

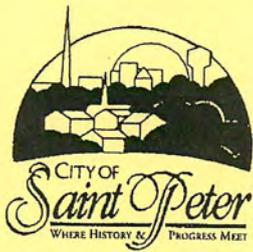
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, September 9, 2013
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VII. NEW BUSINESS**
 - A. 2014 Preliminary Levy/Budget Adoption
 - B. 2009 Equipment Certificate Fund Closeout
 - C. Washington Avenue Link Project Part 1 Bid Award
 - D. Washington Avenue Link Project Part 2 Bid Authorization
 - E. Welco West RFP
 - F. Request for City Assistance: Oktoberfest
 - G. MMUA Safety Contract Renewal
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. City/County Meeting Schedule
 - 2. City/School/Gustavus Meeting Cancellation
 - 3. Goal Session Schedule
 - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the August 26, 2013 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

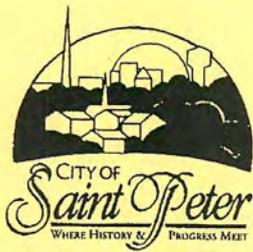
Any other members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for August 22, 2013 through September 4, 2013, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

None scheduled



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION ADOPTING PRELIMINARY LEVY/BUDGET FOR 2014

As required by State Statute, and following several discussions by the City Council at workshop sessions, staff recommends adoption of the preliminary levy/budget for 2014. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION AUTHORIZING CLOSEOUT OF 2009 EQUIPMENT CERTIFICATE FUND

All purchases to be funded by the 2009 equipment certificate have been made and the fund has a remaining balance of \$422.01. Staff recommends the fund be closed out and the balance transferred to the 2013 debt service fund to lower the annual levy. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION AWARDED BID FOR WASHINGTON AVENUE LINK PROJECT PART 1

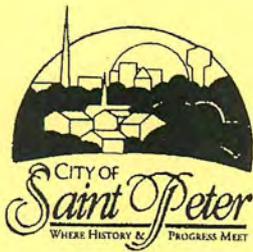
Following receipt of bids and review of the bids, staff recommends the bid for part one of the Washington Avenue Link Project be awarded to Nielsen Blacktopping in the amount of \$676,649.54. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING RECEIPT OF BIDS FOR WASHINGTON AVENUE LINK PROJECT PART 2

Staff recommends approval of the plans and specifications for part 2 of the Washington Avenue Link Project. Staff further recommends authorization be provided for receipt of bids for Part 2 of the project. Please see the attached staff report and draft RESOLUTION.

E. ADOPTION OF A RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS (RFP) FOR DEVELOPMENT OF WELCO WEST SUBDIVISION

Staff recommends an RFP be issued for proposals for development of Welco West Subdivision. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR OKTOBERFEST

Staff recommends approval of a request by the St. Peter Ambassadors for City assistance for the Oktoberfest event as outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING RENEWAL OF MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA) SAFETY CONTRACT

The City's contract with MMUA for safety services will expire at the end of September. MMUA provides a valuable service to the City through this contract and staff recommends approval of the renewal contract. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION

Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING SCHEDULE

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

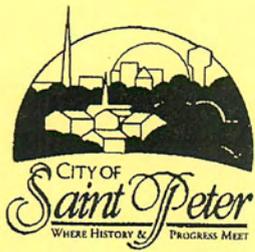
2. REPORT ON CITY/SCHOOL/GUSTAVUS MEETING CANCELLATION

The City/School/Gustavus committee meeting that was originally scheduled for September 11th has been cancelled. A report will be provided at this time.

3. REPORT ON GOAL SESSION SCHEDULE

A report will be provided at this time on the Council goal session that is scheduled for September 10th.

4. OTHERS



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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
AUGUST 26, 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 August 26, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:04 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 Carlin, seconded by Zieman, to approve the minutes of the August 12, 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 12, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – Mayor Strand reviewed the consent agenda items and asked for changes to the list of election judges which had been recommended by staff. In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-118 entitled "Resolution Approving Consent Agenda" was introduced with the requested changes. Upon roll call, with all in favor, the modified Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-118 is contained in the City Administrator's book entitled Council Resolutions 19.

Hospital CEO Recommendation Concurrence – River's Edge Hospital and Clinic Human Resources Director Jackie Kimmet appeared on behalf of the Hospital Commission to seek the Council's concurrence with the appointment of George Rohrich to the position of Chief Executive Officer. Kimmet noted the proposed contract included a salary of \$155,000; term through December of 2015; three month without cause termination clause; and paid benefits at a higher level than those provided to other Hospital employees. Councilmember Zieman questioned the benefits level being provided. Kimmet indicated the benefits were at a higher accrual level than other employees and Rohrich would be provided with ten (10) paid time off days from the start. Kimmet also reported current CEO Colleen Spike would have a two week overlap period with Rohrich before ending her employment. City Administrator Prafke also noted that the contract would be modified to change the location of jurisdiction for any legal action arising from the contract to Nicollet County District Court rather than Ramsey County. In motion by Kvamme, seconded by Eichmann, Resolution No. 2013-119 entitled "Resolution Providing Concurrence With Hospital Commission Recommendation On Hire And Employment Agreement For New Hospital CEO", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-119 is contained in the City Administrator's book entitled Council Resolutions 19.

Revolving Loan Settlement Agreement: Hunter Hardwoods – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation to modify

the terms of two revolving loans provided to Greg and Neysa Schettler previously doing business as Hunter Hardwood. Wille indicated the economic downturn resulted in the closing of the Schettler's business and the first position mortgage holder, First National Bank, had sold off all assets of the company without being able to satisfy the bank's debt. Wille reported the Schettler's had relocated to North Dakota, were currently unemployed and were unable to make the monthly loan payments. Wille also reported the EDA was recommending the loan terms be modified to combine the remaining balance of \$51,838.77 into one account, provide for zero percent (0%) interest, a monthly payment of \$50, and another review of the terms in twenty-four (24) months. Wille also said the Schettler's had agreed to extend the filing date for the Summons and Complaint to October 1, 2015. Councilmember Zieman questioned what the City was gaining by agreeing to terms that would only repay \$600 per year and questioned whether there were other options available to collect the debt as he didn't think anyone was trying very hard to recover the loan funds. City Attorney Brandt indicated that collecting on a debt when the debtors lived in another state was difficult and staff would first have to discover what assets the debtors had and then ask for a judgment against that property. Brandt noted the City Council would need to take action to file a judgment against the Schettler's and that any assets would be used to recover the debt. Councilmember Kvamme and others noted that if the City pushed for repayment under the original terms, it would simply be pushing the Schettler's into bankruptcy under which the City would have the same status as other creditors which would likely mean the City ends up with nothing.

In motion by Eichmann, seconded by Kvamme, Resolution No. 2013-120 entitled "Resolution Modifying Terms And Repayment Schedule For Two Revolving Loans Previously Made To Greg And Neysa Schettler (Formerly DBA Hunter Hardwood)", was introduced. Upon roll call, Councilmembers Carlin, Eichmann, Kvamme, Pfeifer, Zieman and Mayor Strand voting aye, Councilmember Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-120 is contained in the City Administrator's book entitled Council Resolutions 19.

2014 Transit Grant Application – City Administrator Prafke recommended authorization be provided for submission of grant applications to the State of Minnesota for operation of the City's transit system in 2014 and for purchase of a new bus. Prafke also pointed out that the resolution also included a provision for approval of the City's Title VI plan, procedures and forms. In motion by Pfeifer, seconded by Brand, Resolution No. 2013-121 entitled "Resolution Authorizing Submission Of Transit System Operation And Capital Grant Applications For 2014 And Approval Of Title VI Transit Plan", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-121 is contained in the City Administrator's book entitled Council Resolutions 19.

Unbudgeted Purchase: Meter Reading Vehicles – City Administrator Prafke requested approval for the unbudgeted purchase of two 2008 Chevrolet Impala vehicles that will replace two Ford Crown Victoria cars that were rotated to the Finance Department from the Police Department and which are in unsafe condition. Prafke indicated the vehicles were purchased from the State of Minnesota Department of Administration online auction, were previously State fleet vehicles and are considered by staff to be good buys in part because of the extensive maintenance records that are provided with the cars. Councilmember Brand questioned whether the price shown in the resolution included tax and license fees. Prafke indicated those costs would be extra. In motion by Pfeifer, seconded by Carlin, Resolution No. 2013-122 entitled "Resolution Authorizing Unbudgeted Purchase Of Two 2008 Four-Door Chevrolet Impala LS Vehicles", was introduced. Upon roll call, with all in favor, the Resolution was

declared passed and adopted. A complete copy of Resolution No. 2013-122 is contained in the City Administrator's book entitled Council Resolutions 19.

Handicap Accessibility Micro-Loan Program – Community Development Director Wille presented the Economic Development Authority's recommendation for establishment of a micro-loan program that would be available to property owners in the central business district to finance physical alterations and signage to make their property more handicap accessible. Wille indicated the program would work similar to the construction micro-loan program established during the Highway 169 project and would be available in amounts up to \$4,000 at 0% interest with payback at \$100 per month. Wille indicated the loans would be approved by staff under the loan guidelines established by the EDA and would be secured by personal guarantees and promissory notes. Wille also reported the intent of the program was not to provide funding for the owners to meet American's With Disabilities Act standards, but rather to simply increase accessibility. Finally, Wille reported the alterations would still be required to undergo Heritage Preservation Commission review and be subject to compliance with building permit and code requirements. Councilmember Carlin questioned whether there was an established budget for the program. Wille indicated there was no budget per se, but only 6-8 applications are expected as some buildings simply are not able to be made more accessible. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-123 entitled "Resolution Establishing Handicapped Accessibility Micro-Loan Program", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-123 is contained in the City Administrator's book entitled Council Resolutions 19.

Councilmember Brand encouraged all businesses to make accessibility improvements and for eligible property owners to use the micro-loan funding source.

New Business License Applications – City Administrator Prafke recommended approval of two temporary soft drink license applications and a six month peddlers permit. In motion by Carlin, seconded by Pfeifer, Resolution No. 2013-124 entitled "Resolution Approving New Business License Applications", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-124 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 Chamber of Commerce business after hours picnic in Levee Park and a Rotary meeting.

League of Minnesota Cities Regional Meetings – City Administrator Prafke encouraged Councilmembers interested in attending one of the League of Minnesota Cities regional meetings to contact his office.

School Safety – City Administrator Prafke reminded all residents to use extra caution as school begins next week.

Councilmember Zieman questioned whether anyone else on the Council had received complaints about the noise from an outdoor event at the Red Men Club on August 17th. City Administrator Prafke indicated he had also received complaints and the Red Men Club would be contacted and informed of the need to adhere to the rule to stop outside music by the appropriate time.

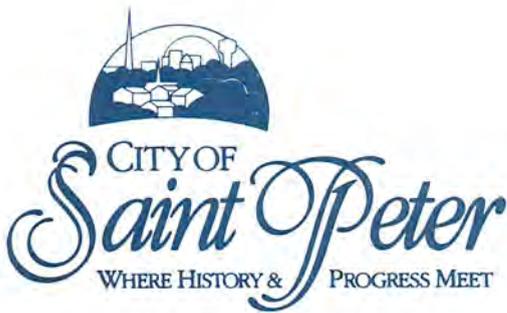
Councilmember Carlin reported a delegation from Petatlan, Mexico, (Saint Peter's "sister city"), was in Saint Peter and very much enjoyed their visit including a boat ride for their first ever experience on a fresh water lake.

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 7:511 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 9/5/2013

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary Licenses

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

BACKGROUND

The City has received several temporary license applications for City Council approval.

The Rock Bend Folk Festival is being held at Minnesota Square Park September 7-8, 2013. John Ganey, on behalf of the Rock Bend Folk Festival, has submitted a Temporary Show license application in order to allow several entertainers to perform on stages in the park. Toner Des Concessions has also submitted a Temporary Soft Drink license application in order to sell soda at the event. City Administrator Todd Prafke has approved the license applications contingent upon City Council approval.

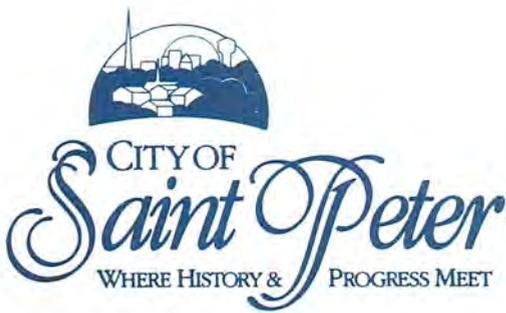
The Saint Peter Ambassadors will be holding Oktoberfest in Parking Lot #5 on September 26 – September 28, 2013. They have applied for a Show license in order to allow bands to perform at the event.

The City will be holding the annual Halloween Fun Run on October 26, 2013. Lance Dlouhy, Program Supervisor, has added an event to the Fun Run and has applied for a Show license to allow a band to perform at 600 South 5th Street on the day of the Run.

Please place these items on the September 9, 2013 City Council consent agenda.

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

CKM



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/3/2013

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointment

ACTION/RECOMMENDATION

Provide for appointment of an additional Library Board member.

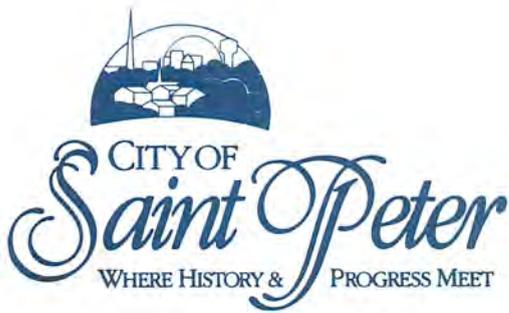
BACKGROUND

Mayor Strand has recommended the appointment of Cindy Freeman to the Library Board to complete the term 2013-2015. Ms. Freeman has indicated her interest in serving in this position.

Please include consideration of this advisory board appointment as part of the September 9th consent agenda.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/5/2013

FROM: Todd Prafke
City Administrator

RE: Election Judge Appointments

ACTION/RECOMMENDATION

Provide for appointment of an additional Election Judge for the November 5, 2013 general election.

BACKGROUND

The Council has previously taken action to appoint a majority of the Election Judges for the upcoming general election. At this time I recommend one additional appointment as follows:

Preston Smith

This appointment will finalize the slate of individuals who will serve as Election Judges this fall. Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/29/13

FROM: Jane Timmerman 
Recreation & Leisure Services Department
Director

RE: Employee appointment

ACTION/RECOMMENDATION

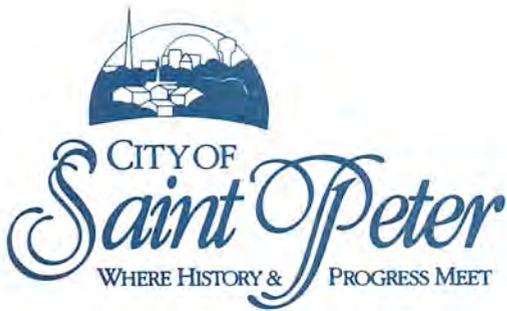
Appoint Allan Ostgarden as part time Building Supervisor in the Recreation & Leisure Services Department at the wage rate of \$8.25 per hour pending a successful background check.

BACKGROUND

Allan Ostgarden was the St. Peter Community Center Building Caretaker for over five years. He is very familiar with the building and is interested in joining the SPCC staff on a part time basis as Building Supervisor.

I recommend the appointment of Allan Ostgarden to the position of part time Building Supervisor at the St. Peter Community Center at the wage of \$8.25 per hour pending a successful background check.

A handwritten signature in blue ink, appearing to be "J. Timmerman", is located in the lower right quadrant of the page.



Memorandum

TO: Todd Prafke
City Administrator

DATE: September 3, 2013

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: High School Student Employee – Work Study Program

ACTION/RECOMMENDATION

It is recommended Scott Leonard be hired to work with the Parks, Streets, and Environmental Services Sections of the Department of Public Works, at a rate of \$8.00 per hour, under the high school work study program.

BACKGROUND

In the spring of 2013, a meeting was held with Kelsey Hutchins of the high school, Scott Leonard, Rick Wilde, Parks Foreman and Tim Mayo, Maintenance Superintendent to discuss Scott's potential employment with the City under the high school work study program that has been successful in the past. This program gives the student valuable training for adult life by working part-time for the City and evaluating the work in a classroom setting. Scott will have the opportunity to do a variety of different things for the City. Training for the student involves job punctuality, attention to detail, operating and care of equipment; whereas, the City benefits by getting work done that would not be completed due to other work commitments for full-time personnel. Hours of work for this first semester will be from 12:00 to 4:00 p.m. Monday through Thursday subject to the action of the City Council. Tim Mayo will be providing guidance for the student on the job and providing evaluation feedback to the instructor – Kelsey Hutchins.

Fiscal Impact:

Funding would be from the Parks Budget for seasonal employees at the beginning wage rate of \$8.00 per hour as budgeted.

Alternatives and Variations:

Do Not Act: Staff will not move forward on the employment of Scott Leonard under the work study program.

Negative Vote: Staff will await further direction regarding the work study program.

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

TM/LGG/vwt

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A.M. LEONARD, INC.	tri edge saw blade	GENERAL FUND	PARKS	50.27
			TOTAL:	50.27
ALPHA WIRELESS COMMUNICATIONS CO	radio service	GENERAL FUND	POLICE	454.22
	radio system & install	GENERAL FUND	POLICE	23,470.36
			TOTAL:	23,924.58
AMAZON	toner	GENERAL FUND	BUILDING INSPECTOR	159.00
	ink cartridges	GENERAL FUND	STREETS	40.61
	ink cartridges	GENERAL FUND	PARKS	40.61
	library materials	LIBRARY FUND	LIBRARY	405.50
	ink cartridges	WATER	DISTRIBUTION AND STORA	20.31
	ink cartridges	WASTE WATER FUND	SOURCE/TREATMENT	20.31
	ink cartridges	ENVIRON SERVICES F	REFUSE DISPOSAL	20.31
	ink cartridges	ELECTRIC FUND	POWER DISTRIBUTION	40.61
	ink cartridges	STORMWATER FUND	TREATMENT	20.29
			TOTAL:	767.55
AMERICAN PAYMENT CENTERS	qtrly drop box rental	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
AUDIO EDITIONS	adult audio	LIBRARY FUND	LIBRARY	153.00
			TOTAL:	153.00
AUTO VALUE MANKATO	repair air compressor	LIBRARY FUND	LIBRARY	61.90
			TOTAL:	61.90
BEAR GRAPHICS INC	election supplies	GENERAL FUND	ELECTIONS	64.13
			TOTAL:	64.13
BOBCAT OF MANKATO	tires #408	GENERAL FUND	STREETS	587.81
			TOTAL:	587.81
THE BOOK MARK	st peter reads	LIBRARY FUND	LIBRARY	21.00
			TOTAL:	21.00
BORDER STATES ELECTRIC SUPPLY	signs'danger','high voltag	ELECTRIC FUND	POWER DISTRIBUTION	630.77
			TOTAL:	630.77
BRANDT LAW OFFICE	vehicle sale proceeds	RESTRICTED CONTRIB	NON-DEPARTMENTAL	403.28
			TOTAL:	403.28
BRAUNS MANUFACTURING & WELDING	vent repairs broadway	WATER	PURIFICATION AND TREAT	201.32
			TOTAL:	201.32
BRY-AIR, INC	sjwp fan wheel	WATER	PURIFICATION AND TREAT	87.20
			TOTAL:	87.20
STEVE BUSHMAN	20 contract hours 8/1-8/20	WASTE WATER FUND	ADMIN AND GENERAL	600.00
			TOTAL:	600.00
C & S SUPPLY CO INC	brooms	GENERAL FUND	STREETS	125.01
	bug spray	GENERAL FUND	PARKS	57.70

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	clothing wayne p	COMMUNITY CENTER	COMMUNITY CENTER	66.98
	clothing jeff f	WASTE WATER FUND	ADMIN AND GENERAL	<u>51.98</u>
			TOTAL:	301.67
CALDWELL ASPHALT CO, INC	seal coat oil installed	GENERAL FUND	STREETS	<u>122,495.33</u>
			TOTAL:	122,495.33
COLE PAPERS INC	towels,pails,tt,bags,clnr,	GENERAL FUND	STREETS	101.77
	armor all spray	GENERAL FUND	STREETS	19.08
	rubber floor mats	GENERAL FUND	STREETS	89.86
	armorall wipes	GENERAL FUND	STREETS	31.11
	tork towels,degreaser	GENERAL FUND	STREETS	46.74
	towels,pails,tt,bags,clnr,	GENERAL FUND	PARKS	101.77
	armor all spray	GENERAL FUND	PARKS	19.08
	rubber floor mats	GENERAL FUND	PARKS	89.86
	armorall wipes	GENERAL FUND	PARKS	31.11
	tork towels,degreaser	GENERAL FUND	PARKS	46.74
	cleaning supplies	LIBRARY FUND	LIBRARY	229.02
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	916.08
	towels,pails,tt,bags,clnr,	WATER	DISTRIBUTION AND STORA	50.88
	armor all spray	WATER	DISTRIBUTION AND STORA	9.54
	rubber floor mats	WATER	DISTRIBUTION AND STORA	44.93
	armorall wipes	WATER	DISTRIBUTION AND STORA	15.56
	tork towels,degreaser	WATER	DISTRIBUTION AND STORA	23.37
	towels,pails,tt,bags,clnr,	WASTE WATER FUND	SOURCE/TREATMENT	50.88
	armor all spray	WASTE WATER FUND	SOURCE/TREATMENT	9.54
	rubber floor mats	WASTE WATER FUND	SOURCE/TREATMENT	44.93
	armorall wipes	WASTE WATER FUND	SOURCE/TREATMENT	15.56
	tork towels,degreaser	WASTE WATER FUND	SOURCE/TREATMENT	23.37
	towels,pails,tt,bags,clnr,	ENVIRON SERVICES F	REFUSE DISPOSAL	50.88
	armor all spray	ENVIRON SERVICES F	REFUSE DISPOSAL	9.54
	rubber floor mats	ENVIRON SERVICES F	REFUSE DISPOSAL	44.93
	armorall wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	15.56
	tork towels,degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	23.37
	towels,pails,tt,bags,clnr,	ELECTRIC FUND	POWER DISTRIBUTION	101.77
	armor all spray	ELECTRIC FUND	POWER DISTRIBUTION	19.08
	rubber floor mats	ELECTRIC FUND	POWER DISTRIBUTION	89.86
	armorall wipes	ELECTRIC FUND	POWER DISTRIBUTION	31.11
	tork towels,degreaser	ELECTRIC FUND	POWER DISTRIBUTION	46.74
	towels,pails,tt,bags,clnr,	STORMWATER FUND	TREATMENT	50.89
	armor all spray	STORMWATER FUND	TREATMENT	9.56
	rubber floor mats	STORMWATER FUND	TREATMENT	44.95
	armorall wipes	STORMWATER FUND	TREATMENT	15.56
	tork towels,degreaser	STORMWATER FUND	TREATMENT	<u>23.39</u>
			TOTAL:	2,587.97
COMPUTER TECHNOLOGY SOLUTIONS, INC.	computer	GENERAL FUND	FINANCE	320.63
	tape driving cleaning cart	GENERAL FUND	FINANCE	20.31
	repair firewall	GENERAL FUND	FINANCE	37.50
	computer	WATER	ADMIN AND GENERAL	80.16
	repair firewall	WATER	ADMIN AND GENERAL	9.38
	computer	WATER	CUSTOMER ACCOUNTS	160.31
	computer	WASTE WATER FUND	ADMIN AND GENERAL	80.16
	repair firewall	WASTE WATER FUND	ADMIN AND GENERAL	9.38
	computer	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.31
	computer	ENVIRON SERVICES F	ADMIN AND GENERAL	80.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	repair firewall	ENVIRON SERVICES F	ADMIN AND GENERAL	9.36
	computer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.32
	computer	ELECTRIC FUND	ADMIN AND GENERAL	80.16
	repair firewall	ELECTRIC FUND	ADMIN AND GENERAL	9.38
	computer	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>160.31</u>
			TOTAL:	1,377.81
CREDIT RIVER TOOLS	sockets,hex set&wrench	GENERAL FUND	STREETS	27.04
	air saw & sockets	GENERAL FUND	STREETS	73.36
	sockets,hex set&wrench	GENERAL FUND	PARKS	27.04
	air saw & sockets	GENERAL FUND	PARKS	73.36
	sockets,hex set&wrench	WATER	DISTRIBUTION AND STORA	13.52
	air saw & sockets	WATER	DISTRIBUTION AND STORA	36.68
	sockets,hex set&wrench	WASTE WATER FUND	SOURCE/TREATMENT	13.52
	air saw & sockets	WASTE WATER FUND	SOURCE/TREATMENT	36.68
	sockets,hex set&wrench	ENVIRON SERVICES F	REFUSE DISPOSAL	13.52
	air saw & sockets	ENVIRON SERVICES F	REFUSE DISPOSAL	36.68
	sockets,hex set&wrench	ELECTRIC FUND	POWER DISTRIBUTION	27.04
	air saw & sockets	ELECTRIC FUND	POWER DISTRIBUTION	73.36
	sockets,hex set&wrench	STORMWATER FUND	TREATMENT	13.52
	air saw & sockets	STORMWATER FUND	TREATMENT	<u>36.68</u>
			TOTAL:	502.00
CRYSTAL VALLEY	1m fuel #178233	WASTE WATER FUND	SOURCE/TREATMENT	<u>10,202.44</u>
			TOTAL:	10,202.44
DAKOTA SUPPLY GROUP	3/4" meter w/ radio	WATER	NON-DEPARTMENTAL	890.09
	3/4" meter w/ radio	WATER	NON-DEPARTMENTAL	8,817.19
	meter head	WATER	DISTRIBUTION AND STORA	<u>160.31</u>
			TOTAL:	9,867.59
DAVID DROWN ASSOCIATES, INC.	annual debt disclosure rep	GENERAL FUND	FINANCE	1,500.00
	annual debt disclosure rep	ELECTRIC FUND	ADMIN AND GENERAL	<u>1,500.00</u>
			TOTAL:	3,000.00
DGR ENGINEERING	misc 7/31/13	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	648.00
	sub imp 7/31/13	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	678.00
	broadway 7/31/13	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>1,699.20</u>
			TOTAL:	3,025.20
DIAMOND VOGEL PAINTS	traffic paint & tip	GENERAL FUND	STREETS	290.64
	red traffic paint	GENERAL FUND	STREETS	<u>156.79</u>
			TOTAL:	447.43
DON'S APPLIANCE & TV	dehumidifier	WATER	PURIFICATION AND TREAT	<u>203.05</u>
			TOTAL:	203.05
ELECTION SYSTEMS & SOFTWARE, INC	automark cards	GENERAL FUND	ELECTIONS	<u>890.25</u>
			TOTAL:	890.25
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	lightbar repair	GENERAL FUND	POLICE	443.38
	install watchguard #4-12	2013 EQUIPMENT CER	POLICE	722.50
	install watchguard #3-12	2013 EQUIPMENT CER	POLICE	680.00
	install watchguard #1-10	2013 EQUIPMENT CER	POLICE	<u>637.50</u>
			TOTAL:	2,483.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FASTENAL COMPANY	seal coating duct tape	GENERAL FUND	STREETS	29.42
	ss band,hose clmps w/screw	GENERAL FUND	STREETS	10.09
	screws	COMMUNITY CENTER	COMMUNITY CENTER	1.38
	round pt shovels	ENVIRON SERVICES F	REFUSE DISPOSAL	42.73
	pry bar	ENVIRON SERVICES F	REFUSE DISPOSAL	65.53
			TOTAL:	149.15
FEDEX	elections	GENERAL FUND	ELECTIONS	27.45
	park row crossing	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	25.82
			TOTAL:	53.27
GENERATIONS PHOTOGRAPHY & VINYL CREATI	gault prk sign	GENERAL FUND	PARKS	50.00
	meter car logos	WATER	CUSTOMER ACCOUNTS	25.00
	meter car logos	WASTE WATER FUND	CUSTOMER ACCOUNTS	25.00
	meter car logos	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	25.00
	meter car logos	ELECTRIC FUND	CUSTOMER ACCOUNTS	25.00
			TOTAL:	150.00
LEWIS GIESKING	mileage7/26-8/27/13	GENERAL FUND	STREETS	5.03
	mileage7/26-8/27/13	GENERAL FUND	PARKS	4.02
	mileage7/26-8/27/13	WATER	ADMIN AND GENERAL	2.01
	mileage7/26-8/27/13	WASTE WATER FUND	ADMIN AND GENERAL	2.01
	mileage7/26-8/27/13	ENVIRON SERVICES F	ADMIN AND GENERAL	2.02
	mileage7/26-8/27/13	ELECTRIC FUND	ADMIN AND GENERAL	5.03
	mmua,smmpa mtgs	ELECTRIC FUND	ADMIN AND GENERAL	297.01
			TOTAL:	317.13
H2O INNOVATION	cartridge filters 5 micron	WATER	PURIFICATION AND TREAT	4,988.00
			TOTAL:	4,988.00
HAWKINS, INC.	chlorine,sodium hydro	GENERAL FUND	SWIMMING POOL	1,867.64
	azone 15	GENERAL FUND	SWIMMING POOL	104.20
	bleach,caustic soda,flouri	WATER	PURIFICATION AND TREAT	3,237.20
	poly	WASTE WATER FUND	BIOSOLIDS	5,407.88
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	71.79
	poly	WASTE WATER FUND	BIOSOLIDS	5,407.88
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	95.72
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	167.51
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,118.00
	polymier	WASTE WATER FUND	SOURCE/TREATMENT	820.00
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	223.36
		TOTAL:	22,521.18	
HOLIDAY COMMERCIAL	august fuel	GENERAL FUND	POLICE	406.82
	august fuel	GENERAL FUND	BUILDING INSPECTOR	40.86
	august fuel	GENERAL FUND	BUILDING INSPECTOR	133.51
	propane	GENERAL FUND	STREETS	23.50
	august fuel	GENERAL FUND	STREETS	557.46
	august fuel	GENERAL FUND	PARKS	577.74
	august fuel	COMMUNITY CENTER	COMMUNITY CENTER	173.99
	august fuel	WATER	SOURCE OF SUPPLY	56.43
	august fuel	WATER	PURIFICATION AND TREAT	84.65
	august fuel	WATER	DISTRIBUTION AND STORA	423.22
	august fuel	WATER	CUSTOMER ACCOUNTS	16.25
	august fuel	WATER	CUSTOMER ACCOUNTS	48.99
	august fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	343.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	august fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	16.25
	august fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	48.99
	august fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	363.20
	august fuel	ELECTRIC FUND	POWER DISTRIBUTION	323.60
	august fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	16.26
	august fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	48.99
	august fuel	STORMWATER FUND	TREATMENT	442.48
			TOTAL:	4,147.09
IMPACT	july bills printing	WATER	CUSTOMER ACCOUNTS	136.34
	july bills postage, flyer, a	WATER	CUSTOMER ACCOUNTS	358.29
	july bills printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	136.34
	july bills postage, flyer, a	WASTE WATER FUND	CUSTOMER ACCOUNTS	358.29
	july bills printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	136.34
	july bills postage, flyer, a	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	358.30
	july bills printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	136.32
	july bills postage, flyer, a	ELECTRIC FUND	CUSTOMER ACCOUNTS	358.29
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	137.67
	market ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.96
			TOTAL:	2,277.14
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,002.51
			TOTAL:	1,002.51
INT'L ASSN OF CHIEFS OF POLICE	2013 policy subscription	GENERAL FUND	POLICE	30.00
			TOTAL:	30.00
JAVENS MECHANICAL CONTRACTING CO.	water service call	WATER	PURIFICATION AND TREAT	169.50
	ww service call	WASTE WATER FUND	SOURCE/TREATMENT	77.50
			TOTAL:	247.00
JT SERVICES	2# interduct	ELECTRIC FUND	NON-DEPARTMENTAL	2,757.38
			TOTAL:	2,757.38
KEEPRS, INC.	clothing allowance	GENERAL FUND	POLICE	154.87
			TOTAL:	154.87
KENDELL DOORS & HARDWARE, INC.	shackls less core, shackls	GENERAL FUND	STREETS	29.10
	shackls less core, shackls	GENERAL FUND	PARKS	29.10
	shackls less core, shackls	WATER	DISTRIBUTION AND STORA	14.55
	shackls less core, shackls	WASTE WATER FUND	SOURCE/TREATMENT	14.55
	shackls less core, shackls	ENVIRON SERVICES F	REFUSE DISPOSAL	14.55
	shackls less core, shackls	ELECTRIC FUND	POWER DISTRIBUTION	29.10
	shackls less core, shackls	STORMWATER FUND	TREATMENT	14.57
			TOTAL:	145.52
KIND VETERINARY CLINIC PA	july vet svcs	GENERAL FUND	COMMUNITY SERVICE	383.99
	july vet svcs	RESTRICTED CONTRIB	COMMUNITY SERVICE	582.23
			TOTAL:	966.22
LAKE CRYSTAL FIRE DEPT	lp gas refill	GENERAL FUND	FIRE	41.58
			TOTAL:	41.58
LEAGUE OF MINNESOTA CITIES	annual membership	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	9,633.00
			TOTAL:	9,633.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LEAGUE OF MN CITIES INSURANCE TRUST	4th qtr workers comp	GENERAL FUND	MAYOR & COUNCIL	13.05
	4th qtr workers comp	GENERAL FUND	CITY ADMINISTRATION	151.37
	4th qtr workers comp	GENERAL FUND	CITY CLERK	64.57
	4th qtr workers comp	GENERAL FUND	FINANCE	177.83
	4th qtr workers comp	GENERAL FUND	MUNICIPAL BUILDING	200.23
	4th qtr workers comp	GENERAL FUND	POLICE	6,085.49
	4th qtr workers comp	GENERAL FUND	FIRE	3,410.00
	4th qtr workers comp	GENERAL FUND	FIRE	153.66
	4th qtr workers comp	GENERAL FUND	BUILDING INSPECTOR	105.50
	4th qtr workers comp	GENERAL FUND	COMMUNITY SERVICE	288.44
	4th qtr workers comp	GENERAL FUND	PUBLIC WORKS ADMIN	160.19
	4th qtr workers comp	GENERAL FUND	STREETS	3,949.26
	sidewalk fall claim	GENERAL FUND	STREETS	1,000.00
	4th qtr workers comp	GENERAL FUND	RECREATION/LEISURE SER	908.90
	4th qtr workers comp	GENERAL FUND	SWIMMING POOL	651.86
	4th qtr workers comp	GENERAL FUND	SKATING RINKS	16.05
	4th qtr workers comp	GENERAL FUND	PARKS	2,055.78
	4th qtr workers comp	GENERAL FUND	ECONOMIC DEVMT	93.68
	sidewalk fall claim	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	9,568.08
	4th qtr workers comp	LIBRARY FUND	LIBRARY	285.09
	4th qtr workers comp	PUBLIC ACCESS	PUBLIC ACCESS	7.94
	4th qtr workers comp	COMMUNITY CENTER	COMMUNITY CENTER	554.82
	4th qtr workers comp	WATER	SOURCE OF SUPPLY	152.95
	4th qtr workers comp	WATER	PURIFICATION AND TREAT	1,360.00
	4th qtr workers comp	WATER	DISTRIBUTION AND STORA	632.98
	4th qtr workers comp	WATER	ADMIN AND GENERAL	132.14
	4th qtr workers comp	WATER	CUSTOMER ACCOUNTS	20.29
	4th qtr workers comp	WASTE WATER FUND	BIOSOLIDS	109.73
	4th qtr workers comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,108.07
	4th qtr workers comp	WASTE WATER FUND	SOURCE/TREATMENT	1,348.00
	4th qtr workers comp	WASTE WATER FUND	ADMIN AND GENERAL	169.36
	4th qtr workers comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.29
	4th qtr workers comp	ENVIRON SERVICES F	REFUSE DISPOSAL	901.67
	4th qtr workers comp	ENVIRON SERVICES F	ADMIN AND GENERAL	82.21
	4th qtr workers comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.41
	4th qtr workers comp	ELECTRIC FUND	POWER PRODUCTION	78.33
	4th qtr workers comp	ELECTRIC FUND	POWER DISTRIBUTION	1,874.96
	4th qtr workers comp	ELECTRIC FUND	ADMIN AND GENERAL	456.21
	4th qtr workers comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	94.38
	4th qtr workers comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	274.33
	4th qtr workers comp	STORMWATER FUND	TREATMENT	79.21
	4th qtr workers comp	STORMWATER FUND	ADMINISTRATION AND GEN	947.89
	4th qtr workers comp	STORMWATER FUND	CUSTOMER ACCOUNTS	13.41
	4th qtr workers comp	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,312.72
			TOTAL:	41,084.33
LOCATORS & SUPPLIES, INC.	leather gloves	GENERAL FUND	STREETS	89.09
	leather gloves	GENERAL FUND	PARKS	89.09
	leather gloves	WATER	DISTRIBUTION AND STORA	44.54
	leather gloves	WASTE WATER FUND	SOURCE/TREATMENT	44.54
	leather gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	44.54
	leather gloves	ELECTRIC FUND	POWER DISTRIBUTION	89.09
	leather gloves	STORMWATER FUND	TREATMENT	44.55
			TOTAL:	445.44
MARCO, INC.	7/23-8/22 contract	GENERAL FUND	CITY ADMINISTRATION	22.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/23-8/22 contract	GENERAL FUND	CITY CLERK	22.90
	7/23-8/22 contract	GENERAL FUND	FINANCE	15.27
	7/23-8/22 contract	GENERAL FUND	POLICE	12.21
	7/23-8/22 contract	GENERAL FUND	BUILDING INSPECTOR	6.11
	7/23-8/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	3.05
	7/23-8/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.53
	7/23-8/22 contract	WATER	ADMIN AND GENERAL	13.74
	7/23-8/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	13.73
	7/23-8/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	41.22
			TOTAL:	152.66
MATHESON TRI-GAS INC	carbon dioxide	WATER	DISTRIBUTION AND STORA	72.76
			TOTAL:	72.76
MENARDS	spray paint for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	42.59
			TOTAL:	42.59
MISC VENDOR	COWELL, GREG	paws walk talent fee	RESTRICTED CONTRIB COMMUNITY SERVICE	100.00
	DC SPORTS	jr jammers prog supplies	GENERAL FUND RECREATION/LEISURE SER	703.00
	GAYLOR AQUATIC CTR	gaylord aquatic ctr admiss	GENERAL FUND RECREATION/LEISURE SER	116.00
	GAYLOR AQUATIC CTR	gaylord aquatic ctr admiss	RESTRICTED CONTRIB RECREATION/LEISURE SER	116.00
	LIA PRICE TRANS & INTE	interpreter	GENERAL FUND POLICE	26.25
	LONESOME RON	performance	RESTRICTED CONTRIB LIBRARY	100.00
	NICOLLET FIRE DEPARTME	light tower paint&repair	GENERAL FUND FIRE	613.28
	STEINBORN, THERESA	pool partial rental refund	GENERAL FUND NON-DEPARTMENTAL	30.00
	STEINBORN, THERESA	pool partial rental refund	GENERAL FUND NON-DEPARTMENTAL	2.06
			TOTAL:	1,806.59
MN DEPT OF HEALTH	1st qtr water connect fee	WATER	NON-DEPARTMENTAL	4,854.27
			TOTAL:	4,854.27
MN DEPT OF HUMAN SERVICES	mowing 412 walnut	GENERAL FUND	NON-DEPARTMENTAL	150.00
			TOTAL:	150.00
MN PIPE & EQUIPMENT	encoder output module	WATER	DISTRIBUTION AND STORA	352.37
			TOTAL:	352.37
MN STATE FIRE CHIEFS ASSOCIATION	2013 annual conf reg-ron q	GENERAL FUND	FIRE	220.00
			TOTAL:	220.00
PETE MOULTON	project close out w/ contr	WATER	ADMIN AND GENERAL	42.00
	drop off samples&insp slud	WASTE WATER FUND	ADMIN AND GENERAL	67.80
	mileage8/12-8/16	STORMWATER FUND	ADMINISTRATION AND GEN	24.86
			TOTAL:	134.66
MVTL LABORATORIES INC	aerobic plate count testin	WATER	SOURCE OF SUPPLY	55.00
	aerobic plate count testin	WATER	PURIFICATION AND TREAT	81.00
	sludge analysis	WASTE WATER FUND	BIOSOLIDS	341.00
	salty disc	WASTE WATER FUND	SOURCE/TREATMENT	144.00
	salty disc hwe	WASTE WATER FUND	SOURCE/TREATMENT	144.00
	heartland testing	WASTE WATER FUND	SOURCE/TREATMENT	315.00
	aerobic plate count	WASTE WATER FUND	SOURCE/TREATMENT	26.00
	heartland testing	WASTE WATER FUND	SOURCE/TREATMENT	600.00
			TOTAL:	1,706.00
NATIONAL ASSOCIATION OF SCHOOL RESOURC	2012-2013 membership tom w	GENERAL FUND	POLICE	40.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	40.00
NEW ULM QUARTZITE QUARRIES	seal coat chips	GENERAL FUND	STREETS	12,672.96
	seal coat chips	GENERAL FUND	STREETS	13,321.85
			TOTAL:	25,994.81
NICOLLET COUNTY BANK	ach transfers payroll & a/	GENERAL FUND	FINANCE	8.87
	ach transfers payroll & a/	WATER	ADMIN AND GENERAL	2.22
	ach transfers utility bill	WATER	CUSTOMER ACCOUNTS	11.68
	ach transfers payroll & a/	WASTE WATER FUND	ADMIN AND GENERAL	2.22
	ach transfers	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.68
	ach transfers payroll & a/	ENVIRON SERVICES F	ADMIN AND GENERAL	2.22
	ach transfers	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.68
	ach transfers payroll & a/	ELECTRIC FUND	ADMIN AND GENERAL	2.22
	ach transfers	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.66
			TOTAL:	64.45
NORTH CENTRAL INTERNATIONAL	filter	GENERAL FUND	NON-DEPARTMENTAL	6.66
	#27 alternator	WASTE WATER FUND	COLLECTOR/LIFT STAT	195.92
			TOTAL:	202.58
NORTHERN SAFETY TECHNOLOGY, INC.	replcmnt lfl endcap	GENERAL FUND	POLICE	74.16
	strap kit '11 durango	2013 EQUIPMENT CER	POLICE	109.56
			TOTAL:	183.72
NUTTER CLOTHING CO	clothing allowance jim n	GENERAL FUND	FIRE	108.00
	clothing allowance jim n	GENERAL FUND	PARKS	27.00
			TOTAL:	135.00
OFFICEMAX	ups replacement	WATER	CUSTOMER ACCOUNTS	12.02
	ups replacement	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.02
	ups replacement	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.03
	ups replacement	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.02
			TOTAL:	48.09
PEPSI-COLA OF MANKATO INC	concessions credit	GENERAL FUND	SWIMMING POOL	187.00-
	vending machine	COMMUNITY CENTER	COMMUNITY CENTER	362.65
			TOTAL:	175.65
PONGRATZ FENCE&FAB	fence reloc,sunrse switch	ELECTRIC FUND	POWER DISTRIBUTION	2,555.00
			TOTAL:	2,555.00
PSC CONSTRUCTION	417 nassau sewer repairs	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	9,346.50
			TOTAL:	9,346.50
QUILL	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	105.13
	ink cartridges	GENERAL FUND	STREETS	37.23
	ink	GENERAL FUND	STREETS	28.14
	ink cartridges	GENERAL FUND	PARKS	29.78
	ink	GENERAL FUND	PARKS	22.51
	ink cartridges	WATER	ADMIN AND GENERAL	14.89
	ink	WATER	ADMIN AND GENERAL	11.26
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	14.89
	ink	WASTE WATER FUND	ADMIN AND GENERAL	11.26
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	14.90
	ink	ENVIRON SERVICES F	ADMIN AND GENERAL	11.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	37.23
	ink	ELECTRIC FUND	ADMIN AND GENERAL	<u>28.14</u>
			TOTAL:	366.61
RECREATION SUPPLY COMPANY	lifeguard chair seat/brack	GENERAL FUND	SWIMMING POOL	186.31
	backboard supports	GENERAL FUND	SWIMMING POOL	<u>24.71</u>
			TOTAL:	211.02
ROCHESTER MIDLAND	rr servc pw 8/13-7/14	GENERAL FUND	STREETS	202.38
	rr servc pw 8/13-7/14	GENERAL FUND	PARKS	161.90
	rr servc pw 8/13-7/14	WATER	ADMIN AND GENERAL	80.95
	rr servc pw 8/13-7/14	WASTE WATER FUND	ADMIN AND GENERAL	80.95
	rr servc pw 8/13-7/14	ENVIRON SERVICES F	ADMIN AND GENERAL	80.96
	rr servc pw 8/13-7/14	ELECTRIC FUND	ADMIN AND GENERAL	<u>202.38</u>
			TOTAL:	809.52
RYAN PLUMBING & HEATING	fix toilet	COMMUNITY CENTER	COMMUNITY CENTER	<u>161.48</u>
			TOTAL:	161.48
SAINTS BUS SERVICE	field trips	GENERAL FUND	RECREATION/LEISURE SER	663.05
	vip trip twins game	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>433.00</u>
			TOTAL:	1,096.05
SCIENCE MUSEUM OF MINNESOTA	srp dinosaur program	LIBRARY FUND	LIBRARY	<u>435.00</u>
			TOTAL:	435.00
DON SIEBERG	senior dance music	GENERAL FUND	SENIOR COORDINATOR	<u>150.00</u>
			TOTAL:	150.00
SOUTH CENTRAL COLLEGE	sfst dwi update mike p	GENERAL FUND	POLICE	50.00
	grain bin rescue training	GENERAL FUND	FIRE	<u>900.00</u>
			TOTAL:	950.00
SOUTHERN MN CONSTRUCTION CO INC	lincoln&old min asphalt	GENERAL FUND	STREETS	1,910.46
	medary asphalt	GENERAL FUND	STREETS	1,612.30
	class5rock yard stockpile	WATER	ADMIN AND GENERAL	173.14
	class5rock yard stockpile	WASTE WATER FUND	ADMIN AND GENERAL	173.14
	class5rock yard stockpile	ENVIRON SERVICES F	ADMIN AND GENERAL	86.58
	class5rock yard stockpile	ELECTRIC FUND	ADMIN AND GENERAL	432.86
	storm asphalt	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>186.58</u>
			TOTAL:	4,575.06
SPRINT SOLUTIONS, INC.	cell phone svc 7/15-8/14	GENERAL FUND	FIRE	17.26
	connect card	WATER	ADMIN AND GENERAL	39.99
	on call phones 7/15-8/14	WATER	ADMIN AND GENERAL	25.82
	on call phones 7/15-8/14	WASTE WATER FUND	ADMIN AND GENERAL	28.39
	on call phones 7/15-8/14	ELECTRIC FUND	ADMIN AND GENERAL	<u>25.82</u>
			TOTAL:	137.28
ST PETER AREA CHAMBER OF COMMERCE	resource guide ad	GENERAL FUND	CITY ADMINISTRATION	<u>615.00</u>
			TOTAL:	615.00
ST PETER HIGH SCHOOL	gymnastics equip storage r	GENERAL FUND	RECREATION/LEISURE SER	<u>300.00</u>
			TOTAL:	300.00
STANDARD & POOR'S	2013b bond rating	2013B TIF #1-18 N	STREETS	6,900.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	6,900.00
STATE INDUSTRIAL PRODUCTS	restroom air freshener	COMMUNITY CENTER	COMMUNITY CENTER	284.48
			TOTAL:	284.48
TELIN TRANSPORTATION GROUP	#11 door repair	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	178.58
			TOTAL:	178.58
TIGERDIRECT.COM	2013 software	GENERAL FUND	FINANCE	347.59
	patron #4 monitor	LIBRARY FUND	LIBRARY	150.64
	2013 software	WATER	ADMIN AND GENERAL	86.90
	2013 software	WATER	CUSTOMER ACCOUNTS	85.75
	2013 software	WASTE WATER FUND	ADMIN AND GENERAL	86.90
	2013 software	WASTE WATER FUND	CUSTOMER ACCOUNTS	85.75
	2013 software	ENVIRON SERVICES F	ADMIN AND GENERAL	86.89
	2013 software	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	85.74
	2013 software	ELECTRIC FUND	ADMIN AND GENERAL	86.90
	2013 software	ELECTRIC FUND	CUSTOMER ACCOUNTS	85.75
			TOTAL:	1,188.81
JANE TIMMERMAN	acrylic sign holders	GENERAL FUND	RECREATION/LEISURE SER	10.72
	acrylic sign holders	COMMUNITY CENTER	COMMUNITY CENTER	10.73
			TOTAL:	21.45
TWIN CITY OPTICAL CO INC	raoul lens & coat	ENVIRON SERVICES F	ADMIN AND GENERAL	46.31
			TOTAL:	46.31
USA BLUE BOOK	sampling bags	WATER	PURIFICATION AND TREAT	82.54
			TOTAL:	82.54
VISA	mtg w/mayor,city/school mt	GENERAL FUND	CITY ADMINISTRATION	37.66
	uniform pants, belt	GENERAL FUND	POLICE	189.97
	am membrane tech wkshp hot	WATER	ADMIN AND GENERAL	340.80
	work boots jim g, curtis t	WATER	ADMIN AND GENERAL	359.90
	safety shoes	STORMWATER FUND	ADMINISTRATION AND GEN	129.95
	paws walk items	RESTRICTED CONTRIB	COMMUNITY SERVICE	115.97
			TOTAL:	1,174.25
WATCH GUARD VIDEO	squad car video system	2013 EQUIPMENT CER	POLICE	23,643.49
	squad car video system	2013 EQUIPMENT CER	POLICE	4,029.19
			TOTAL:	27,672.68
WESCO DISTRIBUTION INC	#384 i/o test pt elbow	ELECTRIC FUND	NON-DEPARTMENTAL	961.88
			TOTAL:	961.88
WHY NOT EVENTS	movie in the park	GENERAL FUND	RECREATION/LEISURE SER	1,000.00
			TOTAL:	1,000.00
WOLF MOTOR COMPANY, INC.	#203 switch assy	WATER	CUSTOMER ACCOUNTS	8.68
	#203 switch assy	WASTE WATER FUND	CUSTOMER ACCOUNTS	8.68
	#203 switch assy	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	8.66
	#203 switch assy	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.68
			TOTAL:	34.70
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	48.59
			TOTAL:	48.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ZEP SALES & SERVICE	zepunch aerosol degreaser	GENERAL FUND	STREETS	25.38
	zepunch aerosol degreaser	GENERAL FUND	PARKS	25.38
	zepunch aerosol degreaser	WATER	DISTRIBUTION AND STORA	12.69
	zepunch aerosol degreaser	WASTE WATER FUND	SOURCE/TREATMENT	12.69
	zepunch aerosol degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	12.69
	zepunch aerosol degreaser	ELECTRIC FUND	POWER DISTRIBUTION	25.38
	zepunch aerosol degreaser	STORMWATER FUND	TREATMENT	12.68
			TOTAL:	126.89

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

101	GENERAL FUND	222,504.40
201	PROPERTY INSURANCE	9,568.08
211	LIBRARY FUND	2,743.66
213	PUBLIC ACCESS	7.94
217	COMMUNITY CENTER	2,532.59
231	OLD COMMUNITY HOSPITAL	25.82
432	2013B TIF #1-18 N THIRD	6,900.00
473	2013 EQUIPMENT CERTIFICAT	29,822.24
601	WATER	29,567.00
602	WASTE WATER FUND	44,196.04
603	ENVIRON SERVICES FUND	2,993.52
604	ELECTRIC FUND	17,260.61
606	STORMWATER FUND	2,385.35
610	HEARTLAND TRANSIT	1,491.30
820	RESTRICTED CONTRIBUTIONS	1,893.07

 GRAND TOTAL: 373,891.62

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 license applications are hereby approved subject to payment of the licensing fee and compliance with City Code regulations:

Temporary Show

Rock Bend Folk Festival	MN Square	9/7/13 – 9/8/13
St. Peter Ambassadors	Parking Lot #5	9/26/13 – 9/28/13
City Recreation Department	600 S 5 th Street	10/26/13

Temporary Soft Drink

Toner Des Concessions	MN Square	9/7/13 – 9/8/13
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- 2. The following advisory board appointment is approved for the term indicated:

LIBRARY BOARD

Cindy Freeman (2013-2015)

- 3. The following individual is appointed to serve as an election judge for the November 5, 2013 general election:

Preston Smith

- 4. The following employee appointments are approved at the wages indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Allan Ostgarden	Part-time Building Supervisor	\$8.25/hour
Scott Leonard	Temporary Work Study Program	\$8.00/hour

- 5. The schedule of disbursements for August 22, 2013 through September 4, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of September, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/05/13

FROM: Todd Prafke
City Administrator

Paula O'Connell
Finance Director

A handwritten signature in cursive, appearing to read "PMS", is written over the printed name of Paula O'Connell.

RE: 2014 Preliminary Levy

ACTION/RECOMMENDATION

Approve the attached resolution adopting the preliminary levy for the 2014 year and identifying the regularly scheduled council meeting at which the budget and levy will be discussed and the final levy determined.

BACKGROUND

We are recommending an increase in the levy for the 2014 budget year of \$62,443. As you may recall, the levy for the 2011 and the 2012-year stayed the same, it was increased by \$37,495 for the current year, and now it is proposed to maximize the levy limit by our allowed \$30,000 and the increase in debt service needs. This recommendation is based on a number of factors that we will outline in the memo below. The 2014 levy includes a number of assumptions and has no significant changes in our budget from the 2012 and 2013 years.

Councilmembers should note that our preliminary tax capacity value has increase 1.8%. This increase in tax capacity and levy change will change the current Tax Rate of 50.67 to a tax rate of 51.27. Tax Rates for previous years are listed below:

2013	50.67
2012	49.00
2011	43.52
2010	43.39
2009	37.93
2008	43.72
2007	42.59
2006	40.72

The total general fund expenditures are proposed to go up \$359,610, which is a 6.04% increase over the 2013 budget. The 2014 Local Government Aid Notice has been received and we are certified to receive \$2,908,508. This is an increase of \$292,382 over 2013. We believe this is an amount we can use without anticipation of further unallocation for the 2014 year.

Goals for this discussion are:

- Discuss process
- Provide an update on the 2013 projections and budget modifications
- Provide an update on the 2014 budget progress
- Provide information that allows you to work towards a reasoned decision relative to the levy

- This budget and levy, the means by which you provide for the policies you have in place, is a substantial opportunity for you to provide input in making this the Council budget and not the Staff budget.

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

We continue to look at the General Fund and Special Revenue Fund budgets as a portion of a larger business and believe we are very cognizant of the impact that modification in any of these areas has on other portions of the City business. The 2014 budget is based on the ideas expressed below.

LGA continues to make up a large portion of our General Fund budget. We are not looking for approval of the budget (that will come in December), but we are looking for some feedback about the direction we are headed. Obviously the budget does lead to a Levy need.

Let us outline the general process and we will visit a bit about how things might change from that point forward. Below are just a couple of the most important rules to keep in mind:

- You must certify the preliminary levy to the County by September 15th.
- Once that preliminary levy is certified, you may lower the amount, but it may not be increased.

The changes within the budget, as compared to 2013, are very small with a few specific exceptions:

- Street maintenance for 2014 is planned for a \$42,500 increase over your 2013 budget. To be clear, you may remember making a change and adding \$90,000 in April and another \$30,000 in July, so this increase would be less than the work completed in 2013 after the additional dollars were provided by the Council. This is a response to what we believe are increasing material costs and continuing to provide maintenance on one of your biggest investments that is very expensive to replace.
- Police capital expenses include computers, video and a copier in the amount of \$37,900.
- Parks will see \$19,000 in miscellaneous improvements.
- The fire department budget includes \$25,000 of replacement equipment that have certification issues and also garage door openers.
- The 2014 budget also includes an allocation of \$2,500 for the youth center.
- \$50,000 of cuts were made to allow the same value of transfer to the 2014 debt levy. The majority of these cuts (\$42,000) is the reduced transfer to the pooled insurance fund.
- General Fund reserves will be lowered to a projected 46.3% of expenditures. This includes the use of \$66,445 to fund the 2014 operations. The percentage of Reserves is within your policy of 35% to 50% of years expenditures.

For 2014, we will use the same philosophy we have over the past years. We do not look at the total levy and then make cuts or additions. We look at the divisional budgets line by line and think about needs and priorities set by you, make changes, and then look at how that would influence the total.

The philosophy in the past was to bring you budgets based on the programs and service standards we have had in place without puffing it up needlessly, simply to be cut later in October or November to show how great a job we can do budget cutting. That is to say, we bring a budget that will provide for the operation you have told us you want. In this case, the service levels are still based on the

2010 and 2011 budget modifications. Reserves are used for emergencies or efforts that are unknown to us at this time. In some past years we have used reserves for a deal that is too good to pass up. We do not believe that additional information about costs projected in a month or two will substantially impact our thoughts on needs and/or priorities so we don't plan to come back to you multiple times between now and December and modify the budget. It may be important to note that once the legislative session starts in 2014 there is always the potential for a change in the ground rules. Election results and budget surpluses or deficiencies at the State level all influence those issues and right now, we do not have any supernatural ability to predict future outcomes.

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

Lastly, based on State funding changes over the past nine years, local property taxes are more heavily depended upon to make your operations go.

Our Financial Position Today - The City, as reported by our auditors, is in very good financial shape. The General Fund ended the 2012 year with revenues over expenditures by \$421,131 and reserves increasing to \$3,483,074. The projected change to fund balance in 2013 is anticipated to decrease \$471,092 this is \$101,092 larger than the anticipated reductions due to bond prepayment (\$250,000) and additional street maintenance (\$120,000). Both of these expenditures were done according to the plan approved by the Council.

Working Plan Thus far - The 2014 budget is not balanced. Revenues will be lower than expenditures. This is not a good or bad thing it is just the plan and we are happy that our understanding of these issues has evolved over the last number of years. Based on your Fund Balance Policy for the General Fund which says the reserve should be "35% to 50% for the following years budgeted expenditures", we believe a \$66,445 use of fund balance is reasonable.

Based on the proposed budget we will have a projected fund balance of \$2,945,537 at the end of budget year 2014. Based on our current projections, the reserve percentage for the end of 2013 will likely be approximately 47.7%, and 2014 at 46.6%.

General fund expenditures are planned for an increase of \$359,610 driven by personnel costs, utilities, and capital purchases. Alternatives to this increase are discussed later in the memo. Major changes have been made in the past due to the LGA reductions and trying to maintain reasonableness in our tax levy, but this year we are relatively confident that the State will provide the levy of LGA promised for the 2014 year. Again, this budget is premised on your service level decisions for 2010 and 2011 and the budget modifications that resulted.

Some of the tools used to provide the 2014 budget year include:

- Enterprise funds have been estimated based on projected sales for the 2014 year, assuming rate increases and lower use possibilities in 2014. This is a very conservative approach, but we have seen consumption reductions at the initial rate increase. Transfers will remain at 6.5% of sales for the Electric, Water, Wastewater, and Stormwater budgets. Please know that the transfers are based on percentage of gross revenue, so even though they are likely to change, we believe this assumption is appropriate as a starting point.
- Health insurance costs are budgeted with a 10% increase.
- Wage modifications for all union and non-union are about 3%.

- No significant changes in personnel levels with no position additions and no eliminations compared to the 2010 modification list and actual FTE in 2011-2013 budgets. In other words - no changes. The Streets Division still operates with an Equipment Operator position going unfilled.
- We will continue to make operational changes that we hope will reduce overtime and may mean changes when and how some activities are undertaken. We budgeted hours of overtime at the levels we have seen for 2011-2013.
- Budget modifications, and in particular cuts articulated for the 2010 year, are also cut as a part of the 2014 budget.
- Fire Relief Association levy of \$10,000 for the 2014 year.
- Self-funding a higher deductible for Property/Casualty Insurance coverage across all funds. This plan is not anticipated to transfer an amount for 2014 from general fund, there is anticipated that the enterprise funds will continue to contribute to the insurance pool. After the claim deductibles are closed, the 2013 fund balance will be approximately \$275,000.
- 2013 Local Government aid is not planned to be reduced from the certified amount. We have an additional \$292,382 for 2014.
- Additional Debt related to the purchase of a fire truck. We have a seven year levy necessary for the debt service.
- Reserves are contributing \$50,000 to the reduction of the 2014 equipment certificate debt.
- The levy includes the additional \$30,000 allowed under levy limits, which will go to the general fund budget.

Projects in 2014 that are being planned include:

- Equipment Certificate for \$394,250. These potential purchases will be discussed closer to the final budget approval and are (not prioritized):
 - \$30,000 - Squad car
 - \$57,000 - City share of a new TRT Armored vehicle
 - \$26,000 - Turn out gear (Fire Dept) possible place holder if grant is available.
 - \$29,250 - share of \$65,000 mechanics service truck w/winch
 - \$200,000 – Street Sweeper
 - \$38,000 - Replace 1999 72" Toro mower
 - \$14,000 – Transit Bus

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

- Seal coating and patching work increase by \$42,500. (Compared to Budget 2013)
- Additional parks repairs of \$19,000 for enhancements to dugouts and picnic tables.
- We have planned no funding in the budget for Pavilion work as an amount is not known and our planning, thus far, has been to work to solicit other peoples money (OPM) once a scope is determined.
- There will be other modifications to fees, which are insignificant to the budget, but more reflective of actual costs.
- There is no funding for issues related to the development north of Union Street. These will be funded elsewhere.
- The budget includes Coalition of Greater Minnesota Cities (\$15.600) and Third Floor (funding by restricted funds).

Miscellaneous things to consider -

- As always, our goal is to construct a budget that meets your goals and priorities. We have provided additional information so that the Council might be able to determine if this budget does that.
- There are many, many requests that go unfilled; a large number of those are removed at the Department or the Administrative level. We continue to under-fund depreciation on assets and road maintenance. That is not only the case in Saint Peter, but in just about every community in the state.
- Our dependence on Local Government Aid remains significant.
- This budget delays some capital equipment wishes that in past years we may have funded. Some of these reductions are made because our needs have changed and others because we continue to work to be good stewards of the resources. Some are done with the hope that we can limp to another year based on cost of money or serviceability. Others are done because we believe strongly in the idea of budget responding to our customers and the services you wish to see provided.
- We will be prioritizing things like weed control and repairs throughout our various facilities and our efforts will be focused on areas with customer needs as the driving force behind the prioritization.
- You can change how you look at resource balance between Tax driven and Enterprise Funds. In the past we have maintained a very specific percentage of gross revenues of Enterprise Fund transfers to the General Fund. This budget anticipates no change in that balance. The Council could change that area if you wished. We will have the ability to discuss the general impact of changes in that balance if you wish. A slight twist to that may be the additional use of enterprise funds in a more targeted way. We can discuss this now, but it may be more valuable during your enterprise funds discussion that will come up in the near future.
- We have also assembled a list of some of the outside the box ideas that may assist us in our budget balancing. All of these need more discussion prior to any implementation because most represent a policy change and, frankly, a large shift in what our operations model has been in the past. Some of those are:
 - Additional modification to fees. (Yearly adjustments are always done)
 - Payment in lieu of taxes from other entities that are not taxed now.
 - Modification to assessment policies that put more burden on individual taxpayers rather than the general fund. The last changes you made put additional cost on General Fund by transferring alley skirting from assessable to be paid by the City.
 - When to take savings from Insurance Fund.
 - Additional enterprise funds contributing to the general fund.
 - Targeted utility increases.
 - Franchise fees (Franchise fees as exemplified by a Natural Gas fee.)
 - Use of other funds to transfer in revenues.
 - Any others you may have or we may come up with.
- It is important to understand that our reserves have increased due to cost savings, but there are still areas of volatility that could substantially influence the final 2014 outcome. Those items that are our highest concerns include:
 - State aids; LGA in particular. A bigger picture discussion and plan may be needed in this area. That discussion could focus on alternative sources of revenue and what should or could be done to limit our dependence on LGA.
 - Budget modification from 2010 still influences us today. There is a long list of items that the Council has reviewed and Staff has moved forward with. These changes have led to modifications in the way we provide services including eliminating positions and

- reducing expenditures in many ways. We continue to be on target to maintain those savings, but if we don't meet the targets, the reserve outlook for ending 2013 would be reduced. Again, we are on track in this area, but it is important to be vigilant.
- Natural or manmade events. A great example might be a relatively small natural disaster or a major crime against persons. These have the potential to tip the budget off plan with overtime and other costs. Our plan continues to contemplate that reserve funds will have to meet those needs should a disaster occur. We will continue to worry about people first and money second.
 - Supply costs and, in particular, fuel. This is just a very difficult area to project as are all energy costs. Energy and fuel affects all aspects of our operations.

Fiscal Impact:

Market value numbers and tax capacities for the payable 2014 year are preliminary.

Another important consideration is reserves. Our General Fund reserves have increased from 37.4% to 47.7% since the end of 2008 to the projected 2013 year, or in real dollars by about \$961,330. This has been planned so that we can meet some of the financial challenges that we face each year. This was done through cost savings and the budget modifications that you have reviewed and implemented. In addition, approximately \$210,000 in Enterprise Fund savings were realized and was planned to be transferred to the General Fund in 2011. We have not made that transfer, nor are we planning to make those transfers in the future. This is not an attractive option for the 2014 year as Utility Reserves have declined and Utility rates have climbed enough for those reserves to be necessary in those enterprise funds.

Generally speaking, an increase in your levy of \$10,000 means an increase in your tax rate of .24. A decrease in your levy of \$10,000 means a decrease in your tax rate of .24.

Alternatives and Variations

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

- Lower the gross levy to meet any Tax Rate or other goals you may wish to put in place. This provides opportunity to say we are reducing the levy. There may be value to that symbolism, but that value is a Council decision.
- Additional cuts. This would mean changes in service levels compared to the 2013 year. That is something we can review, but again our mission here has been to tell you the cost to provide services as directed after the 2010 and 2011 budget modifications were put in place.
- Spend down the increase in reserves which lowers the gross levy but then it may make future years more difficult. We like the 2014 plan we have illustrated knowing that the high likelihood of things changing, especially as it relates to State funding beyond 2014. Again, this is part of that Fund Balance and policy discussion.
- Put more capital purchases on the equipment certificate, which would lower this year's levy but increase future year levies. There is \$125,280 of capital equipment remaining in the general fund budget. The converse of that is to spend reserve rather than issuance of Equipment Certificate. There are some interesting things we could do here but all certainly fall within the realm of Council sense of what is best.

- Add new or reinstate previously cut services into the budget with additional levy or with the use of reserves. Again, this is a call for the Council to make. One caution here...if we believe that changes to LGA and other funding sources is not just a one or two or three year blip, then changes to service levels or changes in taxes seem inevitable. If that is true, we are unsure of the value of providing services on a year-by-year basis. By that, we mean it seems strange to provide a service in 2014 then in 2015 we discontinue it and then in 2016 we provide that service again. It is confusing to our citizens. Again, we are not sure that helps the quality of life for the members of our community. It is also costly in both money (start and stop costs) and morale to be on again/off again. Those too are real costs.
- Restrict or assign reserves within the fund balance policy to a building fund or further lower existing debt with higher interest rates.

There are many, many more.

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

The attached resolution adopts the preliminary levy and identifies the regularly scheduled Council meeting at which the budget and levy will be discussed and the final levy determined. Due to legislation passed in the 2009 session the formal Truth-in-taxation hearings have been eliminated.

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

CITY OF SAINT PETER
TAX THEORY
TAX LEVY: CERTIFY IN 2013, COLLECTIBLE IN 2014

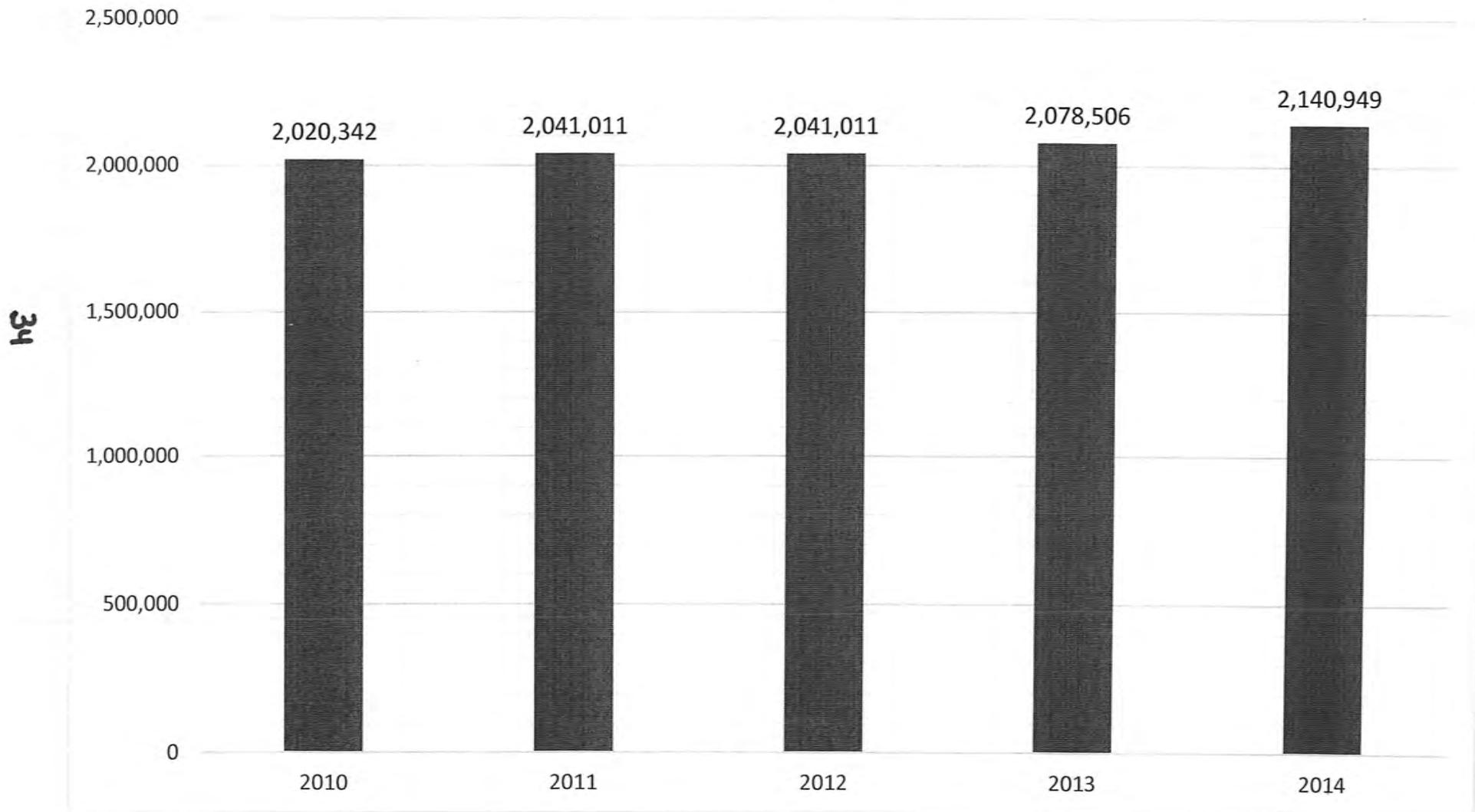
Levy Limit Years

Levy Limit

	Certified: Payable:	Levy Limit Years				Levy Limit			
		2009 2010	2010 2011	2011 2012	2012 2013	BUDGET 2013 2014	PROJECTED 2014 2015	PROJECTED 2015 2016	PROJECTED 2016 2017
General Fund		835,682	832,925	1,275,614	1,275,614	1,305,614	1,370,895	1,439,439	1,511,411
\$ increase (decrease) in General Fund		297,281	0	90,490	0	30,000	65,281	68,545	71,972
% increase (decrease) in General Fund		33.48%	0.00%	7.64%	0.00%	2.35%	5.00%	5.00%	5.00%
Public Library		310,133	310,133	250,133	220,133	220,133	231,140	242,697	254,831
St. Peter Community Center		0	0	0	0	0	0	0	0
N Firefighter's Relief		16,690	24,600	10,000	10,000	10,000	10,000	10,000	10,000
Special Levies:									
A Bonded Indebtedness									
2002 Refunding Bond (CCC)		0	0	0	0	0	0	0	0
09 Public Project Revenue Bond (SPCC)		301,715	298,112	294,277	294,277	284,053	284,055	283,593	282,665
98 GO CO Refunding Bond (Pine Ridge)		0	0	0	0	0	0	0	0
B Certificates of Indebtedness									
Expired Equipment Certificates		0	0	0	0	0	0	0	0
'06 Equipment Certificate		40,000	0	0	0	0	0	0	0
07 Equipment Certificate		34,200	34,200	0	0	0	0	0	0
08 Equipment Certificate		63,180	63,180	51,372	0	0	0	0	0
'09 Equipment Certificate		69,300	67,462	65,720	63,977	62,049	0	0	0
'10 Equipment Certificate			35,200	34,300	33,400	32,500	31,425	0	0
'11 Equipment Certificate		0		21,995	21,425	20,850	20,235	19,605	0
'12 Equipment Certificate				14,600	48,900	53,000	48,900	48,900	0
'13 Equipment Certificate - Fire Truck		0	0	0	87,780	82,000	83,000	83,000	85,000
'14 Equipment Certificate						47,750	95,200	92,650	90,100
'15 Equipment Certificate							57,500	56,000	54,500
'16 Equipment Certificate								57,500	56,000
'17 Equipment Certificate									56,000
'18 Equipment Certificate									
C Bonds of another local unit of Gov't									
J Pera Employer rate inc. after 6/30/01		79,895	82,652	0	0	0	0	0	0
Unallotment --		269,547	269,547	0	0	0	0	0	0
Abatement for Nash Finch						0	2,975	2,975	2,975
Abatement for ISJ Clinic			23,000	23,000	23,000	23,000	23,000	23,000	23,000
Special Levies:		349,442	873,353	505,264	572,759	605,202	646,290	667,223	650,240
Levy applicable to levy limits:		1,670,900	1,167,658	na	na	1,535,747	1,612,034	1,692,136	1,776,243
TOTAL GROSS LEVY:		2,020,342	2,041,011	2,041,011	2,078,506	2,140,949	2,258,324	2,359,359	2,426,483
% increase(decrease) over prior levy		14.28%	1.02%	0.00%	1.84%	3.00%	5.48%	4.47%	2.85%
Tax Rate: City		43.39	43.52	49.00	50.67	51.27	53.54	55.39	56.40
Tax Rate: Total									
Taxable Market Value		492,259,900	484,053,400	430,696,300	424,206,500				
Exempt Market Value		231,922,800	277,106,400	277,106,400	277,106,400				
Net Tax Capacity		4,656,626	4,689,589	4,165,734	4,102,084	4,175,977	4,217,737	4,259,914	4,302,513

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TOTAL GROSS LEVY:



City Tax Comparison
1.8% increase in tax capacity
(This calculation doesn't reflect the reduction for homestead property tax relief)**

2014 tax capacity	4,175,977	2014 levy	\$2,140,949	City extension rate =	0.51268
2013 tax capacity	4,102,084	2013 levy	\$2,078,506	City extension rate =	0.50670

If, your taxable Market Value is	2014 tax	2013 final tax	Annual change if MV stays the same	If, your taxable Market value increased 5%	2014 tax	Annual Change from 2013
<u>Residential value =</u>						
\$ 60,000	307.61	304.02	3.59	63,000	322.99	18.97
\$ 76,000	389.64	385.09	4.55	79,800	409.12	24.03
\$ 100,000	512.68	506.70	5.99	105,000	538.32	31.62
\$ 130,000	666.49	658.70	7.78	136,500	699.81	41.11
\$ 150,000	769.02	760.04	8.98	157,500	807.47	47.43
\$ 200,000	1,025.36	1,013.39	11.97	210,000	1,076.63	63.24
\$ 250,000	1,281.71	1,266.74	14.97	262,500	1,345.79	79.05
<u>4+ rental housing =</u>						
\$ 110,000	704.94	696.71	8.23	115,500	740.18	43.48
\$ 150,000	961.28	950.05	11.23	157,500	1,009.34	59.29
\$ 200,000	1,281.71	1,266.74	14.97	210,000	1,345.79	79.05
\$ 250,000	1,602.13	1,583.42	18.71	262,500	1,682.24	98.82
<u>Commercial/Industrial =</u>						
\$ 150,000	1,153.53	1,140.06	13.47	157,500	1,230.44	90.37
\$ 175,000	1,409.88	1,393.41	16.46	183,750	1,499.60	106.18
\$ 200,000	1,666.22	1,646.76	19.46	210,000	1,768.75	121.99
\$ 250,000	2,178.90	2,153.45	25.44	262,500	2,307.07	153.62
\$ 1,000,000	9,869.13	9,753.88	115.25	1,050,000	10,381.81	627.93

General Fund Revenue Summary

	2010	2011	2012	2013	2013	2014
	Actual	Actual	Actual	Budget	Projected	Proposed Budget
Property Taxes	1,065,312	1,021,425	1,324,535	1,275,614	1,275,614	1,305,614
Other Taxes	74,590	76,865	79,274	71,500	71,500	76,600
Licenses & Permits	308,545	149,557	163,689	132,920	133,390	130,720
State Grants and Aids	2,739,305	2,776,464	3,042,061	2,737,826	3,005,783	3,030,208
Administrative Fees	124,808	37,270	40,584	25,150	27,996	25,650
Police & Fire	118,366	121,704	129,908	106,500	111,650	111,500
Streets /Refuse Sales	17,291	16,684	18,534	14,700	14,800	14,800
Recreation	134,835	158,885	176,778	145,000	163,650	154,000
Fines & Penalties	80,067	81,530	91,342	83,000	79,000	79,000
Interest & Misc Income	149,947	135,782	168,316	51,952	51,156	41,752
Transfer from other Funds	0	13,550	0	0	0	0
Utility Fund Transfers	1,174,151	1,271,264	1,284,974	1,312,517	1,220,000	1,280,000
TOTAL REVENUES:	5,987,217	5,860,980	6,519,995	5,956,679	6,154,539	6,249,844
% increase (decrease) over prior year:	3.93%	1.74%	17.44%	-8.64%	3.32%	1.55%
% increase (decrease) over prior year budget:				1.63%	-5.61%	4.92%

General Fund Expenditure Summary

	2010	2011	2012	2013	2013	2014
	Actual	Actual	Actual	Budget	Projected	Proposed Budget
Mayor and Council	35,957	36,500	41,541	44,570	41,120	41,435
City Administrator	155,800	155,714	162,336	167,831	169,131	171,826
City Clerk	61,649	61,739	60,582	65,117	65,724	66,617
Elections	12,661	10,815	17,819	10,916	10,916	21,642
Finance Department	226,043	225,500	213,277	241,358	241,358	246,820
Legal Services	125,418	135,489	155,631	136,500	136,500	141,000
Municipal Building	81,279	93,216	90,665	95,571	84,571	90,619
Police Department	1,790,778	1,876,778	1,956,079	1,961,928	1,964,544	2,078,493
Fire Department	235,090	233,857	565,048	296,487	583,168	342,404
Building Inspections	185,228	173,902	171,248	180,118	180,378	187,697
Emergency Management	7,836	1,092	1,086	7,808	7,808	7,769
Community Service	81,102	77,914	79,714	79,389	83,389	86,168
Public Works Administration	114,868	93,471	80,956	84,707	84,879	88,018
Streets	902,496	1,097,409	1,028,945	1,037,668	1,105,818	1,118,012
Street Lighting	91,968	98,653	104,103	130,000	130,000	130,000
Senior Coordinator	26,057	29,017	29,921	32,400	31,350	33,081
Recreation and Leisure Services	319,560	332,210	329,414	336,671	339,833	347,442
Swimming Pool	144,457	144,672	169,272	217,716	217,206	167,547
Skating Rinks	12,642	11,326	9,121	12,062	11,362	11,926
Parks	578,459	619,793	598,018	640,971	668,530	695,153
Community Development	97,341	118,042	139,788	128,291	169,446	156,773
Unallocated - Insurance	20,788	19,614	18,636	20,000	20,000	4,747
Unallocated - Memberships	26,863	24,433	24,801	28,600	28,600	28,600
Unallocated - Miscellaneous	0	0	0	0	0	52,500
Total Expenditures	5,334,340	5,671,156	6,048,001	5,956,679	6,375,631	6,316,289
Other Transfers Out (In)	59,697	46,756	50,863	250,000	250,000	0
NET OPERATIONS:	593,180	143,068	421,131	(250,000)	(471,092)	(66,445)
% increase (decrease) over prior year:	-2.76%	6.31%	6.64%	-1.51%	5.42%	-0.93%
% increase (decrease) over prior year budget:						6.04%

Beginning Fund Balance	2,325,695	2,918,875	3,061,943	3,483,074	3,483,074	3,011,982
Ending Fund Balance	2,918,875	3,061,943	3,483,074	3,233,074	3,011,982	2,945,537
Percent of next year budget	51.5%	50.6%	58.5%	51.2%	47.7%	
Percent of same year budget						46.6%

CITY OF ST. PETER LIBRARY

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Current Budget	2013 Projected Year End	2014 Proposed Budget
Property Taxes	310,133	310,133	310,133	250,133	220,133	220,133	220,133
State Grants and Aids	60,344	45,909	49,448	45,365	45,047	45,047	45,047
Administrative Fees	0	0	0	0	0	0	0
Fines & Penalties	11,195	11,808	14,371	11,854	8,000	8,500	0
Interest & Misc Income	56,266	53,960	57,247	73,210	48,000	65,225	37,700
Transfer from other Funds	0	0	0	0	0	0	0
TOTAL REVENUES	437,938	421,810	431,199	380,562	321,180	338,905	302,880
Personnel Services	179,214	178,186	177,467	202,320	204,784	204,784	202,637
Office Expenses	17,990	14,614	17,228	17,406	16,500	16,640	16,500
Professional Services	75,516	65,528	65,405	77,706	75,030	69,030	71,030
Repair & Maintenance	19,086	20,263	20,015	24,796	20,900	50,700	24,600
Capital	48,098	37,148	42,392	44,240	34,000	46,638	40,100
TOTAL EXPENDITURES	339,904	315,739	322,507	366,468	351,214	387,792	354,867
NET OPERATIONS	98,034	106,071	108,692	14,094	-30,034	-48,887	-51,987
BEGINNING FUND BALANCE	61,625	159,659	265,730	374,422	388,516	388,516	339,629
ENDING FUND BALANCE-Restricted	42,219	42,219	39,563	38,459	38,459	38,459	38,459
ENDING FUND BALANCE-Unrestricted	117,440	223,511	334,859	350,057	320,023	301,170	249,183
							70.2%

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CITY OF ST. PETER COMMUNITY CENTER

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Proposed Budget	2013 Projected Year End	2014 Proposed Budget
Property Taxes	0	0	0	0	0	0	0
State Grants and Aids	131	131	131	131	130	130	130
Interest & Misc Income	15,682	16,559	22,094	33,984	14,500	23,400	23,400
Daily/advertising/term Rents	152,268	163,174	192,561	201,006	198,000	198,000	200,268
Transfer from other Funds	141,500	146,881	147,183	143,736	152,000	152,000	152,000
Utility Fund Transfers	49,551	50,294	53,256	54,801	50,000	50,000	52,000
TOTAL REVENUES	359,132	377,039	415,225	433,658	414,630	423,530	427,798
Personnel Services	126,153	112,782	113,182	123,290	116,393	116,393	127,534
Office Expenses	31,819	36,607	40,495	44,969	42,200	42,410	42,700
Professional Services	137,374	123,138	126,705	119,358	143,950	142,750	144,950
Repair & Maintenance	46,260	15,176	24,657	33,948	31,000	34,500	31,000
Transfer to Other Funds	0	11,794	11,334	11,428	0	0	0
Capital	0	0	6,770	26,094	13,000	27,438	20,295
TOTAL EXPENDITURES	341,606	299,497	323,143	359,087	346,543	363,491	366,479
NET OPERATIONS	17,526	77,542	92,082	74,571	68,087	60,039	61,319
BEGINNING FUND BALANCE	12,121	29,647	107,189	199,271	273,842	273,842	333,881
ENDING FUND BALANCE	29,647	107,189	199,271	273,842	341,929	333,881	395,200
							107.8%

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION ADOPTING PRELIMINARY 2013 TAX LEVY COLLECTIBLE IN 2014

WHEREAS, the Legislature of the State of Minnesota has enacted a Truth in Taxation law requiring cities with populations of more than 2,500 to certify a proposed tax levy for 2013, payable in 2014 to the County Auditor on or before September 15, 2013; and

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

WHEREAS, the final tax levy of 2013, payable in 2014, must be certified to the County Auditor on or before December 30, 2013, and cannot exceed the amounts herein proposed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following sums of money, totaling \$2,140,949, be certified to the County Auditor of Nicollet County, Minnesota, as the proposed tax levy for 2013, collectible in 2014, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota:

- 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2014, a tax of \$ 1,305,614 be levied on all of the taxable property in the City of Saint Peter for the year 2014.
- 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2014, a tax of \$ 220,133 be levied on all of the taxable property in the City of Saint Peter for the year 2014.
- 3) for the purpose of defraying the cost of operating the Saint Peter Fire Relief for the year commencing January 1, 2014, a tax of \$ 10,000 be levied on all of the taxable property in the City of Saint Peter for the year 2014.
- 4) for the purpose of defraying the cost of the 2009 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 62,049 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 5) for the purpose of defraying the cost of the 2010 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 32,500 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 6) for the purpose of defraying the cost of the 2011 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 20,850 be levied on all taxable property in the City of Saint Peter for the year 2014.

- 7) for the purpose of defraying the cost of the 2012 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 53,000 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 8) for the purpose of defraying the cost of the 2013 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 82,000 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 9) for the purpose of defraying the cost of the 2014 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 47,750 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 10) for the purpose of defraying the cost of the 2009A Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2014, a tax of \$ 284,053 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 11) for the purpose of tax abatement for the fiscal year commencing January 1, 2014, a tax of \$ 23,000 be levied on all of the taxable property in the City of Saint Peter for the year 2014.

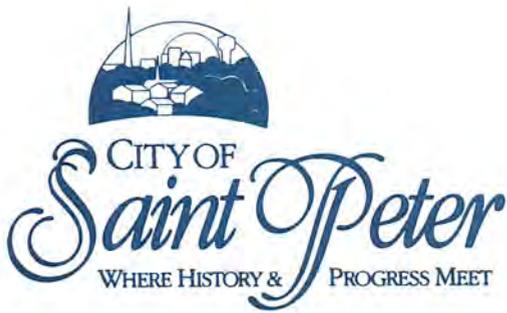
BE IT FURTHER RESOLVED that the budget and levy will be discussed and the final levy determined at the regularly scheduled City Council meeting, held in the Governor's Room in the Saint Peter Community Center, at 7:00 PM on Monday, December 9, 2013.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of September 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: August 16, 2013

FROM: Paula O'Connell
Director of Finance

RE: 2009 Equipment Certificate Fund Closeout

ACTION/RECOMMENDATION

Approve the attached resolution to close the 2009 equipment certificate fund and to transfer any remaining balance.

BACKGROUND

In review of the financial accounts the 2009 capital purchases have been completed and the fund balance of the 2009 Equipment Certificate fund has a positive balance of \$422.01. This will be transferred to the 2013 Debt Service Fund (#373) to lower the annual levy and repay the City's debt obligation.

This is an action that we take from time to time to clean up each fund from an accounting standpoint. The reason there is money left in the fund is that actual expenditures were less than planned.

FISCAL IMPACT:

The amounts remaining in the funds that have completed their purpose will be transferred into the 2013 equipment certificate debt service fund. This will adjust the amount that is levied in the future for the 2013 Equipment Certificate Debt, which has six years remaining.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for additional direction.

Negative vote: Staff will wait for further direction as to where funds should be transferred.

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

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

PO/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

RESOLUTION TO AUTHORIZE THE TRANSFER OF FUND BALANCES

WHEREAS, the City has completed the purpose of the 2009 Equipment Certificate Capital Funds; and

WHEREAS, the funds have cash remaining and need to be transferred to other funds; and

WHEREAS, equipment certificate funds have been closed out to outstanding equipment debt service funds to use for future debt obligations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City of St. Peter will transfer the remaining balances of completed projects and purchases to the existing funds as follows:

Transfer From:

2009 Equip Cert Debt Fund (#449)

Transfer To:

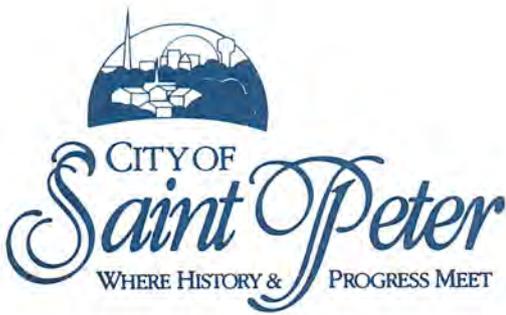
2013 Equip Cert Debt Service Fund (#373)

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of September 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: September 5, 2013

FROM: Lewis G. Giesking
Director of Public Works

RE: Washington Avenue Link Improvement Project Part 1 Bid Award/Part 2 Plan Approval

ACTION/RECOMMENDATION

Award the bid for Part 1 of the Washington Avenue Link Improvements Project to Nielsen Blacktopping, Inc. of Kasota, Minnesota, in the amount of \$676,649.54; and authorize a bid date for the receipt of bids for Part 2.

BACKGROUND

For the past 2½ years the City has been working through the approval process with the Federal Highway Administration (FHWA) to construct the North Washington Avenue Link Improvements Project. During the final approval of project plans by the FHWA it was determined the project would be split into two components due to funding differences. "Part One" of the project has been established which will include the reconstruction of Washington Avenue and the related frontage road from Sumner Street to 300 feet north of St. Julien Street.

This part of the project funding will be from Municipal State Aid funds only. Part of the project will include the reconstruction of Washington Avenue from 300 feet north of St. Julien Street to Dodd Avenue and includes related reconstruction of entrances to the Summit Community, Lambert and Daun Addition's. Part 2 project funding will be from a combination of federal grant funds, Municipal State Aid funds, and city utilities funds. FHWA desired to split the projects as federal grant funds were issued for Part 2 of the project only.

The City Council authorized the receipts of bids for Part 1 on July 22, 2013. The bid specifications were set up to allow the contractor to construct the entire project in the fall of 2013 or to construct in the spring and summer of 2014. The goal was to encourage a more competitive bid process. Four bids were received ranging from \$676,649.54 to a high of \$787,958.87. The low bidder Nielsen Blacktopping, Inc. plans to construct the entire project in early 2014. The low bid was \$23,425.99 over the Engineer's estimate for the project of \$653,223.55. Nielsen Blacktopping, Inc. has successfully completed projects in Saint Peter for the past several years.

A second resolution has been prepared to approve the plans and specifications and set a date to receive bids for Part 2 of the Washington Avenue Link Improvements Project on Tuesday, November 12, 2013 at 2:00 p.m. The Federal Highway Administration and Minnesota

Department of Transportation have reviewed the plans and specifications and approved them for the receipt of bids. FHWA will review the bids prior to a City Council award of work. It is anticipated the City Council would consider the award of work at the City Council meeting on December 9, 2013.

FISCAL IMPACT:

Part 1 of the Washington Avenue Link Improvements Project work would be funded with Municipal State Aid Funds. There is no fiscal impact to setting a bid date for Part 2 of the project.

ALTERNATIVE/VARIATIONS:

Vote in favor: Staff will execute a contract with Nielsen Blacktopping, Inc.

Negative vote: Staff will seek City Council direction.

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

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

LGG/vwt



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

September 4, 2013

Lew Giesking
Director of Public Works
405 W. St. Julien Street
Saint Peter, MN 56082

RE: Part 1 North Washington Avenue Link Improvements
Summer Street to 300-Foot North of St. Julien Street
SAP 165-117-006
BMI Project No. M14.036312

Dear Lew,

Attached is the bid abstract for the project referenced above. Four bids were received at City Hall at 10:00 a.m. on Tuesday, August 20, 2013.

Nielsen Blacktopping, Inc.	\$676,649.54
W.W. Blacktopping, Inc.	\$770,831.20
OMG Midwest, Inc. (SMC)	\$781,904.41
Civil Ag Group, Inc.	\$787,958.87

Engineer's Estimate	\$653,223.55
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Although the low bid was approximately 3.6% higher than estimated, I believe we would not see a substantial savings by rebidding. The project allowed the contractor two construction windows for completion of the project. The first was to complete all construction this fall and the second was to do all work next spring. With Nielsen Blacktopping, Inc.'s current schedule, they plan to begin construction next spring.

We recommend awarding this project to Nielsen Blacktopping, Inc. in the amount of \$676,649.54.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Manager

JAD/rm

Enclosure

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DESIGNING FOR A BETTER TOMORROW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AWARDING THE WORK FOR PART 1 OF THE WASHINGTON AVENUE LINK
IMPROVEMENT PROJECT**

WHEREAS, Part 1 of the Washington Avenue Link Improvement Project will improve vehicular access to Washington Avenue from a frontage road and will add pedestrian access on both sides of Washington Avenue; and

WHEREAS, the Federal Highway Administration and Minnesota Department of Transportation have approved plans for the construction of Part 1 of the Washington Avenue Link Improvement Project; and

WHEREAS, the City Council approved plans for the project and authorized receipt of bids on July 22, 2013; and

WHEREAS, the City has held several neighborhood meetings and had individual meetings with property owners to review the components of Part 1 of the Washington Avenue Link Improvement Project; and

WHEREAS, the pedestrian access will provide safe routes for students between schools and to school; and

WHEREAS, four bids were received for the project as follows:

Nielsen Blacktopping, Inc.	\$676,649.54
W. W. Blacktopping, Inc.	\$770,831.20
OMG Midwest, Inc. (SMC)	\$781,904.41
Civil Ag Group, Inc.	\$787,958.87

WHEREAS, the low bidder, Nielsen Blacktopping, Inc. has successfully completed projects for the City of Saint Peter over the last several years; and

WHEREAS, the project will be constructed during the calendar year 2014; and

WHEREAS, the project will be funded entirely by Municipal State Aid Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby awards the bid for the Washington Avenue Link Improvements Project Part 1 to Nielsen Blacktopping, Inc. of Kasota, Minnesota in the amount of \$676,649.54.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of September 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

MEMORANDUM

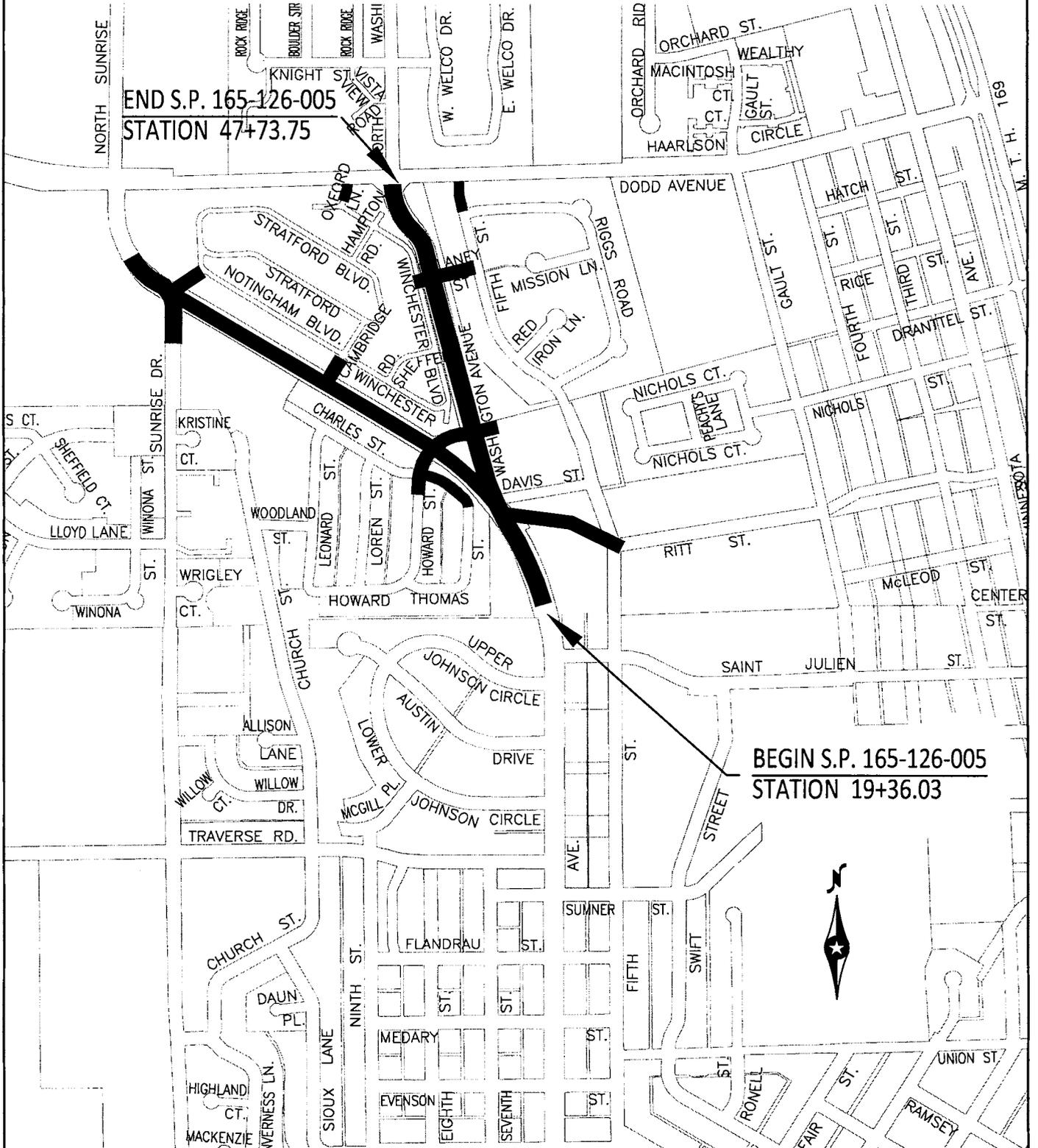
Date: September 4, 2013
To: Lew Giesking
Director of Public Works
From: Jeffrey A. Domras, P.E.
Subject: Part 2 Washington Avenue Link (300-Foot North of St. Julien Street to Dodd Avenue)
165-126-005
Project No.: M14.036312

Plans for Part 2 of the Washington Avenue Link project (located between St. Julien Street and Dodd Avenue) have been approved by MnDOT and FHWA. The project includes construction of a new 40-foot wide road and sidewalks between St. Julien Street and Dodd Avenue. It also includes the construction of two new storm water detention basins, storm sewer, sanitary sewer, watermain and new accesses to the Lampert and Summit Park neighborhoods.

The construction for Part 2 is estimated to cost \$3,100,000. Funding includes \$1,405,000 of federal money along with \$310,000 of local sanitary sewer and watermain funds. The remaining construction costs are proposed to be paid with Municipal State Aid (MSA) funds.

Construction is proposed to begin next spring. Therefore, to provide contractors ample time to review the plans and specifications and submit a bid, we propose to open bids at 2:00 pm on Tuesday, November 12, 2013. Approximately one month will be required for FHWA to review the bids and allow an award. If acceptable bids are received, award could take place at the December 9, 2013 City Council meeting.

CITY OF SAINT PETER, MINNESOTA
NORTH WASHINGTON AVENUE REALIGNMENT (LINK)
PART #2 - S.P. 165-126-005



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND SETTING BID DATE PART 2 OF
THE WASHINGTON AVENUE LINK IMPROVEMENT PROJECT**

WHEREAS, the City has held several neighborhood meetings, city-wide open houses, and has met with some property owners individually to review components of the Washington Avenue Link Project Improvement Project; and

WHEREAS, the Federal Highway Administration and Minnesota Department of Transportation have approved the plans and specifications for the project; and

WHEREAS, the City has received a grant federal grant of \$1,405,000 for partial funding of the project; and

WHEREAS, the City will make certain improvements to the water distribution system, the sanitary sewer collection system and storm sewer collection system as a part of the project; and

WHEREAS, certain utility improvements will be funded from the respective City utility funds; and

WHEREAS, the remainder of the funding for the project will be provided through Municipal State Aid funds; and

WHEREAS, the project is proposed for construction during the year 2014; and

WHEREAS, the right-of-way necessary for the construction of Washington Avenue has been obtained; and

WHEREAS, the removal of existing structures on the right-of-way is in process; and

WHEREAS, staff recommends approval of the plans and specifications for the project and receipt of bids.

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

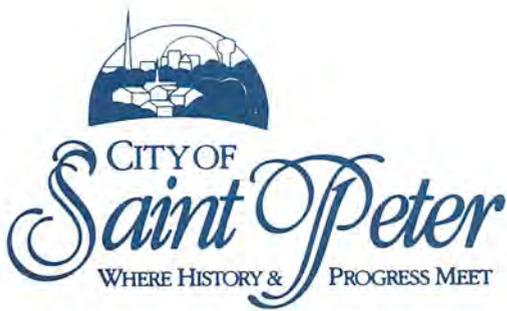
1. The plans and specifications for the Washington Avenue Link Improvement Project are hereby approved.
2. Bids for the project shall be received by the City on Tuesday, November 12, 2013, at 2:00 p.m.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of September 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/6/13

FROM: Todd Prafke
City Administrator

RE: Welco West RFP Update

ACTION/RECOMMENDATION

Approve the attached resolution directing staff to solicit proposals for the ownership and development of property commonly known as Welco West.

BACKGROUND

A draft request for proposals (RFP) has been developed for the Welco West tax forfeiture property. The draft RFP was provided to County officials for their input and consideration and has been reviewed by the Council.

As you may remember, the City's reasoning for working in the process and possible acquisition of the Welco West property is based on goals that might be articulated as follows:

- Get these many parcels back on the tax rolls as quickly as possible.
- Promote development that meets needs identified in the 2012 Housing Study completed by Community Partners.
- Enhance speed and opportunity to receive past due and future taxes, assessments and fees for the City, County and the School District.
- Process that is open and able to be participated in by qualified developers.

Please find attached a map of the area we have discussed briefly at previous goal sessions.

The subdivision, Welco West, has become tax forfeit and based on State Statute the City has an ability to request conveyance of the property to the City based on specific criteria. The property is Zoned R-3 and is in a Planned Unit Development Overlay District.

This parcel is arguably of more interest to the City since assessments are still due for the development. In addition, this is a tract that can support housing which, as you know, is an issue that has been discussed in your 2012 Housing Study.

Your City Attorney and I have had discussion with the County. It has also been discussed at your County/City Liaison meetings and a number of occasions with County Staff based on

direction from the County Commissioners, and a conveyance of the property to the City under Minnesota Statute 282.01 seems appropriate based on Statute, funding, assessments, and the want to return the property as quickly as possible to the tax rolls.

I have pursued the acquisition based on the following plan which includes the development of an Request for Proposals (RFP):

An RFP would be done much like a bid process but which would allow developers to be creative with land use, development speed and design as they make proposal(s) to the City Council for review. The Council could then review all proposals on their individual merit. This could be done in a time frame to allows work to occur late this fall or next spring depending on the proposal that you might receive. I would ask the Council to approve in September with an end of September submittal date. If all goes well the Council would select a proposal, that proposal would be reviewed with the County and the property would then flow from the County to the City to the selected developer.

The R-3 Zoning and Planned Unit Development Overlay would provide some flexibility to the Council and a Developer in establishing a plan that could meet a variety of needs within our marketplace.

The draft RFP states the deadline for receipt of proposals by the City Administrator's Office is 5:00 p.m. on Tuesday, October 1, 2013. We would plan to put notice of this opportunity on our website and mail notice to entities that have done land developments in Saint Peter in the last four years and those that have previously contacted my office. In addition, we would make sure the County Assessor, County Administrator and County Auditor/Treasurer have the information to pass along to interested parties that might contact them.

This is good experiment for the community in a number of ways. It can help return the property to paying taxes more quickly. This process would provide opportunity for the City Council to push the development in ways that better meets our needs. I believe it also increases our opportunity to receive all of our assessments back in the long term.

FISCAL IMPACT:

I expect that the out of pocket costs to be in the \$2,000 to \$5,000 range including legal fees and notices. Any cost related to acceptance of a proposal would depend on the proposal and any negotiations the City has with a selected developer. Therefore those costs, if any, are not yet able to be determined.

ALTERNATIVES AND VARIATIONS:

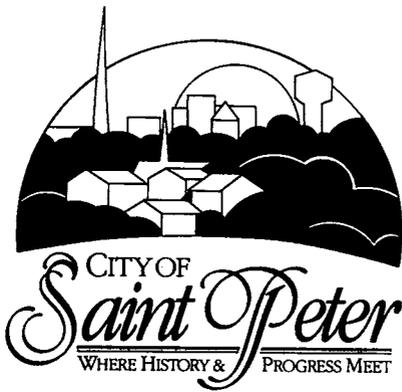
Do not act. If the Council does not act, the parcel will be put back up for sale as a tax forfeited property in about four months. As discussed, this may develop into an extended time line based on the value that is currently placed on the property. Staff would wait for additional direction from the Council.

Negative Vote. Staff will assume you are no longer interesting in this experiment and will inform the County and others of your decision.

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

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

TP/bal



CITY OF SAINT PETER, MINNESOTA

REQUEST FOR PROPOSALS FOR LAND DEVELOPMENT

September 5, 2013

The City of Saint Peter is soliciting proposals from qualified developers to purchase, own and develop a parcel of land approximately 12.78 acres in size and commonly known as "Welco West". This parcel is currently in tax forfeiture and will be transferred to the developer under the conditions proposed and negotiated for development.

The successful proposal must include the following information:

- Name, address, phone and email of the Respondent provided on the attached form.
- A list of the Respondent's principles or owners.
- A list of at least two other developments of greater than 5 acres or 50 housing units that have been previously completed by the Respondent including name of development, number of housing and type of units and location.
- Respondent should articulate via narrative and/or illustration (map or concept drawing) a plan for the development or redevelopment of the site. This may include re-plating, moving of utilities, placement of sidewalks or trails, green space placement, demonstrated connections to current roads, sidewalks and utilities, and/or any other changes the Respondent believes meets the needs of the City and the Respondent's needs for profitability. These may be submitted in "concept" and full engineering is not required at this time.
- Respondent should identify the intended specific use of the property either through narrative or illustration (map, pictures, concept drawings) showing the type(s) of housing proposed. Illustration of housing and type is suggested.
- A timeline for development should be proposed, including but not limited to, phasing, any utility work required, building of housing and the type of housing proposed. (Example...."We plan to build 7 duplexes on parcel numbers xxx-xxx the first of which will be ready for occupancy by June of 2014 and the last of which will be ready for occupancy by the end of December of 2015".)
- Respondent should include information that it believes helps the City Council understand the vision for development and how the developer will make that vision become a reality.
- Respondent should articulate financial terms of the transaction or sale of the land. This may include cash price, overall price to be paid, other sale terms including but not limited to the payment of assessments, back taxes and other fees. This may be done by providing a payment at time of closing with assessment to be paid as lots sell or over a specified period of time or other alternatives needed by the respondent to ensure the development's financial success and Respondents ability to complete the full development. As this is a Request for Proposals the City asks that Respondent specify what Respondent believes to be reasonable as to the price, terms and conditions of sale. The minimum cash needed at time of closing is \$100,000.
- Respondent must provide a letter from a Federal or State Chartered Bank that confirms the financial ability of the Respondent to meet the proposed terms of transaction. The bank correspondence must state whether the Respondent has sufficient assets (i.e. money) to complete the purchase based on the terms proposed.
- A Bid Bond or certified check payable to the City of Saint Peter is required at time of

proposal in the amount of \$10,000. If the proposal is withdrawn before within sixty (60) days of submission the bid bond/certified check shall be forfeited to the City. Bid security submitted by Respondents not selected by the City of Saint Peter will be returned within 30 days of the selection or December 2, 2013 whichever comes first.

- Respondents may be asked to provide a City Council presentation of 30 to 60 minutes in length illustrating the qualifications and experience of the firm and the plan for development. The presentation would be scheduled on or about October 7, 2013 at 5:30 p.m.
- The Council prefers to sell all parcels to one respondent.

The City Council has a number of articulated goals for use of this RFP process. Those goals are:

- Promote development that meets housing needs as identified as part of the City's 2012 Housing Study which was completed by Community Partners and which is available for review on the City of Saint Peter website at <http://www.saintpetermn.gov/sites/default/files/documents/2012SaintPeterHousingStudy.pdf>
- Promote development that meets the needs and goals as set out in the City of Saint Peter's Comprehensive plan which is available for review on the City's website at <http://www.saintpetermn.gov/sites/default/files/documents/2012SaintPeterHousingStudy.pdf>
- Return the parcels to the tax rolls as quickly as possible.
- Enhance speed and opportunity to receive past due and future taxes, assessments and fees for the City, County and the School District.
- Provide for a process that is open.

All proposals submitted shall be valid for a period of sixty (60) days. The City process for transaction will be to enter into a Development Agreement that will be used as the legal document to articulate the agreed to plan for development. Transfer of property will be made via a process that includes the Development Agreement, a Purchase Agreement and then a deed provided at time of closing. Other documentation may be requested and required depending on the nature of the Respondent's proposal. Respondent is responsible for its cost related to closing.

The City reserves the right to reject any and all proposals, to waive irregularities and informalities therein and to accept the proposal of any respondent if, in the City's discretion, the interest of the City would be best served thereby.

Deadline for receipt of proposals by the City Administrator's Office is 5:00 p.m. on Tuesday, October 1, 2013

Five copies of the proposals shall be submitted in an opaque envelope addressed as follows:

WELCO WEST DEVELOPMENT PROPOSAL
ATTN: CITY ADMINISTRATOR
227 SOUTH FRONT STREET
SAINT PETER, MN 56082

For questions relating to this proposal, please contact Todd Prafke, City Administrator at City of Saint Peter, 227 South Front Street, Saint Peter, Minnesota 56082 (507)934-0663.



CITY OF SAINT PETER, MINNESOTA

REQUEST FOR PROPOSALS FOR LAND DEVELOPMENT

Name of Respondent: _____

Address: _____

Phone #: _____

Email address: _____

Name of Principle or owner submitting proposal: _____

Title: _____

Signature: _____

Date _____

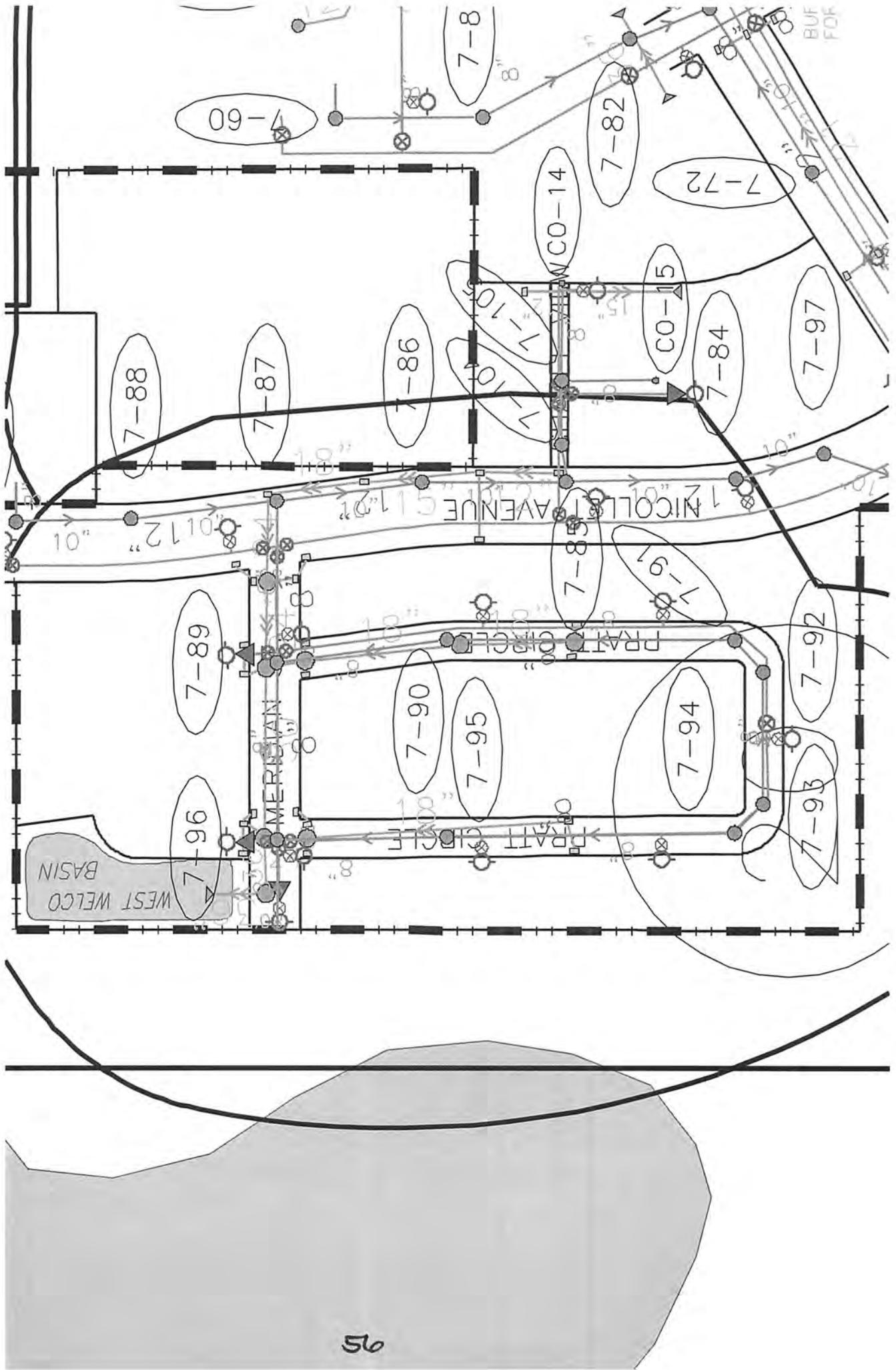
Deadline for receipt of proposal by the City Administrator's Office is 5:00 p.m. on Tuesday, October 1, 2013

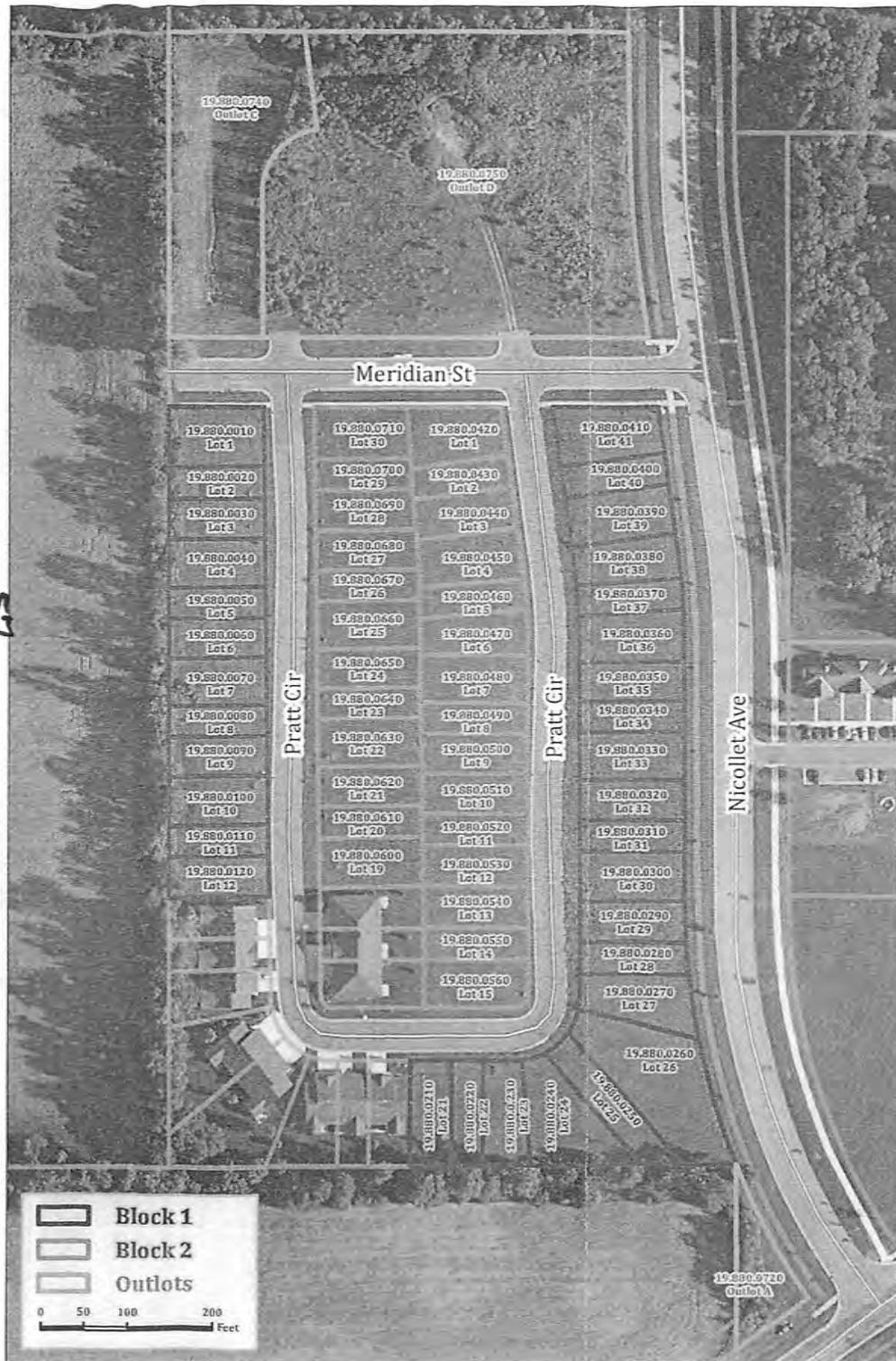
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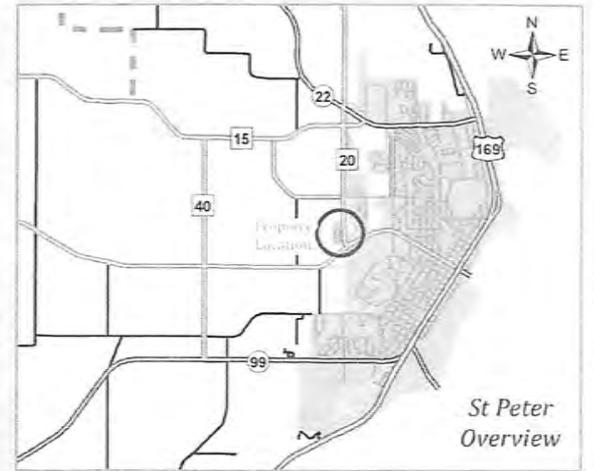
WELCO WEST WATER, SANITARY SEWER, STORMSWER





Block 1	Lot 1	19.880.0010	2081 PRATT CIR
	Lot 2	19.880.0020	2079 PRATT CIR
	Lot 3	19.880.0030	2077 PRATT CIR
	Lot 4	19.880.0040	2075 PRATT CIR
	Lot 5	19.880.0050	2073 PRATT CIR
	Lot 6	19.880.0060	2071 PRATT CIR
	Lot 7	19.880.0070	2069 PRATT CIR
	Lot 8	19.880.0080	2067 PRATT CIR
	Lot 9	19.880.0090	2065 PRATT CIR
	Lot 10	19.880.0100	2063 PRATT CIR
	Lot 11	19.880.0110	2061 PRATT CIR
	Lot 12	19.880.0120	2059 PRATT CIR
	Lot 21	19.880.0210	2041 PRATT CIR
	Lot 22	19.880.0220	2039 PRATT CIR
	Lot 23	19.880.0230	2037 PRATT CIR
	Lot 24	19.880.0240	2035 PRATT CIR
	Lot 25	19.880.0250	2033 PRATT CIR
	Lot 26	19.880.0260	2031 PRATT CIR
	Lot 27	19.880.0270	2029 PRATT CIR
	Lot 28	19.880.0280	2027 PRATT CIR
	Lot 29	19.880.0290	2025 PRATT CIR
	Lot 30	19.880.0300	2023 PRATT CIR
	Lot 31	19.880.0310	2021 PRATT CIR
	Lot 32	19.880.0320	2019 PRATT CIR
	Lot 33	19.880.0330	2017 PRATT CIR
	Lot 34	19.880.0340	2015 PRATT CIR
	Lot 35	19.880.0350	2013 PRATT CIR
	Lot 36	19.880.0360	2011 PRATT CIR
	Lot 37	19.880.0370	2009 PRATT CIR
	Lot 38	19.880.0380	2007 PRATT CIR
	Lot 39	19.880.0390	2005 PRATT CIR
	Lot 40	19.880.0400	2003 PRATT CIR
	Lot 41	19.880.0410	2001 PRATT CIR
Block 2	Lot 1	19.880.0420	2000 PRATT CIR
	Lot 2	19.880.0430	2002 PRATT CIR
	Lot 3	19.880.0440	2004 PRATT CIR
	Lot 4	19.880.0450	2006 PRATT CIR
	Lot 5	19.880.0460	2008 PRATT CIR
	Lot 6	19.880.0470	2010 PRATT CIR
	Lot 7	19.880.0480	2012 PRATT CIR
	Lot 8	19.880.0490	2014 PRATT CIR
	Lot 9	19.880.0500	2016 PRATT CIR
	Lot 10	19.880.0510	2018 PRATT CIR
	Lot 11	19.880.0520	2020 PRATT CIR
	Lot 12	19.880.0530	2022 PRATT CIR
	Lot 13	19.880.0540	2024 PRATT CIR
	Lot 14	19.880.0550	2026 PRATT CIR
	Lot 15	19.880.0560	2028 PRATT CIR
	Lot 19	19.880.0600	2060 PRATT CIR
	Lot 20	19.880.0610	2062 PRATT CIR
	Lot 21	19.880.0620	2064 PRATT CIR
	Lot 22	19.880.0630	2066 PRATT CIR
	Lot 23	19.880.0640	2068 PRATT CIR
	Lot 24	19.880.0650	2070 PRATT CIR
	Lot 25	19.880.0660	2072 PRATT CIR
	Lot 26	19.880.0670	2074 PRATT CIR
	Lot 27	19.880.0680	2076 PRATT CIR
	Lot 28	19.880.0690	2078 PRATT CIR
	Lot 29	19.880.0700	2080 PRATT CIR
	Lot 30	19.880.0710	2082 PRATT CIR

Welco Development



Notes

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of information from various sources and is to be used for reference purposes only. Nicollet County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact the Nicollet County Office of Technologies.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR
DEVELOPMENT OF THE TAX FORFEITED PORTION OF WELCO WEST SUBDIVISION**

WHEREAS, Welco West Subdivision is partially developed; and

WHEREAS, the undeveloped portion of the property has fallen into tax forfeiture; and

WHEREAS, the City and Nicollet County wish to work jointly together to see the property returned to the tax rolls as quickly as possible; and

WHEREAS, staff has developed a Request For Proposals (RFP) to seek proposals for development of the tax forfeited property.

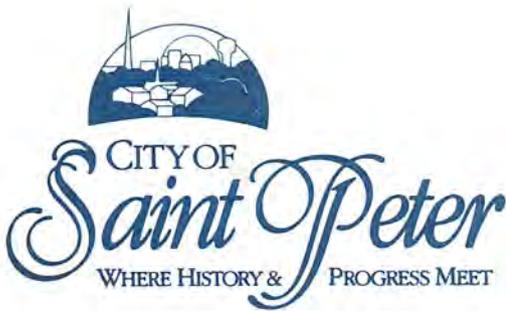
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to issue a Request For Proposals for development of the tax forfeited Welco West Subdivision property.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th of September, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/5/2013

FROM: Todd Prafke
City Administrator

RE: Request for City Assistance: Oktoberfest

ACTION/RECOMMENDATION

Provide for adoption of a resolution authorizing certain City assistance for Oktoberfest.

BACKGROUND

The Saint Peter Ambassadors have submitted a request for City assistance for an event called "Oktoberfest" that they wish to hold in Municipal Parking Lot #5 located at the southwest corner of West Grace Street/South Minnesota Avenue intersection. The event would take place on September 27-28, 2013 with setup beginning on Thursday, September 26th.

The organizers have met with City staff and requested the following authorizations:

- Use of Lot #5 for setup and their event from September 26-28, 2013.
- Authorization for installation of a large tent in the parking lot provided all Gopher State One call regulations are followed and the pavement is returned to pre-event condition should any staking be done in the parking lot
- Installation of a stage along the west side of the parking lot
- Use of Police Reserves to provide security for the event provided all costs for the Reserves are paid by the Ambassadors.
- Use and delivery of City picnic tables to the lot.
- Use of South Third Street from Broadway Avenue to West Mulberry Street for a parade on September 29th beginning at 11:00 a.m. and use of North Third Street for parade staging beginning at 10:00 a.m.
- Use of two portable light standards with generators.

The authorization for City assistance should be provided contingent upon the following:

- Providing appropriate lighting, restroom and refuse facilities for the event.
- Obtaining a Show License from the City by no later than September 23rd.
- Providing the City with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.
- Providing for clean-up of the site after the event and return the parking lot to pre-event condition.

- Paying all costs associated with Police Reserve assistance at rates established by the City.
- Ensuring that all vendors are appropriately licensed by the City and/or Nicollet County by no later than September 23rd.
- Working with the organizers of the St. Peter Farmer's Market to find a satisfactory alternative location for the market in a location that is in close proximity to the original location.
- The organizers paying for fuel for the portable light standards with generators.

An additional request was made by the organizers for the City to close a portion of the 200 block of West Grace Street from the alley to Highway 169 for a classic car show and for queuing space for Oktoberfest admission. The request to close this portion of West Grace Street is for the period Friday, September 27th until midnight on Saturday, September 28th.

FISCAL IMPACT:

Estimated cost to the City for providing this assistance is approximately \$3,200.

ALTERNATIVES/VARIATIONS:

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

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

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

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

TP/bal

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

July 19, 2013

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



Re: Octoberfest

September 27 and 28th

Dear Todd:

On behalf of the St. Peter Ambassadors, I would like to indicate our hope that the City can allow us the exclusive use of the Minnesota Avenue parking lot again for the Octoberfest this year. The plan is to prepare the site, I believe, on the Thursday before the event and takedown will occur on Sunday. Last year this conflicted somewhat with the Farmers Market on Saturday, and we will cooperate in attempting to obtain First National Bank's permission to utilize their lot for the Saturday Farmers Market. The Committee would be happy to meet with you and any necessary members of the City Staff to assure that the activity is peaceful and well run, as I believe it has been in the past.

Thank you for your anticipated cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to be "Michael K. Riley, Sr." with a stylized flourish.

Michael K. Riley, Sr.
Committee Member

MKR:cke

cc: John Mayer



August 18, 2013

Dear Mr. Prafke,

In our never ending attempt to make the St Peter Oktoberfest safer and more enjoyable for all ages and residents of St Peter, the St Peter Ambassadors are exploring the idea of having the Oktoberfest parade wrap up with a string of classic cars at the end of the parade. The parade is scheduled to start at about noon on Saturday, September 28th.

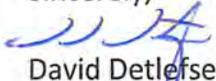
In connection with this, and for the safety of all those in attendance at Oktoberfest, we would like to request that the City of St Peter close Grace Street from East of the alley to Hwy 169. As this location is adjacent to the 'fest grounds, having this section of Grace Street closed would allow the spectators the opportunity to safely enjoy these classic cars.

After the classic cars leave, this closed section of road would give attendees a safe place to stand while waiting in line for admission into the Oktoberfest grounds.

Ideally, for safety purposes, we would like the road closed starting Friday, September 27th at 4:00pm until 11:59pm on Saturday, September 28th.

Please let me know if you have any questions. The St Peter Ambassadors appreciate all the assistance we receive in putting on St Peter's Oktoberfest.

Sincerely,


David Detlefsen
507-931-2889

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

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

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

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

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

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

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

1. The St. Peter Ambassadors will be allowed to:
 - Use Parking Lot #5 starting after 12 noon on September 26, 2013 to 3:00 p.m. on September 30, 2013 for their Oktoberfest event including set-up and take-down activities.
 - Install a large tent in the parking lot provided all Gopher State One call regulations are followed and the pavement is returned to pre-event condition should any staking be done in the parking lot.
 - Install a stage along the west side of the parking lot.
 - Use of Police Reserves to provide security for the event
 - Use and delivery of City picnic tables to the lot.
 - Use of South Third Street from Broadway Avenue to West Mulberry Street for a parade on September 29th beginning at 11:00 a.m. and use of North Third Street for parade staging beginning at 10:00 a.m.
 - Use two of the City's portable light standards with generators.

2. The City will provide for the following:
 - Scheduling of Police Reserves to assist with the event.
 - Delivery of approximately 30 picnic tables to that location.
 - Allowing music to be played until 11:00 p.m. on both Friday, September 27th and Saturday, September 28th.
 - Allowing closure of a portion of the 200 block of West Grace Street from the Highway 169 intersection to the alley beginning at 4:00 p.m. September 27th through 11:59 p.m., September 28th.

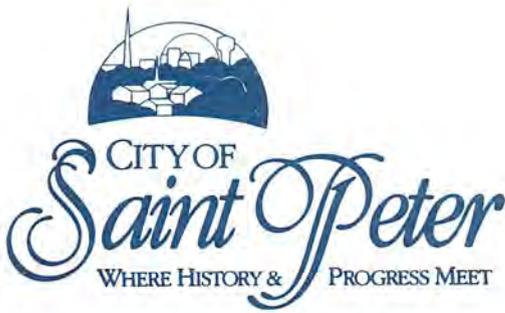
- Delivery of barricades and appropriate signage for the road closure to be put in place at the appropriate time by the event organizers.
3. This authorization is provided contingent on the Ambassador's taking the following actions:
- Providing appropriate lighting, restroom and refuse facilities for the event.
 - Obtaining a Show License from the City by no later than September 23rd.
 - Providing the City with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.
 - Providing for clean-up of the site after the event and return the parking lot to pre-event condition.
 - Paying all costs associated with Police Reserve assistance at rates established by the City.
 - Paying for fuel for the portable light standards with generators.
 - Ensuring that all vendors are appropriately licensed by the City and/or Nicollet County by no later than September 23rd.
 - Working with the organizers of the St. Peter Farmer's Market to find a satisfactory alternative location for the market in a location that is in close proximity to the original location.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of September, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 09/06/13

FROM: Lewis Giesking
Director of Public Works

RE: Renew Safety Contract with MMUA

ACTION/RECOMMENDATION

Renew the annual contact with Minnesota Municipal Utilities Association (MMUA) for safety services in the amount of \$21,864.03.

BACKGROUND

The contract with MMUA for safety services has been in effect for sixteen years.

The program has been very effective in updating the safety manuals, providing safety training, and safety inspections for 42 full-time employees and all part-time employees. A working Safety Coordinator has provided the City access to more varied training materials and assured the City stays up-to-date with safety requirements. The Safety Coordinator's work with an in-house safety committee has been very effective in obtaining employee response to safety requirements and in addressing safety incidents. Employee's safety awareness and observation of unsafe situations continues to improve. The Safety Coordinator is an important part of the safety program, providing an "outside" observer of the City practices, developing a trusted relationship with the crew where issues can be raised without retribution from fellow crew members, and inspecting City facilities and equipment to assure safety compliance.

The workload is heavy for the Public Works staff, therefore, the services of an outside Safety Coordinator, continues to be necessary to assure the city's responsibility and OSHA and State requirements for safety are met. The program is a good value for the City.

The employee safety committee is involved in the safety program to identify problems and corrections. More and more items require monthly inspections and documentation, which is done by multiple employees.

The MMUA Safety Coordinator's relationship with OSHA is extremely valuable to the City during inspections or should an accident occur.

The program has been cost effective for the City, a direct cause of a reduction to the Workmen's Compensation costs and assuring the City is current and in compliance with OSHA requirements. The Safety Coordinator's time will continue to be shared with eight other cities.

The MMUA coordinator also provides the specialized annual training for the Electric Utility line crew.

FISCAL IMPACT:

The cost of the program is split between the various sections of the Department of Public Works and the Community Center based on the number of full-time employees.

ALTERNATIVES AND VARIATIONS:

Vote in favor: MMUA will continue to provide safety services for 2013-2014.

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

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

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

LGG/vwt

Minnesota Municipal Utilities Association
AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: August 12, 2013

Contract Number: 49-2014

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Saint Peter Municipal Electric Utility (Saint Peter), dated August 27, 2012, contract number 49-2013, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2013 until September 30, 2014 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Saint Peter shall pay MMUA an annual fee of twenty-one thousand eight hundred sixty-four dollars and 03 cents (\$ 21,864.03) for the 2013-14 annual period. Such compensation shall be due and payable according to the selected payment terms below.

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

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

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

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

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

Minnesota Municipal Utilities Association
By *Jan My*
Title Executive Director
Date August 12, 2013

Minnesota Municipal Utilities Association
Safety Management Program
South Central Group Fee Calculation (Chris Trembley)

October 1, 2012 - September 30, 2013

Number of Slots 8
Group Budget \$141,642.26
Dollar Diff. \$48,158.37

City	Total Employees	Percentage of Total	Fixed Cost 66.0%	Variable Employee Cost	2013-14 Annual Charge	2013-14 Quarterly Charge	2012-13 Annual Charge	Difference	Total 2013-14 with JTS
Blue Earth	10	6%	\$9,285.49	\$3,606.09	\$12,891.57	\$3,222.89	\$12,609.97	\$281.61	\$15,091.57
Blue Earth (city)		0%	\$9,600.00	\$0.00	\$9,600.00	\$2,400.00	\$9,300.00	\$300.00	\$9,600.00
Janesville	14	8%	\$9,285.49	\$4,727.64	\$14,013.13	\$3,503.28	\$13,702.15	\$310.97	\$15,663.13
Lake Crystal	15	9%	\$9,285.49	\$5,008.03	\$14,293.52	\$3,573.38	\$13,975.20	\$318.31	\$16,493.52
Madelia	15	9%	\$9,285.49	\$5,008.03	\$14,293.52	\$3,573.38	\$13,975.20	\$318.31	\$16,493.52
Saint James	27	16%	\$9,285.49	\$8,372.71	\$17,658.19	\$4,414.55	\$17,251.79	\$406.41	\$20,408.19
Saint Peter	42	25%	\$9,285.49	\$12,578.55	\$21,864.03	\$5,466.01	\$21,347.51	\$516.52	\$24,614.03
Springfield	23	14%	\$9,285.49	\$7,251.16	\$16,536.64	\$4,134.16	\$16,159.60	\$377.04	\$18,736.64
Truman		0%	\$9,600.00	\$0.00	\$9,600.00	\$2,400.00	\$9,300.00	\$300.00	\$11,250.00
Wells	20	12%	\$9,285.49	\$6,409.98	\$15,695.47	\$3,923.87	\$15,340.45	\$355.02	\$17,345.47
Totals:	166	100%	\$93,483.89	\$52,962.18	\$146,446.07	\$36,611.52	\$142,961.88	\$3,484.19	\$165,696.07

Annual JTS (Electric)

	\$550.00 per lineman	2013-14	2012-13
Blue Earth	4	\$2,200.00	\$2,200.00
Janesville	3	\$1,650.00	\$1,650.00
Lake Crystal	4	\$2,200.00	\$2,200.00
Madelia	4	\$2,200.00	\$2,200.00
Saint James	5	\$2,750.00	\$2,750.00
Saint Peter	5	\$2,750.00	\$2,750.00
Springfield	4	\$2,200.00	\$2,200.00
Truman	3	\$1,650.00	\$1,650.00
Wells	3	\$1,650.00	\$1,650.00
Totals:	35	\$19,250.00	\$19,250.00

Please notify Larry Pederson of changes to your city.
Call 763-746-0704; fax 763-551-0459 or e-mail to lpederson@mmua.org.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

A RESOLUTION AUTHORIZING THE RENEWAL OF THE MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA) CONTRACT FOR THE A SAFETY PROGRAM

WHEREAS, the city entered into an agreement with the Minnesota municipal utilities Association 16 years ago to administer and develop a safety program for the city and has renewed the program each year; and

WHEREAS, the program provides OSHA and state-mandated safety training for the city; and

WHEREAS, this contract includes keeping city safety policies up-to-date; and

WHEREAS, the monthly safety training meetings are most effective with the MMUA safety coordinator leading the meetings and providing insight into the experiences of other cities; and

WHEREAS, the employee safety committee, with the leadership of the MMUA safety coordinator has been very effective in maintaining a high level of awareness of the employees concerning safety issues; and

WHEREAS, the MMUA safety coordinator provides invaluable resources for the city concerning OSHA's changing requirements and OSHA's inspections and investigations; and

WHEREAS, the MMUA safety coordinator has regular contact with OSHA, other cities and other MMUA safety coordinators, which has provided the city the experience and expertise with other cities and utilities in developing the safety committee, procedures, and practices that are effective and economical.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes the Mayor and City Administrator to enter into an extension of the agreement with the Minnesota Municipal Utilities Association (MMUA) to provide administrative services for the safety program for the year October 1, 2013 until September 30, 2014 for a fee of \$21,864.03.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of September 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator