

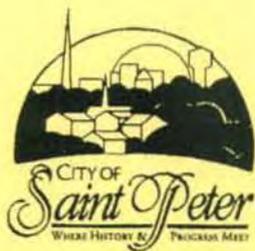
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, February 9, 2015
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
 - A. Small Cities Development Program Grant Application
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**

None scheduled
- VIII. **NEW BUSINESS**
 - A. Registered Land Survey #68
 - B. SCDP Grant Application (Maplewood Apartment Project)
 - C. General Fund Reserve Transfer (Lampert Property Development)
 - D. Ritt Street Property Lease
- IX. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. President's Day Closures
 - 2. Others
- X. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. PUBLIC HEARINGS

A. **PUBLIC HEARING ON SMALL CITIES DEVELOPMENT PROGRAM GRANT APPLICATION (MAPLEWOOD APARTMENT PROJECT)**

A public hearing has been scheduled at this time to accept input on the submission of a grant application to the Small Cities Development Program for funding for the purchase and renovation of Maplewood Apartments by Southwest Minnesota Housing Partnership. Notice of the hearing has been duly published in the St. Peter Herald. It is appropriate at this time to receipt public comment. Action on the proposed grant application is included under NEW BUSINESS.

IV. APPROVAL OF MINUTES

A copy of the minutes of the January 26, 2015 regular Council meeting is attached for approval. A MOTION is in order.

V. VISITORS

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

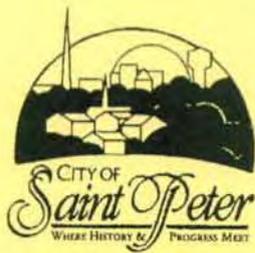
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 22, 2015 through February 4, 2015 is attached. Please see the attached staff reports and RESOLUTION.



VII. UNFINISHED BUSINESS

None scheduled.

VIII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING REGISTERED LAND SURVEY #68**

Richard Marlow has requested approval of Registered Land Survey #68 which would allow him to create developable lots after lot lines are redrawn and easements are vacated on property in Pine Pointe Subdivision. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION CALLING FOR PUBLIC HEARING RELATED TO SMALL CITIES DEVELOPMENT PROGRAM GRANT APPLICATION FOR RENOVATION OF MAPLEWOOD APARTMENTS**

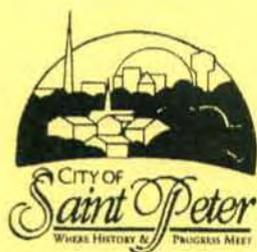
The City has previously provided support for Southwest Minnesota Housing Partnership (SWMHP) application for funds to purchase and renovate Maplewood Apartments. One of the funding sources is a Small Cities Development grant which can only be applied for by a local government. Submission of the grant application must be preceded by a public hearing by the local government. Staff recommends a public hearing be scheduled for February 23, 2015. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING TRANSFER OF GENERAL FUND RESERVES TO PARKLAND DEDICATION FUND**

The City Council has previously approved a fund balance policy for the General Fund to indicate a maximum reserve amount of 50%. Staff recommends the transfer of excess reserve funds from the General Fund to the Parkland Dedication Fund for use in development of the City's newest park land. Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION APPROVING RITT STREET PROPERTY LEASE**

The EDA will be meeting at 5:30 p.m. on Monday to consider a staff recommendation for approval of a month-to-month lease for a portion of the City owned Ritt Street property (former Taytronics property). If the EDA recommends against the lease or takes no action, this agenda item will be removed from the Council agenda. Please see the attached staff report and RESOLUTION.



IX. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON PRESIDENT'S DAY CLOSURES

A report will be provided at this time on closures of City offices for the President's Day legal holiday.

2. OTHERS

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

X. ADJOURNMENT

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
JANUARY 26, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on January 26, 2015.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Carlin, Grams, and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Loose and Domras.

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

Approval of Minutes – A motion was made by Zieman, seconded by Parras, to approve the minutes of the January 12, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 12, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Visitors – Mayor Strand welcomed visiting students from Saint Peter's Sister City of Petatlan, Mexico. Petatlan resident and former Gustavus student Chaz Brown, who was accompanying the students on their visit, reported he frequently passes the fire truck Saint Peter donated to Petatlan and stated the truck had been painted to indicate it was donated by the City. Students Violeta Adame Galicia, Aurora Chavez Orozco, Zaira Fernanda Ambario Aguirre, and Itzel Patricia Arroyo Acosta addressed the Council in English to express appreciation for supporting their visit and their efforts to learn the English language. The 15-16 year old students stated they didn't really like the cold, but felt Saint Peter was a beautiful community with beautiful architecture and the people they had met were all very nice. Mayor Strand thanked the students for attending the Council meeting.

Consent Agenda – In motion by Kvamme, seconded by Brand, Resolution No. 2015-08 entitled "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-08 is contained in the City Administrator's book entitled Council Resolutions 20.

Minnesota River Valley Drug Task Force Joint Powers Agreement – Police Chief Peters requested execution of an updated Joint Powers Agreement for the Minnesota River Valley Drug Task Force. Peters reported the Police Department had been a member of the Task Force since its inception in 1999 and the action was being requested to reaffirm the City Council's support for the Task Force. Peters also noted that the Task Force is funded mostly from grant funds, but \$15,000 had been budgeted for the City's 2015 membership based on an expected, but unrealized, reduction in grant proceeds. Peters noted the suggested membership fee was \$1 per capita which would mean the final cost to the City would be less than \$12,000. In motion by Carlin, seconded by Brand, Resolution No. 2015-09 entitled "Resolution Authorizing Execution Of Updated Joint Powers Agreement For City Of Saint Peter Police Department Membership In The Minnesota River Valley Drug Task Force", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-09 is contained in the City Administrator's book entitled Council Resolutions 20.

Electrical Mapping Services: DeWild Grant Reckert and Associates Company – Interim Public Works Director Moulton recommended DeWild Grant Reckert and Associates Company be retained to provide electric mapping services for the City for a fee of \$15,000. Moulton indicated the work had been budgeted in 2014, but staff wasn't able to complete the information gathering needed due to a heavy work load and the 2015 budget included an allocation for the project. Moulton stated the work would include providing spatially correct mapping of all Electric equipment and lines and would work in conjunction with the GIS mapping being done by Bolton and Menk, Inc. In response to Councilmember questions, Moulton further stated the process would be ongoing as changes occur to the electric system and would include base map information from Nicollet County and then spot locating using GPS readings. In motion by Zieman, seconded by Grams, Resolution No. 2015-10 entitled "Resolution Approving Mapping System Engineering By DeWild Grant Reckert and Associates", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-10 is contained in the City Administrator's book entitled Council Resolutions 20.

Revolving Loan Modification Requests: Exceed/Chippewa Packaging – Community Development Director Wille presented the Economic Development Authority recommendation to approve requests from Exceed Packaging and Chippewa Packaging for modifications to the revolving loan terms on three loans. Wille noted the Exceed Packaging loan (original amount of \$100,000) had an outstanding balance of \$4,224.22 and the EDA recommendation was to modify the loan terms to allow the final amount to be paid off on a monthly basis (\$1,110.21 per month) until the loan was retired. Wille further stated the two \$100,000 loans provided to Chippewa Packaging had an outstanding balance of \$118,493 and the EDA had recommended extending the balloon payment dates for both loans to December 31, 2016. Councilmember Carlin questioned how many employees were employed by each company. Wille reported the State JOBZ program called for creation of 24 full-time equivalent employees, but stated Exceed and Chippewa employ a total of 70 mostly full time positions. Wille also reported the wages for the positions had been raised in an effort to attract qualified individuals and the businesses were continuing to show improvement. In motion by Kvamme, seconded by Zieman, Resolution No. 2015-11 entitled "Resolution Modifying Terms Of Revolving Loans Previously Provided To Chippewa Packaging, Inc. And Exceed Packaging, Inc.", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-11 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor's Report – Mayor Strand reported on his recent activities which included attending Region Nine Development Commission meetings and participating in the Public Works Director interview process.

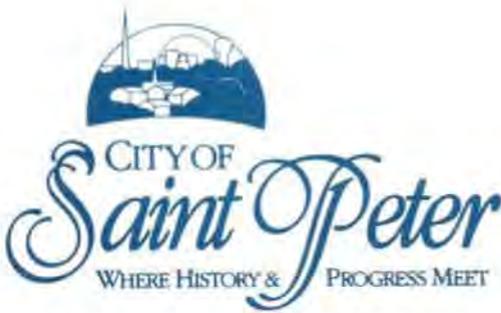
Public Works Director Recruitment Update – City Administrator Prafke reported he expected to have a recommendation for appointment of a new Public Works Director as part of the next Council agenda.

There being no further business, a motion was made by Parras, seconded by Carlin, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:37 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/26/2015

FROM: Pete Moulton Scot Peterson
Interim Public Works Director Wastewater Foreman

RE: Purchase of Lime

ACTION/RECOMMENDATION

Authorize purchase and delivery of pebble lime from Graymont (WI) LLC, of Superior, Wisconsin in the amount of \$26,490.00.

BACKGROUND

The Wastewater Utility uses lime in the biosolids treatment process to mix with aerobically dewatered sludge to cause a chemical reaction raising the pH of the mixed material. Lime adds heat in the mixing chamber which pasteurizes the material. The final product is a "Class 'A' Exceptional Quality" biosolids. The lime product currently used is a high quality "pebble lime" which breaks down slowly, generating heat in moist conditions. The lime mixes in the vessel for approximately 30 minutes and is delivered to dry storage by a conveyer belt. The product is then stored on-site for up to 180 days.

Three vendors were contacted to supply quotes pertaining to ¾" Calcium Oxide Pebble Quick Lime for 2015. Quotes received were as follows:

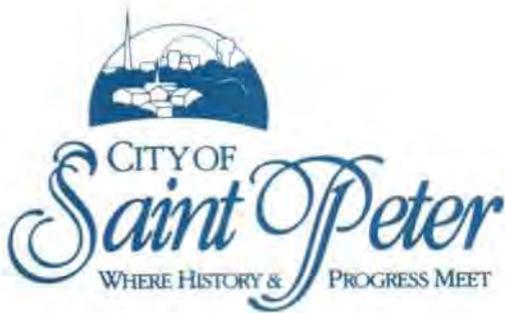
Chemical/Freight	Graymont	Mississippi Lime	Carmeuse Lime
Lime/Ton	\$164.60	\$150.00	\$160.00
Freight/Ton	included	\$ 65.00	\$129.71
<i>Total Cost/Ton</i>	<i>\$164.60</i>	<i>\$215.00</i>	<i>\$289.71</i>

Based on previous usage records, staff estimates chemical usage for 2015 to be 150 tons for a total estimated 2015 cost of \$24,690 which includes \$1,800 in fuel surcharges. Fuel surcharges are based on current fuel prices and mileage of 223 loaded miles.

The 2015 Wastewater Budget has funds allocated for this expenditure.

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

PM/SP/amg



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/6/2015

FROM: Todd Prafke
City Administrator

RE: Public Works Director Appointment

ACTION/RECOMMENDATION

Provide for appointment of Peter Moulton as Public Works Director for the City and designating Mr. Moulton as the City's SMMPA Board representative.

BACKGROUND

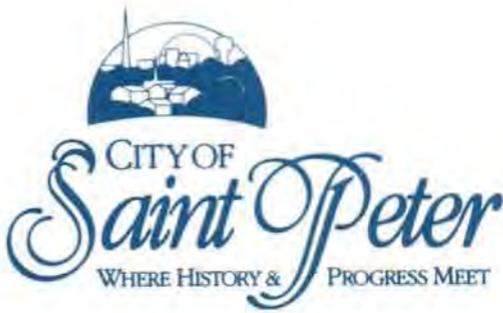
Following an open and lengthy recruitment process, it is my recommendation that current Interim Public Works Director Moulton be appointed as the new Public Works Director for the City. A contingent offer of employment has been made to and accepted by Mr. Moulton under the following terms:

- Probationary salary of \$84,225.00 (This falls within the advertised starting pay range.)
- Probation of six (6) months. After successful completion of the probationary period, a minimum wage increase of 1.8%. During probation, Moulton will have access to all currently accrued sick and vacation time. (In accordance with your current practice and policy.)
- Insurance and retirement benefits as provided to other employees.
- Sick and vacation time accumulation and accrual at the levels outlined in the City's Personnel Policy for Department Directors.
- Start date would be effective upon appointment by the City Council.
- Moulton will be provided with a car allowance or mileage payment as is provided for in current administrative policies.
- Moulton will receive a cell phone stipend as provided for in the current administrative policies.

Should the Council provide for Mr. Moulton's appointment, I would further recommend that he be designated as the City's primary representative to the SMMPA Board.

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: 02/04/15

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Temporary Licenses

ACTION/RECOMMENDATION

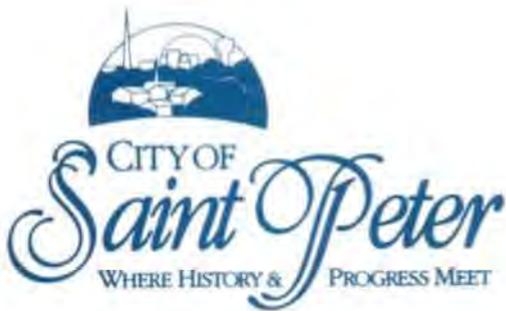
Provide approval of temporary licenses.

BACKGROUND

The Nicollet Pheasants Forever Chapter is holding their annual fundraiser at the Nicollet County Fairgrounds (Johnson Hall) on April 11, 2015. The Chapter has submitted applications for a Temporary On Sale Liquor and a LG220 Application for Exempt Permit (Temporary Gambling).

Please place these items on the February 9, 2015 City Council consent agenda.

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/28/2015

FROM: Pete Moulton
Interim Director of Public Works

RE: Declaration of Surplus Items – Environmental Services

ACTION/RECOMMENDATION

Declare the 2003 STIHL MS025 chainsaw with 16" bar and 2009 STIHL HT131 pole saw surplus.

BACKGROUND

Staff has recommended these saws be declared surplus as they will be replaced with newer, lightweight, higher CC motors. A new STIHL pole saw and STIHL chainsaw are budgeted to be purchased in 2015. The Environmental Services updates their saws every five or six years to keep up with the ever-changing chainsaw industry.

As provided in the City Code, the surplus property would be offered for public sale. I recommend including the saws on the State of Minnesota Department of Administration online auction site. The estimated value for each saw is between \$175.00 and \$300 each.

Funds generated from the sale would be returned to the Environmental Services budget.

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

PM

2003 STIHL MS025 chainsaw with 16" bar



2009 STIHL HT131 pole saw





Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/3/2015

FROM: Todd Prafke
City Administrator

RE: Election Judge Appointments

ACTION/RECOMMENDATION

Provide for appointment of one additional Election Judge for the 2015 elections.

BACKGROUND

The City Council has previously appointed Election Judges for the March 10, 2015 special election. At this time I recommend the appointment of one additional individual:

Emily Carpenter – Trainee

All costs associated with the special election will be paid by School District #508.

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

FROM: Jane Timmerman *JLT*
Director of Recreation & Leisure Services

RE: 2015 employee wage adjustment

Date: January 23, 2015

ACTION/RECOMMENDATION

Approve adjustment in 2015 wage for Tosha Anderson from part time Library Associate at \$10.13 per hour to part time Library Associate at \$10.70 per hour retroactive to January 1, 2015.

BACKGROUND

According to our library position descriptions, there is a significant increase in job responsibilities from the position of part time circulation clerk to the part time library associate position. An intentional wage differential has been applied that reflects that increasing level of job duties. However, when the 2015 wage scale was developed and implemented, this differential was not taken into account between the two positions. According to the new wage scale the differential between the highest paid circulation clerk position and the library associate position is approximately 1%. Previously there was a more significant difference of about 5.75%.

I recommend that Library Associate Tosha Anderson's wage be adjusted from \$10.13 per hour to \$10.70 per hour.

FISCAL IMPACT

The wage modification was planned for as a part of the budget process.

ALTERNATIVES/VARIATIONS:

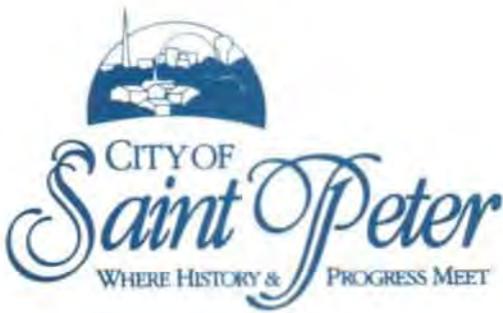
Do not act: Staff will not proceed with the wage adjustment.

Negative Votes: Staff will wait for further direction.

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

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

JLT/



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/3/2015

FROM: Todd Prafke
City Administrator

RE: Transit Study Core Committee Appointment

ACTION/RECOMMENDATION

Provide for appointment of Councilmember Grams to the Transit Study CORE Committee.

BACKGROUND

As you are aware, the City is part of a transit study being performed by the State of Minnesota Department of Transportation Office of Transit. The State has asked the City to provide an elected official as part of the Committee in addition to the staff representation.

Mayor Strand has recommended the appointment of Councilmember Grams to this committee and this appointment has been included on the consent agenda for the February 9th regular meeting.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOLTON & MENK INC	staff meeting	GENERAL FUND	STREETS	165.00
	LRIP gardner road funding	GENERAL FUND	STREETS	2,190.00
	msa atp mtg, annual update	GENERAL FUND	STREETS	1,260.00
	row and base map	GENERAL FUND	STREETS	422.50
	staff meeting	GENERAL FUND	PARKS	132.00
	Trail sign TH22/Th169	GENERAL FUND	PARKS	90.00
	park mstr plan updates	GENERAL FUND	PARKS	286.00
	wash ave link 11/8-12/19	PERM IMPROVMENT RE	STREETS	15,233.25
	jct 169 old mn union	PERM IMPROVMENT RE	STREETS	620.00
	old mn av st julien 11/8-1	PERM IMPROVMENT RE	STREETS	6,212.50
	N 3rd St 11/8-12/19	2013B TIP #1-18 N	ECONOMIC DEVELOPMENT	970.00
	staff meeting	WATER	ADMIN AND GENERAL	66.00
	staff meeting	WASTE WATER FUND	ADMIN AND GENERAL	66.00
	staff meeting	ENVIRON SERVICES F	ADMIN AND GENERAL	66.00
	staff meeting	ELECTRIC FUND	ADMIN AND GENERAL	165.00
	swppp app 11/8-12-19	STORMWATER FUND	TREATMENT	11,408.00
		TOTAL:		39,352.25
COLE PAPERS INC	mop handle plastic holder	COMMUNITY CENTER	COMMUNITY CENTER	76.01
			TOTAL:	76.01
COMMUNITY PARTNERS RESEARCH, INC	housing study update	GENERAL FUND	ECONOMIC DEVMT	5,600.00
			TOTAL:	5,600.00
DGR ENGINEERING	dist design water spec	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,656.00
	main sub modifications	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	315.00
	broadway generation plant	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	202.50
	spec plan update 12/11	ELECTRIC FUND	POWER DISTRIBUTION	83.00
			TOTAL:	3,256.50
GUSTAVUS ADOLPHUS COLLEGE	qtrly student employment	GENERAL FUND	RECREATION/LEISURE SER	671.59
	qtrly student employment	LIBRARY FUND	LIBRARY	284.26
			TOTAL:	955.85
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	160.29
	postage	WATER	CUSTOMER ACCOUNTS	368.60
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.29
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	368.60
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.29
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	368.60
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.28
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	169.36
	ads	ELECTRIC FUND	CUSTOMER ACCOUNTS	322.56
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	368.60
			TOTAL:	2,607.47
JAVENS MECHANICAL CONTRACTING CO.	make up air units repair p	WASTE WATER FUND	SOURCE/TREATMENT	1,181.21
			TOTAL:	1,181.21
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	22.66
	cylinder rental	GENERAL FUND	PARKS	18.13
	cylinder rental	WATER	ADMIN AND GENERAL	9.07
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.07
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.06
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	22.66
			TOTAL:	90.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN MUNICIPAL UTILITIES ASSOCIATION	hooper transformer school	ELECTRIC FUND	ADMIN AND GENERAL	440.00
			TOTAL:	440.00
NELSON PRINTING COMPANY	letterhead/records	GENERAL FUND	POLICE	820.60
	nearby business cards	GENERAL FUND	FIRE	35.00
			TOTAL:	855.60
NICOLLET COUNTY ATTORNEY	diversity presentation	GENERAL FUND	STREETS	81.25
	diversity presentation	GENERAL FUND	PARKS	65.00
	diversity presentation	WATER	ADMIN AND GENERAL	32.50
	diversity presentation	WASTE WATER FUND	ADMIN AND GENERAL	32.50
	diversity presentation	ENVIRON SERVICES F	ADMIN AND GENERAL	32.50
	diversity presentation	ELECTRIC FUND	ADMN AND GENERAL	81.25
			TOTAL:	325.00
RICHARD MILLER ELECTRIC	wiring for openers/fire st	GENERAL FUND	FIRE	600.00
			TOTAL:	600.00
ST PETER AREA TOURISM & VISITORS BUREA	dec lodging tax proceeds	GENERAL FUND	NON-DEPARTMENTAL	1,906.21
			TOTAL:	1,906.21
STREICHER'S	boots	GENERAL FUND	POLICE	141.73
			TOTAL:	141.73
TWIN CITY OPTICAL CO INC	safety glasses - Knight	GENERAL FUND	PARKS	104.22
			TOTAL:	104.22
VON ESSEN TOWING	labor mount and disposal	GENERAL FUND	POLICE	36.00
			TOTAL:	36.00
WW GOETSCH ASSOCIATES, INC	pump motor rep #2 n liftst	STORMWATER FUND	TREATMENT	3,180.00
			TOTAL:	3,180.00
ZIEGLER INC	duplicate payment	GENERAL FUND	STREETS	18.72-
			TOTAL:	18.72-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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----- FUND TOTALS -----

101	GENERAL FUND	14,629.17		
211	LIBRARY FUND	284.26		
217	COMMUNITY CENTER	76.01		
401	PERM IMPROVMENT REVOLVING	22,065.75		
432	2013B TIF #1-18 N THIRD	970.00		
601	WATER	636.46		
602	WASTE WATER FUND	1,817.67		
603	ENVIRON SERVICES FUND	636.45		
604	ELECTRIC FUND	4,986.21		
606	STORMWATER FUND	14,588.00		

