

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

Regular City Council Meeting of Monday, September 23, 2013  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
  - A. Gateway District Regulations
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**

None Scheduled.
- VIII. **NEW BUSINESS**
  - A. General Obligation Municipal State Aid Bond Issuance
  - B. Gateway Overlay District Expansion
  - C. Administrative Secretary Job Description
- IX. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. City/County Meeting Discussion
    - 2. Goal Session Discussion
    - 3. Others
- X. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
**ADJOURN TO CLOSED SESSION IN TDS ROOM**
  - B. Land Acquisition Discussion – Washington Avenue Link Project
  - C. Land Acquisition Discussion – Future Park Land  
**RETURN TO OPEN SESSION**
- XI. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

Mayor pro tem Pfeifer will call the meeting to order and lead the Pledge of Allegiance.

II. **APPROVAL OF AGENDA**

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

III. **PUBLIC HEARING**

A. **PUBLIC HEARING ON GATEWAY DISTRICT REGULATIONS**

A public hearing has been scheduled at this time to receive comment on proposed changes to City Code gateway district regulations. Notice of the public hearing has been duly published in the St. Peter Herald and property owners within 350' of the proposed district have been notified of the hearing. Action to consider adoption of the proposed regulations will be considered under **NEW BUSINESS**.

IV. **APPROVAL OF MINUTES**

A copy of the minutes of the September 9, 2013 regular Council meeting is attached for approval. A **MOTION** is in order.

V. **VISITORS**

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

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

B. **General Visitor Comments**

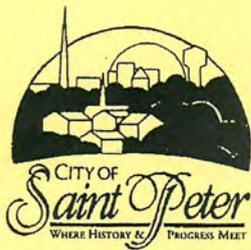
Any other members of the audience wishing to address the Council concerning items **not** on the agenda may do so at this time.

VI. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for September 5, 2013 through September 18, 2013, is attached. Please see the attached staff reports and **RESOLUTION**.

VII. **UNFINISHED BUSINESS**

None scheduled.



**VIII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION AUTHORIZING SALE OF GENERAL OBLIGATION MUNICIPAL STATE AID BONDS**

Staff recommends authorization be provided for sale of \$4,720,000 in general obligation municipal state aid bonds to fund roadway projects. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF AN ORDINANCE EXPANDING THE GATEWAY OVERLAY DISTRICT**

Following the public hearing, it is appropriate for the Council to consider adoption of an ordinance recommended by the Planning and Zoning Commission for expansion of the gateway overlay district regulations. Please see the attached staff report and ORDINANCE.

**C. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO PUBLIC WORKS ADMINISTRATIVE SECRETARY POSITION DESCRIPTION**

The Public Works Administrative Secretary has resigned and staff has reviewed the position description. Modifications are recommended. Please see the attached staff report and RESOLUTION.

**IX. REPORTS**

**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/COUNTY MEETING DISCUSSION**

A report will be provided at this time on discussion at the September 11<sup>th</sup> City/County committee meeting.

**2. REPORT ON COUNCIL GOAL SESSION DISCUSSION**

A report will be provided at this time on discussion at the September 10<sup>th</sup> Council goal session.



**3. OTHERS**

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

**X. EXECUTIVE SESSION**

**A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS LAND ACQUISITION NEGOTIATIONS**

State law allows for public meetings to be closed to discuss land acquisition negotiations. Staff recommends the meeting be closed at this time to discuss negotiations involved in land negotiations related to the Washington Avenue Link Improvement Project and possible land purchase for future park land. No further action on the land acquisition will take place at this meeting. Please see the attached RESOLUTION.

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

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

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

**C. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS LAND ACQUISITION FOR FUTURE PARK LAND**

Discussion will take place at this time regarding land acquisition for future park land as outlined in the Parks Master Plan.

**RETURN TO OPEN SESSION**

**XI. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

## CITY OF SAINT PETER, MINNESOTA

### PUBLIC HEARING PROCESS AND PROCEDURES

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

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

The public hearing will be conducted in the following manner:

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

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

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

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
SEPTEMBER 9, 2013**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on September 9, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Zieman, Pfeifer, Kvamme, Eichmann, Brand, Carlin and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

**Approval of Minutes** – A motion was made by Eichmann, seconded by Carlin, to approve the minutes of the August 26, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the August 26, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – In motion by Eichmann, seconded by Kvamme, Resolution No. 2013-125 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-125 is contained in the City Administrator's book entitled Council Resolutions 19.

**2014 Preliminary Levy/Budget Adoption** – Finance Director O'Connell reviewed the proposed 2013 preliminary levy payable in 2014 which included a 3% levy increase and an additional \$359,610 in general fund expenditures based on a projected increase in tax capacity of 1.8%. O'Connell pointed out that the preliminary levy had been reduced by \$50,000 at the Council's request and the \$50,000 would be taken from the City's insurance pool fund and used for debt service reduction. O'Connell reviewed the proposed budgets for the general fund, the Library and the Community Center funds. Mayor Strand noted that the tax capacity number was a projection and any change in that percentage would result in a change to the City's tax rate. Councilmember Kvamme requested the \$422.01 that was being proposed for a fund closeout in the next agenda item, instead be incorporated into the preliminary levy for reduction of the 2013 debt service fund so the increased levy would be less than 3%. Kvamme made a motion, seconded by Brand, to approve Resolution No. 2013-126 entitled "Resolution Adopting Preliminary 2013 Tax Levy Collectible In 2014", with a reduction of \$425 from the proposed preliminary levy. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2013-126 is contained in the City Administrator's book entitled Council Resolutions 19.

**2009 Equipment Certificate Fund Closeout** – Finance Director O'Connell requested authorization to close out the 2009 Equipment Certificate capital fund, which had a remaining balance of \$422.01 and transfer the funds to the 2013 debt service fund. In motion by Eichmann, seconded by Zieman, Resolution No. 2013-127 entitled "Resolution Authorizing Transfer Of Fund Balances", was introduced. Upon roll call, with all in favor, the Resolution was

declared passed and adopted. A complete copy of Resolution No. 2013-127 is contained in the City Administrator's book entitled Council Resolutions 19.

**Washington Avenue Link Improvement Project Part 1 Bid Award** – Public Works Director Giesking recommended award of the bid for Part 1 of the Washington Avenue Link Improvement Project be awarded to Nielsen Blacktopping in the amount of \$676,649.54. Giesking indicated the project would be funded by Municipal State Aid funds and would be constructed in the spring. In motion by Zieman, seconded by Pfeifer, Resolution No. 2013-128 entitled "Resolution Awarding Bid For Part 1 Of The Washington Avenue Link Improvement Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-128 is contained in the City Administrator's book entitled Council Resolutions 19.

**Washington Avenue Link Improvement Project Part 2 Bid Authorization** – Public Works Director Giesking reported the State and FHWA had finished their review of the plans and specifications for Part 2 of the Washington Avenue Link Improvement Project and staff recommended the Council accept the plans and authorize receipt of bids for the project on November 12<sup>th</sup>. Giesking noted the project would be funded by Federal funds, Municipal State Aid funds, and utility funds and because of the funding sources, the FHWA and State would also be required to review and approve the bids before the Council could award the project. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-129 entitled "Resolution Approving Plans And Specifications And Setting Bid Date For Part 2 Of The Washington Avenue Link Improvement Project", was introduced. City Administrator Prafke noted that the plans were virtually identical to those shown in the public meetings in the last year and the delay in bidding the project was caused by the need to receive FHWA approval. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-129 is contained in the City Administrator's book entitled Council Resolutions 19.

**Welco West Request For Proposals** – City Administrator Prafke recommended authorization be provided for receipt of proposals for the development of the tax forfeited portion of the Welco West Subdivision. Prafke noted that the land had been forfeited to Nicollet County and this was a unique way to get the property developed, returned to the tax rolls, and fulfilling needs outlined in the City's housing study. Councilmember Pfeifer questioned whether developers could make proposals for just a portion of the property. Prafke responded that it was preferable to have one developer make a proposal for the entire property. In motion by Brand, seconded by Carlin, Resolution No. 2013-130 entitled "Resolution Approving Issuance Of A Request For Proposals (RFP) For Development Of The Tax Forfeited Portion Of Welco West Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-130 is contained in the City Administrator's book entitled Council Resolutions 19.

**Request for City Assistance: Oktoberfest** – City Administrator Prafke recommended approval be provided for a request submitted by the St. Peter Ambassador's for City assistance for the Oktoberfest event. Prafke noted that the request was similar to requests made in prior years with the exception of a request to close the east-half of the 200 block of West Grace Street for a classic car show and to allow area attendees to queue for admission to the event. In motion by Kvamme, seconded by Zieman, Resolution No. 2013-131 entitled "Resolution Approving City Assistance For St. Peter Ambassador's Oktoberfest Event", was introduced. Councilmember Brand requested that the 11:00 p.m. deadline for music at the event be reviewed with the organizers. Upon roll call, with all in favor, the Resolution was declared

passed and adopted. A complete copy of Resolution No. 2013-131 is contained in the City Administrator's book entitled Council Resolutions 19.

**MMUA Safety Contract Renewal** – Public Works Director Giesking requested execution of a renewal safety program contract with the Minnesota Municipal Utilities Association (MMUA). Giesking noted the contract had been in place for 16 years and was very successful for the City having produced improvement employee safety and providing for monthly and specialized training for employees. Giesking noted the \$21,864.03 contract cost was an increase of 2.5% over the previous year, but was a similar increase to prior years. In response to a Council question about the City's incident rates City Administrator Prafke indicated the City's worker's compensation experience rating was substantially less than the State average. In motion by Carlin, seconded by Kvamme, Resolution No. 2013-132 entitled "Resolution Authorizing The Renewal Of The Minnesota Municipal Utilities Association (MMUA) Safety Program Contract", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-132 is contained in the City Administrator's book entitled Council Resolutions 19.

**Reports**

**Mayor's Reports** – Mayor Strand reported on his recent activities which included attending the 23<sup>rd</sup> annual Rock Bend Folk Festival.

**City/County Meeting Schedule** – City Administrator Prafke reported on the schedule for the next City/County committee meeting which will be held on September 11<sup>th</sup> at City Hall beginning at 5:30 p.m.

**City/School/Gustavus Meeting Cancellation** – City Administrator Prafke reported the September 11<sup>th</sup> committee meeting for the City/School/Gustavus had been cancelled and the next meeting would be held November 20, 2013.

**Goal Session Schedule** – City Administrator Prafke reminded Councilmembers and the public that the Council goal session was scheduled for September 10<sup>th</sup> at 3:00 p.m. in the Governors' Room of the Community Center.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:49 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

To: Todd Prafke  
City Administrator

Date: September 12, 2013

From: Jane Timmerman, Director  
Recreation & Leisure Services

Re: The Third Floor Youth Center

### Action/Recommendation

I recommend appointment of BethAnn Emley as part time Third Floor Youth Center Coordinator at the wage rate of \$15 per hour. I further recommend that Jennifer Leslie and Taylor Zallek be appointed as part time youth center workers at the wage rate of \$10 per hour.

### Background

Martha Morrow was part time Youth Center Coordinator from January 2010 to May 2013 but will not be returning for the 2013-14 school year. Three very qualified people indicated interest in the position; Jennifer Leslie, Taylor Zallek, and BethAnn Emley. Since all three were so strong I planned to have them all serve as part time Youth Center Co-Coordinators. We have worked with this model before by assigning co-coordinators different areas to supervise e.g. administration, staffing, volunteers, registration.

I submitted a recommendation to appoint all three as co-coordinators on August 9, 2013. Since that time Ms. Leslie and Mr. Zallek have decided that although they would like to work with the youth at the center after school, they would prefer not to serve as co-coordinators due to other time and work commitments. I would still recommend their appointment as part time youth center staff since both are highly recommended by North Intermediate Principal Karen Coblentz and they have a passion as well as the skill set needed for working with youth. It's also important to note that this year the youth center has been moved to the stage of the gym which gives us limited space. We will need to schedule other rooms/spaces after school to accommodate the large number of youth that attend the youth center. Whatever space we schedule will need supervision and although we have a large cadre of volunteers and GAC work study students, we will need the continuity of consistent staff in every area. I recommend that Jennifer Leslie and Taylor Zallek be appointed as part time youth center workers at the wage rate of \$10 per hour.

The position of part time Youth Center Coordinator remained to be filled. I recommend BethAnn Emley to the part time position of The Third Floor Youth Center Coordinator. BethAnn Emley

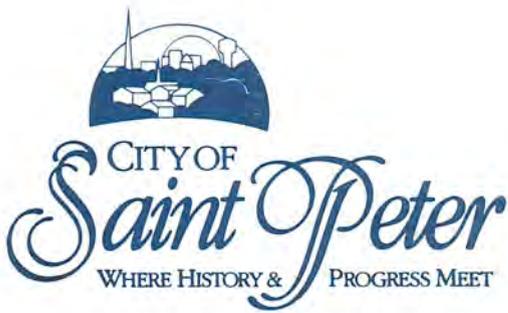
has the ability to work with all areas of the Coordinator position, has a background in administration and has worked with youth in various capacities. She is organized, dependable and will be a strong, positive leader for youth center workers which include Gustavus work-study students and volunteers.

For your information, Gustavus Adolphus College continues to lend support to The Third Floor Youth Center by providing work study students at no charge. This fall we will have ten new first year students serving as work study students at the youth center and three returning upper class students. The GAC student organization T.A.G. (Trips and Activities Group) will also provide volunteers at the Center on Mondays and Tuesdays and will offer participants some trips to local places.

The Third Floor Youth Center is scheduled to open to all students in grades 3–6 on Monday, September 30. Third grade students will be invited to preview the youth center on Thursday, September 26 and Friday, September 27. Students in grades 3–6 at our two local private schools, John Ireland School and St. Peter Evangelical Lutheran School, will be notified and invited to attend the youth center.

If you have any questions, please do not hesitate to contact me.

JT/



## Memorandum

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

**DATE:** 9/18/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Washington Avenue Link Improvement Project Acquisition Funds

### **ACTION/RECOMMENDATION**

Provide for an additional deposit of \$4,000 into the Wilson Development Services Trust Account as part of the acquisition process for the Washington Avenue Link Improvement Project.

### **BACKGROUND**

The Council previously established a process for acquisition of properties related to the Washington Avenue Link Improvement Project. This authorization included providing an initial \$10,000 into the Wilson Development trust account to fund smaller cost moving expenses associated with relocation of the residents. The authorization also required Council approval when additional funds are needed. Two additional deposits were made (\$10,000 in March 25; \$10,000 May 13<sup>th</sup>).

Wilson Development staff has estimated the final amounts needed and have requested an additional \$4,000 be deposited into the trust account to finalize payments. At this time I recommend the \$4,000 be authorized for deposit into the trust account.

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

TP/bal



OFFICE 952.448.4630  
800.448.4630  
FAX 952.448.4676  
510 N. CHESTNUT STREET  
SUITE 200  
CHASKA, MINNESOTA 55318  
WWW.WILSONDEVELOPMENTSERVICES.COM

Date: September 12, 2013

To: Todd Prafke  
City Administrator  
City of St. Peter

From: Leah Traxler  
Acquisition/Relocation Agent  
Wilson Development Services, LLC  
1-800-448-4630

Re: PAYMENT REQUEST  
Washington Avenue Link Project  
Trust Account Funding

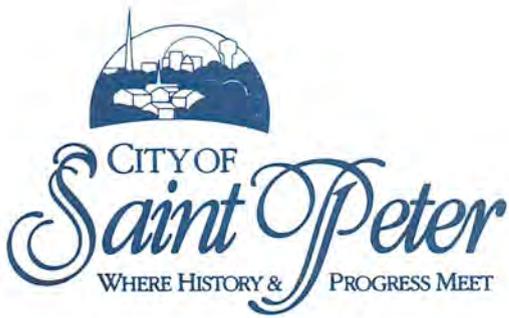


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Check Request: \$4,000  
Check payable to: Wilson Development Services Trust Account

Total Trust Account Deposits to Date	\$30,000.00
Total Trust Account Withdrawals	<u>\$28,276.48</u>
Current Trust Account Balance	\$ 1,723.52

<b>Forecast</b>	
Known Future Payments	\$3,400.00
Estimated Future Claims	<u>\$2,300.00</u>
Total Forecast	\$5,700.00
Current trust account balance	<u>\$1,723.52</u>
<b>Check Request</b>	<b>\$4,000.00</b>



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 11, 2013

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

**RE:** Surplus Property

### **ACTION/RECOMMENDATION**

Approval to declare three vehicles as surplus property.

### **BACKGROUND**

Recently we have purchased two 2008 Impala's for meter reading and the Building Department received a 2007 Crown Victoria from the Police Department for their use. This comes after the Police Department has purchased a new vehicle to put into their fleet of patrol cars.

The City Mechanic has inspected the three meter reading cars, the two Building Department cars, and the Transit car and recommends that two 2000 Crown Victoria's and the 2004 Crown Victoria have the least value and should be disposed of.

As has been our past practice, I recommend the vehicles be offered for public sale, as required in the City Code, and sold through the State of Minnesota Department of Administration surplus property online auction. The state will retain a share of the sale and the net proceeds will be returned to the City's general and utility funds.

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

PO

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESale	vending machine	COMMUNITY CENTER	COMMUNITY CENTER	219.95
			TOTAL:	219.95
AFFILIATED CREDIT SERVICES	august 2013 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	38.30
			TOTAL:	38.30
ALPHA WIRELESS COMMUNICATIONS CO	9/1-10/1 ltr maintenance	GENERAL FUND	MUNICIPAL BUILDING	58.53
	nylon pager cases	GENERAL FUND	FIRE	57.71
	9/1-10/1 ltr maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	9/1-10/1 ltr maintenance	WATER	ADMIN AND GENERAL	56.08
	9/1-10/1 ltr maintenance	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	9/1-10/1 ltr maintenance	ELECTRIC FUND	ADMIN AND GENERAL	50.73
	mic repair	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	189.61
			TOTAL:	545.32
ARROW ACE HARDWARE INC	bulbs	GENERAL FUND	CITY ADMINISTRATION	25.11
	bulbs	GENERAL FUND	CITY CLERK	25.11
	bulbs	GENERAL FUND	FINANCE	16.74
	bulbs	GENERAL FUND	POLICE	13.39
	tape	GENERAL FUND	POLICE	4.23
	galv connectors,whl,pnt,br	GENERAL FUND	FIRE	184.20
	bulbs	GENERAL FUND	BUILDING INSPECTOR	6.70
	fasteners	GENERAL FUND	BUILDING INSPECTOR	5.33
	bulbs	GENERAL FUND	PUBLIC WORKS ADMIN	3.35
	bolts,spray paint	GENERAL FUND	STREETS	54.62
	weed&feed	GENERAL FUND	STREETS	17.95
	plbg supp,paint supp	GENERAL FUND	SWIMMING POOL	137.19
	paint supp	GENERAL FUND	SKATING RINKS	94.49
	paint supp,garden sprayer	GENERAL FUND	PARKS	160.82
	weed&feed	GENERAL FUND	PARKS	17.95
	bulbs	GENERAL FUND	ECONOMIC DEVMT	1.67
	batteries	PUBLIC ACCESS	PUBLIC ACCESS	17.09
	bulbs	COMMUNITY CENTER	COMMUNITY CENTER	19.22
	coathooks,roundup,vac bags	COMMUNITY CENTER	COMMUNITY CENTER	101.39
	plbg parts,chains,propane	WATER	PURIFICATION AND TREAT	185.52
	weed&feed	WATER	DISTRIBUTION AND STORA	8.98
	bulbs	WATER	ADMIN AND GENERAL	15.07
	weed&feed,paint sup	WASTE WATER FUND	COLLECTOR/LIFT STAT	103.05
	menderhose	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.78
	weed&feed	WASTE WATER FUND	SOURCE/TREATMENT	8.98
	bulbs	WASTE WATER FUND	ADMIN AND GENERAL	15.06
	hose	ENVIRON SERVICES F	REFUSE DISPOSAL	28.85
	weed&feed	ENVIRON SERVICES F	REFUSE DISPOSAL	8.98
	weed&feed	ELECTRIC FUND	POWER DISTRIBUTION	17.95
	bulbs	ELECTRIC FUND	ADMIN AND GENERAL	45.20
	wasp spray,mole poisn,pipe	STORMWATER FUND	TREATMENT	22.10
	weed&feed	STORMWATER FUND	TREATMENT	8.96
	shop vac bags	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	16.02
	paint supplies hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	14.68
	paint supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	14.67
			TOTAL:	1,433.40
BACHMAN'S, INC.	blvd trees linden,elm,hack	ENVIRON SERVICES F	REFUSE DISPOSAL	416.81
			TOTAL:	416.81
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,685.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	criminal	GENERAL FUND	LEGAL SERVICES	8,014.00
	n&d of st peter	REVOLVING LOAN FUN	ECONOMIC DEVMT	34.00
	volk elec	REVOLVING LOAN FUN	ECONOMIC DEVMT	21.00
	ceo	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	14.00
	park row crossing	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	364.00
	summit park	PERM IMPROVMENT RE	STREETS	413.00
	at&t	WATER	ADMIN AND GENERAL	112.00
	green valley	WATER	ADMIN AND GENERAL	812.00
			TOTAL:	11,469.00
BSN SPORTS	2-5row alum bleachers	GENERAL FUND	PARKS	6,344.08
			TOTAL:	6,344.08
CARQUEST AUTO PARTS STORES	tool,lamps,wire,hose,crimp	GENERAL FUND	STREETS	37.92
	hex bit	GENERAL FUND	STREETS	6.03
	ball mount&hitch pin for t	GENERAL FUND	PARKS	28.60
	tool,lamps,wire,hose,crimp	GENERAL FUND	PARKS	37.92
	coupler,battery,blt	WATER	PURIFICATION AND TREAT	60.19
	tool,lamps,wire,hose,crimp	WATER	DISTRIBUTION AND STORA	18.96
	floor mats	WATER	CUSTOMER ACCOUNTS	11.50
	ign wire, thermostat	WATER	CUSTOMER ACCOUNTS	24.16
	oil filter	WASTE WATER FUND	COLLECTOR/LIFT STAT	7.04
	tool,lamps,wire,hose,crimp	WASTE WATER FUND	SOURCE/TREATMENT	18.96
	floor mats	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.50
	ign wire, thermostat	WASTE WATER FUND	CUSTOMER ACCOUNTS	24.16
	tool,lamps,wire,hose,crimp	ENVIRON SERVICES F	REFUSE DISPOSAL	18.96
	floor mats	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.50
	ign wire, thermostat	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	24.14
	seat cover	ELECTRIC FUND	POWER DISTRIBUTION	39.53
	tool,lamps,wire,hose,crimp	ELECTRIC FUND	POWER DISTRIBUTION	37.92
	floor mats	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.50
	ign wire, thermostat	ELECTRIC FUND	CUSTOMER ACCOUNTS	24.16
	tool,lamps,wire,hose,crimp	STORMWATER FUND	TREATMENT	18.94
			TOTAL:	473.59
CENTERPOINT ENERGY MINNEGASCO	gas aug '13	GENERAL FUND	FIRE	63.27
	gas aug '13	GENERAL FUND	STREETS	46.84
	gas aug '13	GENERAL FUND	SWIMMING POOL	917.30
	gas aug '13	GENERAL FUND	PARKS	37.47
	gas aug '13	LIBRARY FUND	LIBRARY	116.14
	gas aug '13	COMMUNITY CENTER	COMMUNITY CENTER	914.74
	gas aug '13	WATER	PURIFICATION AND TREAT	86.00
	gas aug '13	WATER	PURIFICATION AND TREAT	23.11
	gas aug '13	WATER	ADMIN AND GENERAL	18.73
	gas aug '13	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas aug '13	WASTE WATER FUND	SOURCE/TREATMENT	56.13
	gas aug '13	WASTE WATER FUND	ADMIN AND GENERAL	18.73
	gas aug '13	ENVIRON SERVICES F	ADMIN AND GENERAL	18.73
	gas aug '13	ELECTRIC FUND	ADMIN AND GENERAL	46.84
			TOTAL:	2,376.85
CHEMSEARCH	alum clnr,parts clnr	GENERAL FUND	STREETS	290.53
	alum clnr,parts clnr	GENERAL FUND	PARKS	290.53
	alum clnr,parts clnr	WATER	DISTRIBUTION AND STORA	145.27
	alum clnr,parts clnr	WASTE WATER FUND	SOURCE/TREATMENT	145.27
	alum clnr,parts clnr	ENVIRON SERVICES F	REFUSE DISPOSAL	145.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	alum clnr,parts clnr	ELECTRIC FUND	POWER DISTRIBUTION	290.53
	alum clnr,parts clnr	STORMWATER FUND	TREATMENT	145.25
			TOTAL:	1,452.65
CINTAS CORPORATION #754	aug uniforms	ELECTRIC FUND	ADMIN AND GENERAL	429.72
			TOTAL:	429.72
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	STREETS	11.34
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	10.81
	first aid supplies	GENERAL FUND	PARKS	9.07
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	10.82
	first aid supplies	WATER	ADMIN AND GENERAL	4.53
	first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	4.53
	first aid supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	4.53
	first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	11.34
			TOTAL:	66.97
COLE PAPERS INC	towels,tissue,cleaners	GENERAL FUND	CITY ADMINISTRATION	55.74
	towels,tissue,cleaners	GENERAL FUND	CITY CLERK	55.74
	towels,tissue,cleaners	GENERAL FUND	FINANCE	37.16
	towels,tissue,cleaners	GENERAL FUND	POLICE	29.73
	towels,tissue,cleaners	GENERAL FUND	BUILDING INSPECTOR	14.86
	towels,tissue,cleaners	GENERAL FUND	PUBLIC WORKS ADMIN	7.43
	towels,kit clnr,bowl clnr	GENERAL FUND	STREETS	79.15
	towels,kit clnr,bowl clnr	GENERAL FUND	PARKS	63.32
	towels,tissue,cleaners	GENERAL FUND	ECONOMIC DEVMT	3.72
	cleaning supplies	LIBRARY FUND	LIBRARY	139.01
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	556.05
	towels,tissue,cleaners	WATER	ADMIN AND GENERAL	33.44
	towels,kit clnr,bowl clnr	WATER	ADMIN AND GENERAL	31.66
	towels,tissue,cleaners	WASTE WATER FUND	ADMIN AND GENERAL	33.46
	towels,kit clnr,bowl clnr	WASTE WATER FUND	ADMIN AND GENERAL	31.66
	towels,kit clnr,bowl clnr	ENVIRON SERVICES F	ADMIN AND GENERAL	31.64
	towels,tissue,cleaners	ELECTRIC FUND	ADMIN AND GENERAL	100.33
	towels,kit clnr,bowl clnr	ELECTRIC FUND	ADMIN AND GENERAL	79.15
			TOTAL:	1,383.25
COMFORT SYSTEMS, INC.	a/c froze up & filters	GENERAL FUND	STREETS	30.04
	a/c froze up & filters	GENERAL FUND	PARKS	24.03
	a/c froze up & filters	WATER	ADMIN AND GENERAL	12.02
	a/c froze up & filters	WASTE WATER FUND	ADMIN AND GENERAL	12.02
	a/c froze up & filters	ENVIRON SERVICES F	ADMIN AND GENERAL	12.00
	a/c froze up & filters	ELECTRIC FUND	ADMIN AND GENERAL	30.04
			TOTAL:	120.15
CREDIT RIVER TOOLS	battery charger	GENERAL FUND	STREETS	117.56
	battery charger	GENERAL FUND	PARKS	117.56
	battery charger	WATER	DISTRIBUTION AND STORA	58.78
	battery charger	WASTE WATER FUND	SOURCE/TREATMENT	58.78
	battery charger	ENVIRON SERVICES F	REFUSE DISPOSAL	58.78
	battery charger	ELECTRIC FUND	POWER DISTRIBUTION	117.56
	battery charger	STORMWATER FUND	TREATMENT	58.79
			TOTAL:	587.81
CULLIGAN	muni bldg softener rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	drinking water	GENERAL FUND	SWIMMING POOL	68.28

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cc solar salt dellivered	COMMUNITY CENTER	COMMUNITY CENTER	20.52
			TOTAL:	116.85
DIAMOND VOGEL PAINTS	field marking paint	GENERAL FUND	PARKS	224.18
			TOTAL:	224.18
DIVERSIFIED INSPECTIONS INC	annual safety inspect #28&	ENVIRON SERVICES F	ADMIN AND GENERAL	442.00
	annual safety inspect #28&	ELECTRIC FUND	ADMIN AND GENERAL	442.00
			TOTAL:	884.00
DOUGLAS-KERR UNDERGROUND, LLC	n 3rd st improvements	WATER	CAPITAL-WATER DISTRIBU	44,777.37
	n 3rd st improvements	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	44,777.37
	n 3rd st improvements	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	44,777.36
			TOTAL:	134,332.10
DRANTTEL SALES & SERVICE	chain links	ENVIRON SERVICES F	REFUSE DISPOSAL	59.85
			TOTAL:	59.85
EARL F ANDERSEN INC	signs 2 way	GENERAL FUND	STREETS	76.68
			TOTAL:	76.68
ECONO FOODS	dance supplies	GENERAL FUND	SENIOR COORDINATOR	40.19
	specialty camps sup	GENERAL FUND	RECREATION/LEISURE SER	7.08
	lil rascals supplies	GENERAL FUND	RECREATION/LEISURE SER	5.55
	end of summer supplies	GENERAL FUND	RECREATION/LEISURE SER	14.74
	cc supplies	COMMUNITY CENTER	COMMUNITY CENTER	3.56
			TOTAL:	71.12
BETHANN EMLEY	youth ctr supplies	YOUTH CENTER GRANT	YOUTH CENTER	64.22
			TOTAL:	64.22
ERICKSON OIL PRODUCTS INC	august fuel	GENERAL FUND	POLICE	55.51
	august fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	134.97
	august fuel	STORMWATER FUND	TREATMENT	263.69
			TOTAL:	454.17
FIRE PROTECTION SERVICES, INC.	review shop drawing & calc	GENERAL FUND	BUILDING INSPECTOR	133.50
			TOTAL:	133.50
GALLS INC	uniform allowance	GENERAL FUND	POLICE	265.20
			TOTAL:	265.20
GENERAL SPRINKLER CORPORATION	annual sprinkler inspectio	TORNADO DISASTER R	ECONOMIC DEVMT	270.00
			TOTAL:	270.00
GENERATIONS PHOTOGRAPHY & VINYL CREATI	city logo,vehicle numbers	WATER	CUSTOMER ACCOUNTS	6.25
	city logo,vehicle numbers	WASTE WATER FUND	COLLECTOR/LIFT STAT	25.00
	city logo,vehicle numbers	WASTE WATER FUND	CUSTOMER ACCOUNTS	6.25
	city logo,vehicle numbers	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	6.25
	city logo,vehicle numbers	ELECTRIC FUND	CUSTOMER ACCOUNTS	6.25
			TOTAL:	50.00
GENESIS	aug diesel	GENERAL FUND	FIRE	268.35
	aug diesel	GENERAL FUND	STREETS	2,332.99
	aug diesel	GENERAL FUND	PARKS	850.28
	aug diesel	WATER	SOURCE OF SUPPLY	881.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	aug diesel	WATER	DISTRIBUTION AND STORA	298.38
	aug diesel	WATER	DISTRIBUTION AND STORA	321.50
	aug diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,296.29
	aug diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	376.62
	aug diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	774.03
	aug diesel	ELECTRIC FUND	POWER DISTRIBUTION	5,619.48
	aug diesel	ELECTRIC FUND	POWER DISTRIBUTION	544.63
	aug diesel	STORMWATER FUND	TREATMENT	283.54
	aug diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	130.05
			TOTAL:	13,978.02
GOPHER STATE ONE-CALL INC	aug 2013 locates	WATER	DISTRIBUTION AND STORA	114.07
	aug 2013 locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	114.07
	aug 2013 locates	ELECTRIC FUND	POWER DISTRIBUTION	114.06
			TOTAL:	342.20
GUSTAVUS ADOLPHUS COLLEGE P.O.	august postage	GENERAL FUND	CITY ADMINISTRATION	26.22
	august postage	GENERAL FUND	CITY CLERK	3.57
	august postage	GENERAL FUND	FINANCE	72.51
	august postage	GENERAL FUND	POLICE	81.94
	august postage	GENERAL FUND	FIRE	1.02
	august postage	GENERAL FUND	BUILDING INSPECTOR	7.87
	august postage	GENERAL FUND	PUBLIC WORKS ADMIN	26.20
	august postage	GENERAL FUND	RECREATION/LEISURE SER	114.79
	august postage	GENERAL FUND	SWIMMING POOL	19.22
	august postage	GENERAL FUND	PARKS	8.16
	august postage	GENERAL FUND	ECONOMIC DEVMT	11.06
	august postage	LIBRARY FUND	LIBRARY	9.59
	august postage	PUBLIC ACCESS	PUBLIC ACCESS	0.51
	august postage	COMMUNITY CENTER	COMMUNITY CENTER	7.14
	august postage	WATER	CUSTOMER ACCOUNTS	95.78
	august postage	WASTE WATER FUND	ADMIN AND GENERAL	7.66
	august postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	95.78
	august postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	95.77
	august postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	95.77
	august postage	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	7.85
	august postage paw	RESTRICTED CONTRIB	COMMUNITY SERVICE	0.51
			TOTAL:	788.92
HAWKINS, INC.	caustic soda	WATER	PURIFICATION AND TREAT	1,657.50
			TOTAL:	1,657.50
HICKORY TECH	phone svc 9/8/-10/7/13	GENERAL FUND	CITY ADMINISTRATION	77.95
	phone svc 9/8/-10/7/13	GENERAL FUND	CITY CLERK	15.42
	phone svc 9/8/-10/7/13	GENERAL FUND	FINANCE	121.34
	phone svc 9/8/-10/7/13	GENERAL FUND	MUNICIPAL BUILDING	7.21
	phone svc 9/8/-10/7/13	GENERAL FUND	POLICE	365.35
	phone svc 9/8/-10/7/13	GENERAL FUND	FIRE	151.63
	phone svc 9/8/-10/7/13	GENERAL FUND	BUILDING INSPECTOR	45.24
	phone svc 9/8/-10/7/13	GENERAL FUND	PUBLIC WORKS ADMIN	85.30
	phone svc 9/8/-10/7/13	GENERAL FUND	STREETS	52.44
	phone svc 9/8/-10/7/13	GENERAL FUND	SENIOR COORDINATOR	6.15
	phone svc 9/8/-10/7/13	GENERAL FUND	RECREATION/LEISURE SER	129.41
	phone svc 9/8/-10/7/13	GENERAL FUND	SWIMMING POOL	31.37
	phone svc 9/8/-10/7/13	GENERAL FUND	PARKS	93.59
	phone svc 9/8/-10/7/13	GENERAL FUND	ECONOMIC DEVMT	29.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone svc 9/8/-10/7/13	LIBRARY FUND	LIBRARY	91.81
	phone svc 9/8/-10/7/13	PUBLIC ACCESS	PUBLIC ACCESS	15.37
	phone svc 9/8/-10/7/13	COMMUNITY CENTER	COMMUNITY CENTER	48.06
	phone svc 9/8/-10/7/13	WATER	ADMIN AND GENERAL	194.39
	phone svc 9/8/-10/7/13	WASTE WATER FUND	ADMIN AND GENERAL	195.18
	phone svc 9/8/-10/7/13	ENVIRON SERVICES F	ADMIN AND GENERAL	33.32
	phone svc 9/8/-10/7/13	ELECTRIC FUND	ADMIN AND GENERAL	150.57
	phone svc 9/8/-10/7/13	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	50.34
			TOTAL:	1,991.27
HILLYARD/HUTCHINSON	vac bag, filters, brush roll	COMMUNITY CENTER	COMMUNITY CENTER	236.80
			TOTAL:	236.80
INDUSTRIAL SEALING & LUBRICATION, INC.	pail synth lube&tube	WASTE WATER FUND	SOURCE/TREATMENT	374.21
			TOTAL:	374.21
JERRY'S ELECTRIC INC	pcb testing	ELECTRIC FUND	POWER DISTRIBUTION	37.50
			TOTAL:	37.50
JLS DISTRIBUTING, INC	fuel sys clnr, stblzr, trans	GENERAL FUND	STREETS	38.15
	fuel sys clnr, stblzr, trans	GENERAL FUND	PARKS	38.15
	fuel sys clnr, stblzr, trans	WATER	DISTRIBUTION AND STORA	19.08
	fuel sys clnr, stblzr, trans	WASTE WATER FUND	SOURCE/TREATMENT	19.08
	fuel sys clnr, stblzr, trans	ENVIRON SERVICES F	REFUSE DISPOSAL	19.08
	fuel sys clnr, stblzr, trans	ELECTRIC FUND	POWER DISTRIBUTION	38.15
	fuel sys clnr, stblzr, trans	STORMWATER FUND	TREATMENT	19.08
			TOTAL:	190.77
KEEPRS, INC.	uniform allowance	GENERAL FUND	COMMUNITY SERVICE	304.75
			TOTAL:	304.75
KIBBLE EQUIPMENT	#84 knives, screws, nuts	GENERAL FUND	STREETS	173.61
	#84 blades, knife	STORMWATER FUND	TREATMENT	636.86
			TOTAL:	810.47
KIND VETERINARY CLINIC PA	august vet svcs	GENERAL FUND	COMMUNITY SERVICE	725.90
	august paws vet svcs	RESTRICTED CONTRIB	COMMUNITY SERVICE	1,087.73
			TOTAL:	1,813.63
DONNIE KLOSSNER	sr dance entertainment	GENERAL FUND	SENIOR COORDINATOR	175.00
			TOTAL:	175.00
KWIK TRIP INC	august fuel	GENERAL FUND	POLICE	2,251.42
	august fuel	GENERAL FUND	PARKS	286.97
	august fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3,516.77
			TOTAL:	6,055.16
LEXIS NEXIS	august '13 subscription	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
LJP ENTERPRISES INC	aug waste svc	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	aug waste svc	WATER	PURIFICATION AND TREAT	99.42
	aug waste svc	WASTE WATER FUND	SOURCE/TREATMENT	218.29
	aug waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	1,273.06
			TOTAL:	2,035.23

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LUBRICATION TECHNOLOGIES, INC.	coolant oil	GENERAL FUND	STREETS	238.12
	coolant oil	GENERAL FUND	PARKS	238.12
	coolant oil	WATER	DISTRIBUTION AND STORA	119.06
	coolant oil	WASTE WATER FUND	SOURCE/TREATMENT	119.06
	coolant oil	ENVIRON SERVICES F	REFUSE DISPOSAL	119.06
	coolant oil	ELECTRIC FUND	POWER DISTRIBUTION	238.12
	coolant oil	STORMWATER FUND	TREATMENT	119.08
			TOTAL:	1,190.62
MANKATO-SPS COMPANIES, INC.	water spigot	COMMUNITY CENTER	COMMUNITY CENTER	342.83
			TOTAL:	342.83
MANTEK	fuel conditioner	GENERAL FUND	STREETS	54.99
	fuel conditioner	GENERAL FUND	STREETS	154.65
	fuel conditioner	GENERAL FUND	PARKS	54.99
	fuel conditioner	GENERAL FUND	PARKS	154.65
	fuel conditioner	WATER	DISTRIBUTION AND STORA	27.49
	fuel conditioner	WATER	DISTRIBUTION AND STORA	77.33
	fuel conditioner	WASTE WATER FUND	SOURCE/TREATMENT	27.49
	fuel conditioner	WASTE WATER FUND	SOURCE/TREATMENT	77.33
	fuel conditioner	ENVIRON SERVICES F	REFUSE DISPOSAL	27.49
	fuel conditioner	ENVIRON SERVICES F	REFUSE DISPOSAL	77.33
	fuel conditioner	ELECTRIC FUND	POWER DISTRIBUTION	54.99
	fuel conditioner	ELECTRIC FUND	POWER DISTRIBUTION	154.65
	fuel conditioner	STORMWATER FUND	TREATMENT	27.49
	fuel conditioner	STORMWATER FUND	TREATMENT	77.32
			TOTAL:	1,048.19
MATHESON TRI-GAS INC	apr cylinder rental weld s	GENERAL FUND	STREETS	24.78
	may cylinder rental weld s	GENERAL FUND	STREETS	25.53
	aug cylinder rental weld s	GENERAL FUND	STREETS	26.98
	apr cylinder rental weld s	GENERAL FUND	PARKS	19.83
	may cylinder rental weld s	GENERAL FUND	PARKS	20.42
	aug cylinder rental weld s	GENERAL FUND	PARKS	21.58
	apr cylinder rental weld s	WATER	ADMIN AND GENERAL	9.91
	may cylinder rental weld s	WATER	ADMIN AND GENERAL	10.21
	aug cylinder rental weld s	WATER	ADMIN AND GENERAL	10.79
	apr cylinder rental weld s	WASTE WATER FUND	ADMIN AND GENERAL	9.91
	may cylinder rental weld s	WASTE WATER FUND	ADMIN AND GENERAL	10.21
	aug cylinder rental weld s	WASTE WATER FUND	ADMIN AND GENERAL	10.79
	apr cylinder rental weld s	ENVIRON SERVICES F	ADMIN AND GENERAL	9.92
	may cylinder rental weld s	ENVIRON SERVICES F	ADMIN AND GENERAL	10.22
	aug cylinder rental weld s	ENVIRON SERVICES F	ADMIN AND GENERAL	10.80
	apr cylinder rental weld s	ELECTRIC FUND	ADMIN AND GENERAL	24.78
	may cylinder rental weld s	ELECTRIC FUND	ADMIN AND GENERAL	25.53
	aug cylinder rental weld s	ELECTRIC FUND	ADMIN AND GENERAL	26.98
			TOTAL:	309.17
MAYO CLINIC HEALTH SYSTEM - MANKATO	chain of custody drug test	GENERAL FUND	STREETS	17.00
			TOTAL:	17.00
MENARDS	picnic table sealer	GENERAL FUND	PARKS	106.75
			TOTAL:	106.75
DEREK MEYER	summit park mowing aug	PERM IMPROVMENT RE	STREETS	406.25
			TOTAL:	406.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MALINDA MEYER	drycleaning coat	GENERAL FUND	POLICE	13.75
			TOTAL:	13.75
MISC VENDOR	GOV'T PAYROLL REV SEMI	GENERAL FUND	FINANCE .	30.00
	GRUNZKE, JAKE	GENERAL FUND	NON-DEPARTMENTAL	100.00
	HUTCHINS, KELSEY	HEARTLAND TRANSIT	NON-DEPARTMENTAL	52.00
	JESUS ASSEMBLY OF GOD	GENERAL FUND	NON-DEPARTMENTAL	20.00
	REGIONS EMS	GENERAL FUND	COMMUNITY SERVICE	175.00
	WELP, DON	HEARTLAND TRANSIT	NON-DEPARTMENTAL	48.00
	WILSON, NICK	GENERAL FUND	NON-DEPARTMENTAL	100.00
			TOTAL:	525.00
MN DEPT OF COMMERCE	2nd qtr fy 2014 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	1,609.57
	2nd qtr fy 2014 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	379.50
			TOTAL:	1,989.07
MN SECTION, AWWA	school jeff,amy,jeff,john	WASTE WATER FUND	ADMIN AND GENERAL	60.00
	school jeff,amy,jeff,john	STORMWATER FUND	ADMINISTRATION AND GEN	60.00
			TOTAL:	120.00
MN WASTE PROCESSING	august disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	12,777.64
			TOTAL:	12,777.64
PETE MOULTON	mileage8/19-8/30/13	WATER	ADMIN AND GENERAL	26.56
	mileage8/19-8/30/13	WASTE WATER FUND	ADMIN AND GENERAL	26.55
	mileage8/19-8/30/13	STORMWATER FUND	ADMINISTRATION AND GEN	50.29
			TOTAL:	103.40
NAPA AUTO PARTS OF ST PETER	generator core deposit	GENERAL FUND	MUNICIPAL BUILDING	51.30-
	rotor kits,core cr#108	GENERAL FUND	POLICE	568.78
	stepwells,brk clnr,caps	GENERAL FUND	FIRE	60.29
	touch up paint for blazer	GENERAL FUND	BUILDING INSPECTOR	8.54
	slime sealant,wash fluid,c	GENERAL FUND	STREETS	30.61
	wrenches sign shop	GENERAL FUND	STREETS	83.61
	slime sealant,wash fluid,c	GENERAL FUND	PARKS	30.61
	battery#908#808	GENERAL FUND	PARKS	184.19
	slime sealant,wash fluid,c	WATER	DISTRIBUTION AND STORA	15.30
	sprk plgs,ig wire,sens,acc	WATER	CUSTOMER ACCOUNTS	81.29
	filters	WATER	CUSTOMER ACCOUNTS	34.01
	battery,v-belt#90#26#27	WASTE WATER FUND	COLLECTOR/LIFT STAT	334.99
	slime sealant,wash fluid,c	WASTE WATER FUND	SOURCE/TREATMENT	15.30
	sprk plgs,ig wire,sens,acc	WASTE WATER FUND	CUSTOMER ACCOUNTS	81.29
	filters	WASTE WATER FUND	CUSTOMER ACCOUNTS	34.01
	slime sealant,wash fluid,c	ENVIRON SERVICES F	REFUSE DISPOSAL	15.30
	filters#309	ENVIRON SERVICES F	REFUSE DISPOSAL	28.44
	fuel pmp,ign ctrl mod#13#2	ENVIRON SERVICES F	REFUSE DISPOSAL	71.28
	slime sealant,wash fluid,c	ELECTRIC FUND	POWER DISTRIBUTION	30.61
	freeze plug#66	ELECTRIC FUND	POWER DISTRIBUTION	2.44
	battery#306	ELECTRIC FUND	POWER DISTRIBUTION	76.65
	sprk plgs,ig wire,sens,acc	ELECTRIC FUND	CUSTOMER ACCOUNTS	81.31
	filters	ELECTRIC FUND	CUSTOMER ACCOUNTS	34.02
	slime sealant,wash fluid,c	STORMWATER FUND	TREATMENT	15.30
	startr w/solenoid,core#308	STORMWATER FUND	TREATMENT	35.84
	battery#11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	99.11
			TOTAL:	2,001.82

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JAMES NEARY	meals hinckley equip trng	GENERAL FUND	STREETS	28.99
			TOTAL:	28.99
NELSON PRINTING COMPANY	mail labels	GENERAL FUND	CITY ADMINISTRATION	23.44
	mail labels	GENERAL FUND	CITY CLERK	23.44
	mail labels	GENERAL FUND	FINANCE	15.63
	mail labels	GENERAL FUND	POLICE	12.50
	file foldrs,frames	GENERAL FUND	FIRE	38.55
	shipping	GENERAL FUND	FIRE	28.00
	mail labels	GENERAL FUND	BUILDING INSPECTOR	6.25
	permit paper	GENERAL FUND	BUILDING INSPECTOR	18.70
	mail labels	GENERAL FUND	PUBLIC WORKS ADMIN	3.13
	business cards	GENERAL FUND	PUBLIC WORKS ADMIN	49.11
	ups vests	GENERAL FUND	STREETS	11.29
	mail labels	GENERAL FUND	ECONOMIC DEVMT	1.56
	mail labels	WATER	ADMIN AND GENERAL	14.06
	ups water	WATER	ADMIN AND GENERAL	26.31
	ups fc300, loaner	WATER	CUSTOMER ACCOUNTS	7.39
	mail labels	WASTE WATER FUND	ADMIN AND GENERAL	14.05
	business cards	WASTE WATER FUND	ADMIN AND GENERAL	49.11
	ups fc300, loaner	WASTE WATER FUND	CUSTOMER ACCOUNTS	7.39
	ups fc300, loaner	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	7.40
	mail labels	ELECTRIC FUND	ADMIN AND GENERAL	42.19
	ups fc300, loaner	ELECTRIC FUND	ADMIN AND GENERAL	34.24
	ups oil samples	ELECTRIC FUND	ADMIN AND GENERAL	12.89
	ups fc300, loaner	ELECTRIC FUND	CUSTOMER ACCOUNTS	7.39
			TOTAL:	454.02
NICOLLET COUNTY BANK	aug ach a/p & pr	GENERAL FUND	FINANCE	8.66
	aug ach a/p & pr	WATER	ADMIN AND GENERAL	2.16
	aug ach utility bills	WATER	CUSTOMER ACCOUNTS	11.75
	aug ach a/p & pr	WASTE WATER FUND	ADMIN AND GENERAL	2.16
	aug ach utility bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.75
	aug ach a/p & pr	ENVIRON SERVICES F	ADMIN AND GENERAL	2.16
	aug ach utility bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.75
	aug ach a/p & pr	ELECTRIC FUND	ADMIN AND GENERAL	2.16
	aug ach utility bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.75
			TOTAL:	64.30
NICOLLET COUNTY PUBLIC HEALTH	sr ctr prog coord july	GENERAL FUND	SENIOR COORDINATOR	2,300.00
	sr ctr prog coord aug	GENERAL FUND	SENIOR COORDINATOR	2,300.00
			TOTAL:	4,600.00
NORTHERN SAFETY TECHNOLOGY, INC.	durango equipment	2013 EQUIPMENT CER	POLICE	1,017.87
			TOTAL:	1,017.87
NUTTER CLOTHING CO	tackle football coaches sh	GENERAL FUND	RECREATION/LEISURE SER	385.00
			TOTAL:	385.00
OFFICEMAX	battery backup	LIBRARY FUND	LIBRARY	170.58
	battery backup	WATER	CUSTOMER ACCOUNTS	21.47
	battery backup	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.47
	battery backup	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	21.48
	battery backup	ELECTRIC FUND	CUSTOMER ACCOUNTS	21.47
			TOTAL:	256.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MATTHEW PETERS-PETTY CASH	dwi kits,return gun locker	GENERAL FUND	POLICE	54.79
	baggies,batteries	GENERAL FUND	POLICE	19.23
	nite to unite ice	RESTRICTED CONTRIB	POLICE	7.45
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	23.51
			TOTAL:	104.98
PONDEROSA LANDFILL OF BLUE EARTH COUNT	demo	PERM IMPROVMENT RE	STREETS	343.80
			TOTAL:	343.80
RONALD D. QUADE	mileage,mtg fee,per diem	GENERAL FUND	FIRE	73.82
			TOTAL:	73.82
QUICK MART ST PETER	august fuel	GENERAL FUND	POLICE	745.29
	august fuel	GENERAL FUND	FIRE	149.61
			TOTAL:	894.90
RED WING SHOE STORE	safety shoes jim n	GENERAL FUND	FIRE	147.59
	safety shoes jim n,todd m	GENERAL FUND	PARKS	211.14
			TOTAL:	358.73
RELIANCE ELECTRIC OF SOUTHERN MN	check lighting motor	WATER	PURIFICATION AND TREAT	20.00
			TOTAL:	20.00
RIVER'S EDGE HOSPITAL & CLINIC	drug&alcohol testing	GENERAL FUND	MUNICIPAL BUILDING	64.00
	drug&alcohol testing	GENERAL FUND	PUBLIC WORKS ADMIN	64.00
	drug&alcohol testing	GENERAL FUND	PARKS	93.00
			TOTAL:	221.00
SAM'S CLUB	sr ctr supplies	GENERAL FUND	SENIOR COORDINATOR	92.62
	coffee	COMMUNITY CENTER	COMMUNITY CENTER	8.98
			TOTAL:	101.60
SCHWICKERT'S, INC.	lib roof insp	LIBRARY FUND	LIBRARY	550.00
	cc roof insp	COMMUNITY CENTER	COMMUNITY CENTER	1,550.00
			TOTAL:	2,100.00
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.18
	admin fee	GENERAL FUND	CITY CLERK	1.98
	admin fee	GENERAL FUND	FINANCE	5.28
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.39
	admin fee	GENERAL FUND	POLICE	25.84
	admin fee	GENERAL FUND	BUILDING INSPECTOR	5.07
	admin fee	GENERAL FUND	COMMUNITY SERVICE	1.98
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.46
	admin fee	GENERAL FUND	STREETS	2.70
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	5.72
	admin fee	GENERAL FUND	PARKS	10.20
	admin fee	GENERAL FUND	ECONOMIC DEVMT	1.98
	admin fee	LIBRARY FUND	LIBRARY	2.49
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.98
	admin fee	WATER	DISTRIBUTION AND STORA	4.87
	admin fee	WATER	ADMIN AND GENERAL	1.80
	admin fee	WATER	CUSTOMER ACCOUNTS	0.40
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	2.89
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	2.02
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.41

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	3.97
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.80
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.41
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	5.95
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	7.19
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.39
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.48
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	4.12
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.41
	admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.93
			TOTAL:	115.29
SIMPLEX GRINNELL	5yr obstructin tstg sprklr	ELECTRIC FUND	POWER DISTRIBUTION	750.00
			TOTAL:	750.00
SOUTH CENTRAL COLLEGE	cpr trng malinda m	GENERAL FUND	POLICE	75.00
			TOTAL:	75.00
SOUTHERN MN CONSTRUCTION CO INC	#19,62,67 clean up	PERM IMPROVMENT RE	STREETS	306.00
	#62 disposal	PERM IMPROVMENT RE	STREETS	450.00
	#19,62,67 clean up	PERM IMPROVMENT RE	STREETS	171.00
			TOTAL:	927.00
SOUTHERN MN MUNICIPAL POWER AGENCY	aug purchased power	ELECTRIC FUND	POWER SUPPLY	733,699.97
			TOTAL:	733,699.97
SPRING TOUCH	weed control	GENERAL FUND	PARKS	140.00
			TOTAL:	140.00
ST PETER HERALD	annual tif disclosure	GENERAL FUND	ECONOMIC DEVMT	276.93
	library clerk ad	LIBRARY FUND	LIBRARY	36.75
	lbldg supervisor ad	COMMUNITY CENTER	COMMUNITY CENTER	36.75
	ad for bids	PERM IMPROVMENT RE	STREETS	49.53
	ww operator ad	WASTE WATER FUND	ADMIN AND GENERAL	166.71
			TOTAL:	566.67
ST PETER LUMBER CO	staples	GENERAL FUND	STREETS	5.77
	wood,drop cloth,paint	GENERAL FUND	STREETS	13.16
	fertilizer	GENERAL FUND	STREETS	12.88
	boards	GENERAL FUND	SKATING RINKS	31.96
	staples	GENERAL FUND	PARKS	5.77
	wood,drop cloth,paint	GENERAL FUND	PARKS	13.16
	fertilizer	GENERAL FUND	PARKS	12.88
	hose,clnr,pvc	WATER	PURIFICATION AND TREAT	312.94
	staples	WATER	DISTRIBUTION AND STORA	2.89
	wood,drop cloth,paint	WATER	DISTRIBUTION AND STORA	6.58
	fertilizer	WATER	DISTRIBUTION AND STORA	6.44
	staples	WASTE WATER FUND	SOURCE/TREATMENT	2.89
	wood,drop cloth,paint	WASTE WATER FUND	SOURCE/TREATMENT	6.58
	fertilizer	WASTE WATER FUND	SOURCE/TREATMENT	6.44
	fertilizer	WASTE WATER FUND	SOURCE/TREATMENT	64.43
	staples	ENVIRON SERVICES F	REFUSE DISPOSAL	2.89
	wood,drop cloth,paint	ENVIRON SERVICES F	REFUSE DISPOSAL	6.58
	fertilizer	ENVIRON SERVICES F	REFUSE DISPOSAL	6.44
	staples	ELECTRIC FUND	POWER DISTRIBUTION	5.77
	wood,drop cloth,paint	ELECTRIC FUND	POWER DISTRIBUTION	13.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fertilizer	ELECTRIC FUND	POWER DISTRIBUTION	12.88
	wood	ELECTRIC FUND	POWER DISTRIBUTION	48.38
	styro insul 4th & ramsey	STORMWATER FUND	COLLECTIONS/LIFT STATI	36.23
	staples	STORMWATER FUND	TREATMENT	2.87
	wood,drop cloth,paint	STORMWATER FUND	TREATMENT	6.58
	fertilizer	STORMWATER FUND	TREATMENT	6.46
	adhesive for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	13.43
	adhesive for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	4.48
			TOTAL:	670.92
ST PETER RENTAL CENTER	lawn seeder	COMMUNITY CENTER	COMMUNITY CENTER	42.75
			TOTAL:	42.75
STAPLES ADVANTAGE	paper,marker,staples,index	GENERAL FUND	PUBLIC WORKS ADMIN	179.53
	paper,marker,staples,index	GENERAL FUND	STREETS	82.00
	binder clips	GENERAL FUND	RECREATION/LEISURE SER	9.17
	stickers	GENERAL FUND	SWIMMING POOL	4.53
	stickers	GENERAL FUND	SWIMMING POOL	4.17
	stickers	GENERAL FUND	SWIMMING POOL	1.81
	stickers	GENERAL FUND	SWIMMING POOL	4.17
	stickers	GENERAL FUND	SWIMMING POOL	2.08
	stickers	GENERAL FUND	SWIMMING POOL	2.27
	stickers	GENERAL FUND	SWIMMING POOL	6.80
	stickers	GENERAL FUND	SWIMMING POOL	4.53
	paper,marker,staples,index	GENERAL FUND	PARKS	65.60
	paper,marker,staples,index	WATER	ADMIN AND GENERAL	32.80
	paper,marker,staples,index	WASTE WATER FUND	ADMIN AND GENERAL	32.80
	paper,marker,staples,index	WASTE WATER FUND	ADMIN AND GENERAL	77.68
	paper,marker,staples,index	ENVIRON SERVICES F	ADMIN AND GENERAL	32.78
	paper,marker,staples,index	ELECTRIC FUND	ADMIN AND GENERAL	82.00
			TOTAL:	624.72
STREICHER'S	uniform allowance	GENERAL FUND	POLICE	153.85
			TOTAL:	153.85
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	POWER DISTRIBUTION	223.59
			TOTAL:	223.59
SUMMIT PARK MHC LLC	oct lot rents	PERM IMPROVMENT RE	STREETS	6,050.00
			TOTAL:	6,050.00
SWANSON PROCESS SERVICES CO.	sjwt actuator micro limit	WATER	PURIFICATION AND TREAT	397.58
			TOTAL:	397.58
SYNERGY GRAPHICS	election programming cards	GENERAL FUND	ELECTIONS	180.00
	election ballot printing	GENERAL FUND	ELECTIONS	1,462.85
			TOTAL:	1,642.85
JENNIFER THORESON	clothing allowance jen t	WASTE WATER FUND	ADMIN AND GENERAL	304.75
			TOTAL:	304.75
TIGERDIRECT.COM	earbud headphones	LIBRARY FUND	LIBRARY	55.38
	hard drive	LIBRARY FUND	LIBRARY	129.18
			TOTAL:	184.56
TIRE ASSOCIATES	flat repair#607	GENERAL FUND	STREETS	195.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	svc call #812	ELECTRIC FUND	POWER DISTRIBUTION	104.50
			TOTAL:	300.33
TRAVERSE DES SIOUX GARDEN CENTER	sunny grass	COMMUNITY CENTER	COMMUNITY CENTER	96.18
			TOTAL:	96.18
UNITED RENTALS AERIAL EQUIPMENT	urd fault repair mini exca	ELECTRIC FUND	POWER DISTRIBUTION	342.49
			TOTAL:	342.49
VERIZON WIRELESS	phone svc 8/2-9/1/13	GENERAL FUND	POLICE	331.46
			TOTAL:	331.46
ANGELA VOIT	5 hrs instructing	GENERAL FUND	SWIMMING POOL	60.00
			TOTAL:	60.00
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	140.00
	tire repair,mount/balance	GENERAL FUND	POLICE	66.00
			TOTAL:	206.00
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	aug refuse pickup,disposal	ENVIRON SERVICES F	NON-DEPARTMENTAL	25.00
	aug refuse pickup,disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	18,646.95
			TOTAL:	18,671.95
WESTMAN FREIGHTLINER	#808 radiator repair	GENERAL FUND	PARKS	155.59
			TOTAL:	155.59

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

101	GENERAL FUND	42,731.44
211	LIBRARY FUND	1,300.93
213	PUBLIC ACCESS	32.97
217	COMMUNITY CENTER	4,663.18
230	REVOLVING LOAN FUND	55.00
231	OLD COMMUNITY HOSPITAL	378.00
240	TORNADO DISASTER REV LOAN	270.00
401	PERM IMPROVMENT REVOLVING	8,189.58
473	2013 EQUIPMENT CERTIFICAT	1,017.87
601	WATER	51,465.01
602	WASTE WATER FUND	49,846.88
603	ENVIRON SERVICES FUND	35,399.64
604	ELECTRIC FUND	746,588.72
606	STORMWATER FUND	46,678.04
610	HEARTLAND TRANSIT	4,113.68
820	RESTRICTED CONTRIBUTIONS	1,166.46
824	YOUTH CENTER GRANT	64.22
-----		
	GRAND TOTAL:	993,961.62
-----		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following individuals, who had all previously been appointed as Temporary Youth Center Co-Coordinator's, are being reassigned with the following titles and wages for the period September 1, 2013 through May 31, 2014:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
BethAnn Emley	Temporary PT Youth Center Coordinator	\$15/hour
Jennifer Leslie	Temporary PT Youth Center Worker	\$10/hour
Taylor Zallek	Temporary PT Youth Center Worker	\$10/hour

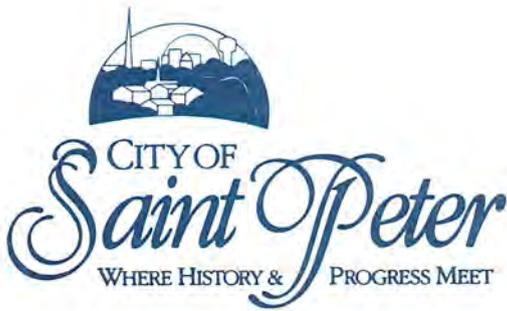
2. Staff is directed to provide an additional \$4,000 to the Wilson Development Services Trust Account for expenses associated with relocation of properties for the Washington Avenue Link Improvement Project.
3. The following vehicles are hereby declared as surplus property and staff is directed to offer the vehicles for public sale through the State of Minnesota online auction:  
  
2000 Crown Victoria  
2000 Crown Victoria  
2004 Crown Victoria
4. The schedule of disbursements for September 5, 2013 through September 18, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 23rd day of September, 2013.

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

ATTEST:

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



## Memorandum

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

**DATE:** 9/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Municipal State Aid Projects and Funding

### **ACTION/RECOMMENDATION**

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

### **BACKGROUND**

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

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

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

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

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

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

**FISCAL IMPACT:**

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

**ALTERNATIVES/VARIATIONS:**

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

Negative vote. Staff will wait for your direction.

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

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

TP/bal



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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www.bolton-menk.com

### MEMORANDUM

**Date:** September 10, 2013  
**To:** Lew Giesking  
 Director of Public Works  
**From:** Jeffrey A. Domras, P.E.  
**Subject:** MSA Funding for 2013-2014 Projects

Below is an estimate of the amount of MSA funding needed for completion of the Washington Avenue Link project, construction of the Old Minnesota Avenue/St. Julien Street Roundabout and the Union Street/TH 169 improvements. Projects not included in this schedule have been summarized on the next page.

Project	Federal	MSA	Local	MSA Balance
January 2013 MSA Account Balance				\$868,154
Washington Ave Link ROW (to date)		(\$984,158)		(\$116,004)
Washington Ave Link (current design eng)		(\$328,520)		(\$444,524)
Washington Ave Link ROW (estimate of remaining)		(\$500,000)		(\$944,524)
January 2014 MSA Allotment (estimate)		\$490,000		(\$454,524)
Part 1 Washington Ave Link Const		(\$676,650)		(\$1,131,174)
Part 1 Washington Ave Link Const Engr, Testing,		(\$156,800)		(\$1,287,974)
Part 2 Washington Ave Link (Includes Const, Engr)	\$1,405,000	(\$2,045,000)	\$383,000	(\$3,332,974)
Old Minnesota Ave/St. Julien Roundabout		(\$1,100,000)		(\$4,432,974)
Union St / TH 169 Improvements		(\$117,100)		(\$4,550,074)
<b>Total</b>	<b>\$1,405,000</b>	<b>(\$5,418,228)</b>	<b>\$383,000</b>	



Other MSA eligible projects include:

Gardner Road (Broadway to the intersection of Jefferson and Nicollet Ave)	\$1,664,000
Traverse Road (Edgerton to Sunrise)	\$500,000
Warren Basin (NW corner Sunrise and Traverse-includes ROW)	\$950,000
Old Minnesota Avenue (Center St to Dodd Avenue) "Ball Park"	\$3,000,000
N Washington Avenue (Bunker Lane to CSAH 20) "Ball Park"	\$5,000,000

Please let me know if you have any questions.



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

September 17, 2013

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

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

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

The City has been working on the Washington Avenue Link project for some time, and has been discussing funding options for other projects that are eligible for Municipal State Aid. Each year the City is eligible to receive aid payments from the State of Minnesota for the construction, reconstruction, and maintenance of significant collector streets in the community that are part of a designated Municipal State Aid system.

The City has recently been eligible to receive more than \$500,000 per year of Municipal State Aid (MSA) to use toward local projects. During the planning process for the Washington Avenue Link and other MSA eligible projects, staff examined the City's ability to issue bonds that could be repaid from a portion of the annual allotment (up to 90%), for the purpose of completing multiple large projects. Based on this review, staff has recommended that the City Council consider the issuance of \$4,720,000 of General Obligation Municipal State Aid bonds to fund portions of the Washington Avenue Link Project (\$3,450,000), improvements to Union/Old MN intersection, and the St. Julien/Old Minnesota Avenue Roundabout Project (\$1,100,000).

If the Council determines that it is appropriate to initiate financing for the proposed project, our recommendations for the structure and sale of bonds would include the following:

**Project Cost:**

Estimated Construction & Engineering Cost	\$4,550,000.00
Underwriting	42,480.00
Finance & Legal	28,000.00
Rating	10,000.00
Capitalized Interest	91,568.00
<b>TOTAL PROJECT COST:</b>	<b>\$4,722,048.00</b>

The funding sources to be utilized to finance project costs are summarized below:

<b>G.O. Municipal State Aid Bonds</b>	<b>\$4,720,000.00</b>
Construction Fund Earnings	2,048.00
<b>TOTAL FUNDING SOURCES:</b>	<b>\$4,722,048.00</b>

**Payment and Revenue Requirements:**

The City of Saint Peter will be required to apply Municipal State Aid payments that it receives from the State of Minnesota for the repayment of this bond issue. At this time it is estimated that the average payment will be approximately 85% of the projected state aid amount that the City will receive beginning in January of 2014. Estimated revenues needed to service this bond issue are projected on the attached preliminary debt service schedule (Exhibit 1). The final revenue requirements will be determined once

bids are received for the purchase of the bonds. In the event that state aid payments are insufficient to make bond payments, the City will be required to initiate a tax levy for the shortfall.

**\$4,720,000 General Obligation Municipal State Aid Bonds:**

If the Council chooses to finance the street projects as proposed, David Drown Associates, Inc. recommends the following structure:

- Bonds callable anytime after 2/1/2020.
- Sale of bonds utilizing a competitive sales process.
- We do recommend purchasing a Standard & Poor's Rating

**Schedule and Issuance:**

If determined to be appropriate to proceed, the proposed schedule would be as follows:

September 23, 2013	Authorize Sale Process
October 28, 2013	Award Sale of Bond Issue
November 14, 2013	Closing

Attached you will find a resolution initiating the bond sale process. We recommend that the City Council approve this resolution if it is determined to be appropriate to proceed with financing the improvements as proposed. Please feel free to contact me with any questions regarding this information.

Sincerely,



Shannon Sweeney  
David Drown Associates, Inc.

\$4,720,000

General Obligation Municipal State Aid Bonds, Series 2013C

**Uses of Funds**

Washington Ave Link		3,450,000
St. Julien Roundabout		1,100,000
<b>Total Project Costs</b>		<b>4,550,000</b>
Underwriter's Discount Allowance	0.9000%	42,480
Unused Underwriter's Discount Allowance		-
Fiscal Fee		17,000
Bond Counsel		9,000
Pay Agent/Registrar		750
Printing & Misc		1,250
Rating Agency		10,000
Capitalized Interest		91,568
Rounding		-
		<u>4,722,048</u>

**Sources of Funds**

Bond Issue	4,720,000
Cash Contribution	-
Rounding	2,048
	<u>4,722,048</u>

**Bond Details**

Set Sale Date	9/23/2013
Sale Date	10/28/2013
Dated Date	11/1/2013
Closing Date	11/14/2013
1st Interest Payment	8/1/2014
Proceeds spent by:	12/31/2014
	<i>to Dated Date</i>
Purchase Price	4,677,520.00
Net Interest Cost	1,212,527.50
Net Effective Rate	3.1547%
Average Coupon	3.0442%
Yield	2.9891%
Average Life	7.4575
Call Option	2/1/2020
Purchaser	Preliminary
Bond Counsel	Briggs & Morgan, P.A.
Pay Agent	Northland Trust Services, Inc.
Tax Status	<b>Tax Exempt, Bank Qualified</b>
Continuing Disclosure	Full
Rebate	Not Subject

**Payment Schedule & Cashflow**

12-Month Period ending	Payment Schedule			Payment Total	plus 5% Coverage
	Principal	Interest Rate	Interest		
11/1/2013	-		-	-	-
2/1/2014	-		-	-	-
2/1/2015	300,000	0.650%	152,613	452,613	475,243
2/1/2016	300,000	1.000%	120,140	420,140	441,147
2/1/2017	300,000	1.400%	117,140	417,140	437,997
2/1/2018	305,000	1.800%	112,940	417,940	438,837
2/1/2019	310,000	2.150%	107,450	417,450	438,323
2/1/2020	315,000	2.300%	100,785	415,785	436,574
2/1/2021	325,000	2.600%	93,540	418,540	439,467
2/1/2022	335,000	2.850%	85,090	420,090	441,095
2/1/2023	345,000	3.000%	75,543	420,543	441,570
2/1/2024	355,000	3.150%	65,193	420,193	441,202
2/1/2025	365,000	3.300%	54,010	419,010	439,961
2/1/2026	375,000	3.500%	41,965	416,965	437,813
2/1/2027	390,000	3.600%	28,840	418,840	439,782
2/1/2028	400,000	3.700%	14,800	414,800	435,540
	4,720,000		1,170,048	5,890,048	6,184,550

Collection Year	Pledged Revenues			Account Balances	
	MSA Construction	MSA Maintenance	Coverage Revenues	Surplus (deficit)	Account Balance
			Capitalized & accrued interest >		95,976
2014	-	-	-	-	95,976
2015	300,000	56,636	22,631	(95,976)	-
2016	300,000	120,140	21,007	-	-
2017	300,000	117,140	20,857	-	-
2018	305,000	112,940	20,897	-	-
2019	310,000	107,450	20,873	-	-
2020	315,000	100,785	20,789	-	-
2021	325,000	93,540	20,927	-	-
2022	335,000	85,090	21,005	-	-
2023	345,000	75,543	21,027	-	-
2024	355,000	65,193	21,010	-	-
2025	365,000	54,010	20,951	-	-
2026	375,000	41,965	20,848	-	-
2027	390,000	28,840	20,942	-	-
2028	400,000	14,800	20,740	-	-
	4,720,000	1,074,071	294,502		-

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 - \_\_\_\_\_

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

**RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$4,720,000  
GENERAL OBLIGATION MUNICIPAL STATE AID BONDS, SERIES 2013C**

WHEREAS, the City Council of the City of Saint Peter, Minnesota, has heretofore determined that it is necessary and expedient to issue the City's \$4,720,000 General Obligation Municipal State Aid Bonds, Series 2013C (the "Bonds"), to finance the cost of the Washington Avenue Link, Union Street/Old Minnesota intersection improvements, and the St. Julien Roundabout, located within the City; and

WHEREAS, the City has retained David Drown Associates, in Minneapolis, Minnesota ("David Drown"), as its independent financial advisor for the Bonds and David Drown therefore is authorized to sell the Bonds by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

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

1. Authorization. The Council hereby authorizes David Drown to solicit bids for the competitive negotiated sale of the Bonds.
2. Meeting; Bid Opening. The Council shall meet at the time and place specified in the Terms of Offering attached hereto as Exhibit A for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. The City Administrator, or designee, shall open bids at the time and place specified in such Terms of Offering.
3. Terms of Offering. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Offering" attached hereto as Exhibit A and hereby approved and made a part hereof.
4. Official Statement. In connection with said competitive negotiated sale, the officers or employees of the City are hereby authorized to cooperate with David Drown and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23<sup>rd</sup> day of September, 2013.

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

ATTEST:

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

**EXHIBIT A**

**City of Saint Peter, Minnesota  
\$4,720,000  
General Obligation Municipal State Aid Bonds, Series 2013C**

**(BOOK ENTRY ONLY)**

**TERMS OF PROPOSAL**

Proposals for the Bonds will be received on Monday, October 28, 2013 at 11:00 a.m. Central Time, at the offices of David Drown Associates, Inc., 5029 Upton Avenue South, Minneapolis, Minnesota, after which time they will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at 7:00 P.M., Central Time, on that same date.

**SUBMISSION OF PROPOSALS**

Proposals may be submitted in a sealed envelope or by fax (612) 605-2375 to David Drown Associates, Inc. Signed Proposals, without final price or coupons, may be submitted to David Drown Associates, Inc. prior to the time of sale. The bidder shall be responsible for submitting to David Drown Associates, Inc. the final Proposal price and coupons, by telephone (612) 920-3320 or fax (612) 605-2375 for inclusion in the submitted Proposal. David Drown Associates, Inc. will assume no liability for the inability of the bidder to reach David Drown Associates, Inc. prior to the time of sale specified above.

Notice is hereby give that electronic proposals will be received via PARITY<sup>®</sup>, in the manner described below, until 11:00 A.M., local time on October 28, 2013. Bids my be submitted electronically via PARITY<sup>®</sup> pursuant to this Notice until 10:30 A.M., local time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY<sup>®</sup> conflict with this Notice, the terms of this Notice shall control. For further information about PARITY<sup>®</sup>, potential bidders may contact David Drown Associates, Inc. or PARITY<sup>®</sup> at (212) 806-8304.

Neither the City of Saint Peter nor David Drown Associates, Inc. assumes any liability if there is a malfunction of PARITY. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner of the Proposal submitted.

**DETAILS OF THE BONDS**

The Bonds will be dated November 1, 2013, as the date of original issue, and will bear interest payable on February 1 and August 1 of each year, commencing August 1, 2014. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2015	\$ 300,000	2023	\$ 345,000
2016	300,000	2024	355,000
2017	300,000	2025	365,000
2018	305,000	2026	375,000
2019	310,000	2027	390,000
2020	315,000	2028	400,000

2021	325,000
2022	335,000

**TERM BOND OPTION**

Bids for the bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds; provided that no serial bond may mature on or after the first mandatory sinking fund redemption date of any term bond. All term bonds shall be subject to mandatory sinking fund redemption and must conform to the maturity schedule set forth above at a price of par plus accrued interest to the date of redemption. In order to designate term bonds, the bid must specify as provided on the Proposal Form.

**BOOK ENTRY SYSTEM**

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

**REGISTRAR**

The City will name Northland Trust Services, Inc., Minneapolis, MN, as registrar for the Bonds. Northland Trust shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

**OPTIONAL REDEMPTION**

The City may elect on February 1, 2020 and on any day thereafter, to prepay Bonds due on or after February 1, 2021. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

**SECURITY AND PURPOSE**

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. The proceeds will be used to finance the cost of the Washington Avenue Link Improvement Project, Union Street/Old Minnesota intersection improvements, and the St. Julien Roundabout Project, located within the City.

**TYPE OF PROPOSALS**

Proposals shall be for not less than \$4,677,520.00 (99.1%) and accrued interest on the total

principal amount of the Bonds. Proposals shall be accompanied by a Good Faith Deposit ("Deposit") in the form of a certified or cashier's check or a Financial Surety Bond in the amount of \$94,400 payable to the order of the City. If a check is used, it must accompany each proposal. If a Financial Surety Bond is used, it must be from an insurance company licensed to issue such a bond in the State of Minnesota, and pre-approved by the City. Such bond must be submitted to David Drown Associates, Inc. Incorporated prior to the opening of the proposals. The Financial Surety Bond must identify each underwriter whose Deposit is guaranteed by such Financial Surety Bond. If the Bonds are awarded to an underwriter using a Financial Surety Bond, then that purchaser is required to submit its Deposit to David Drown Associates, Inc. in the form of a certified or cashier's check or wire transfer as instructed by David Drown Associates, Inc. not later than 3:30 P.M., Central Time, on the next business day following the award. If such Deposit is not received by that time, the Financial Surety Bond may be drawn by the City to satisfy the Deposit requirement. The City will deposit the check of the purchaser, the amount of which will be deducted at settlement and no interest will accrue to the purchaser. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the City. No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 5/100 or 1/8 of 1%. Rates must be in ascending order. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

## **AWARD**

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a net interest cost (NIC) basis. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling. The City will reserve the right to waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, reject all proposals without cause, and reject any proposal which the City determines to have failed to comply with the terms herein.

## **BOND INSURANCE AT PURCHASER'S OPTION**

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the underwriter, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the Bonds. Any increased costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the purchaser. Failure of the municipal bond insurer to issue the policy after Bonds have been awarded to the purchaser shall not constitute cause for failure or refusal by the purchaser to accept delivery on the Bonds.

## **CUSIP NUMBERS**

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The purchaser shall pay the CUSIP Service Bureau charge for the assignment of CUSIP identification numbers.

## **SETTLEMENT**

Within 40 days following the date of their award, the Bonds will be delivered without cost to the

purchaser at a place mutually satisfactory to the City and the purchaser. Delivery will be subject to receipt by the purchaser of an approving legal opinion of bond counsel, and of customary closing papers, including a no-litigation certificate. On the date of settlement payment for the Bonds shall be made in federal, or equivalent, funds which shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Except as compliance with the terms of payment for the Bonds shall have been made impossible by action of the City, or its agents, the purchaser shall be liable to the City for any loss suffered by the City by reason of the purchaser's non-compliance with said terms for payment.

## **CONTINUING DISCLOSURE**

On the date of the actual issuance and delivery of the Bonds, the City will execute and deliver a Continuing Disclosure Undertaking where under the City will covenant to provide, or cause to be provided, annual financial information, including audited financial statements of the City, and notices of certain material events, as specified in and required by SEC Rule 15c2-12(b)(5).

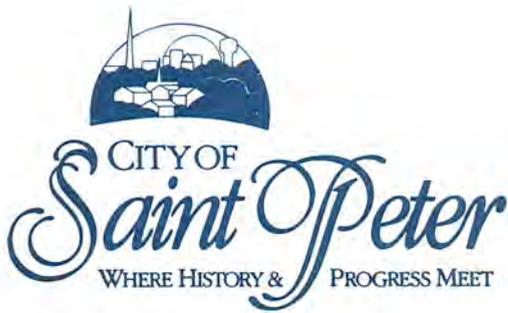
## **OFFICIAL STATEMENT**

The City has authorized the preparation of an Official Statement containing pertinent information relative to the Bonds, and said Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, David Drown Associates, Inc., 5029 Upton Avenue South, Minneapolis, Minnesota 55410, and telephone (612) 920-3320.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. By awarding the Bonds to any underwriter or underwriting syndicate submitting a proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Bonds are awarded 90 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter delivering a proposal with respect to the Bonds agrees thereby that if its proposal is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated: 23 September, 2013

BY ORDER OF THE CITY COUNCIL  
/s/ Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/20/13

**FROM:** Russ Wille  
Community Development Director

**RE:** Expand Gateway Overlay District

### ACTION/RECOMMENDATION

Approve expansion of the Gateway Overlay district to properties lying west of Old Minnesota Avenue through adoption of an ordinance.

### BACKGROUND

The City Council adopted the Gateway Overlay zoning district when the Zoning Ordinance was comprehensively amended in 2007. At that time, the Gateway Overlay designation was provided for the properties lying between Old Minnesota Avenue and Highway 169.

As the City Council was previously discussing the pending development of the Northern Con-Agg land, they indicated a desire to amend the Zoning Map to apply the Gateway Overlay standards to the remaining Northern Con-Agg property abutting the Shopko site and Hallett's Pond. The Council also suggested it would be appropriate to place the Lager's, Cambria, St. Peter Motel, Bob Volk, Carquest and Skrove Automotive properties under the regulations of the Gateway Overlay district.

The zoning ordinance indicates that the intent of the Gateway Overlay District is to:

*"...promote high quality development within the Highway No. 169 corridor. The design features and development standards included in this division are intended to create a memorable and positive first impression upon those entering the city, particularly the motoring public. The District also intends to establish an image and character distinctly Saint Peter. The principles of the Gateway Overlay District are to be carried out through standards related to site planning, signage, architecture and landscaping."*

At this time, only two properties have been developed under the rules of the Gateway Overlay District. Those properties include the new strip mall at the intersection of Jefferson and Minnesota Avenues and the new Kwik Trip store.

In 2011, Kyle Smith financed the construction of the new strip mall at the Jefferson and Minnesota Avenues corner. The quality of construction, along with the design and site plans have significantly enhanced the presentation of this prime piece of real estate. The developer

was very cooperative in working with City staff to plan a site that is attractive and reflects favorably upon the other development at this key intersection of town.

The new Kwik Trip store on Jefferson Avenue was constructed in 2009 and is a significant enhancement from the product regularly constructed by Kwik Trip. Representatives of Kwik Trip have indicated that they perceive the Gateway Overlay as a positive regulation that protects their investment. They have a reasonable assurance that any abutting development would be undertaken in a manner that projects quality, good site design and permanency.

At this time, it has been suggested by the Planning Commission and City Council that the Gateway Overlay should be applied to the other commercial properties in proximity to the new Shopko store. As the area has begun to develop, it is suggested that the visual presentation of the area is as important as those properties abutting Minnesota Avenue.

An ordinance expanding the Gateway Overlay district has been prepared for City Council consideration.

The Planning Commission considered the proposed expansion at their September, 2013 meeting. The Commission has unanimously recommended that the City Council adopt the ordinance amendment to expand the district.

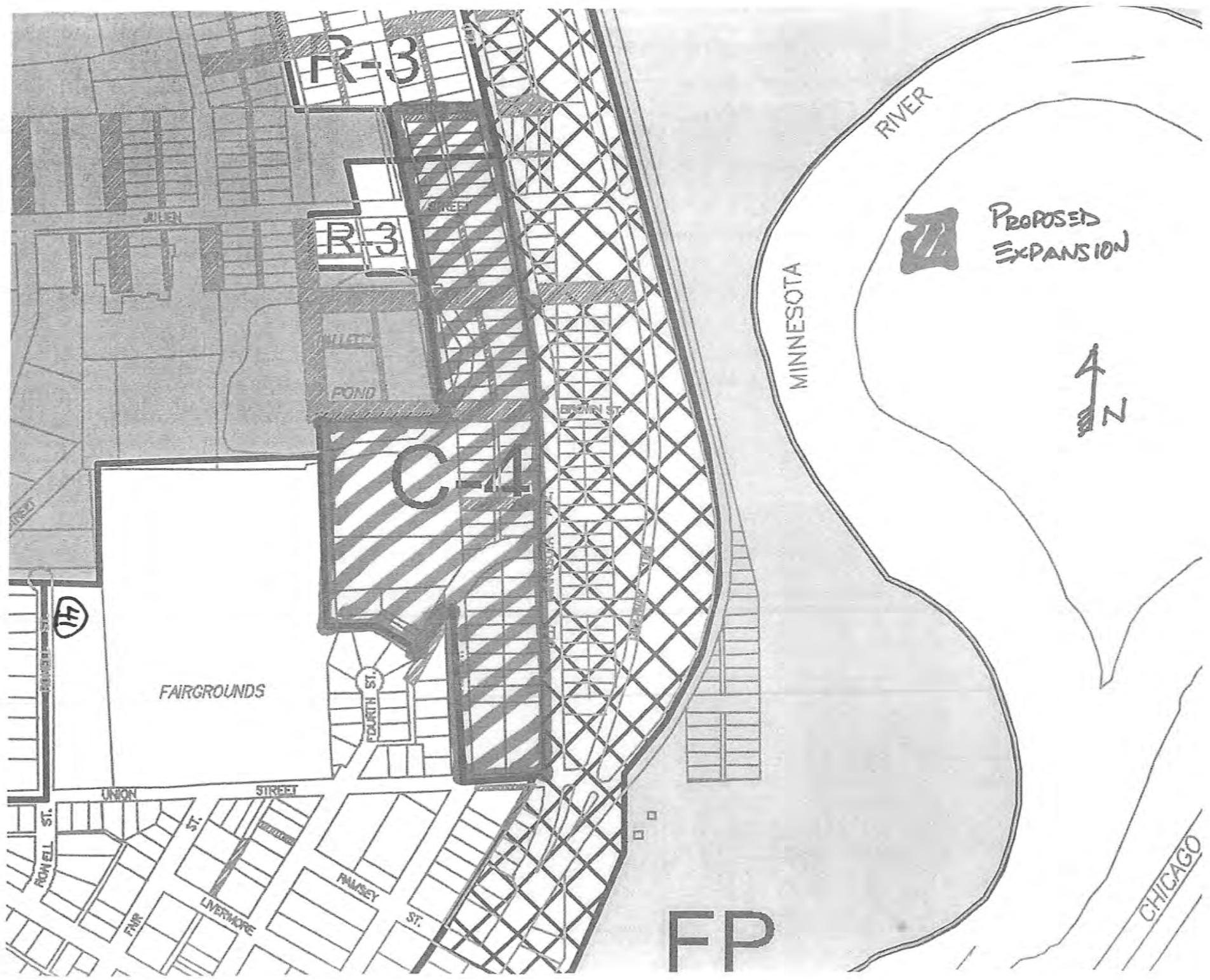
**FISCAL IMPACT:**

A publication fee will be paid to have the ordinance published in the St. Peter Herald. Publication is required prior to enforcement of the amended ordinance.

**ALTERNATIVES/VARIATIONS:**

Do not act: The boundaries of the Gateway Overlay District will remain as they currently exist.  
Negative Votes: The boundaries of the Gateway Overlay District will remain as they currently exist.  
Modification of the Resolution: The proposed expansion could be reduced in size. An alternative public notice would be required if the Council sought to expand the boundaries to properties not included in the original amendment.

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



R-3

R-3

C-4

MINNESOTA RIVER

PROPOSED EXPANSION



FP

CHICAGO

JULIEN

WILCOX POND

FAIRGROUNDS

FOURTH ST.

BRADY ST.

UNION STREET

UNION

ROCHELL ST.

ST.

FMR

LIVERMORE

RAMSEY

ST.

47

ORDINANCE NO. \_\_\_\_, THIRD SERIES

**AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 24, "LAND USE REGULATIONS AND ZONING" AND SECTION 24-6 "OFFICIAL MAP" TO REZONE CERTAIN PROPERTY TO THE GATEWAY OVERLAY DISTRICT AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS**

WHEREAS, the City of Saint Peter has initiated an amendment to the Zoning Map to apply the standards of the Gateway Overlay District to certain properties abutting Hallett's Pond; and

WHEREAS, the subject properties are currently zoned (C-4) Highway Service Commercial; and

WHEREAS, the City Council had determined it to be desired and appropriate to ensure that future development of the properties is undertaken in a manner which creates a positive first impression of the community ; and

WHEREAS, following published and mailed notice as provided by statute, a public hearing has been held by the Saint Peter City Council; and

WHEREAS, the Planning and Zoning Commission considered the requested application of the Gateway Overlay standards at their June 4, 2013 meeting and have found that the requested rezoning would not be inconsistent with the comprehensive plan for the City of Saint Peter and adjacent uses; and

WHEREAS, the Planning and Zoning Commission has recommended that the properties be subject to the standards of the Gateway Overlay district as petitioned.

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

Section 1. City Code Chapter 24, Section 24-6 is hereby amended to apply the standards of the (GO) Gateway Overlay district to the following tracts of land.

- A. *Outlots A & B, Hallett Pond Addition, City of Saint Peter, Minnesota.*
- B. *Parcels abutting and between Outlot A, Hallett Pond Addition and Lots 6-8, Block 1, Brekke Subdivision, City of Saint Peter.*
- C. *Parcels lying between North Third Street and Old Minnesota Avenue north of Union Street and south of St. Julien Street.*
- D. *Lots 3-9, Block 2, Union Addition, City of Saint Peter, Minnesota.*

Section 2. The Zoning Administrator is hereby directed to amend the zoning map of the City to reflect the change in zoning as indicated in Section 1, within thirty (30) days after official publication of this Ordinance.

Section 3. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Section 4. All provisions of Chapter 1, Section 1-6 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24<sup>th</sup> day of June, 2013.

ATTEST:

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

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

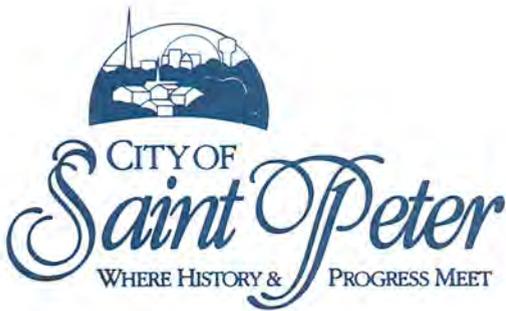
The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent:

Published in the *Saint Peter Herald* on \_\_\_\_\_, 2013.



## Memorandum

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

**DATE:** 9/20/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Administrative Secretary Job Description Modification

### **ACTION/RECOMMENDATION**

Approve the attached modified Administrative Secretary job description.

### **BACKGROUND**

It is our practice, when vacancies occur, to review job descriptions and make modifications or changes that may be driven by slight changes in duties, laws and the changing dynamic of our organization and its' structure. A copy of the proposed description is attached for your review.

A vacancy has occurred in the Public Works Administrative Secretary position and staff is suggesting modifications that better match the current nature of employment and meets our standards, best practices and legal issues since the last update, which was in 1999.

Staff does not believe the changes to be significant and, therefore, no change in Pay Equity points are anticipated.

### **FISCAL IMPACT:**

There is no fiscal impact to this change.

### **ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for direction which could include continuing to use the current description or making changes as per the wishes of the Council.

Negative vote: Staff will assume you wish us to the use the description last updated in 1999 as we start a new recruitment process.

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

**POSITION TITLE:** ADMINISTRATIVE SECRETARY

**DEPARTMENT:** PUBLIC WORKS

**SUPERVISOR:** DIRECTOR OF PUBLIC WORKS

**OVERVIEW OF POSITION:**

Under general supervision, this position performs a variety of complex secretarial and clerical tasks. This position undertakes special projects, assists the Director of Public Works as assigned, and performs essential job functions as listed herein and related duties as assigned or apparent.

**ESSENTIAL JOB FUNCTIONS:**

- Assumes responsibility for all clerical functions for the Director of Public Works; assists in the development of office procedures; establishes and maintains complex filing systems; coordinates clerical procedures with those of other departments.
- Composes and types correspondence, reports, statements, and other materials; operates computer system.
- Collects information from a variety of sources and compiles data for the Director of Public Works; updates information manuals on a routine basis as directed; undertakes special projects as directed.
- Receives, screens, and routes mail, telephone calls, and personal visitors; records questions and complaints regarding Public Works functions and procedures and routes to proper Superintendent for response.
- Prepares authorized keys and tracks keys utilizing specialized software and provides for related follow-up related to key control system.
- Scans and maintains master address file system.
- Prepares reports as directed or assigned.
- Assists Director of Public Works with use of social media and communication of information to the public.
- Assists other departmental personnel as directed, maintains appointment calendar for Director of Public Works; makes travel arrangements for Director of Public Works.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

This position 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 work day

Work day - a normal work day 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; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating.

Strength: Occasionally carry up to ten pounds and lift up to ten pounds.

### **ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:**

This position 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 understand and carry out directions; ability to accept responsibility; 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 effectively under stress in situations dangerous to self or others; ability to maintain confidentiality as needed; tact; ability to deal with the public.

### **MINIMUM QUALIFICATIONS:**

- Any combination of education and experience equivalent to a high school degree, and three years of progressively responsible secretarial experience in an administrative office.
- Demonstrated experience in office procedures, filing systems, and record keeping procedures.
- Demonstrated experience with personal computer system operations using word processing, spreadsheet, PowerPoint and Microsoft scheduling software.
- Thorough knowledge of grammar, spelling, and punctuation.
- Experience working with the public.

### **DESIRABLE QUALIFICATIONS:**

- More than three years of progressively responsible secretarial experience.
- Previous experience working in an electric, water, wastewater, or stormwater utility.
- Previous experience in a Public Works Department.

- Demonstrable organizational skill.
- Demonstrated experience in the use of social media in a work environment
- Demonstrated experience with website uploading or other web content preparation

Adopted: \_\_\_\_\_

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING MODIFICATION TO PUBLIC WORKS ADMINISTRATIVE  
SECRETARY 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 Administrative Secretary 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 Administrative Secretary are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of September, 2013.

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

ATTEST:

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes provide for executive session of the City Council to discuss certain issues including real estate property acquisition negotiations; and

WHEREAS, negotiations are currently underway between the City and a property owner related to the Washington Avenue Link Project; and

WHEREAS, the City Council has expressed interest in obtaining additional park land as outlined in the existing Parks Master Plan; and

WHEREAS, the City Administrator recommends a closed session be convened to further discuss the possible land acquisitions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: a closed session of the City Council be conducted to discuss the following:

1. Real estate property acquisition negotiations related to the Washington Avenue Link Improvement Project; and
2. Real estate property acquisition related to additional park land.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of September, 2013.

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Jerry Pfeifer  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator