

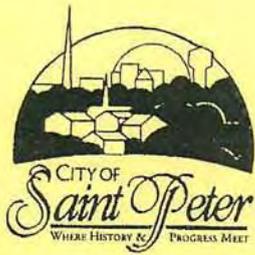
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, February 23, 2015  
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VII. **NEW BUSINESS**
  - A. Tactical Team Joint Powers Agreement
  - B. 2015 Equipment Certificate Purchases – Squad Cars
  - C. Regional Treatment Center Electric Materials Bid Award
  - D. Department Director Salary Modifications
  - E. 2015-2016 City Administrator Contract
- VIII. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
- IX. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. CALL TO ORDER

Mayor pro tem Zieman 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 February 9, 2015 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 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 February 5, 2015 through February 18, 2015 is attached. Please see the attached staff reports and RESOLUTION.

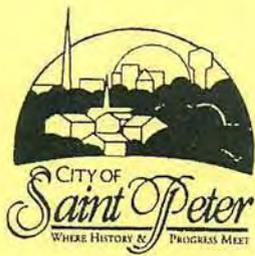
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING EXECUTION OF JOINT POWERS AGREEMENT FOR RIVER VALLEY TACTICAL TEAM**

Staff recommends approval for execution of an updated joint powers agreement with the members of the River Valley Tactical Team. Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF A RESOLUTION APPROVING 2015 EQUIPMENT CERTIFICATE PURCHASE – SQUAD CARS**

Staff recommends purchase of two 2015 Dodge Charger vehicles from Lager's, Inc. to be funded by the 2015 Equipment Certificate. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION AWARDING BID FOR FURNISHING ELECTRICAL MATERIALS PROJECT**

Staff recommends award of bids for the "Furnishing Electrical Materials" Project. The bids will provide for purchase of materials needed for projects at the Regional Treatment Center and the new Nicollet County building. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION MODIFYING SALARIES FOR DEPARTMENT DIRECTORS**

Following discussion at the February 17<sup>th</sup> workshop, a resolution has been prepared providing for salary increases for the City's Department Directors to make salaries closer to market rate. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING 2015-2016 CITY ADMINISTRATOR CONTRACT**

City Attorney Brandt has prepared an amendment to the City Administrator's contract as directed by the City Council. Please see the attached staff report and RESOLUTION.

**F. 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**

Any 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  
FEBRUARY 9, 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 February 9, 2015.

A quorum present, Mayor Strand called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Carlin, Grams, and Mayor Strand. Absent was Councilmember Parras. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

**Public Hearing: SCDP Grant Application (Maplewood)** – Mayor Strand opened the public hearing at 7:03 p.m. on a request from Southwest Minnesota Housing Partnership (SWMHP) for the City to sponsor a grant application through the Small Cities Development Program for funding for a portion of the cost to renovate Maplewood Apartments. City Administrator Prafke reviewed the public hearing rules. Lisa Graphenteen of SWMHP, addressed the Council to review the request for sponsorship and the proposed renovations to Maplewood which included roofing, windows, driveway repairs, retaining wall repairs, HVAC, siding, gutters, doors, security system, carpeting, cabinets, fire suppression, faucets, showerheads, exhaust fans and electrical improvements. Graphenteen indicated the grant funds, if awarded, would be paid to the City and the City would, in turn, loan the monies to SWMHP at 0.25% deferred interest over thirty (30) years. City Administrator Prafke indicated the funding would then remain with the City for use in the community. There being no further speakers, the hearing was declared closed at 7:06 p.m.

**Approval of Minutes** – A motion was made by Kvamme, seconded by Carlin, to approve the minutes of the January 26, 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 26, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Kvamme, seconded by Carlin, Resolution No. 2015-12 entitled "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-12 is contained in the City Administrator's book entitled Council Resolutions 20.

**Registered Land Survey #68** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of Registered Land Survey (RLS) #68. Wille indicated property owner Richard Marlow had requested RLS #68 in order to combine Parcel B of RLS #65 with Lots 5-9, Block 2 of Pine Pointe Subdivision No. 3 to increase the size of his property and increase the size of Lot 9 which would then be offered for sale as a developable lot. In addition, the request included vacation of the interior drainage easements to allow the remaining Parcel A to be developed as a single lot. In motion by Zieman, seconded by Carlin, Resolution No. 2015-13 entitled "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", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-13 is contained in the City Administrator's book entitled Council Resolutions 20.

**Maplewood Funding Public Hearing** – City Administrator Prafke recommended approval of the request by Southwest Minnesota Housing Partnership (SWMHP) for the City to sponsor a grant application through the Small Cities Development Program for funding to assist with renovation of Maplewood Apartments. Councilmember Zieman objected to the project which he stated he felt was an exorbitant amount of public money being spent on each unit and that the project could be better done by the private sector and still kept affordable. Zieman also expressed concern about SWMHP having control of 20% of the rental property in the community. SWMHP representative Lisa Graphenteen indicated the project was expensive due to the substantial amount of renovation needed, including roofing, windows, and parking lot, and that Davis-Bacon wages must be paid because of the funding sources involved. Graphenteen also indicated the renovation would be bid publically. In motion by Brand, seconded by Grams, Resolution No. 2015-14 entitled "Resolution Approving City Sponsorship Of Small Cities Development Program Grant Application For Southwest Minnesota Housing Partnership Renovation Of Maplewood Apartments", was introduced. Upon roll call, Councilmembers Grams, Kvamme, Carlin, Brand and Mayor Strand voting aye, Councilmember Zieman voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-14 is contained in the City Administrator's book entitled Council Resolutions 20.

**General Fund Reserve Transfer** – Finance Director O'Connell recommended \$465,000 of General Fund excess reserves be transferred to the Parkland Dedication Fund. O'Connell noted that the previously adopted policy regarding fund balances stipulated that reserve funds would be limited to 50% and the expected General Fund reserve balance at the end of 2014 would be in excess of the policy. O'Connell noted the funds could be transferred back at a later date if needed, but the \$465,000 could be used in the Parkland Dedication Fund for development of the new park property on the west side of the community. City Administrator Prafke cautioned that transferring that specific amount did not mean the cost to develop the park was \$465,000. Councilmember Grams asked what the balance of the Parkland Dedication fund was. O'Connell reported the balance with the transfer would be close to \$485,000. O'Connell requested modification to the resolution to indicate the transfer was "to be reflected in the 2014 fiscal year". In motion by Brand, seconded by Zieman, Resolution No. 2015-15 entitled "Resolution Transferring \$465,000 General Fund Reserves To Parkland Dedication Fund", was introduced with the modification. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-15 is contained in the City Administrator's book entitled Council Resolutions 20.

**Ritt Street Property Lease** – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a month-to-month lease with Quality Products LLC for the City owned property at 430 Ritt Street. Wille stated former tenant Quality Products wished to lease approximately one-fifth of the building for warehouse space at \$3.60 per square foot (\$1,500 per month), and that he had negotiated into the lease a thirty (30) day termination clause and Quality Products paying twenty percent (20%) of the utility bill. Wille also pointed out that the EDA had questioned leaving the building at fifty degrees (50°) over the summer months as indicated in the lease. Wille noted he had contacted Quality Products who indicated their willingness to amend the lease regarding that clause before summer and that

should they not be willing to do so, the lease may be terminated by the City with thirty (30) days' notice. In motion by Kvamme, seconded by Zieman, Resolution No. 2015-16 entitled "Resolution Authorizing Execution Of Month-By-Month Lease Of 430 Ritt Street Property With Quality Products, LLC", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-16 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 the Coalition of Greater Minnesota Cities legislative action day and dinner; Winterfest activities; meeting with a lobbyist for a group opposing larger trucks; and hosting a driveway talk for the School District #508 bond referendum.

**President's Day Closures** – City Administrator Prafke reported all non-emergency City offices would be closed on Monday, February 16<sup>th</sup> for the President's Day legal holiday.

There being no further business, a motion was made by Carlin, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:35 p.m.

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Charles Zieman  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



**To:** Todd Prafke  
City Administrator

**Date:** February 10, 2015

**From:** Pete Moulton  
Public Works Director

**RE:** Water metering hardware inventory purchase

**Action/Recommendation**

Approve the purchase of water inventory products from Minnesota Pipe & Equipment of Farmington Minnesota in the amount of \$7,888.32.

**Background**

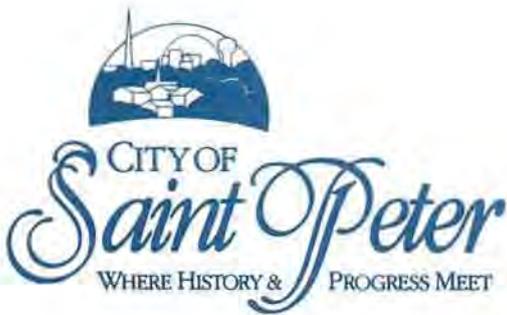
Staff is in the process of restocking some of its water meter hardware inventory that has been used. Staff prepared a "request for quote" specification that would allow for a minimum of four water product vendors to quote competitively for delivery of the products. All four companies supplied quotes that met the minimum requirements for delivery and materials.

The Water Utility budget under line item 601.49430.407 contains money allocated for the purpose of these items.

**Summary of Quotes:**

Minnesota Pipe and Equipment- Farmington	\$ 7,888.32
HD Supply Waterworks – Eden Prairie	\$ 7,946.00
Dakota Supply Group – Burnsville	\$ 7,966.20
Ferguson Waterworks – Blaine	\$ 8,063.68

Staff recommends that Minnesota Pipe & Equipment be approved to furnish and deliver the specified materials.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/20/15

**FROM:** Matt Peters  
Chief of Police

**RE:** Consent Agenda—Voice Logger

### **ACTION/RECOMMENDATION**

Approving purchase of a Verint Audiolog 5000 for the logging of police telephone and radio calls.

### **BACKGROUND**

The Saint Peter Police Department Communications Center currently uses an Eventide VR320 logger to record audio from the telephones and the dispatch console. This audio logger was purchased and installed sometime around the year 2000. The Eventide VR320 logger has not been supported for several years, is no longer sold, and parts are no longer available.

When this logger was originally installed, there were three phone lines recorded as well as three dispatch console radio channels. When the dispatch console was upgraded in the fall of 2012, we lost the ability to record multiple dispatch console radio channels. When the City phone system was upgraded to an VOIP system, we lost the ability to reliably record more than one telephone line.

We have now found that the current Eventide logger will no longer record telephone calls. As this equipment is about fourteen years old, we are no longer able to repair it. In addition, technology changes have made the Eventide logger obsolete.

We have obtained a quote for a new audio logger that will record all three telephone lines coming into the Police Department. The logger will also record one audio path from the dispatch console. The logger will have the capacity to record additional radio channels if/when it is deemed necessary. The company that prepared the quote, Northland Business Systems, currently has a working relationship with our Department. Our handheld digital audio recorders and transcription system was purchased through them. In addition, they are the providers of audio logging equipment for many of the 911 PSAP'S across the State of Minnesota.

As stated above, this vendor provides other portions of our system and we are therefore confident of their service level and ability to make these varied systems work together. I am confident this covers all the major costs including installation. Because of our varied equipment we may have a few small cost incidentals such as connecting cables. Any cost will be very

small and determined at time of installation. I am unsure of the delivery timeline, but as our current system is non-functioning I intend to push for a speedy replacement.

The new Verint Audiolog 5000 is a server based audio logging solution that meets our current needs as well as any potential future expansion. Funding for the purchase is included in the 2015 budget at a cost of \$10,723.00

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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOLTON & MENK INC	staff mtgs	GENERAL FUND	STREETS	45.00
	rd imprvt prog app-Gardner	GENERAL FUND	STREETS	1,050.00
	mra milage certification	GENERAL FUND	STREETS	90.00
	staff mtgs	GENERAL FUND	PARKS	36.00
	wash ave link 12/20-12-31	PERM IMPROVMENT RE	STREETS	329.50
	staff mtgs	WATER	ADMIN AND GENERAL	18.00
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	18.00
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	18.00
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	45.00
		TOTAL:		1,649.50
	FAMILY FRESH MARKET	lews retirement cake	GENERAL FUND	STREETS
senior dance		GENERAL FUND	SENIOR COORDINATOR	38.64
lews apprec night/rec mtg		GENERAL FUND	RECREATION/LEISURE SER	35.80
lews retirement cake		GENERAL FUND	PARKS	8.60
library holiday open house		LIBRARY FUND	LIBRARY	60.89
lews retirement cake		WATER	DISTRIBUTION AND STORA	4.30
lews retirement cake		WASTE WATER FUND	SOURCE/TREATMENT	4.30
lews retirement cake		ENVIRON SERVICES F	REFUSE DISPOSAL	4.30
lews retirement cake		ELECTRIC FUND	POWER DISTRIBUTION	8.60
lews retirement cake		STORMWATER FUND	TREATMENT	4.29
		TOTAL:		178.32
BARBARA A LUKER	elections reimbursement/mi	GENERAL FUND	ELECTIONS	16.50
			TOTAL:	16.50
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	audit fees	GENERAL FUND	FINANCE	2,300.00
	audit fees	WATER	ADMIN AND GENERAL	575.00
	audit fees	WASTE WATER FUND	ADMIN AND GENERAL	575.00
	audit fees	ENVIRON SERVICES F	ADMIN AND GENERAL	575.00
	audit fees	ELECTRIC FUND	ADMIN AND GENERAL	575.00
		TOTAL:		4,600.00
ROCHESTER MIDLAND CORPORATION	restroom deodorizer	LIBRARY FUND	LIBRARY	14.76
	restroom deodorizer	COMMUNITY CENTER	COMMUNITY CENTER	59.05
			TOTAL:	73.81
ROYAL TIRE, INC	#207 front tires	GENERAL FUND	STREETS	1,211.46
			TOTAL:	1,211.46
STAPLES ADVANTAGE	folders, flip chart, duster,	GENERAL FUND	STREETS	24.84
	envelopes, folders, badge	GENERAL FUND	STREETS	21.36
	inventory stamp	GENERAL FUND	STREETS	7.83
	dave G. stool	GENERAL FUND	STREETS	49.16
	ez tabletop easel	GENERAL FUND	RECREATION/LEISURE SER	10.99
	folders, flip chart, duster,	GENERAL FUND	PARKS	19.87
	envelopes, folders, badge	GENERAL FUND	PARKS	17.09
	inventory stamp	GENERAL FUND	PARKS	6.26
	dave G. stool	GENERAL FUND	PARKS	39.33
	ez tabletop easel	COMMUNITY CENTER	COMMUNITY CENTER	10.99
	folders, flip chart, duster,	WATER	ADMIN AND GENERAL	9.94
	envelopes, folders, badge	WATER	ADMIN AND GENERAL	8.54
	inventory stamp	WATER	ADMIN AND GENERAL	3.13
	dave G. stool	WATER	ADMIN AND GENERAL	19.67
	folders, flip chart, duster,	WASTE WATER FUND	ADMIN AND GENERAL	9.94
	envelopes, folders, badge	WASTE WATER FUND	ADMIN AND GENERAL	8.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	inventory stamp	WASTE WATER FUND	ADMIN AND GENERAL	3.13
	dave G. stool	WASTE WATER FUND	ADMIN AND GENERAL	19.67
	folders, flip chart, duster,	ENVIRON SERVICES F	ADMIN AND GENERAL	9.94
	envelopes, folders, badge	ENVIRON SERVICES F	ADMIN AND GENERAL	8.55
	inventory stamp	ENVIRON SERVICES F	ADMIN AND GENERAL	3.12
	dave G. stool	ENVIRON SERVICES F	ADMIN AND GENERAL	19.66
	folders, flip chart, duster,	ELECTRIC FUND	ADMIN AND GENERAL	24.84
	envelopes, folders, badge	ELECTRIC FUND	ADMIN AND GENERAL	21.36
	inventory stamp	ELECTRIC FUND	ADMIN AND GENERAL	7.83
	dave G. stool	ELECTRIC FUND	ADMIN AND GENERAL	49.16
			TOTAL:	434.74

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

101	GENERAL FUND	5,037.33
211	LIBRARY FUND	75.65
217	COMMUNITY CENTER	70.04
401	PERM IMPROVMENT REVOLVING	329.50
601	WATER	638.58
602	WASTE WATER FUND	638.58
603	ENVIRON SERVICES FUND	638.57
604	ELECTRIC FUND	731.79
606	STORMWATER FUND	4.29

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 GRAND TOTAL: 8,164.33  
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TOTAL PAGES: 2

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFILIATED CREDIT SERVICES	jan 15 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	204.46
			TOTAL:	204.46
ALPHA WIRELESS COMMUNICATIONS CO	LTR radio maint agreement	GENERAL FUND	MUNICIPAL BUILDING	59.32
	LTR radio maint agreement	GENERAL FUND	PUBLIC WORKS ADMIN	83.04
	LTR radio maint agreement	WATER	ADMIN AND GENERAL	56.83
	LTR radio maint agreement	WASTE WATER FUND	ADMIN AND GENERAL	51.40
	LTR radio maint agreement	ELECTRIC FUND	ADMIN AND GENERAL	51.41
			TOTAL:	302.60
AMERICAN WATER WORKS ASSOCIATION	chris v. 2015 dues	WATER	ADMIN AND GENERAL	187.00
			TOTAL:	187.00
MIRIAM ANDREE	uniform shoes	GENERAL FUND	POLICE	46.74
			TOTAL:	46.74
APPLIANCE CLINIC	replace fabric switch dryer	WASTE WATER FUND	SOURCE/TREATMENT	115.00
			TOTAL:	115.00
ARROW ACE HARDWARE INC	bulbs	GENERAL FUND	CITY ADMINISTRATION	11.39
	carpet stain lifter	GENERAL FUND	CITY ADMINISTRATION	1.29
	bulbs	GENERAL FUND	CITY CLERK	11.39
	carpet stain lifter	GENERAL FUND	CITY CLERK	1.29
	bulbs	GENERAL FUND	FINANCE	7.60
	carpet stain lifter	GENERAL FUND	FINANCE	0.86
	pvc pipe	GENERAL FUND	MUNICIPAL BUILDING	8.96
	bulbs	GENERAL FUND	POLICE	6.08
	carpet stain lifter	GENERAL FUND	POLICE	0.69
	wipes, broom, radio parts	GENERAL FUND	POLICE	44.61
	door opener supp, batt, pa	GENERAL FUND	FIRE	203.22
	bulbs	GENERAL FUND	BUILDING INSPECTOR	3.04
	carpet stain lifter	GENERAL FUND	BUILDING INSPECTOR	0.34
	bulbs	GENERAL FUND	PUBLIC WORKS ADMIN	1.52
	carpet stain lifter	GENERAL FUND	PUBLIC WORKS ADMIN	0.17
	door opener parts, hose, h	GENERAL FUND	STREETS	34.41
	xmas lights, bath htr, sta	GENERAL FUND	PARKS	115.70
	promark helmet system	GENERAL FUND	PARKS	125.90
	door opener parts, hose, h	GENERAL FUND	PARKS	34.41
	screws	GENERAL FUND	PARKS	6.10
	bulbs	GENERAL FUND	ECONOMIC DEVMT	0.76
	carpet stain lifter	GENERAL FUND	ECONOMIC DEVMT	0.09
	industrial scraper	COMMUNITY CENTER	COMMUNITY CENTER	22.99
	snow pusher	WATER	PURIFICATION AND TREAT	39.99
	chlorine injector/parts	WATER	PURIFICATION AND TREAT	3.99
	door opener parts, hose, h	WATER	DISTRIBUTION AND STORA	17.21
	bulbs	WATER	ADMIN AND GENERAL	6.84
	carpet stain lifter	WATER	ADMIN AND GENERAL	0.77
	door opener parts, hose, h	WASTE WATER FUND	SOURCE/TREATMENT	17.21
	cleaners, scrubber	WASTE WATER FUND	SOURCE/TREATMENT	31.14
	glue	WASTE WATER FUND	SOURCE/TREATMENT	6.99
	bulbs	WASTE WATER FUND	ADMIN AND GENERAL	6.83
	carpet stain lifter	WASTE WATER FUND	ADMIN AND GENERAL	0.77
	door opener parts, hose, h	ENVIRON SERVICES	REFUSE DISPOSAL	17.21
	sandpaper, hinge, hasp	ENVIRON SERVICES	REFUSE DISPOSAL	38.31
	pole saw	ENVIRON SERVICES	REFUSE DISPOSAL	513.46
	chainsaw repair	ENVIRON SERVICES	REFUSE DISPOSAL	104.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cabinet repair	ENVIRON SERVICES F	ADMIN AND GENERAL	37.74
	knife, sharpener, belts,	ELECTRIC FUND	POWER DISTRIBUTION	14.87
	door opener parts, hose, h	ELECTRIC FUND	POWER DISTRIBUTION	34.41
	bulbs	ELECTRIC FUND	ADMIN AND GENERAL	20.51
	carpet stain lifter	ELECTRIC FUND	ADMIN AND GENERAL	2.32
	door opener parts, hose, h	STORMWATER FUND	TREATMENT	17.20
	garden hose	TRANSIT	TRANSIT/TRANSPORTATION	35.99
	garden hose mender	TRANSIT	TRANSIT/TRANSPORTATION	2.59
			TOTAL:	1,613.29
BEAR GRAPHICS INC	election supplies	GENERAL FUND	ELECTIONS	54.00
			TOTAL:	54.00
BLACK HILLS AMMUNITION	ammunition	GENERAL FUND	POLICE	1,259.00
			TOTAL:	1,259.00
BOLTON & MENK INC	update city row map	GENERAL FUND	STREETS	1,126.00
	staff meetings	GENERAL FUND	STREETS	90.00
	Annual MSA Mileage Cert	GENERAL FUND	STREETS	644.00
	update trail and sidewalk	GENERAL FUND	PARKS	1,261.00
	staff meetings	GENERAL FUND	PARKS	72.00
	dodd & old mn lot utility	GENERAL FUND	ECONOMIC DEVMT	292.50
	prof services-Dodd&Old MN	GENERAL FUND	ECONOMIC DEVMT	1,105.00
	wash ave link 1/1-1/16	PERM IMPROVMENT RE	STREETS	3,438.50
	staff meetings	WATER	ADMIN AND GENERAL	36.00
	staff meetings	WASTE WATER FUND	ADMIN AND GENERAL	36.00
	staff meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	36.00
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	90.00
	wood mulch berm new stand	STORMWATER FUND	COLLECTIONS/LIFT STATI	773.50
	swppp applic 12/2-1/16	STORMWATER FUND	TREATMENT	1,887.00
			TOTAL:	10,887.50
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,785.00
	criminal	GENERAL FUND	LEGAL SERVICES	5,480.50
	inspire bridal	REVOLVING LOAN FUN	ECONOMIC DEVMT	255.00
	carquest	PERM IMPROVMENT RE	STREETS	15.00
	T-mobile	WATER	ADMIN AND GENERAL	75.00
	contract	TRANSIT	TRANSIT/TRANSPORTATION	195.00
	seized vehicle icr14-1312	RESTRICTED CONTRIB	NON-DEPARTMENTAL	112.50
			TOTAL:	7,918.00
C & S SUPPLY CO INC	lead maint, clothing allow	COMMUNITY CENTER	COMMUNITY CENTER	59.98
			TOTAL:	59.98
CENTERPOINT ENERGY MINNEGASCO	overpayment rec'd via ach	GENERAL FUND	NON-DEPARTMENTAL	590.00
			TOTAL:	590.00
CINTAS CORPORATION #754	jan uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	473.76
			TOTAL:	473.76
COALITION OF GREATER MN CITIES	leg action day registratio	GENERAL FUND	MAYOR & COUNCIL	65.00
			TOTAL:	65.00
COLE PAPERS INC	lysol wipes	GENERAL FUND	CITY ADMINISTRATION	7.13
	tissues, can liners	GENERAL FUND	CITY ADMINISTRATION	47.97
	lysol wipes	GENERAL FUND	CITY CLERK	7.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	tissues, can liners	GENERAL FUND	CITY CLERK	47.97
	lysol wipes	GENERAL FUND	FINANCE	4.75
	tissues, can liners	GENERAL FUND	FINANCE	31.98
	lysol wipes	GENERAL FUND	POLICE	3.80
	tissues, can liners	GENERAL FUND	POLICE	25.59
	lysol wipes	GENERAL FUND	BUILDING INSPECTOR	1.90
	tissues, can liners	GENERAL FUND	BUILDING INSPECTOR	12.80
	lysol wipes	GENERAL FUND	PUBLIC WORKS ADMIN	0.95
	tissues, can liners	GENERAL FUND	PUBLIC WORKS ADMIN	6.39
	brawny wipes	GENERAL FUND	STREETS	36.88
	brawny wipes	GENERAL FUND	PARKS	36.88
	lysol wipes	GENERAL FUND	ECONOMIC DEVMT	0.47
	tissues, can liners	GENERAL FUND	ECONOMIC DEVMT	3.19
	cleaning products	LIBRARY FUND	LIBRARY	184.40
	cleaning products	COMMUNITY CENTER	COMMUNITY CENTER	737.60
	brawny wipes	WATER	DISTRIBUTION AND STORA	18.44
	lysol wipes	WATER	ADMIN AND GENERAL	4.28
	tissues, can liners	WATER	ADMIN AND GENERAL	28.79
	floor waxing supplies	WASTE WATER FUND	SOURCE/TREATMENT	639.75
	brawny wipes	WASTE WATER FUND	SOURCE/TREATMENT	18.44
	lysol wipes	WASTE WATER FUND	ADMIN AND GENERAL	4.28
	tissues, can liners	WASTE WATER FUND	ADMIN AND GENERAL	28.80
	brawny wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	18.44
	brawny wipes	ELECTRIC FUND	POWER DISTRIBUTION	36.88
	lysol wipes	ELECTRIC FUND	ADMIN AND GENERAL	12.83
	tissues, can liners	ELECTRIC FUND	ADMIN AND GENERAL	86.36
	brawny wipes	STORMWATER FUND	TREATMENT	18.42
			TOTAL:	2,113.49
COMPASS MINERALS AMERICA INC	bulk salt	GENERAL FUND	STREETS	8,650.39
			TOTAL:	8,650.39
COUNTRY INN & SUITES	knight - 3/16-3/17	ENVIRON SERVICES F	ADMIN AND GENERAL	297.32
			TOTAL:	297.32
CULLIGAN	solar salt	COMMUNITY CENTER	COMMUNITY CENTER	26.80
			TOTAL:	26.80
CUMMINS NPOWER, LLC	muni pm ann feb 2015	GENERAL FUND	MUNICIPAL BUILDING	2,390.14
	pm annual feb 2015	COMMUNITY CENTER	COMMUNITY CENTER	2,855.69
	well 7 pm ann feb 2015	WATER	SOURCE OF SUPPLY	1,920.92
	brdway pm annual feb 2015	WATER	PURIFICATION AND TREAT	3,286.34
	sjwtp pm ann feb 2015	WATER	PURIFICATION AND TREAT	3,896.88
	greenhill pm ann feb 2015	WATER	DISTRIBUTION AND STORA	1,920.92
	pm annual feb 2015	WASTE WATER FUND	COLLECTOR/LIFT STAT	3,107.12
	freeman pm ann feb 2015	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,555.68
	portable pm ann feb 2015	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,800.92
	pm annual feb 2015	WASTE WATER FUND	SOURCE/TREATMENT	5,721.45
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	pm ann feb 2015	ELECTRIC FUND	POWER PRODUCTION	5,068.64
	union pm ann feb 2015	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,968.19
			TOTAL:	60,836.09

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EARL F ANDERSEN INC	van accessible sign	GENERAL FUND	STREETS	45.85
			TOTAL:	45.85
EMERGENT NETWORKS	chang in IPS firewall	LIBRARY FUND	LIBRARY	67.50
			TOTAL:	67.50
ENVENTIS	January services	GENERAL FUND	CITY ADMINISTRATION	69.89
	January services	GENERAL FUND	CITY CLERK	13.82
	January services	GENERAL FUND	FINANCE	108.80
	January services	GENERAL FUND	MUNICIPAL BUILDING	6.46
	January services	GENERAL FUND	POLICE	340.28
	January services	GENERAL FUND	FIRE	151.54
	January services	GENERAL FUND	BUILDING INSPECTOR	40.56
	January services	GENERAL FUND	PUBLIC WORKS ADMIN	83.11
	January services	GENERAL FUND	STREETS	47.02
	January services	GENERAL FUND	SENIOR COORDINATOR	5.62
	January services	GENERAL FUND	RECREATION/LEISURE SER	269.78
	January services	GENERAL FUND	SWIMMING POOL	31.34
	January services	GENERAL FUND	PARKS	90.34
	January services	GENERAL FUND	ECONOMIC DEVMT	26.74
	January services	LIBRARY FUND	LIBRARY	82.44
	January services	PUBLIC ACCESS	PUBLIC ACCESS	13.85
	January services	COMMUNITY CENTER	COMMUNITY CENTER	48.01
	January services	WATER	ADMIN AND GENERAL	167.24
	January services	WASTE WATER FUND	ADMIN AND GENERAL	191.58
	January services	ENVIRON SERVICES F	ADMIN AND GENERAL	29.87
	January services	ELECTRIC FUND	ADMIN AND GENERAL	138.35
	January services	TRANSIT	TRANSIT/TRANSPORTATION	48.71
			TOTAL:	2,005.34
FAMILY FRESH MARKET	pw recruitment	GENERAL FUND	PUBLIC WORKS ADMIN	157.41
	monthly senior dance	GENERAL FUND	SENIOR COORDINATOR	56.14
	warming house supplies	GENERAL FUND	SKATING RINKS	25.49
			TOTAL:	239.04
FASTENAL COMPANY	bolts for volvo loader	GENERAL FUND	STREETS	9.50
	bolts	STORMWATER FUND	TREATMENT	30.14
			TOTAL:	39.64
FIRE PROTECTION SERVICES, INC.	review shop drawings nic c	GENERAL FUND	BUILDING INSPECTOR	154.97
			TOTAL:	154.97
FLEETPRIDE	rep to rear suspensison wal	GENERAL FUND	STREETS	4,817.02
			TOTAL:	4,817.02
FREEDOM VALUE CENTERS, INC.	gan fuel	GENERAL FUND	POLICE	133.58
	water jan fuel	WATER	DISTRIBUTION AND STORA	43.13
	ww january fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	70.41
	storm water jan fuel	STORMWATER FUND	TREATMENT	35.54
	january fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,020.12
			TOTAL:	2,302.78
GENESIS	January fuel	GENERAL FUND	FIRE	28.56
	January fuel	GENERAL FUND	STREETS	1,883.73
	January fuel	GENERAL FUND	PARKS	328.40
	January fuel	WATER	DISTRIBUTION AND STORA	26.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	January fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	175.01
	January fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	112.19
	January fuel	ELECTRIC FUND	POWER DISTRIBUTION	320.85
	January fuel	STORMWATER FUND	TREATMENT	99.36
			TOTAL:	2,965.41
GOPHER STATE ONE-CALL INC	locates for jan 15	WATER	DISTRIBUTION AND STORA	15.04
	locates for jan 15	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.04
	locates for jan 15	ELECTRIC FUND	POWER DISTRIBUTION	15.07
			TOTAL:	45.15
GRAINGER	gloves	GENERAL FUND	STREETS	4.42
	gloves and towels	GENERAL FUND	STREETS	166.04
	respirator cardridges	GENERAL FUND	STREETS	145.78
	nitrile gloves	GENERAL FUND	STREETS	66.30
	respirator bags	GENERAL FUND	STREETS	16.65
	gloves	GENERAL FUND	PARKS	4.42
	gloves and towels	GENERAL FUND	PARKS	166.04
	respirator cardridges	GENERAL FUND	PARKS	116.62
	nitrile gloves	GENERAL FUND	PARKS	66.30
	respirator bags	GENERAL FUND	PARKS	13.32
	gloves	WATER	DISTRIBUTION AND STORA	2.21
	gloves and towels	WATER	DISTRIBUTION AND STORA	83.02
	nitrile gloves	WATER	DISTRIBUTION AND STORA	33.15
	respirator cardridges	WATER	ADMIN AND GENERAL	58.31
	respirator bags	WATER	ADMIN AND GENERAL	6.66
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	2.21
	gloves and towels	WASTE WATER FUND	SOURCE/TREATMENT	83.02
	nitrile gloves	WASTE WATER FUND	SOURCE/TREATMENT	33.15
	respirator cardridges	WASTE WATER FUND	ADMIN AND GENERAL	58.31
	respirator bags	WASTE WATER FUND	ADMIN AND GENERAL	6.66
	gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	2.21
	gloves and towels	ENVIRON SERVICES F	REFUSE DISPOSAL	83.02
	nitrile gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	33.15
	respirator cardridges	ENVIRON SERVICES F	ADMIN AND GENERAL	58.32
	respirator bags	ENVIRON SERVICES F	ADMIN AND GENERAL	6.67
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	4.42
	gloves and towels	ELECTRIC FUND	POWER DISTRIBUTION	166.04
	nitrile gloves	ELECTRIC FUND	POWER DISTRIBUTION	66.30
	respirator cardridges	ELECTRIC FUND	ADMIN AND GENERAL	145.78
	respirator bags	ELECTRIC FUND	ADMIN AND GENERAL	16.65
	gloves	STORMWATER FUND	TREATMENT	2.20
	gloves and towels	STORMWATER FUND	TREATMENT	83.01
	nitrile gloves	STORMWATER FUND	TREATMENT	33.16
			TOTAL:	1,833.52
GUSTAVUS ADOLPHUS COLLEGE P.O.	jan postage	GENERAL FUND	CITY ADMINISTRATION	39.47
	jan postage	GENERAL FUND	CITY CLERK	2.12
	jan postage	GENERAL FUND	ELECTIONS	40.79
	jan postage	GENERAL FUND	FINANCE	244.89
	jan postage	GENERAL FUND	POLICE	26.36
	jan postage	GENERAL FUND	FIRE	0.53
	jan postage	GENERAL FUND	BUILDING INSPECTOR	23.46
	jan postage	GENERAL FUND	PUBLIC WORKS ADMIN	11.23
	jan postage	GENERAL FUND	RECREATION/LEISURE SER	59.04
	jan postage	GENERAL FUND	PARKS	2.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	jan postage	GENERAL FUND	ECONOMIC DEVT	146.48
	jan postage	LIBRARY FUND	LIBRARY	4.07
	jan postage	COMMUNITY CENTER	COMMUNITY CENTER	12.19
	jan postage	WATER	ADMIN AND GENERAL	2.65
	jan postage	WATER	CUSTOMER ACCOUNTS	88.43
	jan postage	WASTE WATER FUND	ADMIN AND GENERAL	3.95
	jan postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	88.43
	jan postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	88.44
	jan postage	ELECTRIC FUND	ADMIN AND GENERAL	1.06
	jan postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	88.44
	jan postage	STORMWATER FUND	ADMINISTRATION AND GEN	0.53
	jan postage	TRANSIT	TRANSIT/TRANSPORTATION	8.49
			TOTAL:	983.43
HACH COMPANY	phosphorus lab supp	WASTE WATER FUND	SOURCE/TREATMENT	199.21
			TOTAL:	199.21
HAWKINS, INC.	water treatment chemicals	WATER	PURIFICATION AND TREAT	3,301.50
			TOTAL:	3,301.50
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	159.93
	postage and flyer	WATER	CUSTOMER ACCOUNTS	367.41
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	159.93
	postage and flyer	WASTE WATER FUND	CUSTOMER ACCOUNTS	367.41
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	159.93
	postage and flyer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	367.41
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	159.92
	postage and flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	367.41
	postage and flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	169.36
			TOTAL:	2,278.71
INTERNATIONAL CODE COUNCIL, INC	MN residential code book	GENERAL FUND	BUILDING INSPECTOR	150.00
			TOTAL:	150.00
JAVENS MECHANICAL CONTRACTING CO.	library rpz testing	LIBRARY FUND	LIBRARY	164.31
	com ctr rpz testing	COMMUNITY CENTER	COMMUNITY CENTER	109.54
	water fill st rpz testing	WATER	PURIFICATION AND TREAT	54.90
	water trt plant rpz testi	WATER	PURIFICATION AND TREAT	1,040.40
	rpz repair broadway plant	WATER	PURIFICATION AND TREAT	998.38
	ww lift st rpz testing	WASTE WATER FUND	COLLECTOR/LIFT STAT	109.54
	wwtf rpz testing	WASTE WATER FUND	SOURCE/TREATMENT	164.31
			TOTAL:	2,641.38
JOHNSON AGGREGATES	sand, coarsed and washed	GENERAL FUND	STREETS	1,403.57
			TOTAL:	1,403.57
MIKE KENNEDY	kennedy - jeans	GENERAL FUND	PARKS	56.10
			TOTAL:	56.10
KIND VETERINARY CLINIC PA	impound fees	GENERAL FUND	COMMUNITY SERVICE	294.50
	animal services	RESTRICTED CONTRIB	COMMUNITY SERVICE	217.38
			TOTAL:	511.88
JEFF KNUTSON	training educ reimb	STORMWATER FUND	ADMINISTRATION AND GEN	400.00
			TOTAL:	400.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LAGER'S INC	alignment/suspension	GENERAL FUND	POLICE	1,136.60
	09 charger - steering	GENERAL FUND	POLICE	239.30
	and flaps/mat kit	GENERAL FUND	PUBLIC WORKS ADMIN	110.25
	SES light	ENVIRON SERVICES F	REFUSE DISPOSAL	84.95
			TOTAL:	1,571.10
LEAGUE OF MINNESOTA CITIES	1st qtr work comp premium	GENERAL FUND	MAYOR & COUNCIL	19.09
	1st qtr work comp premium	GENERAL FUND	CITY ADMINISTRATION	149.99
	1st qtr work comp premium	GENERAL FUND	CITY CLERK	65.18
	1st qtr work comp premium	GENERAL FUND	FINANCE	197.18
	1st qtr work comp premium	GENERAL FUND	MUNICIPAL BUILDING	261.25
	1st qtr work comp premium	GENERAL FUND	POLICE	6,906.72
	1st qtr work comp premium	GENERAL FUND	FIRE	4,162.00
	1st qtr work comp premium	GENERAL FUND	FIRE	3,539.28
	1st qtr work comp premium	GENERAL FUND	BUILDING INSPECTOR	253.48
	1st qtr work comp premium	GENERAL FUND	COMMUNITY SERVICE	320.18
	1st qtr work comp premium	GENERAL FUND	PUBLIC WORKS ADMIN	225.63
	1st qtr work comp premium	GENERAL FUND	STREETS	4,841.31
	1st qtr work comp premium	GENERAL FUND	RECREATION/LEISURE SER	1,473.69
	1st qtr work comp premium	GENERAL FUND	SWIMMING POOL	879.04
	1st qtr work comp premium	GENERAL FUND	SKATING RINKS	19.09
	1st qtr work comp premium	GENERAL FUND	PARKS	2,737.35
	1st qtr work comp premium	GENERAL FUND	ECONOMIC DEVT	94.55
	1st qtr work comp premium	LIBRARY FUND	LIBRARY	327.89
	1st qtr work comp premium	PUBLIC ACCESS	PUBLIC ACCESS	9.73
	1st qtr work comp premium	COMMUNITY CENTER	COMMUNITY CENTER	760.63
	1st qtr work comp premium	WATER	SOURCE OF SUPPLY	186.90
	1st qtr work comp premium	WATER	PURIFICATION AND TREAT	1,063.00
	1st qtr work comp premium	WATER	DISTRIBUTION AND STORA	1,229.15
	1st qtr work comp premium	WATER	ADMIN AND GENERAL	157.34
	1st qtr work comp premium	WATER	CUSTOMER ACCOUNTS	26.07
	1st qtr work comp premium	WASTE WATER FUND	BIOLOGIDS	369.39
	1st qtr work comp premium	WASTE WATER FUND	COLLECTOR/LIFT STAT	797.89
	1st qtr work comp premium	WASTE WATER FUND	SOURCE/TREATMENT	1,984.63
	1st qtr work comp premium	WASTE WATER FUND	ADMIN AND GENERAL	170.37
	1st qtr work comp premium	WASTE WATER FUND	CUSTOMER ACCOUNTS	26.07
	1st qtr work comp premium	ENVIRON SERVICES F	REFUSE DISPOSAL	1,225.66
	1st qtr work comp premium	ENVIRON SERVICES F	ADMIN AND GENERAL	98.96
	1st qtr work comp premium	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.48
	1st qtr work comp premium	ELECTRIC FUND	POWER PRODUCTION	94.73
	1st qtr work comp premium	ELECTRIC FUND	POWER DISTRIBUTION	2,289.94
	1st qtr work comp premium	ELECTRIC FUND	ADMIN AND GENERAL	477.52
	1st qtr work comp premium	ELECTRIC FUND	CUSTOMER ACCOUNTS	102.08
	1st qtr work comp premium	STORMWATER FUND	COLLECTIONS/LIFT STAT	1,085.39
	1st qtr work comp premium	STORMWATER FUND	TREATMENT	383.52
	1st qtr work comp premium	STORMWATER FUND	ADMINISTRATION AND GEN	97.12
	1st qtr work comp premium	STORMWATER FUND	CUSTOMER ACCOUNTS	12.48
	1st qtr work comp premium	TRANSIT	TRANSIT/TRANSPORTATION	1,797.55
			TOTAL:	40,831.50
LJP ENTERPRISES INC	Jan service	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	Jan service	WATER	PURIFICATION AND TREAT	99.43
	Jan service	WASTE WATER FUND	SOURCE/TREATMENT	308.27
	Jan service	ENVIRON SERVICES F	REFUSE DISPOSAL	598.93
	jan refuse disposal and pi	ENVIRON SERVICES F	REFUSE DISPOSAL	19,194.88
			TOTAL:	20,645.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MATHESON TRI-GAS INC	cylinder recycle	GENERAL FUND	STREETS	23.35
	welding supp 40G Disc 44#	GENERAL FUND	STREETS	53.33
	cylinder recycle	GENERAL FUND	PARKS	18.68
	welding supp 40G Disc 44#	GENERAL FUND	PARKS	53.33
	welding supp 40G Disc 44#	WATER	DISTRIBUTION AND STORA	26.67
	cylinder recycle	WATER	ADMIN AND GENERAL	9.34
	welding supp 40G Disc 44#	WASTE WATER FUND	SOURCE/TREATMENT	26.67
	cylinder recycle	WASTE WATER FUND	ADMIN AND GENERAL	9.34
	welding supp 40G Disc 44#	ENVIRON SERVICES F	REFUSE DISPOSAL	26.67
	cylinder recycle	ENVIRON SERVICES F	ADMIN AND GENERAL	9.32
	welding supp 40G Disc 44#	ELECTRIC FUND	POWER DISTRIBUTION	53.33
	cylinder recycle	ELECTRIC FUND	ADMIN AND GENERAL	23.35
	welding supp 40G Disc 44#	STORMWATER FUND	TREATMENT	26.66
			TOTAL:	360.04
MENARDS	1/2hp sewage/brine pump	GENERAL FUND	STREETS	234.00
			TOTAL:	234.00
METRO JANITORIAL SUPPLY INC.	bathroom cleaner	LIBRARY FUND	LIBRARY	72.35
	bathroom cleaner	COMMUNITY CENTER	COMMUNITY CENTER	289.43
			TOTAL:	361.78
MISC VENDOR	ANDERLY, SAMANTHA	GENERAL FUND	NON-DEPARTMENTAL	133.59
	ENVIRONMENTAL SYS RES	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	1,224.00
	GILL, THOMAS	GENERAL FUND	PUBLIC WORKS ADMIN	234.60
	USA INFLATABLES	RESTRICTED CONTRIB	RECREATION/LEISURE SER	442.11
			TOTAL:	2,034.30
MN AMERICAN WATER WORKS ASSOC.	payment and registration/j	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	payment and registration/a	STORMWATER FUND	ADMINISTRATION AND GEN	30.00
			TOTAL:	60.00
MN DNR WATERS	DNR annual water use	WATER	SOURCE OF SUPPLY	4,947.83
			TOTAL:	4,947.83
MN GOVERNMENT FINANCE OFFICERS ASSOC	annual membership	GENERAL FUND	FINANCE	60.00
			TOTAL:	60.00
MN WASTE PROCESSING	january disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	11,408.53
			TOTAL:	11,408.53
MOTION INDUSTRIES, INC.	2 bolt cast iron flange bl	WASTE WATER FUND	SOURCE/TREATMENT	56.38
			TOTAL:	56.38
PETE MOULTON	mileage 2/2-2/13	GENERAL FUND	PUBLIC WORKS ADMIN	10.93
	mileage 2/2-2/13	GENERAL FUND	STREETS	7.45
	mileage 2/2-2/13	WATER	ADMIN AND GENERAL	10.35
	mileage 2/2-2/13	WASTE WATER FUND	ADMIN AND GENERAL	28.18
	mileage 2/2-2/13	ELECTRIC FUND	ADMIN AND GENERAL	184.02
	mileage 2/2-2/13	STORMWATER FUND	ADMINISTRATION AND GEN	8.05
			TOTAL:	248.98
MVT LABORATORIES INC	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	133.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	101.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	274.80
NAPA AUTO PARTS OF ST PETER	blades and adhesive	GENERAL FUND	POLICE	7.34
	filters, tie rod end,sway	GENERAL FUND	POLICE	215.83
	77 dod-start,gasket,thermo	GENERAL FUND	FIRE	73.89
	cab tie,butt conn, hose	GENERAL FUND	FIRE	222.57
	seat cover	GENERAL FUND	PUBLIC WORKS ADMIN	269.00
	nitrile gloves	GENERAL FUND	STREETS	25.98
	vbelt, filters, deposit	GENERAL FUND	STREETS	184.79
	snow plow guide	GENERAL FUND	STREETS	19.99
	nitrile gloves	GENERAL FUND	PARKS	25.98
	air filters/winter front	GENERAL FUND	PARKS	126.40
	nitrile gloves	WATER	DISTRIBUTION AND STORA	12.99
	parts for thawing maching	WATER	DISTRIBUTION AND STORA	7.24
	starter	WATER	ADMIN AND GENERAL	58.77
	nitrile gloves	WASTE WATER FUND	SOURCE/TREATMENT	12.99
	starter	WASTE WATER FUND	ADMIN AND GENERAL	58.76
	nitrile gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	12.99
	rubber metal clamps	ENVIRON SERVICES F	REFUSE DISPOSAL	8.34
	nitrile gloves	ELECTRIC FUND	POWER DISTRIBUTION	25.98
	winter front	ELECTRIC FUND	POWER DISTRIBUTION	85.00
	nitrile gloves	STORMWATER FUND	TREATMENT	12.99
	bulb holder for fare box	TRANSIT	TRANSIT/TRANSPORTATION	3.62
	headlamp, pipe conn,start	TRANSIT	TRANSIT/TRANSPORTATION	210.75
			TOTAL:	1,312.61
NELSON PRINTING COMPANY	calendar/notary stamp	GENERAL FUND	POLICE	45.04
	UPS	GENERAL FUND	BUILDING INSPECTOR	21.40
	ups	ELECTRIC FUND	ADMIN AND GENERAL	16.96
	ticket books	TRANSIT	TRANSIT/TRANSPORTATION	242.00
			TOTAL:	325.40
NEW PIG CORPORATION	safety cabinet	RESTRICTED CONTRIB	FIRE	949.97
			TOTAL:	949.97
NICOLLET CTY PUBLIC HEALTH	Jan contract/Perron	GENERAL FUND	SENIOR COORDINATOR	2,441.40
			TOTAL:	2,441.40
NICOLLET COUNTY BANK	ach fee ap, payroll	GENERAL FUND	FINANCE	6.99
	ach fee ap, payroll	WATER	ADMIN AND GENERAL	1.74
	ach fee util bills	WATER	CUSTOMER ACCOUNTS	12.78
	ach fee ap, payroll	WASTE WATER FUND	ADMIN AND GENERAL	1.74
	ach fee util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.78
	ach fee ap, payroll	ENVIRON SERVICES F	ADMIN AND GENERAL	1.74
	ach fee util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.78
	ach fee ap, payroll	ELECTRIC FUND	ADMIN AND GENERAL	1.74
	ach fee util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.76
			TOTAL:	65.05
NORTH CENTRAL INTERNATIONAL	dump truck repair	GENERAL FUND	STREETS	6,096.38
			TOTAL:	6,096.38
NORTH CENTRAL LABORATORIES	filters and chemicals	WASTE WATER FUND	SOURCE/TREATMENT	214.07
			TOTAL:	214.07
NUTTER CLOTHING CO	thompson alter pants	RESTRICTED CONTRIB	FIRE	10.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	10.00
OFFICEMAX	cd's	GENERAL FUND	POLICE	22.09
			TOTAL:	22.09
OVERHEAD DOOR COMPANY OF MANKATO INC	police door,seal, hinges,r	GENERAL FUND	POLICE	1,104.68
			TOTAL:	1,104.68
FRED POWERS	certification	WASTE WATER FUND	ADMIN AND GENERAL	45.00
	exam	WASTE WATER FUND	ADMIN AND GENERAL	55.00
			TOTAL:	100.00
QUICK MART ST PETER	Jan fuel	GENERAL FUND	POLICE	342.07
			TOTAL:	342.07
RED WING SHOE STORE	safety boots- todd meyer	GENERAL FUND	PARKS	166.49
	safety boots- dan knight	ENVIRON SERVICES F	ADMIN AND GENERAL	280.49
			TOTAL:	446.98
RIVER'S EDGE HOSPITAL & CLINIC	pepsi rebate paid to us in	GENERAL FUND	NON-DEPARTMENTAL	961.50
			TOTAL:	961.50
RYAN PLUMBING & HEATING	fix toilet in women's bath	GENERAL FUND	MUNICIPAL BUILDING	210.63
	mill pond serv call for no	GENERAL FUND	PARKS	85.00
	water heater in library	LIBRARY FUND	LIBRARY	884.00
			TOTAL:	1,179.63
SAM'S CLUB	coffee creamer - senior ct	GENERAL FUND	SENIOR COORDINATOR	8.97
	coffee creamer - rec	GENERAL FUND	RECREATION/LEISURE SER	8.98
	warming house supplies	GENERAL FUND	SKATING RINKS	13.13
	coffee creamer - spcc	COMMUNITY CENTER	COMMUNITY CENTER	8.98
			TOTAL:	40.06
SOUTHERN MN MUNICIPAL POWER AGENCY	January purchased power	ELECTRIC FUND	POWER SUPPLY	578,598.49
			TOTAL:	578,598.49
SPECIAL OPERATIONS TRAINING ASSOCIATIO	training conference	GENERAL FUND	POLICE	410.00
	membership hagen, gerhart	GENERAL FUND	POLICE	50.00
			TOTAL:	460.00
ST PETER HERALD	bd of appeals	GENERAL FUND	ECONOMIC DEVMT	51.40
	req for bids - msh electri	ELECTRIC FUND	ADMIN AND GENERAL	58.60
	stormwater meeting	STORMWATER FUND	ADMINISTRATION AND GEN	58.60
			TOTAL:	168.60
ST PETER LUMBER CO	2x2x8 pre sel	GENERAL FUND	PUBLIC WORKS ADMIN	6.28
	pin punch	WATER	ADMIN AND GENERAL	4.99
	wood for env svc cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	42.70
			TOTAL:	53.97
STI	vend print annual license	LIBRARY FUND	LIBRARY	772.00
			TOTAL:	772.00
UNIVERSITY OF MINNESOTA	knight - registration	ENVIRON SERVICES F	ADMIN AND GENERAL	370.00
			TOTAL:	370.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
UTILITY CONSULTANTS, INC.	coliform testing	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
VERIZON WIRELESS	police cell usage January	GENERAL FUND	POLICE	340.84
	building dept wifi - Jan 2	GENERAL FUND	BUILDING INSPECTOR	70.04
	utility jet packs	WATER	ADMIN AND GENERAL	35.01
			TOTAL:	445.89
VESSCO, INC	chlorine tubing repair	WATER	PURIFICATION AND TREAT	169.80
			TOTAL:	169.80
VOSS LIGHTING	4k elite bulbs	LIBRARY FUND	LIBRARY	239.60
			TOTAL:	239.60
WESCO DISTRIBUTION INC	safety subs for hole	ELECTRIC FUND	NON-DEPARTMENTAL	397.50
	secondary peds	ELECTRIC FUND	NON-DEPARTMENTAL	436.00
			TOTAL:	833.50
ZIEGLER INC	#16 lamp GP - flood	GENERAL FUND	STREETS	765.28
			TOTAL:	765.28

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===== FUND TOTALS =====
101 GENERAL FUND                80,533.18
211 LIBRARY FUND                 2,798.56
213 PUBLIC ACCESS                 23.58
217 COMMUNITY CENTER             5,376.30
230 REVOLVING LOAN FUND           255.00
401 PERM IMPROVMENT REVOLVING    3,453.50
601 WATER                        26,129.27
602 WASTE WATER FUND             19,352.28
603 ENVIRON SERVICES FUND        36,617.24
604 ELECTRIC FUND                 615,957.30
606 STORMWATER FUND              7,054.06
610 TRANSIT                       4,564.82
820 RESTRICTED CONTRIBUTIONS     1,731.96
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GRAND TOTAL:                    803,847.05
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COUNCIL BILL LIST TOTAL  
FOR 12/29/14 & 2/23/15

FUND TOTALS

101	GENERAL FUND	85,570.51
201	PROPERTY INSURANCE	
211	LIBRARY FUND	2,874.21
213	Public Access	23.58
217	COMMUNITY CENTER	5,446.34
230	REVOLVING LOAN FUND	255.00
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	3,783.00
404	PARK LAND DEDICATION	
432	2013 B TIF #1-18 N THIRD	
459	WAS TERRACE HOUSING #15	
473	2013 EQUIP CERT	
601	WATER	26,767.85
602	WASTE WATER FUND	19,990.86
603	ENVIRON SERVICES FUND	37,255.81
604	ELECTRIC FUND	616,689.09
606	STORMWATER FUND	7,058.35
610	HEARTLAND TRANSIT	4,564.82
627	MEDICAL CAMPUS	
820	RESTRICTED CONTRIBUTIONS	1,731.96
824	YOUTH CENTER GRANT	

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GRAND TOTAL: \$ 812,011.38

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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>
MN Pipe & Equipment	Water metering hardware inventory	\$7,888.32	Water
Northland Business	Audio logger system	\$10,723.00	General

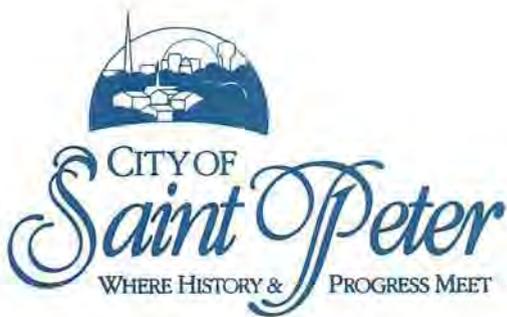
2. The schedule of disbursements for February 5, 2015 through February 18, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 23rd day of February, 2015.

\_\_\_\_\_  
Charles Zieman  
Mayor pro tem

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/19/15

**FROM:** Matt Peters  
Chief of Police

**RE:** Tactical Response Team Joint Powers Agreement

### **ACTION/RECOMMENDATION**

Approve execution of Joint Powers Agreement with River Valley Tactical Response Team participating member agencies.

### **BACKGROUND**

The reason for participation in the joint powers agreement is to provide a cost sharing mechanism for maintenance, repair, future replacement and insurance cost associated with the City's participation in the River Valley Tactical Response Team. The best practice mechanism recommended by the League of Cities is with a Joint Powers Agreement (JPA) which is:

- To accomplish joint activities which one government unit would not have been able to accomplish alone
- To cooperate in providing a very technical and specific service
- "To achieve a greater good"
- To jointly fund a service (in this case insurance)
- To provide that one entity is not liable for another
- To allow the River Valley Tactical Response Team to procure additional insurance coverage

Participating jurisdictions in the Response Team include: Counties of Nicollet, Blue Earth and Le Sueur and the cities of Saint Peter, North Mankato and Mankato.

It is important to note that this cooperative effort has been in place for many years. Our goal is to formalize it, make sure its governance and risk management pieces are appropriately in place and recognized.

### **FISCAL IMPACT:**

Cost for insurance is approximately \$1,500 per year, which cost is divided per agency. The City of Saint Peter's share is approximately \$250 per year which has been included in the Police Department budget.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further direction.

Negative vote: The City may withdraw from the team after ninety (90) days' notice of termination.

Modification of the Resolution: This is always an option of the Council. In this case any modifications would require all other participating agencies to also agree to the proposed changes.

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

MP

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

**RESOLUTION AUTHORIZING CITY OF SAINT PETER POLICE DEPARTMENT  
PARTICIPATION IN THE RIVER VALLEY TACTICAL RESPONSE TEAM**

WHEREAS, cities and counties of Saint Peter, Mankato, North Mankato, Blue Earth, Nicollet, and Le Sueur have formed the River Valley Tactical Response Team (TRT); and

WHEREAS, the cities and counties have a desire to be more efficient with limited use of equipment within the region; and

WHEREAS, the cities and counties have already agreed to jointly fund purchase of a Lenco Bearcat Tactical Vehicle and ICOR Mini-Caliber robot to be used by the TRT; and

WHEREAS, the City of Saint Peter insures the Bearcat and ICOR robot for the member entities; and

WHEREAS, each member carries worker compensation insurance on their own employees; and

WHEREAS, the cities and counties have cooperatively agreed to share all related costs for maintenance, repair and replacement of any items damaged or deemed unsafe to the operation and usage of the Bearcat and ICOR robot.

WHEREAS, the cities and counties facilitate coordination and cooperation through a variety of means; and

WHEREAS, the cities and counties wish to formalize their agreement in these matters through execution of Joint Powers Agreement.

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

1. Pursuant to Minnesota Statutes 471.59 and in consideration of mutual covenants and promise hereinafter contained, it is agreed by and between the Cities of Saint Peter, North Mankato, and Mankato, and the Counties of Nicollet, Blue Earth and Le Sueur.
2. The City of Saint Peter agrees to share related cost for maintenance, repair, and replacement of any items damaged or deemed unsafe to the operation and usage of the Bearcat and ICOR robot.
3. The City Administrator is authorized to execute a Joint Powers Agreement with the cities of Mankato and North Mankato and the counties of Blue Earth, Nicollet and Le Sueur for operation of the River Valley Tactical Response Team.

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

of February, 2015.

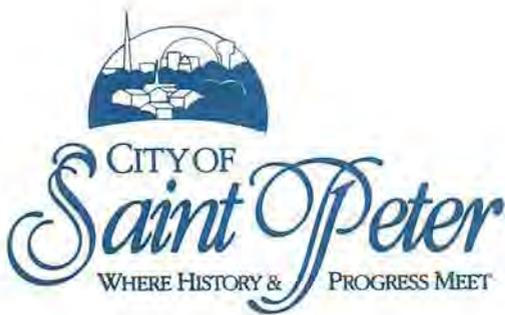
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Charles Zieman  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/19/15

**FROM:** Matt Peters  
Chief of Police

**RE:** 2015 Equipment Certificate Purchase: Squad Cars

### **ACTION/RECOMMENDATION**

Authorize 2015 Equipment Certificate purchase of two 2015 Dodge Charger Special Service vehicles from Lager's, Inc.

### **BACKGROUND**

As you know, since 1998 our operational plan had been to rotate cars out of our fleet by purchasing one car/two cars on alternating years. When this plan has been followed it has been cost effective and worked well in keeping our fleet safe and in good operating condition. However, due to budget constraints beginning in 2002 we did not purchase squad cars in 2003 and 2006. In 2007 we purchased one squad car instead of two. Most recently we purchased one car in 2010 and two cars in 2012, and one car in 2013 and only one car last year.

Considering the amount of use the vehicles receive (in hours as well as mileage), our goal is simply to do our best to keep our patrol fleet in the best operating order possible.

Through many years of long standing experience we have learned that it is not cost effective to operate a squad car over approximately 75,000 miles. After 75,000 miles squad cars no longer become viable and are not worth the cost of major repairs.

This year we initially intended to propose the purchase of two Dodge Durango four-wheel-drive vehicles. As you know we currently have Dodge Durango's in our fleet. They have been exceptional vehicles especially during our winters. The four-wheel-drive has proven to be a necessity.

That being said, our Officers simply appreciate the overall size of the vehicle. Certainly a large vehicle is better from an ergonomic standpoint; especially because an Officer must enter and exit a vehicle multiple times a work shift. This becomes especially important considering that most of our Officers are large in stature.

It is also important to recognize that Officers are required to carry various pieces of equipment and this requirement is increasing rather than decreasing. During a 10-hour duty shift it can be very difficult for an Officer who is large in stature to be comfortable in a small vehicle. Our Officers have found that a Durango type vehicle is much easier to work out of than a car.

However, the news has come to us that Chrysler intends to discontinue the Dodge Durango in 2016. Therefore, it seems prudent to not invest in these vehicles any longer. As you know we reuse equipment installed in vehicles. We don't wish to incur more expense if that equipment will not fit future vehicles.

A State contract Dodge Charger costs approximately \$3,000 less than a Dodge Durango while maintenance and fuel cost are similar. However, an offsetting consideration is that Dodge Durango's have a higher resale value.

We have considered the use of pickup trucks. However, pickup trucks could not be used for regular police functions, the overriding example is pursuit driving. They are not tested or recommended for high speed driving. They may NOT be used for any pursuit driving. Also the additional expense of approximately \$8,000 to equip them is rather excessive. This expense would include a topper and locked equipment organizer for the box of the truck.

A pickup would be very well suited for the Community Service Officer. It would work much better for hauling everything from animals to bicycles, etc. This is something we will consider in the 2016 budget.

The vehicles we propose to purchase this year will replace a 2008 Dodge Charger with 135,000+ miles, and a 2012 Dodge Charger with 80,000+ miles.

The price quoted from Lagers, Inc. is comparable with other State contract vehicles.

#### **FISCAL IMPACT:**

The Lager's Inc. purchase price is \$24,610 plus additional taxes and license fees. The 2015 Equipment Certificate will fund the purchase of these vehicles. The Resolution authorizing these expenditures also includes \$4,000 per vehicle for the transfer/installation of equipment from one vehicle to another, as well as the design graphics for the vehicle.

#### **ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further direction.

Negative vote: Staff will attempt to keep the current fleet in operational condition. (This option could cause a delay in service to the community, however primarily it is not cost effective.)

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.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2015 –**

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

**RESOLUTION APPROVING 2015 EQUIPMENT CERTIFICATE PURCHASE**

WHEREAS, the City Council has established a budget and provided funding for purchases to be financed by an equipment certificate; and

WHEREAS, the City is in need of two new police patrol vehicles; and

WHEREAS, the vehicles are available through the State bid process; and

WHEREAS, staff recommends the purchase of two Dodge Charger Special Service vehicles from Lager's Inc.

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

1. Staff is authorized to proceed with purchase of two 2015 Dodge Charger Special Service vehicles from Lager's Inc., in the amount of \$24,610 plus taxes, licensing and fees, to be funded by the 2015 equipment certificate.
2. Said purchase shall be made consistent with the City's Purchasing Policy.
3. Staff is authorized to proceed with the purchase of services to transfer/install equipment removed from the existing Dodge Chargers into the new 2015 vehicles and to provide for installation of graphic design on the new 2015 Dodge Chargers the total cost of which shall not exceed \$4,000 per vehicle.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of February, 2015.

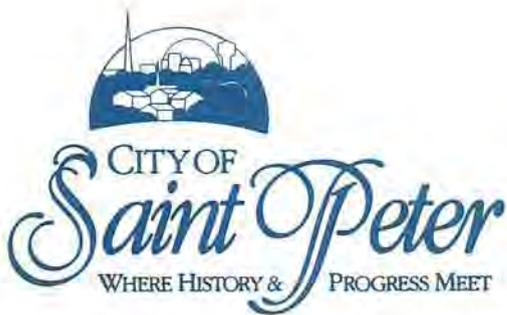
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/17/2015

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

**RE:** Furnishing Electrical Materials Bid Award

### ACTION/RECOMMENDATION

Award bids for various electric materials to specified companies as recommended by the City's electrical engineers, DeWild Grant Reckert and Associates Company.

### BACKGROUND

Last fall, City staff began installing conduit and infrastructure for the expansion and upgrade of the electrical distribution system at the upper campus on the grounds of the Saint Peter Regional Treatment Center. In January, City staff and DGR Engineering put together a bid specification that would provide for the electrical materials necessary to complete the upgrades which include new underground to the planned Campus Center and to the Transition Housing areas (see map). The system will contain a primary loop feed as well as primary metering improvements.

A portion of these materials will also be utilized for the new County building being constructed on the 600 block of South Front Street.

Award of the bids for the materials will allow staff to complete the installation this spring and summer and provide for a dependable system expansion. Please find more details on two parts of the bid package. These bid section are more detailed and need additional explanation:

**Bid #1 – Transformer Price Evaluation** - This bid includes prices for five (5) Three-Phase Padmount Distribution Transformers that will be used at the SPRTC (2-300, 1-500, 1-750) and one 750 which will be used at the new County building. In determining which transformers will be the most cost efficient for the City, a 30-year life cycle cost is calculated based on watts used and loss (load loss) over a given time to determine which transformers will be the most efficient.

Based on the formula, the lowest initial cost transformer selected is not always selected, but rather it is the best built (most efficient) transformer that combines initial cost and 30-year operational cost which is selected. In our current bidding selection, staff is asking that the third lowest bidder, Irby Utilities, be authorized to supply three phase transformers based on the evaluated 30 year life cycle cost. This is our standard process.

**BID #2 – Metal (wire) Price Evaluation** - Bids were received based on the manufacturer identifying any additional costs should the bid process be delayed – called a "metals escalator".

This would allow the supplier to modify their bid if the City does not take immediate action to order the materials and the price of the metal should increase by the time the product is ordered. Staff is recommending that the low bid be authorized and staff will confirm pricing at time of order to ensure no additional fees will be charged. It is expected the price will be firm when ordering.

SUMMARY OF BIDS:

BID #1		
<b>Three-Phase Transformers</b>	<b>Base Price</b>	<b>Evaluation Price</b>
Irby Utilities (SS)	\$ 71,584.00	\$ 166,520.00
<b>Irby Utilities (AMOR)</b>	<b>\$ 73,043.00</b>	<b>\$ 153,559.00</b>
WESCO (A)	\$ 86,001.00	\$ 159,120.01
WESCO (B)	\$ 86,001.00	\$ 159,120.01
RESCO	\$ 63,460.00	\$ 161,524.00
Border States	\$ 78,379.00	\$ 172,186.00

BID #2		
<b>15kV Power Cable</b>	<b>Total Price</b>	<b>Firm / Escalator</b>
<b>Irby Utilities</b>	<b>\$ 29,655.00</b>	<b>Metals Escalator</b>
Border States	\$ 33,885.00	Firm
RESCO	\$ 33,950.00	Firm
WESCO (A)	\$ 34,950.00	Firm
WESCO (B)	\$ 34,950.00	Metals Escalator

BID #3		
<b>15kV VFI Switchgear</b>	<b>Total Price</b>	<b>Type</b>
<b>RESCO</b>	<b>\$ 49,950.00</b>	<b>G&amp;W</b>
WESCO (B)	\$ 72,327.71	T&B Schellbetter
WESCO (A)	\$ 73,363.83	Trayer
Irby Utilities	\$ 106,500.00	S&C
Border States	DNB	

BID #4		
<b>Pull Boxes and Box Pads</b>	<b>Total Price</b>	<b>Type</b>
<b>Border States</b>	<b>\$ 7,923.20</b>	<b>Quartzite Electrimold</b>
WESCO (A)	\$ 8,246.71	Hubbell (Inc.)
WESCO (B)	\$ 8,630.80	T&B Nordic (Inc.)
RESCO	Incomplete	
Irby Utilities	Incomplete	

BID #5		
<b>15 kV Terminations</b>	<b>Total Price</b>	<b>Type</b>
<b>WESCO (A)</b>	<b>\$ 4,861.07</b>	<b>T&amp;B Nordic</b>
WESCO (B)	\$ 4,861.07	T&B Nordic

Border States	\$ 15,291.56	Cooper Power 3M
RESCO	Incomplete	
Irby Utilities	Incomplete	

<b>PROJECT TOTALS</b>		
<b>Summary</b>	<b>Total Price</b>	<b>Type</b>
Irby Utilities (AMOR)	\$ 73,043.00	Bid #1
Irby Utilities	\$ 29,655.00	Bid #2
RESCO	\$ 49,950.00	Bid #3
Border States	\$ 7,923.20	Bid #4
WESCO (A)	\$ 4,861.07	Bid #5
<b>PROJECT TOTALS</b>	<b>\$ 165,432.27</b>	

Staff recommends award of the bids as follows:

Bid #1 – *Irby Utilities* of Eagan, Minnesota to furnish and deliver five (5) Three-Phase Padmount Distribution Transformers (2-300, 1-500, and 2-750) in the amount of \$73,043.00.

Bid #2 – *Irby Utilities* of Eagan, Minnesota to furnish and deliver 15,000 feet of 15 kV Power Cable Conductor #1/0 solid, with 220 mil EPR insulation and #14 Neutral, 6 reels at 2,500 feet per reel in the amount of \$29,655.00.

Bid #3 – *RESCO* of Moorhead, Minnesota to furnish and deliver one (1) Padmount Switchgear with two 200A VFI bays and two 600 A gang operated switch bays 15kV, with primary metering provisions in the amount of \$49,950.00.

Bid #4 – *Border States* of Albertville, Minnesota to furnish and deliver three (3) concrete and fiberglass pull boxes, two (2) fiberglass box pads for 300 kVA transformers and one (1) fiberglass box for VFI switchgear in the amount of \$7,923.20.

Bid #5 – *WESCO* Distribution of Fridley, Minnesota to furnish and deliver twelve (12) 600A deadbreak elbows, forty (40) 200A deadbreak elbows, twenty-five (25) 200 A splice kits, and twenty-five (25) 30" heat shrink wrap sleeves in the amount of \$4,861.07.

**FISCAL IMPACT:**

Funds are allocated for these improvements in the 2015 Electric Utility Budget.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will look for direction from the Council.

Negative Vote: Staff will look for direction from the Council.

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.

PM/KK/amg



February 18, 2015

Mr. Ken Kocmick, Electric Foreman  
City of Saint Peter  
405 West Saint Julien Street  
Saint Peter, MN 56082

**RE: Recommendation for Contract Award  
Furnishing Electric Materials 2015  
DGR Project No. 415500**

Dear Ken:

Bids were received on electrical materials for the above referenced project by the City of Saint Peter on February 10, 2015. All proposals were reviewed for mathematical accuracy and conformity to the technical specifications. We hereby recommend the awarding the bids as follows:

**Bid No. 1 – Three Phase Transformers**

Low Bidder: Irby Utilities  
980 Lone Oak Road Suite 145  
Eagan, MN 55121

Base Price: \$73,043.00

Evaluation Price: \$153,559.00

Clarification: The bid from Irby was the lowest evaluation price provided, meaning the equipment will provide the lowest life cycle cost when taking into account the value of energy losses associated with the transformers. Although there were other bids with lower base purchase prices, the guaranteed losses associated with the transformers in those bids were higher, meaning they would end up costing the City more over their useful life. The evaluation price formulas take into account factors including current and expected future energy pricing, expected transformer loading, and equipment life.

Mr. Ken Kocmick, Electric Foreman  
February 18, 2015  
Page Two

**Bid No. 2 – 15 kV Power Cable**

Low Bidder: Irby Utilities  
980 Lone Oak Road Suite 145  
Eagan, MN 55121

Total Bid: \$29,655.00

Clarification: The bid from Irby for Okonite-manufactured cable was made subject to metals pricing escalation/de-escalation. This means that the pricing provided was based on the value of metals (copper - \$2.654/lb., aluminum - \$1.04758/lb.) at the time of the bid, and that an adjustment will be made to the final selling price (up or down) based on the price of metals at the time of cable shipment. Since two of the other bids were provided with firm pricing, an evaluation was performed to determine at what point in metals pricing the bid from Irby would not be the low bid. It was determined that the price of copper and aluminum would need to increase by over 40% before the Irby bid was not low as compared to the firm pricing bids. Given the high unlikelihood of such a change in metals pricing between now and the delivery date of May 15, we are confident that the bid from Irby will provide the City the lowest price. Additionally, should the cost of metals go down by the time of cable delivery, the City would benefit by a reduction in price.

**Bid No. 3 – 15 kV VFI Switchgear**

Low Bidder: RESCO  
4100 30<sup>TH</sup> Ave S  
Moorhead, MN 56560

Total Bid: \$49,950.00

**Bid No. 4 – Pull Boxes and Box Pads**

Low Bidder: Border States  
11927 53rd St. NE  
Albertville, MN 55301

Total Bid: \$7,923.20

Mr. Ken Kocmick, Electric Foreman  
February 18, 2015  
Page Three

**Bid No. 5 – 15 kV Terminations**

Low Bidder: WESCO  
5151 Industrial Blvd NE  
Fridley, MN 55421

Total Bid: \$4,861.07

The total value of all contracts will be \$165,432.27, plus metals escalation/de-escalation for the primary cable.

We have enclosed a bid summary form which provides details on all of the bids. We will be sending this form to all of the bidders. Please let us know when awards have been made, and we can prepare contracts for signature. Feel free to contact us with any questions that you may have.

Sincerely,

DGR Engineering



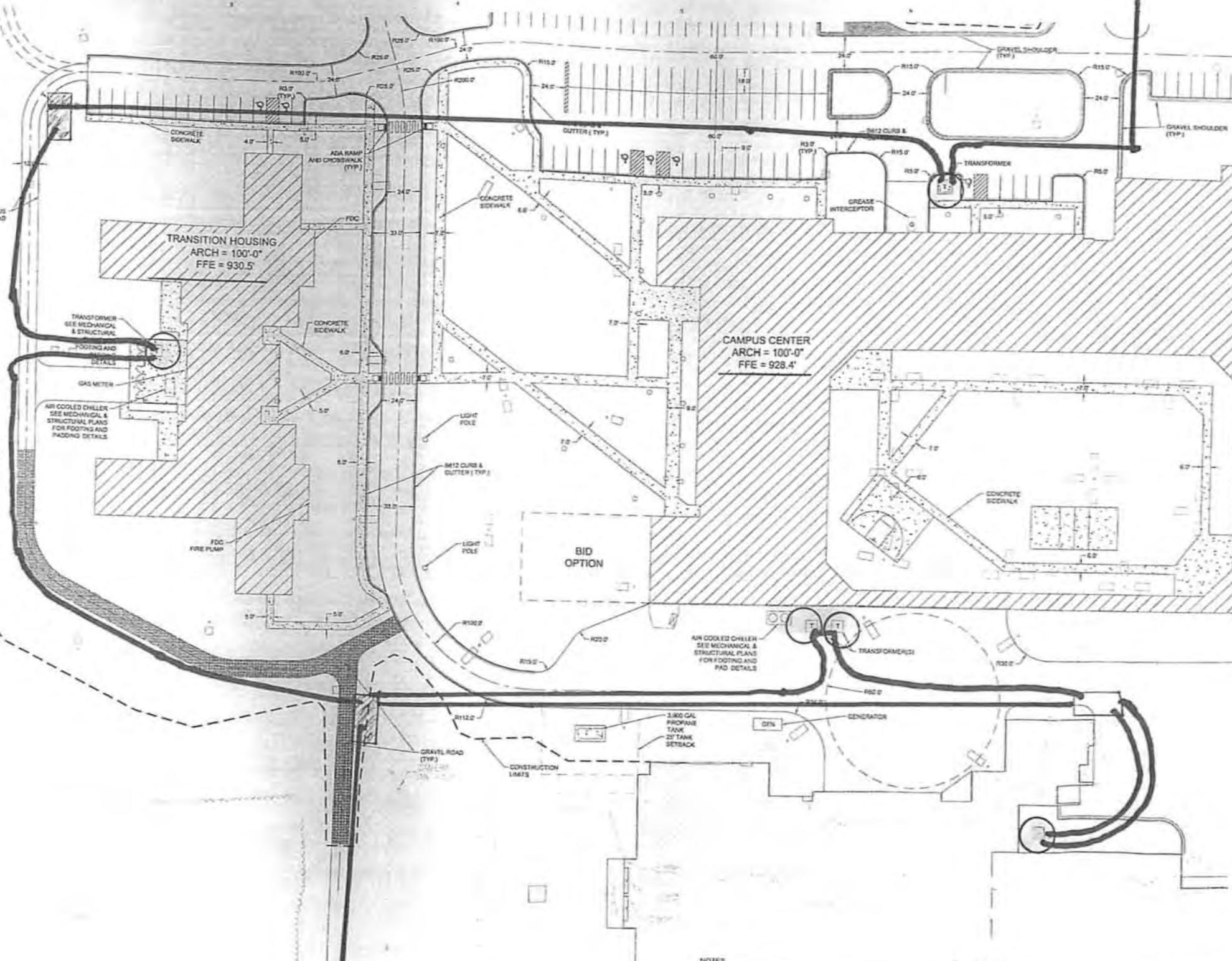
Chad Rasmussen, P.E.  
CAR:car

37

TRANSITION HOUSING  
ARCH = 100'-0"  
FFE = 930.5'

CAMPUS CENTER  
ARCH = 100'-0"  
FFE = 928.4'

BID OPTION



NOTES

LEGEND

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION AWARDING BID FOR "FURNISHING ELECTRICAL MATERIALS PROJECT"  
FOR SAINT PETER REGIONAL TREATMENT CENTER AND NICOLLET COUNTY  
GOVERNMENT BUILDING**

WHEREAS, the City wishes to provide a reliable source of electricity for all of utility customers;  
and

WHEREAS, the Electric Utility has begun installation of conduit and infrastructure to begin an  
expansion and upgrade of the electric distribution system at the Saint Peter Regional Treatment  
Center (RTC); and

WHEREAS, Staff worked with engineers from DeWild Grant Reckert and Associates Company to  
create specifications for a bid process for purchase of electrical materials necessary to  
complete upgrades at both the Regional Treatment Center and for a new building being  
constructed by Nicollet County; and

WHEREAS, the project upgrades at the RTC will contain a primary loop feed as well as primary  
metering improvements; and

WHEREAS, competitive bids were received for five categories of items as follows:

<b><u>Bid #1 Three-Phase Transformers</u></b>	<b><u>Base Price</u></b>	<b><u>Evaluation Price</u></b>
Irby Utilities (SS)	\$71,584.00	\$166,520.00
<b><i>Irby Utilities (AMOR)</i></b>	<b><i>\$73,043.00</i></b>	<b><i>\$153,559.00</i></b>
WESCO (A)	\$86,001.00	\$159,120.01
WESCO (B)	\$86,001.00	\$159,120.01
RESCO	\$63,460.00	\$161,524.00
Border States	\$78,379.00	\$172,186.00

<b><u>BID #2 15kV Power Cable</u></b>	<b><u>Total Price</u></b>	<b><u>Firm/Escalator</u></b>
<b><i>Irby Utilities</i></b>	<b><i>\$29,655.00</i></b>	<b><i>Metals Escalator</i></b>
Border States	\$33,885.00	Firm
RESCO	\$33,950.00	Firm
WESCO (A)	\$34,950.00	Firm
WESCO (B)	\$34,950.00	Metals Escalator

<b><u>BID #3 15kV VFI Switchgear</u></b>	<b><u>Total Price</u></b>	<b><u>Type</u></b>
<b><i>RESCO</i></b>	<b><i>\$49,950.00</i></b>	<b><i>G&amp;W</i></b>
WESCO (B)	\$72,327.71	T&B Schellbetter
WESCO (A)	\$73,363.83	Trayer
Irby Utilities	\$106,500.00	S&C
Border States	DNB	

<b><u>BID #4 Pull Boxes and Box Pads</u></b>	<b><u>Total Price</u></b>	<b><u>Type</u></b>
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<b>Border States</b>	<b>\$7,923.20</b>	<b>Quartzite Electrimold</b>
WESCO (A)	\$8,246.71	Hubbell (Inc.)
WESCO (B)	\$8,630.80	T&B Nordic (Inc.)
RESCO	Incomplete	
Irby Utilities	Incomplete	

<b><u>BID #5 15 kV Terminations</u></b>	<b><u>Total Price</u></b>	<b><u>Type</u></b>
<b>WESCO (A)</b>	<b>\$4,861.07</b>	<b>T&amp;B Nordic</b>
WESCO (B)	\$4,861.07	T&B Nordic
Border States	\$15,291.56	Cooper Power 3M
RESCO	Incomplete	
Irby Utilities	Incomplete	

<b><u>PROJECT TOTALS Summary</u></b>	<b><u>Total Price</u></b>	<b><u>Type</u></b>
Irby Utilities (AMOR)	\$73,043.00	Bid #1
Irby Utilities	\$29,655.00	Bid #2
RESCO	\$49,950.00	Bid #3
Border States	\$7,923.20	Bid #4
WESCO (A)	\$4,861.07	Bid #5
<b>PROJECT TOTALS</b>	<b>\$165,432.27</b>	

; and

WHEREAS, DeWild Grant Reckert and Associates Company and staff have reviewed the bids and recommend award.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following bid awards are hereby approved:

1. Bid #1 – *Irby Utilities* of Eagan, Minnesota to furnish and deliver five (5) Three-Phase Padmount Distribution Transformers (2-300, 1-500, and 2-750) in the amount of \$73,043.00.
2. Bid #2 – *Irby Utilities* of Eagan, Minnesota to furnish and deliver 15,000 feet of 15 kV Power Cable Conductor #1/0 solid, with 220 mil EPR insulation and #14 Neutral, 6 reels at 2,500 feet per reel in the amount of \$29,655.00.
3. Bid #3 – *RESCO* of Moorhead, Minnesota to furnish and deliver one (1) Padmount Switchgear with two 200A VFI bays and two 600 A gang operated switch bays 15kV, with primary metering provisions in the amount of \$49,950.00.
4. Bid #4 – *Border States* of Albertville, Minnesota to furnish and deliver three (3) concrete and fiberglass pull boxes, two (2) fiberglass box pads for 300 kVA transformers and one (1) fiberglass box for VFI switchgear in the amount of \$7,923.20.
5. Bid #5 – *WESCO* Distribution of Fridley, Minnesota to furnish and deliver twelve (12) 600A deadbreak elbows, forty (40) 200A deadbreak elbows, twenty-five (25) 200 A splice kits, and twenty-five (25) 30" heat shrink wrap sleeves in the amount of \$4,861.07.
6. Funding for the purchases shall be from the Electric Utility Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of February, 2015.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 2/20/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Department Directors Salary Modifications For 2015

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for salary modifications for the specified Department Director positions retroactive to January 1, 2015.

### **BACKGROUND**

Members are aware of cost and wage issues that drive the budget within the City of Saint Peter. The Council has discussed priorities for salaries and the impact changes have relating to Department Directors including the positions of Police Chief, Recreation and Leisure Service Director, Director of Finance, Community Development Director, Public Works Director, and the Director of Building. The Council has also discussed taxes, Local Government Aid and other revenue streams within the City.

Part of your direction had been to help ensure that we were prepared for changes into the future and a part of that process was making sure that Department Directors were closer to the market place related to pay. While changes in pay at all positions within you organization can be somewhat subjective, we do have access to data about where these positions fall within the market places.

Other positons within your organization are reviewed on a more regular basis and, in many instances, are negotiated as a part of union contracts. I think the data shows that generally your positions with the fewest Pay Equity or Comparable Worth points had been paid lower than the market. That has changed with modifications to minimum wage rules and your actions as a result. Those positions that are in the middle pointed ranges tend to generally keep pace with the market and each union contact provides me an opportunity to review where the market is and plan accordingly.

Those positons that are non-union driven in that middle range of points have not been systematically reviewed, but I believe generally fall into the market place averages that we might expect to see. However, as you have discussed previously that is not the case for Department Director level employees.

Please find attached data related to each Department Director position. I have used 2014 League of Minnesota Cities survey data that I believe to be comparable for each position. You

may note that the comparable cities are not the same for each and are not strictly based on population. They have been modified based on what I believe to be a similar level of activity, comparable organizational structure or requirements, including complexity and services and populations served. By doing this, I hoped to find more appropriate comparisons on which to base any modifications. Again that data is attached.

As you may note, we tend to skew under to substantially under the midpoint in the market. My goal would be for the Council to take action to push pay near the middle of the market for those comparable positions.

Based on the data and the goals, the following changes should be considered.

Director of Building	\$66,000
Director of Finance	\$84,000
Chief of Police	\$90,000
Director of Community Development	\$73,000
Director of Recreation and Leisure Services Department	\$70,000
Director of PW	\$94,000*

\*Will not change as a part of this action as this position is still in probationary status.

Please know that this is not driven by any one incident or issue. Rather it is a culmination of issues and discussions and knowledge of the market place and the cost of talent. Retirement of the Hospital Administrator and of your Public Works Director, discussion with Council about the value of talent and your want to treat people as you would like to be treated, meaning not artificially holding pay down because of proximity or ties to community have all stimulated this discussion.

Any adjustment to pay outside of the normal process or without change to all employees can be viewed as unfair or without merit. Based on the data, the market places and recent experience, I do not believe that to be the case here. It is most often politically challenging to pay more and while I respect that fact, I think appropriate pay is part of what enhances service provision and loyalty. Certainty keeping folks under the market erodes efforts to enhance systems and encourage development of employees. While we have not had that to date, and our longevity is certainly very high, those goals coupled with other issues all directs me toward looking for change.

**FISCAL IMPACT:**

This does fall within budget considerations for 2015. Please note that the total cost of this change, if fully implemented, is \$26,625. The plan does not provide for full implementation in the 2015 year as your Public Works Director is still on probation. I anticipate full implementation in that position over the next two or more years. Please also know that all costs are not from the General Fund. Some of this cost will be expensed across enterprise funds based on your policy related to cost attribution for your Director of Finance and Director of Public Works. (A percentage has been previously established to attribute cost based on regular work load in those specific areas.)

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will wait for additional direction from the Council. I believe that the timing of this action is appropriate

Negative vote: Staff will not act.

Modification of the Resolution: This is always an option of the Council. I would ask that consideration be given for the numerous issues that have been discussed to this point should modification of the resolution be considered. The Council has the ability to change the wording or set a number at any level, however I ask that additional time be provided for a review of the impact that any change may have on our entire pay process, pay equity compliance and market drivers.

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

TP/bal

Wages based on 2014 LMC reporting  
 Director of Building (Building Official)

City	Saint Peter 2014 pay	Mn	Max	Varriance from Min to Max	Mid Point
Fairmont		\$ 54,579.00	\$ 68,224.00	\$ 13,645.00	\$ 61,401.50
Hutchinson		\$ 54,462.00	\$ 78,289.00	\$ 23,827.00	\$ 66,375.50
Marshall		\$ 51,459.00	\$ 68,619.00	\$ 17,160.00	\$ 60,039.00
New Ulm		\$ 61,692.00	\$ 67,308.00	\$ 5,616.00	\$ 64,500.00
No. Kato		\$ 49,080.00	\$ 69,576.00	\$ 20,496.00	\$ 59,328.00
Saint Peter	\$ 61,235.00			\$ -	
Worthington		\$ 58,821.00	\$ 79,581.00	\$ 20,760.00	\$ 69,201.00
Average		\$ 55,015.50	\$ 71,932.83	\$ 16,917.33	\$ 63,474.17

Finance Director

Brainard		\$ 72,150.00	\$ 98,446.00	\$ 26,296.00	\$ 85,298.00
Fairmont		\$ 67,071.00	\$ 83,761.00	\$ 16,690.00	\$ 75,416.00
Marshall		\$ 70,262.00	\$ 93,683.00	\$ 23,421.00	\$ 81,972.50
Moticello		\$ 73,240.00	\$ 95,212.00	\$ 21,972.00	\$ 84,226.00
New Ulm		\$ 80,454.00	\$ 86,070.00	\$ 5,616.00	\$ 83,262.00
No. Kato		\$ 66,000.00	\$ 93,960.00	\$ 27,960.00	\$ 79,980.00
Rogers		\$ 76,273.00	\$ 93,017.00	\$ 16,744.00	\$ 84,645.00
Saint Peter	\$ 75,712.00			\$ -	
Waseca		\$ 65,038.00	\$ 84,105.00	\$ 19,067.00	\$ 74,571.50
Worthington		\$ 77,933.00	\$ 105,439.00	\$ 27,506.00	\$ 91,686.00
Average		\$ 72,046.78	\$ 92,632.56	\$ 20,585.78	\$ 82,339.67

Police Chief

Hutchinson		\$ 74,391.00	\$ 106,939.00	\$ 32,548.00	\$ 90,665.00
Marshall		\$ 73,715.00	\$ 98,280.00	\$ 24,565.00	\$ 85,997.50
New Ulm		\$ 81,785.00	\$ 87,401.00	\$ 5,616.00	\$ 84,593.00
North Banch		\$ 69,540.00	\$ 98,652.00	\$ 29,112.00	\$ 84,096.00
Rogers		\$ 85,800.00	\$ 104,644.00	\$ 18,844.00	\$ 95,222.00
Saint Peter	\$ 83,553.00			\$ -	
Waseca		\$ 58,809.00	\$ 82,456.00	\$ 23,647.00	\$ 70,632.50
Average		\$ 74,006.67	\$ 96,395.33	\$ 22,388.67	\$ 85,201.00

44

45

Community Development

Hutchinson		\$ 67,758.00	\$ 97,402.00	\$	29,644.00	\$ 82,580.00
New Ulm		\$ 68,598.00	\$ 74,214.00	\$	5,616.00	\$ 71,406.00
Saint Peter	\$	67,475.00		\$	-	
Waconia		\$ 74,046.00	\$ 87,112.00	\$	13,066.00	\$ 80,579.00
Waseca		\$ 55,436.00	\$ 73,030.00	\$	17,594.00	\$ 64,233.00
Worthington		\$ 75,263.00	\$ 101,827.00	\$	26,564.00	\$ 88,545.00
Average		\$ 68,220.20	\$ 86,717.00	\$	18,496.80	\$ 77,468.60

Recreation and Leisure Services

Fairmont		\$ 48,338.00	\$ 60,424.00	\$	12,086.00	\$ 54,381.00
Hutchinson		\$ 74,391.00	\$ 106,939.00	\$	32,548.00	\$ 90,665.00
Marshall		\$ 76,232.00	\$ 101,628.00	\$	25,396.00	\$ 88,930.00
Rogers		\$ 53,560.00	\$ 65,312.00	\$	11,752.00	\$ 59,436.00
Saint Peter	\$	66,019.00		\$	-	
Waseca		\$ 46,461.00	\$ 60,157.00	\$	13,696.00	\$ 53,309.00
Worthington		\$ 51,342.00	\$ 69,463.00	\$	18,121.00	\$ 60,402.50
Average		\$ 58,387.33	\$ 77,320.50	\$	18,933.17	\$ 67,853.92

Public Works

Faribault Co		\$ 71,739.00	\$ 99,756.00	\$	28,017.00	\$ 85,747.50
Hutchinson		\$ 81,016.00	\$ 116,461.00	\$	35,445.00	\$ 98,738.50
Marshall		\$ 77,875.00	\$ 103,833.00	\$	25,958.00	\$ 90,854.00
No. Kato		\$ 71,172.00	\$ 101,052.00	\$	29,880.00	\$ 86,112.00
Rogers		\$ 76,273.00	\$ 93,017.00	\$	16,744.00	\$ 84,645.00
Saint Peter	\$	87,339.00		\$	-	
Waconia		\$ 85,918.00	\$ 101,080.00	\$	15,162.00	\$ 93,499.00
Worthington		\$ 66,848.00	\$ 90,441.00	\$	23,593.00	\$ 78,644.50
Average		\$ 75,834.43	\$ 100,805.71	\$	24,971.29	\$ 88,320.07

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION PROVIDING FOR SALARY MODIFICATION FOR DEPARTMENT  
DIRECTORS**

WHEREAS, the City Council has implemented a pay structure and from time to time makes modification to pay; and

WHEREAS, the City Council wishes to ensure that goals are met related to pay, marketplace, and job requirements; and

WHEREAS, the City Council has received data relative to pay within the market place for comparable positions.

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

1. The salaries for the following positions will be adjusted to the amount shown below retroactive to January 1, 2015.

Director of Building	\$66,000
Director of Finance	\$84,000
Chief of Police	\$90,000
Director of Community Development	\$73,000
Director of Recreation and Leisure Services	\$70,000

2. The City Administrator is directed to review the salary for the Public Works Director after probation is completed and provide a recommendation for salary modification to the City Council at that time.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of February, 2015.

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Charles Zieman  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



**City of  
Saint  
Peter**

**MEMORANDUM**

TO: Mayor Strand and Council Members  
FROM: James W. Brandt   
City Attorney  
DATE: February 19, 2015  
RE: City Administrator Contract

**ACTION/RECOMMENDATION**

Home of Gustavus  
Adolphus College

Approve the attached Resolution and Contract modifying the City Administrator's Contract.

County Seat of  
Historic Nicollet County

**BACKGROUND**

Again in 2014, the City as accomplished many positive things under Mr. Prafke's direction:

City Attorney  
James W. Brandt

1. Continued redevelopment of Welco West;
2. Continued progress with MnDOT on developing and improving Highway 169;
3. The completion of Washington Avenue link;
4. The completion of Park Row Crossing;
5. Continued work in developing relationships with Gustavus Adolphus College, St. Peter School District, Regional Treatment Center and Nicollet County.

Assistant City Attorney  
Christopher P. Grean

Further each member of the Council did a performance evaluation on Mr. Prafke. On a five point scale, with five being the highest, out of a total of 249 grades, Mr. Prafke had zero-1's; zero-2's; 7-3's; 70-4's and 172-5's. As demonstrated by the evaluation, Mr. Prafke exceeded Council expectations in 2014.

219 West Nassau  
P.O. Box 57  
Saint Peter, Minnesota  
56082  
(507) 931-6940  
FAX (507) 931-6909



Based on the above accomplishments, clearly Mr. Prafke has earned and is deserving of a substantial salary increase.

It is important to compensate Mr. Prafke at a rate which is reflective of his value to the community, the job he has done and at a rate which is competitive with salaries paid to county and city administrators of comparable communities and in the surrounding communities. A study was done of comparable communities and an annual salary of \$118,000.00 is appropriate for an administrator of Mr. Prafke's experience and ability.

### **FISCAL IMPACT**

This recommendation will increase Mr. Prafke's salary to \$118,000.00 and is within the budgeted amount set aside for Mr. Prafke.

### **ALTERNATIVES AND VARIATIONS**

Vote in favor: A vote in favor will set Mr. Prafke's salary at \$118,000.00 for the upcoming year.

Negative vote: The contract would need to be renegotiated with Mr. Prafke or the City could commence termination procedures and attempt to find a less expensive City Administrator.

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

EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF SAINT PETER, MINNESOTA  
AND  
TODD PRAFKE

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of February, 2015, by and between the City of Saint Peter, State of Minnesota, a municipal corporation, hereinafter called "CITY" and Todd Prafke of Saint Peter, Minnesota, hereinafter referred to as "PRAFKE".

WHEREAS, CITY desires to employ the services of PRAFKE as City Administrator of the City of Saint Peter as provided by M.S. Chapter 412, and, particularly M.S. 412.111; and

WHEREAS, CITY desires to (1) secure and retain the services of PRAFKE and to provide inducement for him to remain in such employment, (2) make possible full time work productivity by assuring PRAFKE'S morale and peace of mind with respect to future security, (3) clearly delineate the terms and conditions of the employment relationship so as to avoid questions and uncertainties in future years, and (4) provide a just means for terminating PRAFKE'S service at such time as he may be unable fully to discharge his duties due to age or disability or when CITY may otherwise desire to terminate his employ; and

WHEREAS, PRAFKE desires to accept employment as City Administrator of the City of Saint Peter; and

WHEREAS, PRAFKE has done an exemplarily job as the City Administrator; and

WHEREAS, PRAFKE wishes to pursue a Master's Degree program and has requested a tuition reimbursement in addition to a salary increase; and

WHEREAS, the CITY will benefit from PRAFKE'S additional education.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- I. Employment. CITY hereby employs and affirms the appointment of PRAFKE as the City Administrator and PRAFKE hereby accepts such employment and appointment subject to the terms and conditions as set forth herein and subject to the terms and conditions of the Saint Peter City Code. Employment commenced on December 1, 1997.
- II. Duties. PRAFKE agrees that he will at all times faithfully, industriously, and to the best of his ability, experience, and talents, perform all of the duties required of him as specified in the Saint Peter City Code, and in accordance with the law of the State of Minnesota, and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.
- III. Term.
  - A. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of PRAFKE at any time,

subject only to the provisions set forth in Section X, paragraphs A and B, of this agreement.

- B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of PRAFKE to resign at any time from his position with CITY, subject only to the provision set forth in Section X, paragraph C, of this Agreement.
  - C. Employee agrees to remain in the exclusive employ of CITY until December 31, 2016, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.
- IV. Salary. Commencing on January 1, 2015, CITY agrees to pay PRAFKE for his services rendered pursuant to an annual base salary of \$118,000.00 of which, in contract year 2015, \$8,000.00 shall be placed in the tuition fund established at paragraph V. H. and \$110,000.00 payable in installments at the same time as other employees of CITY are paid. In addition, CITY agrees to review said base salary and/or other benefits of PRAFKE on an annual basis and may increase PRAFKE'S salary in any amount of not less than \$500.00.
- V. Benefits. As further consideration for the performance by PRAFKE, CITY shall, within a reasonable time after the execution of this Agreement, provide for PRAFKE the following further benefits and any additional benefits that may from time to time be made available to City employees:
- A. Health and Disability.
    - (1) The full cost of medical and dental insurance or equivalent for PRAFKE'S single coverage and 90 percent for his family coverage for the payment of his family's medical and dental care expenses. Insurance shall be the standard insurance plans offered all other employees.
    - (2) If PRAFKE is unable to perform a service by reason of temporary total disability, his salary shall be reduced to fifty percent (50%) of his monthly salary after the first month of temporary total disability for a period of six months and thereafter he shall receive no disability payments.
    - (3) If PRAFKE becomes permanently, totally disabled, this Agreement shall terminate effective on the determination of such permanent total disability by the Council.
  - B. Vacation and Sick Leave.
    - (1) Vacation shall be allowed at the same rate and accrual as Department Directors as stated in the Saint Peter Personnel Policy section XI.

- (2) PRAFKE shall be entitled to sick leave at the rate of one working day for each calendar month of full-time services or major fraction thereof, with the latter on a pro-rata basis for actual hours worked. PRAFKE shall accumulate hours in the amount as stated in the Saint Peter Personnel Policy section XI.
  - (3) PRAFKE shall be reimbursed for accrued, unused vacation and sick leave upon termination according to the terms provided in CITY'S Personnel Policy, excepting any unearned sick days contained in PRAFKE'S original thirty (30) days.
- C. Retirement Plan. CITY shall provide a qualified retirement plan through either the Public Employees Retirement Association in an amount as provided by statute, or shall provide a retirement plan through the International City Management Association at a rate not to exceed the amount to be contributed to the Public Employee's Retirement Association, the choice to be at PRAFKE'S discretion.
- D. Professional Dues. Within budget considerations, CITY shall pay professional dues and related membership costs on behalf of PRAFKE to the International City/County Management Association, the Minnesota City/County Management Association and related professional activities including annual conferences.
- E. Expenses. CITY shall reimburse PRAFKE for all necessary expenses incurred by PRAFKE while traveling outside the City limits in carrying out the administrator's duties.
- F. Standard Employee Benefit Package. Except as modified by this agreement, PRAFKE shall be entitled to the standard employee benefit package of the CITY which is offered to other City employees.
- G. Holidays shall be granted as provided in the CITY'S Personnel Policies for Management Employees.
- H. In addition to the tuition reimbursement program set out in the CITY'S personnel policy, the CITY has established an education account to reimburse PRAFKE for tuition incurred in pursuit of a Master's Degree.
- VI. Automobile Allowance. The City will reimburse PRAFKE the sum of \$300.00 per month for the use of his personal automobile while conducting City business within the City.
- VII. Hours of Work. The parties acknowledge that PRAFKE must devote a great deal of time outside the normal office hours to business of CITY. In accordance with the spirit of the personnel policy regarding Supervisory Employees, PRAFKE will receive no monetary compensation for overtime worked and compensatory time off may only be granted upon request and approval of the Mayor for extended periods of overtime worked by the City Administrator.

- VIII. Honorariums. In the event PRAFKE is offered an honorarium for speaking engagements or other outside activity, PRAFKE shall be entitled to the honorarium on condition that he takes vacation time for time missed for the speaking engagement or other activity. In the event PRAFKE directs an honorarium to be paid directly to the CITY, PRAFKE shall not be charged for vacation days due to the speaking engagement or other outside activity.
- IX. Suspension. CITY may suspend PRAFKE with full pay and benefits at any time during the term of this agreement, but only if (1) a majority of the Council and PRAFKE agree, or (2) after a public hearing, a majority of the Council votes to suspend PRAFKE for just cause; provided, however, that PRAFKE shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the Council members bringing such charges.
- X. Termination and Severance Pay.
- A. This agreement may be terminated by CITY without cause upon one hundred and eighty (180) days' written notice to PRAFKE. PRAFKE acknowledges that agreeing to such termination without cause for purposes of this paragraph constitutes a waiver of any entitlement which he may have to a hearing regarding termination of his employment under the terms and conditions of this paragraph. At the CITY'S option, PRAFKE may remain in the employ of the CITY for that one hundred and eighty (180) day period or receive compensation in the amount equal to a monthly salary plus fringe benefits for the one hundred and eighty (180) day period. If PRAFKE has secured other employment within one hundred and eighty (180) days after written notice is given, which is equal to or greater than PRAFKE'S existing compensation or employment, in a position comparable to a City Administrator, the severance pay shall end.
- B. This agreement may be terminated by CITY for cause at any time during the term of this agreement, but only if after a public hearing before the Council, a majority of the Council votes to terminate PRAFKE for just cause; provided, however, that PRAFKE shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the Council members bringing such charges. If PRAFKE is terminated for just cause, then CITY shall have no obligation to pay the lump sum cash payment designated in the preceding paragraph.
- C. In the event PRAFKE voluntarily resigns his position with CITY before expiration of the aforesaid term of his employment, then PRAFKE shall give CITY thirty (30) days written notice in advance, unless the parties otherwise agree.
- XI. Just Cause. Just cause is defined as guilty while in office of a felony, misfeasance, malfeasance, or non-feasance.
- XII. Incidentals Upon Termination. Immediately upon termination, with the exception of the laptop computer assigned to PRAFKE, PRAFKE will relinquish to the Mayor or the Chief of Police any claim to or use of the incidentals of the City

Administrator's office including, files, records, keys and any other items requested by the Chief of Police.

- XIII. Performance Evaluation. The Council shall review and evaluate the performance of PRAFKE at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by the City Council and Administrator. The City Council shall provide PRAFKE with a summary written statement of the findings of the Council and provide an adequate opportunity for PRAFKE to discuss his evaluation with the Council.
- XIV. This contract contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or any representations including the execution and delivery hereof except such representations as are specifically set forth herein and each of the parties hereto acknowledges that he or it has relied on its own judgment in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no effect and that neither of them has relied thereon in connection with his or its dealings with the other.

If any provisions, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

- XV. Notices. Notices pursuant to this agreement shall be given by registered or certified mail, postage prepaid, addressed as follows:

CITY: Chief of Police  
Municipal Building  
207 South Front Street  
Saint Peter, MN 56082

PRAFKE: Todd Prafke  
1901 Boulder Street  
Saint Peter, MN 56082  
or last known address.

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of three days after deposit of written notice with the United States Postal Service. Time shall be calculated by counting each calendar day regardless of holiday, weekend, etc.

IN WITNESS WHEREOF, the City of Saint Peter has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by the City Attorney, and PRAFKE has signed and executed this agreement, the day and year first above written.

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

\_\_\_\_\_  
Todd Prafke

ATTEST:

\_\_\_\_\_  
James W. Brandt  
City Attorney

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-\_\_\_\_\_

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

**RESOLUTION MODIFYING CITY ADMINISTRATOR'S EMPLOYMENT CONTRACT**

WHEREAS, the City and Todd Prafke entered into an Employment Contract on November 14, 1997, which Contract was extended and modified January, 1999, January 24, 2000, February 13, 2001, January 28<sup>th</sup>, 2002, January 13, 2003, January 26, 2004, January 25, 2005, January 10<sup>th</sup>, 2006, January 9<sup>th</sup>, 2007, January 15, 2008, January 13, 2009, January 1, 2010, October 26, 2010, December 31, 2011, January 16, 2013, and December 10, 2013; and

WHEREAS, Mr. Prafke has done an exemplarily job as the City Administrator; and

WHEREAS, the City has reviewed salaries of City and County Administrators of comparable cities and counties; and

WHEREAS, the City wishes to fairly and appropriately compensate Mr. Prafke for his services.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Attorney are hereby authorized to execute an Employment Agreement between the City of Saint Peter, Minnesota and Todd Prafke as drafted and recommended by the City Attorney.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of February, 2015.

\_\_\_\_\_  
Charles Zieman  
Mayor pro tem

ATTEST:

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