 GRAND TOTAL: 60,689.98

TOTAL PAGES: 3

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESAL	vending concessions #718	COMMUNITY CENTER	COMMUNITY CENTER	342.71
			TOTAL:	342.71
ALL AMERICA PRESSURE WASHER MFG., INC.	c&i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	500.00
			TOTAL:	500.00
AMARIL UNIFORM COMPANY	lincoln carharts	ELECTRIC FUND	ADMIN AND GENERAL	236.33
			TOTAL:	236.33
AMAZON	rec/IT	GENERAL FUND	FINANCE	98.11
	rec/IT	GENERAL FUND	POLICE	70.00
	rec/IT -.uniform	GENERAL FUND	POLICE	43.87
	rec/IT -.uniform	GENERAL FUND	POLICE	118.76
	rec/IT -.uniform	LIBRARY FUND	LIBRARY	222.07
	rec/IT	WATER	PURIFICATION AND TREAT	176.21
	rec/IT	WATER	ADMIN AND GENERAL	22.03
	rec/IT	WASTE WATER FUND	ADMIN AND GENERAL	22.03
	rec/IT	ENVIRON SERVICES F	ADMIN AND GENERAL	22.02
	rec/IT	ELECTRIC FUND	ADMIN AND GENERAL	22.03
			TOTAL:	807.13
AQUA TRONICS INC	repair earth probe microph	ELECTRIC FUND	POWER DISTRIBUTION	126.71
			TOTAL:	126.71
AUDIO EDITIONS	adult audio	LIBRARY FUND	LIBRARY	29.20
	adult audio	LIBRARY FUND	LIBRARY	267.23
			TOTAL:	296.43
BLUE EARTH COUNTY	patrol mdts	GENERAL FUND	POLICE	450.00
	MRVDTF 2015 appropriation	GENERAL FUND	POLICE	11,444.00
			TOTAL:	11,894.00
BORDER STATES ELECTRIC SUPPLY	light cover for firehall 1	GENERAL FUND	FIRE	38.65
			TOTAL:	38.65
BRANDT LAW OFFICE	seize vehicle icr #2013-54	RESTRICTED CONTRIB	NON-DEPARTMENTAL	472.02
			TOTAL:	472.02
C & S SUPPLY CO INC	powers uniform allow	GENERAL FUND	STREETS	151.97
	#45 wing swivel P & C jack	GENERAL FUND	STREETS	56.99
	meyer uniform allow	GENERAL FUND	PARKS	147.96
	blackman uniform allow	ENVIRON SERVICES F	ADMIN AND GENERAL	20.00
			TOTAL:	376.92
CANNON TECHNOLOGIES INC	2015 Yukon softwr support	ELECTRIC FUND	POWER DISTRIBUTION	7,299.00
			TOTAL:	7,299.00
CENTERPOINT ENERGY MINNEGASCO	jan gas bill	GENERAL FUND	FIRE	735.71
	jan gas bill	GENERAL FUND	STREETS	675.17
	jan gas bill	GENERAL FUND	SWIMMING POOL	43.00
	jan gas bill	GENERAL FUND	PARKS	540.14
	jan gas bill	LIBRARY FUND	LIBRARY	1,687.72
	jan gas bill	COMMUNITY CENTER	COMMUNITY CENTER	4,218.79
	jan gas bill	WATER	PURIFICATION AND TREAT	2,028.28
	jan gas bill	WATER	PURIFICATION AND TREAT	158.01
	jan gas bill	WATER	ADMIN AND GENERAL	270.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	jan gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	jan gas bill	WASTE WATER FUND	SOURCE/TREATMENT	10,836.14
	jan gas bill	WASTE WATER FUND	ADMIN AND GENERAL	270.07
	jan gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	270.06
	jan gas bill	ELECTRIC FUND	ADMIN AND GENERAL	675.17
			TOTAL:	22,423.33
CHEMSEARCH	lube contract	GENERAL FUND	STREETS	112.92
	lube contract	GENERAL FUND	PARKS	112.92
	lube contract	WATER	DISTRIBUTION AND STORA	56.46
	lube contract	WASTE WATER FUND	SOURCE/TREATMENT	56.46
	lube contract	ENVIRON SERVICES F	REFUSE DISPOSAL	56.46
	lube contract	ELECTRIC FUND	POWER DISTRIBUTION	112.92
	lube contract	STORMWATER FUND	TREATMENT	56.48
			TOTAL:	564.62
COLE PAPERS INC	medicated skin lotion	GENERAL FUND	STREETS	15.39
	spoons, trash bags, towels	GENERAL FUND	STREETS	55.33
	lysol wipes	GENERAL FUND	STREETS	16.59
	medicated skin lotion	GENERAL FUND	PARKS	15.39
	spoons, trash bags, towels	GENERAL FUND	PARKS	55.33
	lysol wipes	GENERAL FUND	PARKS	16.59
	soft rubber blade window c	LIBRARY FUND	LIBRARY	17.00
	cleaning products	LIBRARY FUND	LIBRARY	91.90
	soft rubber blade window c	COMMUNITY CENTER	COMMUNITY CENTER	17.00
	cleaning products	COMMUNITY CENTER	COMMUNITY CENTER	367.60
	medicated skin lotion	WATER	DISTRIBUTION AND STORA	7.70
	spoons, trash bags, towels	WATER	DISTRIBUTION AND STORA	27.67
	lysol wipes	WATER	DISTRIBUTION AND STORA	8.30
	medicated skin lotion	WASTE WATER FUND	SOURCE/TREATMENT	7.70
	spoons, trash bags, towels	WASTE WATER FUND	SOURCE/TREATMENT	27.67
	lysol wipes	WASTE WATER FUND	SOURCE/TREATMENT	8.30
	medicated skin lotion	ENVIRON SERVICES F	REFUSE DISPOSAL	7.70
	spoons, trash bags, towels	ENVIRON SERVICES F	REFUSE DISPOSAL	27.67
	lysol wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	8.30
	medicated skin lotion	ELECTRIC FUND	POWER DISTRIBUTION	15.39
	spoons, trash bags, towels	ELECTRIC FUND	POWER DISTRIBUTION	55.33
	lysol wipes	ELECTRIC FUND	POWER DISTRIBUTION	16.59
	medicated skin lotion	STORMWATER FUND	TREATMENT	7.68
	spoons, trash bags, towels	STORMWATER FUND	TREATMENT	27.66
	lysol wipes	STORMWATER FUND	TREATMENT	8.29
			TOTAL:	930.07
CRYSTEL TRUCK EQUIPMENT INC	#45 Donut Bumper stop	GENERAL FUND	STREETS	77.00
			TOTAL:	77.00
JASON DAHL	app fee ww license test	WASTE WATER FUND	ADMIN AND GENERAL	55.00
	cert fee ww license test	WASTE WATER FUND	ADMIN AND GENERAL	45.00
			TOTAL:	100.00
DEMCO, INC.	misc clerical/proc supplie	LIBRARY FUND	LIBRARY	195.17
			TOTAL:	195.17
DISPLAY SALES COMPANY	downtown xmas&flag pole rep	GENERAL FUND	PARKS	159.40
			TOTAL:	159.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DON'S APPLIANCE & TV	refrig/ water filter	WATER	PURIFICATION AND TREAT	45.99
			TOTAL:	45.99
DUECO INC	#306 pad	ELECTRIC FUND	POWER DISTRIBUTION	28.53
			TOTAL:	28.53
FAMILY FRESH MARKET	monthly staff meeting	GENERAL FUND	STREETS	4.16
	monthly staff meeting	GENERAL FUND	PARKS	3.32
	monthly staff meeting	WATER	ADMIN AND GENERAL	1.66
	monthly staff meeting	WASTE WATER FUND	ADMIN AND GENERAL	1.66
	monthly staff meeting	ENVIRON SERVICES F	ADMIN AND GENERAL	1.66
	monthly staff meeting	ELECTRIC FUND	ADMIN AND GENERAL	4.16
			TOTAL:	16.62
FASTENAL COMPANY	drill bits & elec connecto	GENERAL FUND	STREETS	14.59
	batteries, AA, AAA, lotion	GENERAL FUND	STREETS	13.77
	plow bolts	GENERAL FUND	STREETS	32.40
	#45 plow nut	GENERAL FUND	STREETS	27.25
	drill bits & elec connecto	GENERAL FUND	PARKS	14.59
	batteries, AA, AAA, lotion	GENERAL FUND	PARKS	13.77
	#614 sweeper screws	GENERAL FUND	PARKS	0.37
	downtown dec repair	GENERAL FUND	PARKS	7.09
	bolts for main sub ocr - I	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	4.25
	drill bits & elec connecto	WATER	DISTRIBUTION AND STORA	7.30
	batteries, AA, AAA, lotion	WATER	DISTRIBUTION AND STORA	6.88
	drill bits & elec connecto	WASTE WATER FUND	SOURCE/TREATMENT	7.30
	batteries, AA, AAA, lotion	WASTE WATER FUND	SOURCE/TREATMENT	6.88
	drill bits & elec connecto	ENVIRON SERVICES F	REFUSE DISPOSAL	7.30
	batteries, AA, AAA, lotion	ENVIRON SERVICES F	REFUSE DISPOSAL	6.88
	#47B paint	ENVIRON SERVICES F	REFUSE DISPOSAL	50.50
	drill bits & elec connecto	ELECTRIC FUND	POWER DISTRIBUTION	14.59
	batteries, AA, AAA, lotion	ELECTRIC FUND	POWER DISTRIBUTION	13.77
	drill bits & elec connecto	STORMWATER FUND	TREATMENT	7.28
	batteries, AA, AAA, lotion	STORMWATER FUND	TREATMENT	6.88
		TOTAL:	263.64	
WILLIAM GERHART	boots	GENERAL FUND	POLICE	132.49
	uniform	GENERAL FUND	POLICE	134.97
			TOTAL:	267.46
GOPHER STATE ONE-CALL INC	locates for feb '12	WATER	DISTRIBUTION AND STORA	33.32
	locates for feb '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	33.32
	locates for feb '12	ELECTRIC FUND	POWER DISTRIBUTION	33.36
			TOTAL:	100.00
GRAYBAR ELECTRIC COMPANY INC	shields for wall sconces	COMMUNITY CENTER	COMMUNITY CENTER	646.10
			TOTAL:	646.10
GUSTAVUS ADOLPHUS COLLEGE	C&I rebate	ELECTRIC FUND	NON-DEPARTMENTAL	11,159.00
			TOTAL:	11,159.00
HACH COMPANY	ammonia	WASTE WATER FUND	SOURCE/TREATMENT	81.78
	phosphurus	WASTE WATER FUND	SOURCE/TREATMENT	221.44
			TOTAL:	303.22
HAWKINS, INC.	water treatment bleach	WATER	PURIFICATION AND TREAT	178.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	water treatment caustic so	WATER	PURIFICATION AND TREAT	1,170.00
	water treatment chemicals	WATER	PURIFICATION AND TREAT	1,170.00
			TOTAL:	2,518.50
HOLIDAY COMMERCIAL	jan fuel	GENERAL FUND	POLICE	186.37
	jan fuel	GENERAL FUND	BUILDING INSPECTOR	65.17
	Jan fuel	GENERAL FUND	PUBLIC WORKS ADMIN	73.69
	Jan fuel	GENERAL FUND	STREETS	195.58
	Jan fuel	GENERAL FUND	PARKS	130.55
	Jan fuel	WATER	SOURCE OF SUPPLY	12.52
	Jan fuel	WATER	PURIFICATION AND TREAT	18.78
	Jan fuel	WATER	DISTRIBUTION AND STORA	93.91
	Jan fuel	WATER	CUSTOMER ACCOUNTS	29.73
	Jan fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	33.72
	Jan fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	29.73
	Jan fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	85.50
	Jan fuel	ELECTRIC FUND	POWER DISTRIBUTION	115.66
	Jan fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	29.74
	Jan fuel	STORMWATER FUND	TREATMENT	103.01
			TOTAL:	1,203.66
INGRAM BOOK COMPANY	new childrens and adult ma	LIBRARY FUND	LIBRARY	377.13
	new adult materials	LIBRARY FUND	LIBRARY	112.25
			TOTAL:	489.38
INTERNATIONAL CODE COUNCIL, INC	returned ibc set	GENERAL FUND	BUILDING INSPECTOR	372.00-
	new code books and softwar	GENERAL FUND	BUILDING INSPECTOR	1,299.12
	new code cd's	GENERAL FUND	BUILDING INSPECTOR	419.25
			TOTAL:	1,346.37
JAVENS MECHANICAL CONTRACTING CO.	plict switches repair	WASTE WATER FUND	SOURCE/TREATMENT	467.10
			TOTAL:	467.10
THE JOURNAL	yr renewal	LIBRARY FUND	LIBRARY	208.00
			TOTAL:	208.00
AMY KAMM	lunch 1/26-1/28	STORMWATER FUND	ADMINISTRATION AND GEN	27.21
			TOTAL:	27.21
RICHARD KERN	daddy daughter dance	GENERAL FUND	RECREATION/LEISURE SER	200.00
			TOTAL:	200.00
KWIK TRIP INC	jan fuel	GENERAL FUND	POLICE	1,004.67
	jan fuel	GENERAL FUND	BUILDING INSPECTOR	82.86
	jan fuel	GENERAL FUND	PARKS	81.12
	jan fuel	TRANST	TRANSIT/TRANSPORTATION	137.62
			TOTAL:	1,306.27
LAGER'S INC	#109 hose	GENERAL FUND	POLICE	39.40
	#209 hose	GENERAL FUND	POLICE	39.40
			TOTAL:	78.80
LEAGUE OF MINNESOTA CITIES	patrol subscription	GENERAL FUND	POLICE	1,275.00
	safety and loss workshop	GENERAL FUND	POLICE	20.00
			TOTAL:	1,295.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
BARBARA A LUKER	pw director recruit suppl	GENERAL FUND	MAYOR & COUNCIL	50.97	
			TOTAL:	50.97	
Lori Ann Hameister	babysitter class	GENERAL FUND	RECREATION/LEISURE SER	800.00	
			TOTAL:	800.00	
MANKATO-SPS COMPANIES, INC.	plumbing fire screen	WASTE WATER FUND	SOURCE/TREATMENT	69.44	
			TOTAL:	69.44	
MARCO, INC.	ch copier contract overage	GENERAL FUND	CITY ADMINISTRATION	12.98	
	ch copier	GENERAL FUND	CITY CLERK	12.98	
	ch copier	GENERAL FUND	FINANCE	8.65	
	ch copier	GENERAL FUND	POLICE	6.93	
	ch copier	GENERAL FUND	BUILDING INSPECTOR	3.46	
	ch copier	GENERAL FUND	PUBLIC WORKS ADMIN	1.73	
	ch copier	GENERAL FUND	ECONOMIC DEVMT	0.86	
	ch copier	WATER	ADMIN AND GENERAL	7.79	
	ch copier	WASTE WATER FUND	ADMIN AND GENERAL	7.80	
	ch copier	ELECTRIC FUND	ADMIN AND GENERAL	23.37	
			TOTAL:	86.55	
MENARDS	cordless vinyl	GENERAL FUND	FIRE	1.82	
			TOTAL:	1.82	
METERING & TECHNOLOGY SOLUTIONS	1 1/2 water meter with ra	WATER	NON-DEPARTMENTAL	509.38	
			TOTAL:	509.38	
METRO JANITORIAL SUPPLY INC.	ice melt	LIBRARY FUND	LIBRARY	96.43	
	ice melt	COMMUNITY CENTER	COMMUNITY CENTER	96.44	
			TOTAL:	192.87	
METRO SALES INC	copy machine contract 1/29-	GENERAL FUND	RECREATION/LEISURE SER	92.40	
	copy machine contract 1/29-	COMMUNITY CENTER	COMMUNITY CENTER	92.40	
			TOTAL:	184.80	
MID-STATES ORGANIZED CRIME INFO. CENTE	2015 membership fees	GENERAL FUND	POLICE	150.00	
			TOTAL:	150.00	
MISC VENDOR	FLAGSHIP REC	ramsey park playground	PARK LAND DEDICATI	25,249.00	
	GILL, THOMAS	GILL, THOMAS:intervw exp r	GENERAL FUND	PUBLIC WORKS ADMIN	227.66
	MPSTMA	MPSTMA:2015 dues-mike k/sc	GENERAL FUND	PARKS	75.00
	ROCHESTER ARBORIST WOR	blackman register for work	ENVIRON SERVICES F	ADMIN AND GENERAL	95.00
	SEACHANGE PRINT INNOV	special election ballots	GENERAL FUND	ELECTIONS	1,906.44
			TOTAL:	27,552.50	
MN DEPT OF AGRICULTURE	2015 Knight pest app licen	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00	
	2015 Blackman pest app lic	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00	
			TOTAL:	30.00	
MN MUNICIPAL UTILITIES ASSOCIATION	Pete M Winter Conf Reg 2/4	GENERAL FUND	STREETS	62.50	
	Pete M Winter Conf Reg 2/4	GENERAL FUND	PARKS	50.00	
	Pete M Winter Conf Reg 2/4	WATER	ADMIN AND GENERAL	25.00	
	Scot P Reg 1st line Superv	WASTE WATER FUND	ADMIN AND GENERAL	585.00	
	Pete M Winter Conf Reg 2/4	WASTE WATER FUND	ADMIN AND GENERAL	25.00	
	Pete M Winter Conf Reg 2/4	ENVIRON SERVICES F	ADMIN AND GENERAL	25.00	
	Pete M Winter Conf Reg 2/4	ELECTRIC FUND	ADMIN AND GENERAL	62.50	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	brian s meter school 3/11-	ELECTRIC FUND	ADMIN AND GENERAL	440.00
			TOTAL:	1,275.00
MN POLLUTION CONTROL AGENCY	wwtp lab cert annual fee	WASTE WATER FUND	ADMIN AND GENERAL	2,025.00
			TOTAL:	2,025.00
MN SOCIETY OF ARBORICULTURE	2015 msa renewal raoul b	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
	2015 msa renewal dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
			TOTAL:	80.00
MN WASTEWATER OPERATORS ASSOCIATION	mowa section mtg- scot/jas	WATER	ADMIN AND GENERAL	40.00
	mowa section mtg- chris/te	WASTE WATER FUND	ADMIN AND GENERAL	40.00
	mowa section mtg- amy/jeff	STORMWATER FUND	ADMINISTRATION AND GEN	40.00
			TOTAL:	120.00
PETE MOULTON	mileage 1/5-1/16	WATER	ADMIN AND GENERAL	29.90
	mileage 1/19-1/30	WATER	ADMIN AND GENERAL	13.23
	mileage 1/5-1/16	WASTE WATER FUND	ADMIN AND GENERAL	5.75
	meals pub service director	WASTE WATER FUND	ADMIN AND GENERAL	17.98
	mileage 1/19-1/30	WASTE WATER FUND	ADMIN AND GENERAL	12.08
	mileage 1/5-1/16	ELECTRIC FUND	ADMIN AND GENERAL	156.40
	mileage 1/19-1/30	ELECTRIC FUND	ADMIN AND GENERAL	26.44
	mileage 1/5-1/16	STORMWATER FUND	ADMINISTRATION AND GEN	16.68
	mileage 1/19-1/30	STORMWATER FUND	ADMINISTRATION AND GEN	47.15
			TOTAL:	325.61
MVTL LABORATORIES INC	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	101.40
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	wwtf salty disc	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	wwtf salty disc testing	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	133.40
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	101.40
	HWE testing	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	WWTF testing	WASTE WATER FUND	SOURCE/TREATMENT	101.40
			TOTAL:	833.60
JAMES NEARY	pts for truck/ftr for elec	GENERAL FUND	FIRE	16.09
	mileage pioneer pwr meetin	GENERAL FUND	FIRE	17.25
			TOTAL:	33.34
NEW PIG CORPORATION	clip and fit sock	WASTE WATER FUND	SOURCE/TREATMENT	171.44
			TOTAL:	171.44
NICOLLET COUNTY SOCIAL SERVICES	daycare fee-1015 Allison l	GENERAL FUND	MAYOR & COUNCIL	150.00
	daycare fee-1103 Engesser	GENERAL FUND	MAYOR & COUNCIL	150.00
			TOTAL:	300.00
NORTH CENTRAL INTERNATIONAL	#44 gas gasket	GENERAL FUND	STREETS	6.51
	#44 compressor	GENERAL FUND	STREETS	523.55
	#44 chamber and kit	GENERAL FUND	STREETS	73.70
	#44 gasket	GENERAL FUND	STREETS	187.13
	r-134 A - refrigerant	GENERAL FUND	STREETS	15.60
	r-134 A - refrigerant	GENERAL FUND	PARKS	15.60
	r-134 A - refrigerant	WATER	DISTRIBUTION AND STORA	7.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	r-134 A - refrigerant	WASTE WATER FUND	SOURCE/TREATMENT	7.80
	r-134 A refrigerant	ENVIRON SERVICES F	REFUSE DISPOSAL	7.80
	r-134 A - refrigerant	ELECTRIC FUND	POWER DISTRIBUTION	15.60
	r-134 A - refrigerant	STORMWATER FUND	TREATMENT	7.80
			TOTAL:	868.99
NORTHWESTERN POWER EQUIPMENT CO INC	crd/crl kit, orifice, spee	WATER	SOURCE OF SUPPLY	2,034.00
			TOTAL:	2,034.00
NUTTER CLOTHING CO	uniform star patches sewn	GENERAL FUND	FIRE	6.00
			TOTAL:	6.00
OFFICEMAX	blank dvds	GENERAL FUND	POLICE	24.99
	printer cable	GENERAL FUND	BUILDING INSPECTOR	27.99
			TOTAL:	52.98
PEPSI-COLA OF MANKATO INC	concessions/vending	COMMUNITY CENTER	COMMUNITY CENTER	378.50
			TOTAL:	378.50
PET EXPC DIST.	aqua maint and new fish	LIBRARY FUND	LIBRARY	52.24
			TOTAL:	52.24
MATTHEW PETERS-PETTY CASH	paper plates	GENERAL FUND	POLICE	2.14
	vehicle reg	GENERAL FUND	POLICE	12.00
	postage	GENERAL FUND	POLICE	55.45
	parking and training	GENERAL FUND	POLICE	15.00
			TOTAL:	84.59
PROFESSIONAL WATER TECHNOLOGIES	opticlean	WATER	PURIFICATION AND TREAT	998.00
			TOTAL:	998.00
QUICK MART ST PETER	jan fuel	GENERAL FUND	FIRE	15.25
	jan fuel	GENERAL FUND	FIRE	12.80
	jan fuel	GENERAL FUND	FIRE	18.00
	jan fuel	GENERAL FUND	FIRE	14.00
			TOTAL:	60.05
QUILL	ink cartridges	GENERAL FUND	STREETS	34.59
	ink cartridges	GENERAL FUND	STREETS	43.48
	ink cartridges	GENERAL FUND	PARKS	27.67
	ink cartridges	GENERAL FUND	PARKS	34.79
	Ink cartridges	WATER	ADMIN AND GENERAL	20.20
	ink cartridges	WATER	ADMIN AND GENERAL	13.84
	ink cartridges	WATER	ADMIN AND GENERAL	17.39
	Ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	20.20
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	13.84
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	17.39
	Ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	10.09
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	13.82
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	17.40
	Ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	50.49
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	34.59
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	43.48
			TOTAL:	413.26
RAMADA	shellum room for 3/11/15	ELECTRIC FUND	ADMIN AND GENERAL	214.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	214.80
RDP TECHNOLOGIES, INC.	jaw coupling	WASTE WATER FUND	BIOSOLIDS	94.47
			TOTAL:	94.47
REGIONS CORPORATE TRUST SERVICES	2008 mob bonds	MEDICAL CAMPUS	NON-DEPARTMENTAL	75,000.00
	2008 mob bonds	MEDICAL CAMPUS	ADMK & GENERAL	450.00
	2008 mob bonds	MEDICAL CAMPUS	INTEREST EXPENSE	67,980.50
			TOTAL:	143,430.50
RYAN ELECTRIC OF ST PETER	garage heaters	GENERAL FUND	MUNICIPAL BUILDING	243.61
	service/arihandler motor	COMMUNITY CENTER	COMMUNITY CENTER	281.79
	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	447.90
	pump controller/service ca	WATER	PURIFICATION AND TREAT	75.00
			TOTAL:	1,048.30
SAM'S CLUB	cups for senior center	GENERAL FUND	SENIOR COORDINATOR	31.38
	coffee and cups rec/cc	GENERAL FUND	RECREATION/LEISURE SER	19.67
	hot choce for warming hous	GENERAL FUND	SKATING RINKS	28.20
	candy for vending	COMMUNITY CENTER	COMMUNITY CENTER	48.40
	coffee and cups rec/cc	COMMUNITY CENTER	COMMUNITY CENTER	19.68
			TOTAL:	147.33
SCHWICKERT'S, INC.	city hall hvac repairs	GENERAL FUND	MUNICIPAL BUILDING	1,043.00
	city hall repairs	GENERAL FUND	MUNICIPAL BUILDING	1,043.00
			TOTAL:	2,086.00
SPRING TOUCH	weed control services lib	LIBRARY FUND	LIBRARY	271.85
	weed control services spec	COMMUNITY CENTER	COMMUNITY CENTER	271.85
			TOTAL:	543.70
ST PETER AREA CHAMBER OF COMMERCE	anniversary program-financ	GENERAL FUND	FINANCE	525.00
	anniversary program-librar	LIBRARY FUND	LIBRARY	100.00
	anniversary program-comm c	COMMUNITY CENTER	COMMUNITY CENTER	75.00
	anniversary program-electr	ELECTRIC FUND	ADMIN AND GENERAL	100.00
			TOTAL:	800.00
STATE INDUSTRIAL PRODUCTS	bathroom air freshner	COMMUNITY CENTER	COMMUNITY CENTER	282.91
			TOTAL:	282.91
SUNSHINE FILTERS OF PINELLAS, INC.	filter element	WASTE WATER FUND	SOURCE/TREATMENT	484.83
			TOTAL:	484.83
TIGERDIRECT.COM	new UPS	GENERAL FUND	POLICE	44.99
	new UPS	GENERAL FUND	BUILDING INSPECTOR	44.99
			TOTAL:	89.98
USA BLUE BOOK	lab chemicals	WATER	PURIFICATION AND TREAT	595.28
	lab chemicals	WATER	PURIFICATION AND TREAT	128.11
			TOTAL:	723.39
VESSCO, INC	chlorine tubing replacemen	WATER	PURIFICATION AND TREAT	865.20
	replace chlorine tubing	WATER	PURIFICATION AND TREAT	999.00
	chlorine injector repair k	WATER	PURIFICATION AND TREAT	300.00
			TOTAL:	2,164.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VISA	lunch - Lew's exit intervi	GENERAL FUND	CITY ADMINISTRATION	25.05
	social media mtg	GENERAL FUND	FINANCE	15.00
	ammunition	GENERAL FUND	POLICE	996.36
	uniform	GENERAL FUND	POLICE	21.89
	printer memory	GENERAL FUND	POLICE	16.95
	music conf meals for 5 off	GENERAL FUND	POLICE	135.15
	hotel&meal-institute for b	GENERAL FUND	BUILDING INSPECTOR	123.25
	remote, transmitter/receiv	GENERAL FUND	STREETS	61.83
	remote, transmitter/receiv	GENERAL FUND	STREETS	2.00
	amer pw annual poster	GENERAL FUND	STREETS	5.75
	online training	GENERAL FUND	RECREATION/LEISURE SER	699.00
	remote, transmitter/receiv	GENERAL FUND	PARKS	82.44
	amer pw annual poster	GENERAL FUND	PARKS	4.60
	meals at SPDC	GENERAL FUND	ECONOMIC DEVMT	11.01
	meals for inventory	LIBRARY FUND	LIBRARY	69.88
	10 light keys for comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	53.80
	amer pw annual poster	WATER	DISTRIBUTION AND STORA	2.30
	amer pw annual poster	WASTE WATER FUND	SOURCE/TREATMENT	2.30
	industrial stormwater - Sc	WASTE WATER FUND	ADMIN AND GENERAL	75.00
	remote, transmitter/receiv	ENVIRON SERVICES F	REFUSE DISPOSAL	815.98
	amer pw annual poster	ENVIRON SERVICES F	REFUSE DISPOSAL	2.30
	remote, transmitter/receiv	ENVIRON SERVICES F	ADMIN AND GENERAL	41.21
	S & C electric (parts	ELECTRIC FUND	POWER DISTRIBUTION	827.11
	amer pw annual poster	ELECTRIC FUND	POWER DISTRIBUTION	5.75
	meals mauna transformer tra	ELECTRIC FUND	ADMIN AND GENERAL	33.21
	industrial stormwater - Am	STORMWATER FUND	ADMINISTRATION AND GEN	75.00
	wellness - healthy bags	RESTRICTED CONTRIB	NON-DEPARTMENTAL	779.87
	wellness - bowling	RESTRICTED CONTRIB	NON-DEPARTMENTAL	164.00
	PAWS walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	51.29
	storytime grant - 2014	RESTRICTED CONTRIB	LIBRARY	38.42
			TOTAL:	5,237.70
DAVE VOSS	cell phone reimbursement	GENERAL FUND	BUILDING INSPECTOR	50.00
			TOTAL:	50.00
VOSS LIGHTING	light bulbs	LIBRARY FUND	LIBRARY	567.06
	light bulbs	LIBRARY FUND	LIBRARY	660.45
	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	567.05
			TOTAL:	1,794.56
WESCO DISTRIBUTION INC	15 kv wire	ELECTRIC FUND	NON-DEPARTMENTAL	6,836.30
	15kv solid dielectric swit	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	154,255.33
	15kv switchgear nicollet. a	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	32,021.28
	15 kv switch gear nicollet	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	37,340.43
	substation bush covers	ELECTRIC FUND	POWER DISTRIBUTION	241.44
			TOTAL:	230,694.78
WIGEN COMPANIES, INC.	sample valves	WATER	PURIFICATION AND TREAT	1,007.36
			TOTAL:	1,007.36
RICK WILDE	phone reimbursement	GENERAL FUND	PARKS	85.47
			TOTAL:	85.47
ROSTEN WILLE	print of hpc survey rep	GENERAL FUND	ECONOMIC DEVMT	44.40
			TOTAL:	44.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WRITE CN	anniversary recong prog-ge	GENERAL FUND	POLICE	45.24
			TOTAL:	45.24
XCEL ENERGY	HWY 22 bridge lights	GENERAL FUND	STREETS	61.17
			TOTAL:	61.17
ZARNOTH BRUSH WORKS INC	brooms	GENERAL FUND	PARKS	968.05
			TOTAL:	968.05
ZIEGLER INC	#408 valve	GENERAL FUND	STREETS	206.44
	#408 plug, socket strp	GENERAL FUND	STREETS	16.77
			TOTAL:	223.21

----- FUND TOTALS -----

101	GENERAL FUND	32,045.16
201	PROPERTY INSURANCE	4.25
211	LIBRARY FUND	5,025.58
217	COMMUNITY CENTER	8,207.92
404	PARK LAND DEDICATION	25,249.00
601	WATER	13,212.10
602	WASTE WATER FUND	16,735.22
603	ENVIRON SERVICES FUND	1,702.65
604	ELECTRIC FUND	253,186.80
606	STORMWATER FUND	431.12
610	TRANSIT	137.62
627	MEDICAL CAMPUS	143,430.50
820	RESTRICTED CONTRIBUTIONS	1,505.60
GRAND TOTAL:		500,873.52

COUNCIL BILL LIST TOTAL
FOR 12/28/14 & 2/9/15

FUND TOTALS

101	GENERAL FUND	46,674.33
201	PROPERTY INSURANCE	4.25
211	LIBRARY FUND	5,309.84
213	Public Access	
217	COMMUNITY CENTER	8,283.93
240	TORNADO DISASTER REV LOAN	
368	2008B BHS EQUIP CERT	
379	2002 INDUST PARK IMPROV #13	
381	VOLMARY TWNHOMES TIF #9	
401	PERM IMPROVEMENT REVOLVING	22,065.75
404	PARK LAND DEDICATION	25,249.00
432	2013 B TIF #1-18 N THIRD	970.00
459	WAS TERRACE HOUSING #15	
473	2013 EQUIP CERT	
601	WATER	13,848.56
602	WASTE WATER FUND	18,552.89
603	ENVIRON SERVICES FUND	2,339.10
604	ELECTRIC FUND	258,173.01
606	STORMWATER FUND	15,019.12
610	HEARTLAND TRANSIT	137.62
627	MEDICAL CAMPUS	143,430.50
820	RESTRICTED CONTRIBUTIONS	1,505.60
824	YOUTH CENTER GRANT	

GRAND TOTAL: \$ 561,563.50

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Graymont LLC	Pebble line for wastewater plant	\$26,490	Wastewater

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

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Peter Moulton	Public Works Director	\$84,225/year

3. Public Works Director Peter Moulton is hereby appointed as the City's primary representative to the SMMPA Board of Directors.
4. The following license applications are approved subject to payment of the licensing fee and compliance with City Code regulations:

Temporary On Sale Liquor

Nicollet Pheasants Forever 400 West Union Street 4/11/15

Temporary Gambling

Nicollet Pheasants Forever 400 West Union Street 4/11/15

5. The following equipment, for which the City no longer has a need, is hereby declared as surplus and staff is directed to provide for public sale of the equipment through the State of Minnesota Department of Administration online auction:

2003 STIHL MS025 chainsaw with 16" bar
2009 STHIL HT131 pole saw

6. The following individual is hereby appointed to serve as a Trainee Election Judge for the March 10, 2015 special election:

Emily Carpenter

7. The 2015 wage for part-time Library Associate Tosha Anderson is hereby modified to \$10.70 per hour retroactive to January 1, 2015.

8. Councilmember Grams is appointed to serve as the City's elected official representative to the Transit Study CORE Committee.
9. The schedule of disbursements for January 22, 2015 through February 4, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of February, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/06/15

FROM: Russ Wille
Community Development Director

RE: 1506 Rockbend Parkway (Registered Land Survey #68)

ACTION/RECOMMENDATION

Accept Registered Land Survey #68 and authorizing manipulation of the location of certain interior drainage easements.

BACKGROUND

In 2005, upon the City's acceptance of the Final Plat of Pint Pointe Subdivision No. 3, Dr. Richard Marlow purchased Lots 5-9, Block 2 of Pine Pointe No. 3. At that time, Dr. Marlow requested, and the City Council approved vacation of certain interior drainage easements between the combined lots to allow for the construction of a new single family home.

In 2014, the City Council accepted Registered Land Survey #65 as submitted by Paul and Maureen Tanis. RLS#65 split Lot 4, Block 2, Pine Pointe No. 3 into two separate parcels. Upon the split, Dr. Marlow purchased Parcel B, Registered Land Survey #65 which adjoins his originally purchased property to expand his homestead.

At this time, Dr. Marlow would like to combine Parcel B, Registered Land Survey #65 with Lots 5 - 9, Block 2, Pine Pointe No. 3 to increase the size of his property. Additionally, Dr. Marlow has asked that the City accept Registered Land Survey #68 which would alter the location of the property line between Lot 8 and Lot 9 to increase the size of Lot 9. It is expected that Lot 9 (Parcel B, RLS#68) would be offered for sale as a independently developable lot. The alteration of the property line would add 25.01 feet to the lot frontage abutting Rockbend Parkway.

In addition to the RLS, Dr. Marlow has proposed the elimination of the interior drainage easements between the combined lots to conform to the provisions of the City's subdivision regulations. The vacation of the interior easements would allow the remaining property (Parcel A, RLS#68) to be developed as a single parcel of land. The Planning Commission was satisfied with the alteration of easements as proposed by Marlow.

A review of the application suggests that upon acceptance of Registered Land Survey #68, the resulting two parcels would meet the regulations of the Zoning Code as to minimum size and minimum road frontage.

With the vacation of the interior drainage easements, it would be necessary to create a new drainage easement between Parcel A and Parcel B resulting from acceptance of RLS#68. A "Certificate of Easement" has been prepared by Bolton & Menk and is included for your review and consideration. The Certificate depicts the 12 foot easement around the perimeter of Parcel A and Parcel B. It also identifies the 12 foot interior drainage easements necessary to adequately serve the drainage needs of the properties.

The Planning Commission considered the requested Registered Land Survey at their February 4, 2015 meeting. The Commission has recommended that the City Council accept RLS#68 as submitted by Dr. Marlow.

The attached resolution provides for the City Council's acceptance of RLS#68, the vacation of the original interior drainage easements and the creation of the new interior and perimeter easements serving Parcel A and Parcel B of RLS#68.

FISCAL IMPACT:

Dr. Marlow has paid the appropriate fee for consideration of the Registered Land Survey.

ALTERNATIVES/VARIATIONS:

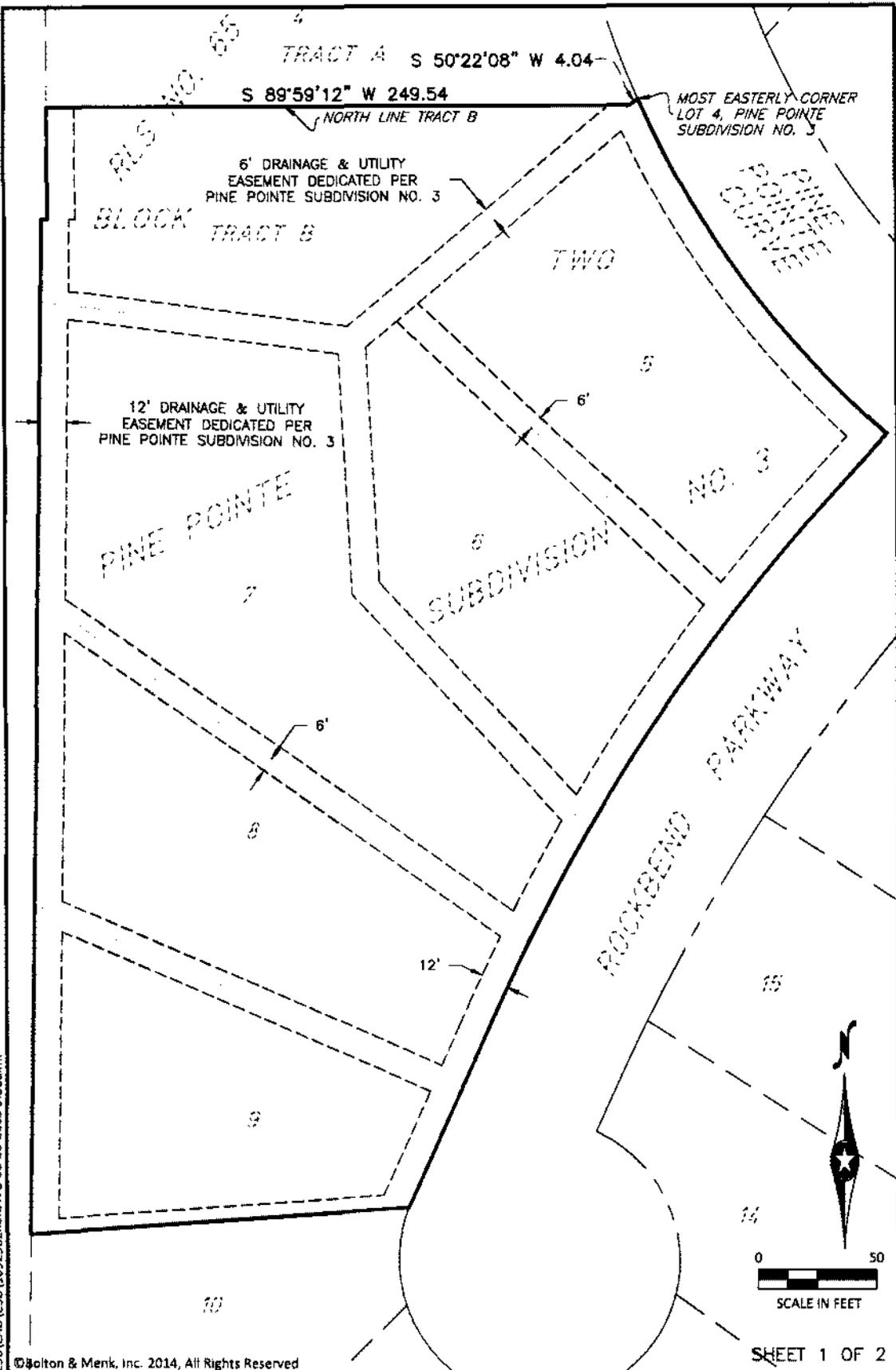
Do not act: No further action would be taken without additional direction from the Council.

Denial: Dr. Marlow would be notified of the City Council's denial.

Modification of the Resolution: This is not an option of the Council in this instance.

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

RW



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SHEET 1 OF 2

EASEMENT VACATION
CITY OF SAINT PETER, MINNESOTA

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
(507) 625-4171

33

TRACT A & TRACT B, RLS NO. 68, CITY OF SAINT PETER, MINNESOTA

FOR: RICHARD MARLOW
EASEMENTS FOR TRACT A & B, RLS NO. 68

JOB NUMBER: M34.109256

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION ACCEPTING WAIVER OF SUBDIVISION FOR LOTS 4-9, BLOCK 2, PINE
POINTE SUBDIVISION NO. 3 AS WELL AS TRACT B, REGISTERED LAND SURVEY #65,
CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA AND ACCEPTING
REGISTERED LAND SURVEY #68**

WHEREAS, a request has been made by property owner Richard Marlow to waive the subdivision regulations in order to combine multiple parcels of land into two distinct parcels of land; and

WHEREAS, the applicant would seek to combine Lots 4-9, Block 2, Pine Pointe Subdivision No. 3 with Tract B, Registered Land Survey #65 to create two developable parcels of land; and

WHEREAS, to satisfy the regulations of the City's subdivision regulations, the interior drainage easements between the individual lots would need to be vacated to allow for the full development of the remaining parcels of land; and

WHEREAS, to satisfy the regulations of the subdivision regulations, a new interior drainage easement would need to be provided between the new Tract A and Tract B of Registered Land Survey #68; and

WHEREAS, the City Code allows for a waiver of the subdivision regulations if three or fewer parcels will be created, and a hardship will result if the property owner is forced to comply with the provisions of the subdivision regulations; and

WHEREAS, granting the requested waiver will not be detrimental to the public welfare or injurious to other properties in the locale in which the property is located; and

WHEREAS, the Planning and Zoning Commission has determined that granting the requested waiver is not contrary to the provisions of the comprehensive plan for the development of the City.

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

1. The requested waiver of subdivision regulations submitted by Richard Marlow to combine Lots 4-9, Block 2, Pine Pointe Subdivision No. 3 and Tract B of Registered Land Survey #65, is accepted and the resulting two parcels of land shall be legally described as:

Tract A, Registered Land Survey #68, City of Saint Peter, Nicollet County, Minnesota.

And,

Tract B, Registered Land Survey #68, City of Saint Peter, Nicollet County, Minnesota.

- 2) The following interior drainage easements are hereby vacated:

All the drainage and utility easements dedicated per the recorded plat of Pine Pointe Subdivision No. 3 lying within the below described land:

Lots 5, 6, 7, 8 and 9, Block Two of said Pine Pointe Subdivision No. 3

And,

All that part of Lot 4, Block Two of said Pine Pointe Subdivision No. 3 lying south of the following described line: Beginning at the most easterly corner of said Lot 4, thence South 50 degrees 22 minutes 08 seconds West, bearing based on said recorded plat, a distance of 4.04 feet; thence South 89 degrees, 59 minutes 12 seconds West, along the North line of Tract B, Registered Land Survey No. 65, a distance of 249.54 feet to the west line of said Lot 4 and there terminating.

- 3) The following drainage and utility easement is hereby established:

All that part of Registered Land Survey No. 68 described as follows:

The North and South 6.00 feet of Tract A;

The North and South 6.00 feet of Tract B;

The West 12.00 feet of Tract A and B;

The East 12.00 feet of Tract A and B adjoining Pine Pointe Curve and Rockbend Parkway as dedicated per the recorded plat of Pine Pointe Subdivision No. 3.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of February, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/6/2015

FROM: Todd Prafke
City Administrator

RE: Small Cities Development Grant Application Approval

ACTION/RECOMMENDATION

Approve submission of a City sponsored application by Southwest Minnesota Housing Partnership for Small Cities Development Program grant funds for renovation of Maplewood Apartments.

BACKGROUND

Members may recall that you previously provided support for a grant application for Southwest Minnesota Housing Partnership (SWMHP) in its acquisition and rehabilitation of Maplewood Apartments located on North Fifth Street. The next step in the process is the full application and processing of the grant which requires a local unit of government to receive and distribute the funds. The City will act as the legal sponsor for the project contained in the Minnesota Department of Employment and Economic Development Small Cities Development Program application.

You may also recall the goal of this process is to help ensure the apartment complex could be maintained in its' current status as "affordable" under Minnesota Housing Finance Agency policy.

The funds will come to the City as grant funds, but then the City in turn will loan the money to the project (SWMHP). The loan term is a .25% deferred loan with a 30 year term. This is the preferred way to do it related to the tax credits, but it is also more beneficial to the City as after the 30 year period, the funds are repaid to the City and we will be able to reinvest those funds into other local needs. The funds will not go back to the State. The total amount is approximately \$1.4 million.

The funding will be used for a number of rehabilitation efforts including repairing a retaining wall, new shingles, siding and soffit/fascia repair, gutters and downspouts, new windows, new doors, improved security system, corridor carpeting, new kitchen and bathroom cabinets, fire suppression improvements, new faucets and showerheads, replacement of boilers and water heaters, improved exhaust fans, electrical improvements, and parking lot improvements.

SWMHP will have staff in attendance to answer any additional questions you might have. Following the public hearing, staff recommends approval be provided for City sponsorship of the grant application.

FISCAL IMPACT:

There is no direct fiscal impact to this action. All costs will be paid by SWMHP.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for your direction.

Negative vote. Staff will assume you no longer wish to participate with SWMHP on the project and we will inform SWMHP of your rejection of the project.

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING CITY SPONSORSHIP OF SMALL CITIES DEVELOPMENT
PROGRAM GRANT APPLICATION FOR SOUTHWEST MINNESOTA HOUSING
PARTNERSHIP RENOVATION OF MAPLEWOOD APARTMENTS**

WHEREAS, the City Council has supported opportunities to provide housing for all members of the community; and

WHEREAS, the City Council passed a resolution providing support for an application for the acquisition and rehabilitation of Maplewood Apartments by Southwest Minnesota Housing Partnership (SWMHP); and

WHEREAS, SWMHP wishes to apply for grant funds through the Small Cities Development Program (SCDP) grant through the Minnesota Department of Employment and Economic Development; and

WHEREAS, the SCDP program requires a local government to act as sponsor of the project; and

WHEREAS, following the required public hearing, the City Council wishes to continue to provide support and sponsorship for the purchase and renovation of Maplewood Apartments by Southwest Minnesota Housing Partnership.

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

1. The City will act as the legal sponsor for a project contained in the Minnesota Department of Employment and Economic Development Small Cities Development Program application to be submitted on February 26, 2015, and that the Mayor and the City Administrator are hereby authorized to apply to the Minnesota Department of Employment and Economic Development for funding of this project on behalf of the City of Saint Peter.
2. The City has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.
3. The City has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.
4. Upon approval of its application by the State, the City of Saint Peter may enter into an agreement with the State of Minnesota, for the approved project, and that the City of Saint Peter certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

5. The Mayor and the City Administrator, or their successors in office, are authorized to execute such agreements and amendments thereto, as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of February, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/06/15

FROM: Paula O'Connell
Director of Finance

RE: General Fund Transfer to Parkland Dedication Fund

ACTION/RECOMMENDATION

Transfer unassigned General Fund reserves to the Parkland Dedication Fund.

BACKGROUND

In 2013, the City purchased 75.06 acres of land on the west side of Saint Peter from the Marion Lambert estate. A park facility in this area has been contemplated in the Park Plan for a number of years. Currently we continue to plan and work with the School District to potentially provide for a combined City/School campus which would include athletic fields and facilities. The Council has discussed their desire for the construction of facilities to be funded from the unassigned General Fund balance. If a cooperative effort does not go forward, the funds would still be used to develop public use park space and facilities at the location.

In 2011, the City adopted the fund balance policy. The fund balance policy indicates that the City will strive to maintain an unassigned fund balance in the General Fund in the range of 35%-50% of the following year's budgeted expenditures.

The projected 2014 unassigned fund balance will be in excess of 50%. Although the 2014 financial year has not been closed out, at this point in time our projections indicate that transferring \$465,000 from the reserves will lower the fund balance to 50% as contemplated in your policy. I recommend approval of the transfer in the amount of \$465,000 to the Parkland Dedication Fund to fund the City athletic fields and facilities. It is my hope you approve the resolution to reflect the transfer effective for the 2014 fiscal year.

While we do not know the exact cost of improvements at this time, it is clear that funds at this level will likely be used for the development.

FISCAL IMPACT:

The reduction of the unassigned General Fund balance by \$465,000 will leave an approximately 50% fund balance reserve for 2015 operations. Provided the 2015 operations go according to budget plans, the ending 2015 fund balance will also maintain the 50% of expenditures.

This action would not prohibit the Council from transferring money back to the General Fund if needed. This is a part of our planning and financial plan for the project.

ALTERNATIVES/VARIATIONS:

Do not act: The 2014 audit will reflect a fund balance of over 50% and another plan should be put in place to maintain finances within our policy. The money will remain in the General Fund.

Negative Vote: The 2014 audit will reflect a fund balance of over 50%, and another plan should be put in place to maintain compliance with fund balance policy. The money will remain in the General Fund.

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

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

PO

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION TRANSFERING \$465,000 GENERAL FUND RESERVES TO PARK LAND
DEDICATION FUND**

WHEREAS, the City Council purchased land for park facilities on the west edge of the community in accordance with the 2005 Parks Plan; and

WHEREAS, funding for development of a new park is needed; and

WHEREAS, the City adopted a fund balance policy in 2011; and

WHEREAS, the General Fund has an unassigned reserve balance in excess of the fund balance policy; and

WHEREAS, excess General Fund reserves could be used to finance park land development.

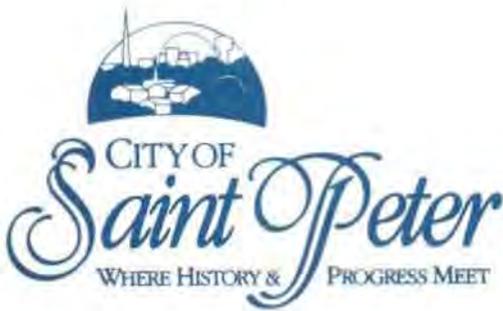
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to transfer \$465,000 of General Fund (#101) reserves to the Parkland Dedication Fund (#404).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of February, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/06/15

FROM: Russ Wille
Community Development Director

RE: 430 Ritt Street – Lease to Quality Products, LLC.

ACTION/RECOMMENDATION

Adopt the attached resolution authorizing the President of the Economic Development Authority (EDA) to execute a month-by-month lease of the 430 Ritt Street property by and between the EDA and Quality Products, LLC.

BACKGROUND

A three year lease of the 430 Ritt Street property to Peter Jones expired on March 31, 2014. Mr. Jones had sublet approximately two-thirds of the building to Quality Products, LLC, a subsidiary of M.R.C.I., Mankato. Quality Products provides for the packaging and shipping of candy products.

At the expiration of the Jones lease, Quality Products executed a new lease of the approximately 22,000 square feet that they were occupying. The Quality Products (QP) lease allowed for the termination of the lease subject to 60 days written notice. QP provided notice as per the terms of the lease and vacated the premises in September, 2014. The property has been vacant since that time.

QP had relocated their candy packaging and shipping operations to the former ROLCO site in Kasota. At this time, QP has determined that they are in need of space to store their packaged candy prior to shipping.

QP has asked that the City consent to a month-to-month lease of 5,000 square feet of the 430 Ritt Street facility that they would use for storage of packaged candy products.

Recognizing that time is of the essence in Quality Products' desire to partially occupy the 430 Ritt Street location, I have negotiated a month-by-month lease of the property by Quality Products.

The previous lease of the property established a lease rate of \$3.00 a square foot per year. The proposed month-to-month lease provides for a rate of \$3.60 a square foot per year. The monthly rent charged would calculate to be \$1,500 a month.

The proposed lease allows either Quality Products or the EDA to terminate the lease subject to thirty (30) days written notice. The City/EDA intend to continue to market the building for sale and would terminate the Quality Products lease should an alternative buyer come forward.

Given that the structure is currently vacant, the heat has been reduced and maintained at 50° F. That temperature could be maintained without adversely impacting the QP products. The proposed lease would obligate QP to pay 20% of the monthly natural gas, water, electrical and sewer billings. Quality Products would be billed monthly for its share of utility consumption. The 20% represents the one-fifth of the building to be occupied by Quality Products.

QP would not intend to locate any employees at the 430 Ritt Street property. The property would be intermittently occupied by QP staff as employees ship or receive materials.

The EDA will consider the proposed lease at a special meeting to be held at 5:30 p.m. on Monday evening. Should the EDA deny the lease or take no action, this request would be removed from the Council agenda.

FISCAL IMPACT:

Quality Products would pay \$1,500/month to the EDA to lease the 430 Ritt Street property. They would also pay 20% of the monthly natural gas billing.

ALTERNATIVES/VARIATIONS:

Do not act: The 430 Ritt Street property would remain vacant and would continue to be marketed for sale.

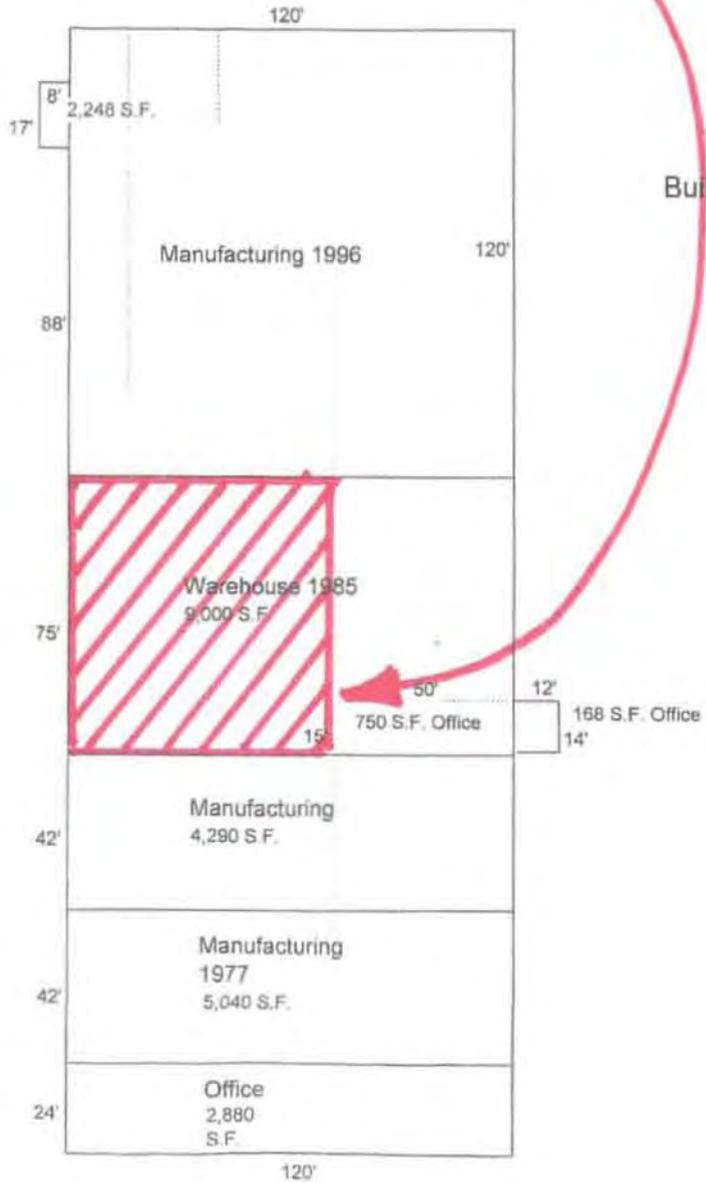
Negative Votes: The 430 Ritt Street property would remain vacant and would continue to be marketed for sale.

Modification of the Resolution: Given that Quality Products has agreed to the terms presented in the lease, any alteration would need to be acceptable to the proposed tenant.

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

RJW

EXHIBIT A
LEASED PREMISES



9

Building Sketch

< N

LEASE

THIS LEASE, made and entered into this 9th day of February, 2015, by and between Quality Products, LLC as "TENANT" and the Saint Peter Economic Development Authority, as "LANDLORD".

WITNESSETH

1. **PREMISES.**

a) Landlord does hereby lease to Tenant and Tenant does hereby hire from landlord the following: an area of approximately 5,000 square feet within the "Building" located at 430 Ritt Street, Saint Peter, MN and adjoining parking lot, hereinafter described as the "PREMISES" and as shown on the attached EXHIBIT A.

2. **TERM.** This lease is a month to month commencing on February 9, 2015. All insurances shall be in place by tenant at that time.

3. **RENT.**

a) Tenant covenants to pay Landlord rent – payable on the first day each and every month -- for the Premises as follows: \$1,500.00 / month.

b) Rent shall be due and paid on the first business day of each calendar month during the term of this lease. There will be an additional charge of five percent (5%) of the base rent for any rent payment not received by the fifth (5th) of the month. An additional charge of \$25.00 will be assessed if the rent check is written on insufficient funds or otherwise returned by the bank upon which it is drawn.

c) Rent shall be payable without any offset or deduction of any kind.

4. **USE.** It is understood and agreed that the Premises shall be used and occupied by Tenant for shipping, receiving and storage of product. The Tenant shall make no other use of the Premises without the express written approval of the Landlord.

5. **LEASEHOLD IMPROVEMENTS / ALTERATIONS.**

a) Tenant shall accept possession of the Premises in "as is" condition as of the date of this lease.

b) The Tenant shall make no leasehold improvements or any other improvements to the structure, property or mechanical system without the express written consent of the Landlord.

6. **MAINTENANCE AND REPAIR.**

a) Landlord shall maintain and repair the foundations, structure and roof of the building, except that Landlord shall not be required to make repairs, modification or replacements which become necessary or desirable by the negligence or intentional action of the Tenant, its employees or its agents.

b) Tenant, at its sole expense, shall operate, maintain and repair the facilities and equipment necessary for the Tenant's operation of Premises.

c) Tenant, at its sole expense, shall provide for the removal of snow and ice from the parking areas, doorways, exterior steps and pedestrian walkways.

7. **TAXES.** Landlord shall pay all taxes and assessments levied upon the real estate and improvements belonging to it concerning the Premises as they may become due and payable during the term of this lease.

8. **UTILITIES.** The Landlord shall be responsible for the payment of utilities. The Tenant shall reimburse the Landlord for 20% of the monthly natural gas, water, sewer and electrical billings. The Tenant shall be billed once per month by the EDA for such consumption. The Tenant shall maintain the building at a temperature not to exceed 50° F.

9. **INSURANCE.**

a) Tenant, at its sole expense, shall maintain standard fire and extended coverage insurance insuring Tenant's chattel and improvements to the Premises and its fixtures, furnishings, equipment, machinery and other contents for the full replacement cost thereof. Tenant agrees that in the case of damage or destruction of such improvements, fixtures, furnishings, equipment and machinery, it will use any proceeds from such insurance for their repair, restoration or replacement.

b) Tenant, at its sole expense, shall maintain comprehensive general liability insurance protecting and indemnifying Landlord and Tenant against any and all claims and liabilities for injury or damage to persons or property occurring upon the Premises. Such insurance shall have limits of liability of not less than \$1,500,000 for any one accident and \$500,000 for property damage, or similar higher amounts as from time to time are commonly maintained with respect to similar property in the geographic area of the Premises.

c) All of Tenant's insurance policies as described herein shall provide that such insurance is primary with respect to any other insurance maintained by the Landlord. The comprehensive general liability insurance shall name Landlord as additional insured, shall protect the interests of the Landlord and shall provide for thirty (30) days written notice to Landlord prior to cancellation, non-renewal or material modification. Certificates of all such insurance shall be provided to Landlord upon request.

d) Landlord shall keep the Building insured against loss or damage by fire and extended coverage insurance perils. The cost of said insurance shall be paid by Landlord.

e) Policies of fire and extended coverage insurance maintained by Tenant pursuant to this Section 10 or maintained by Landlord pursuant to this Section 10 shall contain a waiver of subrogation clause in favor of the other party thereto. Each of Landlord and Tenant hereby waives, releases and discharges the other party from all claims and demands whatsoever which the releasing party may have or acquire in the

future arising out of damage to or destruction of improvements or property that (i) if Landlord or Tenant is the releasing party, is occasioned by fire or other extended coverage perils or (ii) if Landlord or Tenant is the releasing party, is covered by other insurance actually maintained by the released party.

10. **ASSIGNMENT OR SUBLETTING.** Tenant shall not assign, transfer, mortgage or encumber this lease or sublet or rent or permit occupancy or use of the Premises in whole or in part, either voluntarily or involuntarily, without the prior written consent of the Landlord which consent shall not be unreasonably withheld. Landlord shall notify Tenant of any leases secured for alternative portions of the building.

11. **DESTRUCTION OF PREMISES.** It is hereby agreed that, in the event the Premises are partially or totally damaged or destroyed by fire or other peril, Landlord has the option as to whether to rebuild or repair the same, and if Landlord elects not to rebuild or repair, this lease shall terminate as of the date of the loss. In the event the Landlord decides to repair or rebuild, the rent payments shall abate until a Certificate of Occupancy is issued by the appointed Building Official and the Premises are once again tenantable.

12. **CONDEMNATION.** It is hereby agreed, that in the event that all or substantially all of the Premises are taken by condemnation or eminent domain, this Lease shall terminate as of the date of the taking, and Landlord shall be entitled to the full amount of any award made with respect to such taking. In the event of a partially taking of the Premises, the rent shall abate during the period and to the extent the Premises are not tenantable.

13. **ENTRY.** Landlord shall, after reasonable notice, have the right to enter upon the Premises for the purpose of inspecting and making those repairs and improvements to the Premises specifically required under the terms of this Lease, and in the case of emergency, provided that Landlord shall use all reasonable efforts to avoid interference with the conduct of the Tenant's business on the Premises.

14. **DEFAULT AND RE-ENTRY.** Tenant covenants and agrees with Landlord that if default shall at any time be made by Tenant or its assigns in the payment of the rent or any other monetary obligations when due to Landlord, as herein provided, and if such default shall continue for a period of thirty (30) days after written notice thereof to Tenant or if default shall be made in any of the other covenants, agreements, conditions or undertakings herein contained to be kept, observed and performed by Tenant or its assigns, and if such default shall continue for fifteen (15) days after written notice thereof to Tenant, it shall and may be lawful for Landlord, at its election to (i) terminate this Lease, without the necessity of re-entry, by giving written notice to Tenant, in which case Landlord shall be entitled to damages caused by Tenant's default, or (ii) re-enter the Premises and remove the Tenant and every other person occupying the Premises and repossess and enjoy the Premises, and such re-entry and repossession shall not work a forfeiture of the rentals and other monetary obligations to be paid and the covenants to be performed by Tenant during the full term of this Lease. In either case, Landlord may, but shall not be obligated to, release the Premises and Tenant shall be responsible for the expenses of such releasing. Tenant shall be entitled to a damage or rental off-set in the amount of any releasing rental proceeds received by Landlord, net all costs of the releasing.

15. **TERMINATION.** Either the Landlord or the tenant shall have the ability to terminate this lease by providing thirty (30) days written notification to the other party.

16. **TENANT INDEMNITY.** Tenant shall indemnify, defend and save Landlord harmless from and against any and all claims, action, damages, liability and expense, including without limitations attorney's fees, arising from or out of the occupancy or use by Tenant of the Premises or any part thereof or any other part of Landlord's property, any default under this Lease on the part of the Tenant or any act by Tenant or its officers, partners, agents, contractors, employees or guests.

17. **SURRENDER UPON TERMINATION.** Tenant covenants and agrees to and with the Landlord that, upon the termination of this Lease in any manner or for any cause, Tenant will at once surrender and deliver up to the Landlord said Premises in as good condition as when the Tenant took possession, ordinary wear and tear excepted.

18. **CONTINUING OBLIGATIONS.** Tenant shall remain obligated after the termination of this Lease to pay those items relating to its use of the Premises throughout the term, but which are not due and payable until after the termination of this Lease, such as natural gas billings.

19. **NOTICE.** If at any time it shall become necessary for one of the parties hereto to serve any notice, demand or communication upon the other, it shall be in writing, sent by registered or certified mail, postage prepaid to:

TENANT

Chief Financial Officer
15 Map Drive
P.O. Box 328
Mankato, MN 56002-0328

LANDLORD

City Administrator
227 South Front Street
Saint Peter, MN 56082

Any changes in designated address must be made in writing to the other party thirty (30) days prior to the change of address.

20. **BENEFIT.** Subject to Section 11 therein, this Lease shall inure to the benefit and be binding upon the successors and assigns of the respective parties.

21. **ENTIRE AGREEMENT.** No oral statements or prior written matter shall have any force and effect on the relationship of the parties hereto, and this document, unless modified as hereinafter provided, constitutes the entire and only agreement between said parties. This Lease shall not be modified or canceled except in writing signed by all parties hereto.

22. **MARKETING FOR SALE.** The Tenant acknowledges that the Landlord will list the building for sale to third parties with a commercial real estate broker during the term of the lease. The Tenant shall provide access to the Landlord, its employees or agents as attempts are made to secure a buyer of the property.

IN WITNESS WHEREOF, the parties have duly signed and sealed these presents, the day and year first above written.

LANDLORD: St. Peter EDA

TENANT: Quality Products, LLC

By: _____

By: _____
Bob Southworth
President

Jeff Call
Chief Financial Officer
MRCI, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION AUTHORIZING EXECUTION OF MONTH-BY-MONTH LEASE OF 430 RITT STREET PROPERTY WITH QUALITY PRODUCTS, LLC.

WHEREAS, the Economic Development Authority (EDA) owns the property located at 430 Ritt Street; and

WHEREAS, the Community Development Director has negotiated a month-by-month lease of 5,000 square feet within the building to Quality Products, LLC which will use the facility as a shipping and warehousing operation; and

WHEREAS, the proposed lease identifies the obligations of both the tenant and EDA during the terms of the lease; and

WHEREAS, the EDA will continue to offer the property for sale and will maintain the services of a commercial realtor to assist in the marketing of the property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the President of the Economic Development Authority is authorized to execute a lease by and between the Saint Peter EDA and Quality Products, LLC.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of February, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator