHEREAS, in 1998 the City entered into an agreement with the Minnesota Municipal Utilities Association (MMUA) to administer and develop a safety program; and

WHEREAS, the program provides OSHA and State-mandated safety training for the City and ensures City safety policies are current; and

WHEREAS, the monthly safety training meetings are most effective with the MMUA Safety Coordinator leading the meetings and providing insight into the experiences of other cities which has led to a high level of employee awareness concerning safety issues; and

WHEREAS, the MMUA Safety Coordinator provides invaluable resources for the City concerning OSHA's changing requirements and OSHA's inspections and investigations; and

WHEREAS, the MMUA Safety Coordinator has regular contact with OSHA, other cities and other MMUA Safety Coordinators, which has provided the City with the experience and expertise of other cities and utilities in developing the safety committee, procedures, and practices that are effective and economical.

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

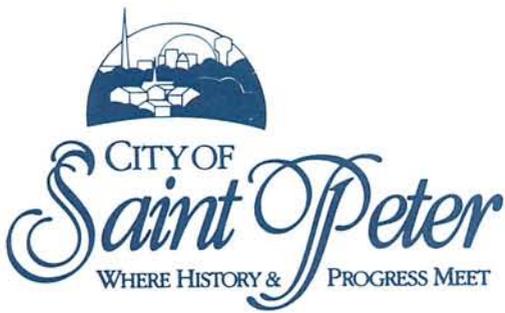
1. The City Council hereby authorizes the City Administrator to enter into a renewal safety contract with the Minnesota Municipal Utilities Association (MMUA) to provide administrative services for the City of Saint Peter safety program for the period October 1, 2014 through September 30, 2015 for a fee of \$21,864.03.
2. Funding for the services is provided through the General Fund, Community Center and Utilities funds based on the number of full-time employees covered by the program.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

9/16/2014

FROM: Lewis Giesking
Director Public Works

RE: Sanitary Sewer – Trunk Highway (TH) 169 Median North of Union Street

ACTION/RECOMMENDATION

Authorize Chard Tiling and Excavation of Belle Plaine, Minnesota to complete repairs to the 15" sanitary sewer under the southbound lane of Highway 169 and authorize payment for the corrections in an amount not to exceed \$34,407.60.

BACKGROUND

This summer the Council authorized Bolton and Menk, Inc. to put together a bid package for sewer line corrections on the North Interceptor. The project included work within the median of Highway 169 north of Union Street. That work was successfully completed by Chard Tiling and Excavation. Upon completing the final connection to the existing sewer line at the casing of southbound Highway 169 just west of manhole #1189, the City's inspector identified a major failure in the pipe and casing. The lines had both dropped in elevation about six inches (6") and a large sag was obvious. Staff worked with the City's engineers to develop a plan to correct the sewer.

As you recall, it was previously discussed that the existing sewer line between manholes #1189 and #1173 would be lined internally due to the fact that invert elevations were favorable and that previous televising records (2009) indicated a favorable flow line. With the deficiency identified, it was determined that a new line could be installed thru Highway 169 by open cut methods which had previously not been allowed by the Minnesota Department of Transportation (MnDOT).

A "mini-spec" was engineered and the contractor who had just completed the previous project was asked if they could undertake such a project on short notice and under the conditions that MnDOT would require for backfilling and reinstallation of the excavated trench. Chard Tiling and Excavation agreed to the terms at the same unit prices for installation plus an additional mobilization cost which would be negotiated.

Due to the very limited timeline and previous discussions with the City Council, and after consultation with you, the decision was made to move forward with the work.

Approximately 125' of 15" sewer pipe was replaced under the southbound lanes in 1½ days. An additional 291' within the west ditch was replaced the following day to correct the elevation

deficiency (sag) encountered under the highway. City crews hauled in 172 loads (2,236 cy) of river sand to meet the road density requirements plus 32 loads (400 cy) of Class 5 gravel to meet MnDOT's specifications for road construction. City crews also provided the bypass pumping and equipment to haul the materials to the site.

FISCAL IMPACT:

Funding for the project will come from the 2014 Wastewater Fund budget for this improvement.

ALTERNATIVES AND VARIATIONS:

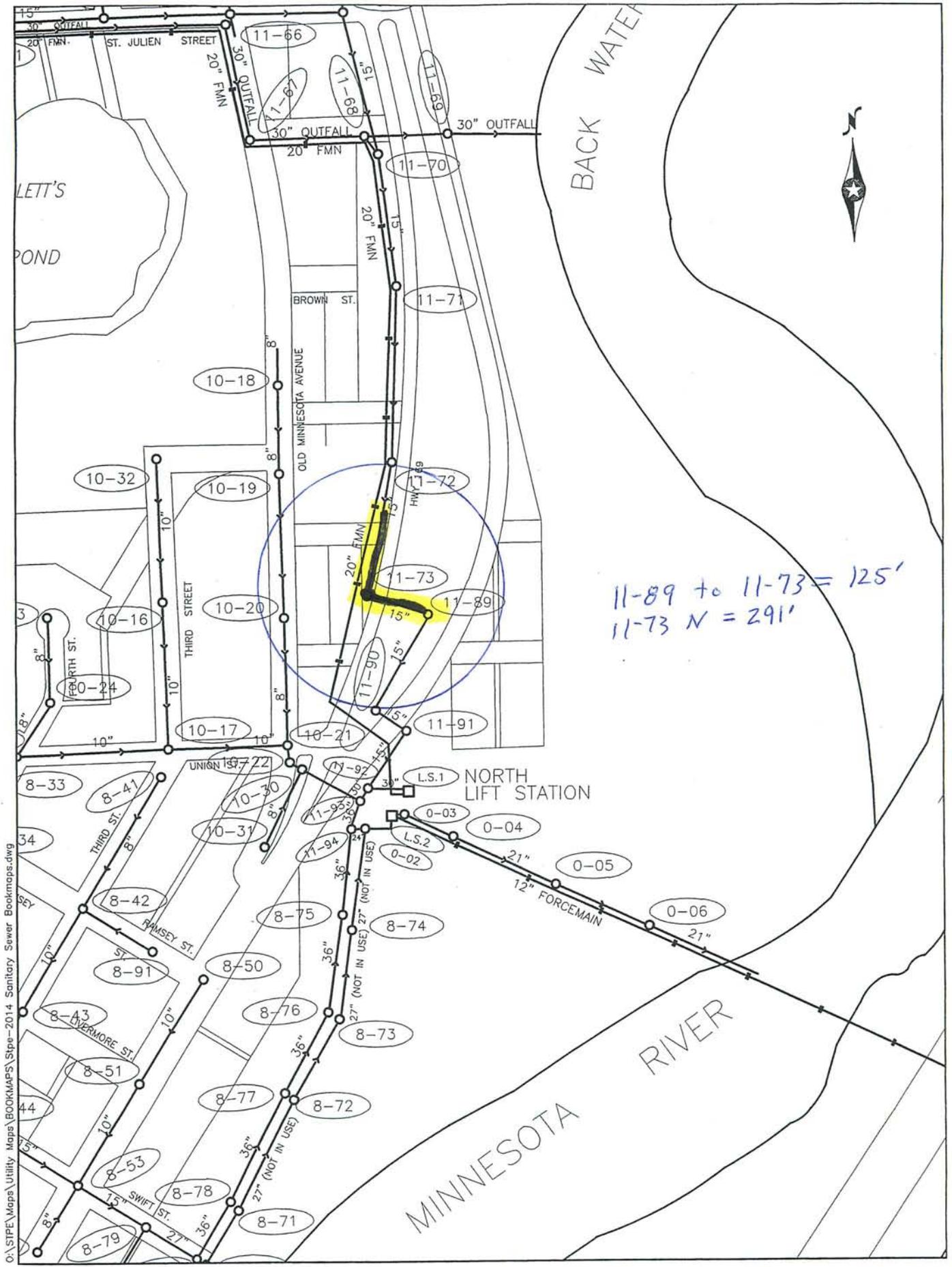
Vote in favor: Staff will pay Chard Tiling and Excavation for the completed work.

Negative vote: Staff will wait for further direction.

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

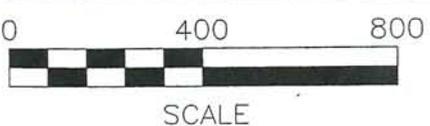
Please feel free to contact me if you have any questions or concerns about this agenda item.

LG/amg



11-89 to 11-73 = 125'
 11-73 N = 291'

O:\STPE\Utility Maps\BOOKMAPS\Stpe-2014 Sanitary Sewer Bookmaps.dwg



SANITARY SEWER MAP C5
 SAINT PETER, MINNESOTA

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING CORRECTIONS TO SANITARY SEWER IN HIGHWAY 169
MEDIAN NORTH OF UNION STREET**

WHEREAS, the City is upgrading sanitary sewer in the median north of Union Street along Highway 169; and

WHEREAS, the City is working with a coinciding schedule with Hoffman Construction, the contractor working on the Minnesota Department of Transportation (MnDOT) Highway 169 project; and

WHEREAS, the City encountered a failed sanitary sewer under the southbound lanes of Highway 169; and

WHEREAS, the MnDOT contractor allowed the City to make repairs to accommodate MnDOT activities; and

WHEREAS, the City worked with Chard Tiling and Excavation to correct the sanitary sewer; and

WHEREAS, Chard Tiling and Excavation agreed to complete the corrections at the same unit prices provided on a previous contract with the City plus an increased mobilization cost.

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

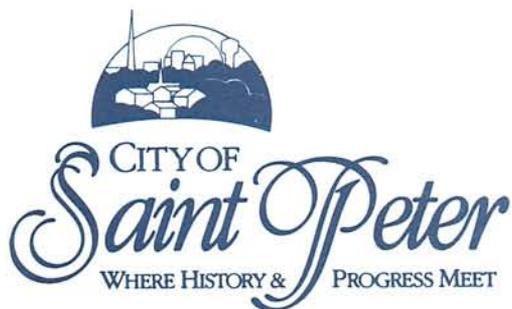
1. The City Council hereby authorizes Chard Tiling and Excavation of Belle Plaine to complete the necessary repairs and authorizes payment not to exceed \$34,407.60.
2. Funding for the sanitary upgrade projects will be from the 2014 Wastewater Fund budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/17/14

FROM: Todd Prafke
City Administrator

RE: New Licenses

ACTION/RECOMMENDATION

Provide approval of new licenses.

BACKGROUND

The City has received requests for two new license applications as follows:

- Dwight Selders and Jessica Tonsfeldt, dba Eyebowl LLC, have purchased Kingpin's bowling alley. As part of the operation, Selders and Tonsfeldt have applied for an On Sale and Sunday Liquor License, as well as a Soft Drink, Amusement/Mechanical Devices, and Juke Box. A background investigation has been completed by the Police Department and nothing was found that would prohibit Selders and Tonsfeldt from obtaining these licenses.
- Matthew McPartland is in the process of purchasing St. Peter Cab Company from Remo Alexandri dba Saint Peter Cab Company. McPartland has applied for a Taxi Cab License and will be keeping the same name of the cab service and using a 2006 Ford vehicle. He understands that all criteria must be met before the license becomes valid (rates, safety check of the car and insurance). McPartland has established rate fees of starting rate of \$4.50, per mile \$1.50 (M – F 8 am – 8 pm) \$2.50 per mile (8 pm – 7:30 am and weekends), per idle minutes \$.50, and a Flat rate one-way to Mpls-St. Paul International Airport \$120. The Police Department has conducted a background investigation on McPartland and found nothing that would prohibit him from obtaining a license.

FISCAL IMPACT:

None other than receipt of the permit fees.

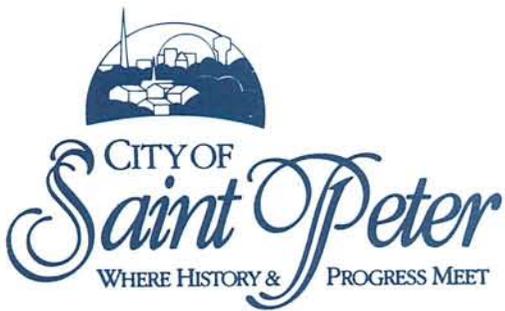
ALTERNATIVES/VARIATIONS:

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

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

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

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



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/18/2014

FROM: Todd Prafke
City Administrator

RE: Account Clerk Position Description Modification

ACTION/RECOMMENDATION

Approve modifications to the position description for the Account Clerk position at Public Works.

BACKGROUND

Whenever a vacancy in a City position occurs, staff takes the opportunity to review the position description prior to advertising for a replacement employee. This is done to ensure the essential job functions, physical requirements, minimum and desired qualifications for the position continue to comply with State regulations and accurately reflect the actual duties and qualifications for the position.

The current Account Clerk at the Public Works Department has submitted her retirement notice. Staff has reviewed the current position description and recommended some minor modifications to the description.

Upon Council approval of the proposed changes, staff would initiate the recruitment process to fill the position upon retirement of the current employee.

FISCAL IMPACT:

There is no fiscal impact to modifying the position description.

ALTERNATIVES/VARIATIONS:

Do not act: No further action to modify the position description will be taken without additional direction from the Council. The recruitment process would be initiated using the existing position description.

Negative vote: No further action to modify the position description will be taken without additional direction from the Council. The recruitment process would be initiated using the existing position description.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 203

POSITION TITLE: ACCOUNTING CLERK

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: DIRECTOR OF PUBLIC WORKS

OVERVIEW OF POSITION:

Under general supervision, the Accounting Clerk works with the Director of Finance and Director of Public Works to coordinate Department of Public Works data collection for accounting purposes, performing essential job functions as listed herein and related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Supplies Finance Department with invoices for disbursements, confirming accuracy, source and billing category.
- Maintains the fixed asset and parts inventory for each utility of the department updating monthly; orders, receives, and distributes parts and equipment in accordance with the City's purchasing policy; implements a documented inventory and maintenance program for all tools and equipment purchased; maintains a computerized inventory, monitors security and distribution of inventory.
- Compiles data for reports and audits.
- Maintains Employee Right-to-Know documents; maintains an accurate record of Material Safety Data Sheets (MSDS); secures MSDS for new products and distributes to the appropriate file; furnishes information on hazardous materials to employees.
- Works with superintendents and employees to maintain record of safety equipment supplied to employees; coordinates records of safety inspections of departmental facilities, vehicles, and equipment.
- Coordinates Department of Public Works office maintenance and repairs.
- Complies with safety policy; recognizes unsafe conditions and takes corrective action as needed.
- Coordinates and monitors security and distribution of supplies.
- Maintains key inventory, assures security of keys
- Assists with customer service as needed.
- Provides assistance to other departmental personnel as needed
- Orders fuel supplies and documents use by separate City Departments.
- Identifies material use for sales tax purposes.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Monitors, identifies, invoices material sales and billable repairs.
- Monitors load management loads and number of units
- Processes surplus materials for disposal as per City policy.
- Undertakes special projects or reports as requested.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Accounting Clerk is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

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

Occasionally is less than 1/3 of a workday

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

Actions:

Continuously speak comprehensible English and understand English, read and write English

Hearing – continuously normal or corrected to normal

Eyesight – continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision

Continuously sit, stand, or walk

Continuously bend/stoop, squat, crouch, kneel

Frequently reach above shoulder level, balance, push/pull

Occasionally crawl, climb height of ten feet

Use both feet for repetitive movements as in operating foot controls

Use hands for firm grasping and fine manipulating

Strength:

Continuously – carry up to ten pounds and lift up to ten pounds

Occasionally – carry eleven to fifty pounds and lift eleven to fifty pounds

Stamina:

Occasionally endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower

Occasionally endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid

Occasionally exposed to moving mechanical parts hazard

Occasionally exposed to high noise levels

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Safety:

Perform CPR

Wear safety equipment including hard hat, safety goggles, and safety vests

Vaccinations:

Receive vaccinations for tetanus.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Accounting Clerk is required to be capable of performing the following psychological, situational, and functional functions:

Ability to communicate effectively, both orally and in writing; ability to accept responsibility; ability to understand and carry out oral and written instructions; ability to cooperate with a wide range of individuals; interpersonal skills sufficient to work closely with others on a team; ability to demonstrate flexibility in work environment, performing a variety of frequently changing tasks; sustained concentration and prolonged commitment to job tasks; ability to work alone; or work alone effectively under stress in situations dangerous to self or others; tact; ability to maintain confidentiality as needed; ability to deal with the public.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Demonstrated skill in personal computer programs
- One year experience with bookkeeping or inventory control procedures.

DESIRABLE QUALIFICATIONS:

- Demonstrated knowledge of requisition and inventory control procedures; knowledge of equipment parts and tools; knowledge of the methods, materials, and equipment utilized by the department.
- Demonstrated knowledge of computer programs used for fixed asset and inventory control.
- Demonstrated knowledge of OSHA regulations and safety precautions.
- AAS or BA/BA Degree in Accounting.
- Work experience of greater than one year in inventory control.
- Work experience of greater than one year in bookkeeping.
- Demonstrated skills in use of computer software including Microsoft Word, Excel, and Access.

Adopted: _____, 2014

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING MODIFICATION TO PUBLIC WORKS ACCOUNT CLERK JOB
DESCRIPTION**

WHEREAS, the City has adopted job descriptions for each position; and

WHEREAS, these descriptions are reviewed whenever a vacancy occurs in a position; and

WHEREAS, the position description for Account Clerk in the Public Works Department has been reviewed; and

WHEREAS, staff recommends changes to the position to better clarify the responsibilities and minimum and desired qualifications of the position.

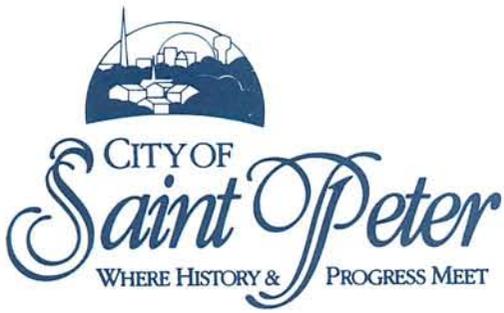
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the proposed changes to the job description for Account Clerk are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of September, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/16/2014

FROM: Todd Prafke
City Administrator

RE: Parks Board Recommendation – Joint City/School District #508 Facility

The list provided below was developed by the Parks and Recreation Advisory Board regarding the joint City/School District #508 parks facilities at their September 15th meeting. It will be utilized by the Council and School Board as a starting point as we move forward in project planning:

- Two baseball diamonds; and
- Ten multi-use fields; and
- Five softball diamonds; and
- An eight tennis court complex; and
- Parking lots to meet the needs of all fields; and
- A trail system; and
- Restroom, concession facilities to meet the needs of all fields; and
- Ten acres of land for picnic area including playgrounds; and
- Five acres of land for a new indoor recreation center; and
- One indoor hockey rink; and
- Four outdoor basketball courts; and
- One golf chip and putt area.

Also, please note that this list represents total fields so the Parks Board meant for it to represent needs for both City and School.

TP/bal