

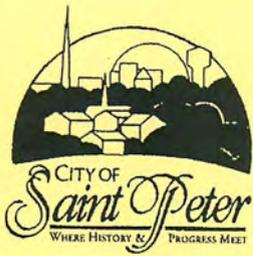
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, April 28, 2014  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
  - 1. Regular Council Meeting of April 14, 2014
  - 2. Board of Appeals and Equalization Meeting of April 15, 2014
  - 3. Special Council Meeting of April 21, 2014
- 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. St. Peter Community Child Care Revolving Loan Extension
  - B. West St. Julien Street/Old Minnesota Avenue Intersection Land Purchase
  - C. 2014 Electric Fund Budget and Rate Increase
  - D. 2014 Street Maintenance Program
  - E. Jari USA Compressor
  - F. Transit Bus Purchase
  - G. Transit Fee Modification
  - H. Business License Application
- VIII. **REPORTS**
  - A. **MAYOR**
    - 1. "Police Officer Memorial Day" Proclamation
  - B. **CITY ADMINISTRATOR**
    - 1. City/County Meeting Schedule
    - 2. Park Opening
    - 3. Real Estate Listing Agreement
    - 4. Others
- IX. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
**ADJOURN TO CLOSED SESSION IN NICOLLET ROOM**
  - B. Closed Session - Land Purchase Negotiations  
**RETURN TO OPEN SESSION**
- X. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

Copies of the minutes of the April 14, 2014 regular Council meeting, April 21, 2014 Board of Appeals and Equalization meeting, and April 21, 2014 special Council meeting are attached for approval. MOTIONS are in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for April 10, 2014 through April 23, 2014 are attached. Please see the attached staff reports and RESOLUTION.

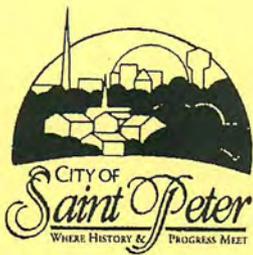
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING EXTENSION OF REVOLVING LOAN TERMS FOR ST. PETER COMMUNITY CHILDCARE CENTER**

The EDA recommends approval of a request to extend the balloon payment date of a revolving loan previously approved for St. Peter Community Childcare Center. Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF A RESOLUTION APPROVING LAND PURCHASE AND TEMPORARY CONSTRUCTION EASEMENTS FROM WENNER, SKROVE, AND NORTHERN CON-AGG LLP**

Staff has negotiated with Ryan Wenner, Michael Skrove and Northern Con-Agg, LLP for purchase of road right-of-way and temporary construction easements at the intersection of Old Minnesota Avenue and West St. Julien Street. Please see the attached staff reports and RESOLUTION.

**C. ADOPTION OF RESOLUTIONS APPROVING 2014 ELECTRIC FUND BUDGET AND RATE INCREASE**

Staff recommends adoption of the 2014 electric fund budget and approval for a rate increase. Please see the attached staff report and RESOLUTIONS.

**D. ADOPTION OF A RESOLUTION APPROVING 2014 STREET MAINTENANCE PROGRAM**

Staff recommends approval of the 2014 street maintenance program. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING ACCEPTANCE OF AIR COMPRESSOR IN LIEU OF RENT AND RESALE OF COMPRESSOR**

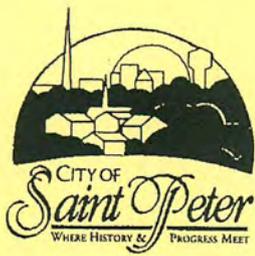
The EDA has recommended the Council approve acceptance of a 15 kw air compressor from Jari USA in exchange for forgiveness of the \$3,282 April rent that Jari is in default on. The EDA further recommends sale of the air compressor to Quality Products in the amount of \$5,000. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF TRANSIT BUS**

Staff recommends authorization be provided for purchase of a replacement transit bus to be funded by State of Minnesota transit grant funds (80% of cost) and City funds (20% of cost). Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING MODIFICATION OF TRANSIT FEE SCHEDULE**

Staff recommends the transit fee schedule be modified to provide a different rate during non-school months for students. Please see the attached staff report and RESOLUTION.



**H. ADOPTION OF A RESOLUTION BUSINESS LICENSE APPLICATION**

Following a background investigation, staff recommends approval of a new business license application for Tree Tech. Please see the attached staff report and RESOLUTION.

**IX. REPORTS**

**A. MAYOR**

**1. REPORT ON "POLICE OFFICER MEMORIAL DAY" PROCLAMATION**

Mayor Strand will proclaim May 15, 2014 as "Police Officer Memorial Day".

**2. OTHERS**

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

**B. CITY ADMINISTRATOR**

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

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

**2. REPORT ON PARK OPENING SCHEDULE**

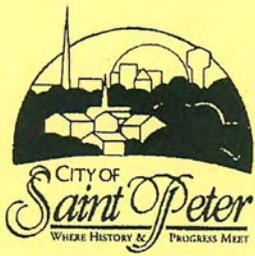
A report will be provided at this time on the schedule for the official opening of City park facilities.

**3. REPORT ON REAL ESTATE LISTING AGREEMENT**

A report will be provided at this time on the real estate listing agreement previously approved by the City Council.

**4. OTHERS**

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



**IX. EXECUTIVE SESSION**

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

State law allows for public meetings to be closed to discuss land purchase negotiations. Staff recommends the meeting be closed at this time to discuss negotiations related to purchase of real estate. Please see the attached RESOLUTION.

**ADJOURN TO CLOSED SESSION IN THE NICOLLET ROOM**

**B. DISCUSSION OF LAND PURCHASE NEGOTIATIONS**

Discussion will take place at this time regarding negotiations for purchase of real estate.

**RETURN TO OPEN SESSION**

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING**

**APRIL 14, 2014**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on April 14, 2014.

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

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

**Approval of Minutes** – A motion was made by Kvamme, seconded by Brand, to approve the minutes of the March 24, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the March 24, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – Councilmembers Parras and Zieman asked for clarification on several items on the bill list including the transformer being purchased for Nicollet County and lighting purchases, and a seasonal employee appointment. In motion by Zieman, seconded by Brand, Resolution No. 2014-42 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-42 is contained in the City Administrator's book entitled Council Resolutions 20.

**Broadway Plant Upgrade Project Change Order No. 1** – Public Works Director Giesking requested approval of Change Order No. 1 for the Broadway Plant Upgrade Project which would result in a \$9,000 deduction in contract cost related to use of "blanket" type insulation on the catalysts versus calcium silicate insulation. Giesking also recommended the project completion deadline be extended to May 16, 2014 to allow the contractor time to install the insulation. In motion by Brand, seconded by Parras, Resolution No. 2014-43 entitled "Resolution Authorizing Change Order Number One For The Broadway Equipment Upgrade Project Catalyst Installation", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-43 is contained in the City Administrator's book entitled Council Resolutions 20.

**2014 Equipment Certificate Purchase: Squad Car** – Police Chief Peters requested approval for the purchase of a 2014 Dodge Durango four-wheel drive vehicle from Lager's, Inc. in the amount of \$30,260 plus tax and license to replace a 2010 Dodge Charger with over 100,000 miles. Peters also requested \$4,000 per vehicle to install graphics on the new vehicle and to change over equipment from the 2010 vehicle to the new squad. Peters indicated purchase of the SUV versus a sedan was a cost difference of \$3,000, but having the SUV was more comfortable for the Police Officers and allowed Officers to get around easier in severe/winter weather conditions. In motion by Kvamme, seconded by Zieman, Resolution No. 2014-44

entitled "Resolution Approving 2014 Equipment Certificate Purchase", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-44 is contained in the City Administrator's book entitled Council Resolutions 20.

**Hospital Equipment Purchase Requests** – River's Edge Hospital and Clinic CEO George Rohrich addressed the Council to request approval for the purchase of a replacement automated pharmacy system. Rohrich reported the software for the current system is no longer being supported by the manufacturer and staff had received proposals for two new systems with a recommendation to purchase the Omnicell system at a price of \$149,786.79 to be funded by Hospital depreciation funds. Councilmember Parras questioned why the system being proposed, at a 28% higher cost than the Pyxis system, was worth the added expense. Rohrich noted the Omnicell was being recommended because it had a seven year file retention period versus the few months retention offered by Pyxis; the system had a smaller footprint which was important with the limited space available at the hospital; and the system was viewed by medical professionals around the country as the best and most reliable system and the one most pharmacy staff members were familiar with. Councilmember Zieman pointed out the upgrades and add-ons that would be needed with the Pyxis system would come at an additional cost above the original proposal and that extra cost would make the cost difference between the two systems minimal. In motion by Zieman, seconded by Kvamme, Resolution No. 2014-45 entitled "Resolution Approving Purchase Of Omnicell Pharmacy Automation System For River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-45 is contained in the City Administrator's book entitled Council Resolutions 20.

CEO Rohrich also requested authorization to purchase a cystoscopy system from Olympus America, Inc. in the amount of \$33,001.21. Rohrich indicated the Hospital was working with an Urologist who would perform surgical procedures at River's Edge Hospital and Clinic if the equipment was made available. Rohrich also noted three quotes were received and after trial of all three systems, staff recommended the Olympus system be purchased with an expected return on investment of less than two years based on 4-5 procedures being performed each month. Rohrich pointed out that the Hospital was continuing a marketing campaign through direct mail and social media and the next phase would focus on River's Edge Hospital and Clinic providing urological and surgical procedures. In motion by Parras, seconded by Brand, Resolution No. 2014-46 entitled "Resolution Approving Purchase Of Olympus America, Inc. Cystoscopy System For River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-46 is contained in the City Administrator's book entitled Council Resolutions 20.

**Welco West Subdivision No. 2 Preliminary Plat** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of the preliminary plat of Welco West Subdivision No. 2. Wille reminded the Council that replatting of the subdivision was necessary to facilitate redevelopment of the foreclosure portion of the subdivision which had been sold to Michael and Julie Drummer for the development of townhomes, single family homes and a multi-family building. Councilmember Kvamme questioned whether sidewalk would be required on the southeast corner of the subdivision. Wille reported a sidewalk easement was included between lots 26 and 27 on the southeast side of the subdivision. In motion by Kvamme, seconded by Parras, Resolution No. 2014-47 entitled "Resolution Accepting Preliminary Plat Of Welco West No. 2 Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete

copy of Resolution No. 2014-47 is contained in the City Administrator's book entitled Council Resolutions 20.

**Welco West Subdivision No. 2 Final Plat** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of the final plat of Welco West Subdivision No. 2 which would include vacation of the ten foot (10') easements between Lots 3-4, 6-7 and 9-10 in Block 2. In motion by Zieman, seconded by Kvamme, Resolution No. 2014-48 entitled "Resolution Accepting Final Plat Of Welco West No. 2 Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-48 is contained in the City Administrator's book entitled Council Resolutions 20.

**Road Right-of-Way Plat No. 3** – Community Development Director Wille recommended approval of Road Right-Of-Way Plat No. 3 which designates road right-of-way at the intersection of Old Minnesota Avenue and West St. Julien Street. Wille pointed out that adoption of the plat does not obligate the City to purchase land, does not obligate private property owners to sell their land to the City, nor does it require the City to make future traffic improvements at the intersection. Councilmember Parras expressed his belief that adoption of the plat was being recommended in preparation for development of a roundabout, which he opposed, and indicated he would be voting no on the plat. Parras further indicated it was his belief that other options could be considered at the intersection that don't require approval of the plat and that a recent survey in the St. Peter Herald indicated the majority of survey respondents were opposed to the roundabout. In motion by Zieman, seconded by Kvamme, Resolution No. 2014-49 entitled "Resolution Approving The City Of Saint Peter Road Right-Of-Way Plat No. 3" was introduced. Upon roll call, Councilmembers Kvamme, Zieman and Mayor Strand voting aye, Councilmembers Parras and Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-49 is contained in the City Administrator's book entitled Council Resolutions 20.

**Agricultural Land Lease** – City Administrator Prafke recommended approval of a one year growing season lease for the 75.06 acres of agricultural land the City purchased at the end of 2013. City Attorney Brandt reported he had reviewed other land leases and negotiated a price of \$210 per acre (\$14,700) for lease of the City's land by Brett Annexstad. Brandt indicated there was a total of 70 tillable acres on the property and the lease had been written to allow for turf development in the fall of 2014. Councilmember Kvamme questioned how the lease proceeds would be used. City Administrator Prafke indicated the rent would be used in the General Fund to offset costs associated with taxes on the property and the purchase costs and the remainder could be used for future development of the property. In motion by Brand, seconded by Parras, Resolution No. 2014-50 entitled "Resolution Approving Execution Of One Year Lease Of City Owned Agricultural Land With Brett R. Annexstad", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-50 is contained in the City Administrator's book entitled Council Resolutions 20.

**Construction Standards Update** – Public Works Director Giesking recommended approval of updates to several of the City's public infrastructure construction standards related to sidewalks, streetlights and storm sewer manholes. Giesking indicated the changes were being recommended based on Americans With Disabilities Act changes, changes to Minnesota Department of Transportation (MnDOT) practices, and cost savings that can be obtained by changing the standards. In motion by Parras, seconded by Domras, Resolution No. 2014-51 entitled "Resolution Approving Revised Construction Standard Detail Plates", was introduced.

Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-51 is contained in the City Administrator's book entitled Council Resolutions 20.

**Home Demolition Proposals** – Public Works Director Giesking recommended accepting the lowest proposal from Nielsen Blacktopping, Inc. in the amount of \$8,000 for demolition of the City owned property at 1724 North Fifth Street. Giesking indicated the home needs to be demolished to make way for the construction of Delaney Street as part of the Washington Avenue Link Project and funding for the demolition will come from the Washington Avenue Link Project funds. In motion by Zieman, seconded by Brand, Resolution No. 2014-52 entitled "Resolution Accepting Proposal For Demolition Of 1724 North Fifth Street From Nielsen Blacktopping, Inc.", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-52 is contained in the City Administrator's book entitled Council Resolutions 20.

### **Reports**

**"Arbor Day/Arbor Month" Proclamation** – Mayor Strand proclaimed April 25th as "Arbor Day" and May, 2014 as "Arbor Month".

**Mayor's Report** – Mayor Strand reported he had attended a meeting of the Region Nine Development Commission.

**Board of Appeals and Equalization Meeting** – City Administrator Prafke reminded the Council of the annual Board of Appeals and Equalization meeting which was scheduled for April 15th at 6:00 p.m. in the Nicollet Government Center.

**Transit Route Changes** – City Administrator Prafke reported the proposed changes to the transit system route were implemented beginning on April 14th.

**Park Opening Date** – City Administrator Prafke reminded the public that the official opening date of City parks is May 1st and restroom facilities would not be opened until that date to protect the facilities if the temperature drops below freezing.

**Recreation Brochures** – City Administrator Prafke noted that the spring/summer Recreation and Leisure Services brochure had been mailed to residents and that the brochure was distributed in conjunction with the School District #508's Community Education department.

**Washington Avenue Link Project Detours** – City Administrator Prafke noted the 12 week detour for the Washington Avenue Link Project had started on April 14th and updates on the construction project would be provided to the public via the Hot Sheet, Facebook and the City's website.

There being no further business, a motion was made by Parras, seconded by Zieman, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:17 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE BOARD OF APPEAL AND EQUALIZATION MEETING  
APRIL 15, 2014**

Pursuant to due call and notice thereof, a regular meeting of the Board of Appeal and Equalization of the City of Saint Peter was conducted in the Commissioners' Room of the Nicollet County Government Center on April 14, 2014.

A quorum present, Mayor Strand called the meeting to order at 6:00 p.m. The following members were present: Mayor Strand and Councilmembers Kvamme, Parras, Grams and Brand. Absent were Councilmembers Zieman and Carlin. County officials present were: Nicollet County Assessor Doreen Pehrson and Appraiser Michelle Wills.

County Assessor Pehrson indicated there were no scheduled appeals and presented two recommendations from her office for reductions.

Mayor Strand indicated the Assessor's Office was recommending a reduction in valuation for the property at 932 North Third Street from \$84,300 to \$75,400. Assessor Pehrson indicated her staff reviewed the condition of the home after a call from a realtor handling the property and a reduction was being recommended based on the current condition of the property. A motion was made by Parras, seconded by Kvamme to accept the Assessor's recommendation for a reduction in value on the property at 932 North Third Street to \$75,400. With all in favor the motion carried.

Mayor Strand presented the Assessor's recommendation for reduction in the valuation of the property at 214 South Minnesota Avenue from \$68,800 to \$35,700 based on the condition of the property. Councilmember Grams asked if the value was primarily for the lot. Assessor Pherson indicated the value was broken down as \$33,100 for land value and \$2,400 for the structure based on salvage value. A motion was made by Parras, seconded by Brand to accept the Assessor's recommendation for a reduction in value on the property at 214 South Minnesota Avenue to \$35,700.

Mayor Strand declared a ten minute recess at 6:05 p.m. to wait for any walk-in appeals.

There being no further appeals presented, a motion was made by Brand, seconded by Grams to adjourn. With all in favor the meeting was adjourned at 6:17 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
APRIL 21, 2014**

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted in the Library Meeting Room on April 21, 2014.

A quorum present, Mayor Strand called the meeting to order at 5:30 p.m. The following members were present: Councilmembers Zieman, Kvamme, Grams, Parras and Mayor Strand. Absent were Councilmembers Carlin and Brand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

**Right-Of-Way Acquisition – St. Julien/Old Minnesota Avenue Intersection** – City Administrator Prafke recommended approval of an agreement with McDonald's Real Estate Company for a temporary construction easement and purchase of road right-of-way by the City in the amount of \$42,550. Prafke also recommended that staff be authorized to sign the agreements drafted by City Attorney Brandt so that the Minnesota Department of Transportation (MNDOT) can begin work on the Highway 169 project.

Councilmember Brand arrived at 5:31 p.m.

Prafke reported that if the McDonald's agreement was approved, MnDOT would include work flood mitigation work on the south side of the 100 block of West St. Julien Street in their Highway 169 improvement project which would be paid by MnDOT and save the City money. Prafke pointed out that if the Council chose not to execute the agreement, the flooding issues at the intersection of West St. Julien Street and Highway 169 would not be solved and the extra traffic issues at Old Minnesota Avenue and West St. Julien Street would not be solved. Prafke noted that the City's costs for execution of the agreement would be funded by Municipal State Aid funds.

City Attorney Brandt noted that McDonald's was in favor of the agreement and had asked for the inclusion of Exhibit A. Public Works Director Giesking stated staff had worked with McDonald's to address their concerns and the temporary construction easement had been extended through August 2015 at McDonald's request.

Mayor Strand noted that the proposed agreement does not mention development of a roundabout, nor does it authorize construction of a roundabout, and it was cost effective for the City to execute the agreement.

Councilmember Zieman asked if the agreement was being recommended in anticipation of a roundabout. City Administrator Prafke indicated it was, but it was also being recommended to facilitate the flood improvements in connection with the Highway 169 project which was a big concern for McDonald's and one of the reasons they were willing to participate.

Zieman also asked who performed the appraisal on the property and what comparables had been used. Prafke indicated he would get that information to him at a later date.

In motion by Zieman, seconded by Grams, Resolution No. 2014-53 entitled "Resolution Approving Temporary Construction Easements And Purchase Of Road Right-Of-Way From McDonald's Real Estate Company", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-53 is contained in the City Administrator's book entitled Council Resolutions 20.

There being no further business, a motion was made by Zieman, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:44 p.m.

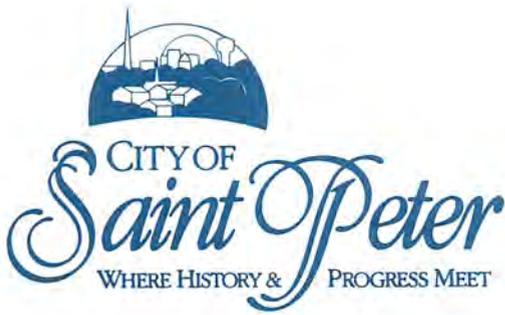
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 4/22/14

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** License Renewal Approvals

### ACTION/RECOMMENDATION

Provide approval of licenses.

### BACKGROUND

Several renewal licenses are recommended for approval as follows.

Morsching's Tree Service, Inc. has applied for their annual Tree Worker's License. The license will be in effect from May 1, 2014 – April 30, 2015.

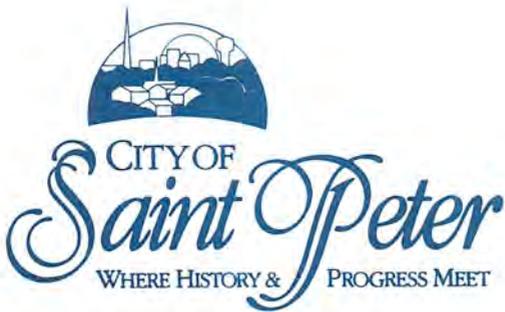
Several events are taking place at Minnesota Square Park this summer. The Ambassadors Blues Fest event will take place on Saturday, June 4, 2014. The Chamber event will be held on July 4, 2014 from 10 am – 5 pm. Licenses for these events are recommended as follows:

St. Peter Ambassadors	Temporary On Sale Liquor and Temporary On Sale Beer
St. Peter Chamber of Commerce	Temporary Soft Drink and Temporary On Sale 3.2 Beer

Please place these items on the April 28, 2014 City Council consent agenda.

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

CKM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 4/23/2014

**FROM:** Lewis G. Giesking *Lew*  
Director of Public Works

Pete Moulton  
Water Utilities Superintendent

**RE:** Wastewater Operator Appointment – “Class C”

### ACTION/RECOMMENDATION

It is recommended the City Council authorize the appointment of Jason Dahl to the position of Wastewater Operator at a starting wage of \$20.88 per hour.

### BACKGROUND

In September, an opening was created when our Wastewater Foreman retired and an existing wastewater operator assumed the Foreman's position. Applications were received and screened; the interview process was completed according to our hiring policy and practices. Jason Dahl emerged as the top candidate. References verified that Jason met the expectations for the position.

Jason currently works for the community of Carver as a Public Services Worker in the Public Works Department where he works in all phases of utility operations. The wage above reflects the Class “C” starting wage according to the existing union contract.

With Council approval, Jason will be available to begin the duties of Wastewater Operator in May.

#### **Fiscal Impact:**

This is a budgeted position.

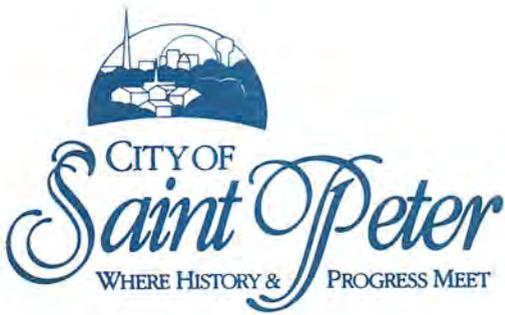
#### **Alternatives and Variations:**

Vote in favor: Jason will begin employment with the wastewater utility.

Negative Vote: Staff will seek City Council direction.

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

LGG/PM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 4/24/14

**FROM:** Lewis G. Giesking *Lew*  
Director of Public Works

Pete Moulton  
Water Utilities Superintendent

**RE:** Wastewater Operator Appointment – Entry Level

### ACTION/RECOMMENDATION

It is recommended the City Council authorize the appointment of Fred Powers to the position of Wastewater Operator at a starting wage of \$18.44 per hour.

### BACKGROUND

In October, an opening was created when an existing employee left employ to enter into private business. Staff advertised for two open positions. Applications were received and screened; the interview process was completed according to our hiring policy and practices. Fred Powers emerged as the top candidate. References verified that Fred has met the expectations for the position.

Fred worked for the City Wastewater Utility for 3-months as a temporary employee and previous worked at Aggregate Industries in Belle Plaine. The wage above reflects the Classification 1 – Non-licensed starting wage according to the existing union contract.

With Council approval, Fred will be available to begin the duties of the Wastewater Operator within the next 2-weeks.

#### **Fiscal Impact:**

This is a budgeted position.

#### **Alternatives and Variations:**

Vote in favor: Fred will begin employment with the wastewater utility.

Negative Vote: Staff will seek City Council direction.

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

LGG/PM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**Date:** April 18, 2014

**FROM:** Jane Timmerman, Director  
Recreation & Leisure Services

**RE:** Secretary/Receptionist staffing

### Action

Approve the reinstatement of the full time Recreation Secretary/Receptionist position.  
Approve the staffing adjustment of Jennifer Harlow from the part time job share position of Recreation Secretary/Receptionist position to full time Secretary/Receptionist in the Recreation and Leisure Services Department effective Monday, June 9, 2014.

### Background

In 2011, full time Recreation Secretary/Receptionist Heidi Selzler Bahr requested a change in her position from 40 hours per week to 30 hours per week in order to work as an Assistant Track Coach at Gustavus Adolphus College. Because Heidi was a valuable employee, we developed a new approach to the Secretary/Receptionist position and made it a job share position.

In December 2011, Ms. Jennifer Harlow was hired for the part time job share position of Secretary/Receptionist in the Recreation and Leisure Services Department. This was an experimental job sharing position and all involved understood that adjustments could be made to restore it to a full time position if it didn't work efficiently or successfully. From 2011 to present the experiment has proven to work well.

Now Ms. Selzler-Bahr has submitted her resignation and there is no longer a need to maintain a job share position. I recommend that we reinstate the position to full time and have Ms. Harlow continue as Secretary/Receptionist adjusting her hours from full time to part time. She is agreeable to this change.

Jennifer has proven to be a strong team member, efficient in the position, working well with the public and community center tenants, and is very reliable. By making this adjustment we are able to continue operating seamlessly.

### Fiscal Impact:

Changing the Secretary/Receptionist to full time will include full time benefits. The amount budgeted for the position will increase. Staff will make adjustments to accommodate this change.

### Alternatives and Variations:

Vote in favor: Staff will contact candidate.

Negative vote: Staff will wait for further direction from the Council.

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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFILIATED CREDIT SERVICES	march 2014 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>33.64</u>
			TOTAL:	33.64
ALEX AIR APPARATUS, INC	10' high pressure hose	GENERAL FUND	FIRE	<u>103.00</u>
			TOTAL:	103.00
ARBOR DAY FOUNDATION	annual membership 2014	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>10.00</u>
			TOTAL:	10.00
ARROW ACE HARDWARE INC	clorox wipes	GENERAL FUND	POLICE	6.28
	hardware to install charge	GENERAL FUND	POLICE	0.74
	batteries,paint supp	GENERAL FUND	FIRE	332.24
	key	GENERAL FUND	BUILDING INSPECTOR	3.29
	paint brushes	GENERAL FUND	STREETS	8.99
	paint,filter	GENERAL FUND	STREETS	29.88
	screw	GENERAL FUND	STREETS	2.49
	paint brushes	GENERAL FUND	PARKS	8.99
	dist h2o,clmps,filtrs,plgs	GENERAL FUND	PARKS	224.10
	paint,filter	GENERAL FUND	PARKS	29.88
	bolts,caulk,wall plates,bl	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	166.98
	couple,hardware,nozzle	COMMUNITY CENTER	COMMUNITY CENTER	30.82
	element,socket,bolts,barb,	WATER	PURIFICATION AND TREAT	27.09
	paint brushes	WATER	DISTRIBUTION AND STORA	4.50
	paint,filter	WATER	DISTRIBUTION AND STORA	14.94
	paint brushes	WASTE WATER FUND	SOURCE/TREATMENT	4.50
	paint,filter	WASTE WATER FUND	SOURCE/TREATMENT	14.94
	gas,hammer	WASTE WATER FUND	SOURCE/TREATMENT	42.97
	paint brushes	ENVIRON SERVICES F	REFUSE DISPOSAL	4.50
	paint,filter	ENVIRON SERVICES F	REFUSE DISPOSAL	14.94
	chain saw,chain	ENVIRON SERVICES F	REFUSE DISPOSAL	484.08
	filter cart	ELECTRIC FUND	POWER PRODUCTION	16.99
	paint brushes	ELECTRIC FUND	POWER DISTRIBUTION	8.99
	paint,filter	ELECTRIC FUND	POWER DISTRIBUTION	29.88
	paint brushes	STORMWATER FUND	TREATMENT	4.48
	paint,filter	STORMWATER FUND	TREATMENT	14.96
	bus #11 clock	TRANSIT	TRANSIT/TRANSPORTATION	<u>11.99</u>
			TOTAL:	1,544.43
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	<u>159.09</u>
			TOTAL:	159.09
BAKER & TAYLOR INC	large print lease program	LIBRARY FUND	LIBRARY	<u>2,338.80</u>
			TOTAL:	2,338.80
BLUE EARTH COUNTY	partol mdt's	GENERAL FUND	POLICE	<u>450.00</u>
			TOTAL:	450.00
BLUE EARTH COUNTY LIBRARY	reimbursement for damaged	LIBRARY FUND	LIBRARY	<u>21.96</u>
			TOTAL:	21.96
BOYER TRUCKS	sterling vactor repair lab	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>2,244.84</u>
			TOTAL:	2,244.84
BUREAU OF CRIMINAL APPREHENSION	cdjn connect	GENERAL FUND	POLICE	<u>270.00</u>
			TOTAL:	270.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
C & S SUPPLY CO INC	boots	GENERAL FUND	STREETS	64.47	
	clothing jacob p	GENERAL FUND	STREETS	107.57	
	strainer,dust cap	GENERAL FUND	STREETS	22.47	
	BOOTS	GENERAL FUND	PARKS	64.48	
	draw shave	ENVIRON SERVICES F	REFUSE DISPOSAL	49.99	
			TOTAL:	308.98	
CARQUEST AUTO PARTS STORES	top seal,undercoating,pain	GENERAL FUND	STREETS	8.97	
	wipers,clock,cup holder	GENERAL FUND	STREETS	53.58	
	fuel stab,capsule,wheel nu	GENERAL FUND	PARKS	30.02	
	top seal,undercoating,pain	GENERAL FUND	PARKS	8.97	
	gloves	LIBRARY FUND	LIBRARY	84.95	
	gloves	COMMUNITY CENTER	COMMUNITY CENTER	84.95	
	top seal,undercoating,pain	WATER	DISTRIBUTION AND STORA	4.49	
	antifreeze	WASTE WATER FUND	SOURCE/TREATMENT	217.44	
	top seal,undercoating,pain	WASTE WATER FUND	SOURCE/TREATMENT	4.49	
	top seal,undercoating,pain	ENVIRON SERVICES F	REFUSE DISPOSAL	4.49	
	top seal,undercoating,pain	ELECTRIC FUND	POWER DISTRIBUTION	8.97	
	squeegee,handles	STORMWATER FUND	TREATMENT	58.46	
	top seal,undercoating,pain	STORMWATER FUND	TREATMENT	4.49	
				TOTAL:	574.27
	CENTERLINE TANK & TRAILER MANUFACTURIN	#911tank coating&labor	GENERAL FUND	STREETS	2,375.00
				TOTAL:	2,375.00
CENTERPOINT ENERGY MINNEGASCO	gas mar'14	GENERAL FUND	FIRE	865.50	
	gas mar'14	GENERAL FUND	STREETS	919.05	
	gas mar'14	GENERAL FUND	SWIMMING POOL	45.10	
	gas mar'14	GENERAL FUND	PARKS	735.24	
	gas mar'14	LIBRARY FUND	LIBRARY	1,731.04	
	gas mar'14	COMMUNITY CENTER	COMMUNITY CENTER	4,250.39	
	3/26-3/31 gas 430 ritt st	TORNADO DISASTER R	ECONOMIC DEVMT	153.49	
	gas mar'14	WATER	PURIFICATION AND TREAT	2,388.77	
	gas mar'14	WATER	PURIFICATION AND TREAT	268.48	
	gas mar'14	WATER	ADMIN AND GENERAL	367.62	
	gas mar'14	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.59	
	gas mar'14	WASTE WATER FUND	SOURCE/TREATMENT	12,940.86	
	gas mar'14	WASTE WATER FUND	ADMIN AND GENERAL	367.62	
	gas mar'14	ENVIRON SERVICES F	ADMIN AND GENERAL	367.62	
	gas mar'14	ELECTRIC FUND	ADMIN AND GENERAL	919.05	
				TOTAL:	26,332.42
CHEMSEARCH	street sweeper oil	GENERAL FUND	STREETS	315.00	
			TOTAL:	315.00	
CINTAS CORPORATION #754	mar uniforms	ELECTRIC FUND	ADMIN AND GENERAL	608.40	
			TOTAL:	608.40	
CINTAS FIRST AID & SAFETY	first aid cabilet	GENERAL FUND	STREETS	6.27	
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	58.82	
	first aid cabilet	GENERAL FUND	PARKS	5.02	
	first aid supplies	LIBRARY FUND	LIBRARY	4.15	
	first aid cabilet	WATER	ADMIN AND GENERAL	2.51	
	first aid cabilet	WASTE WATER FUND	ADMIN AND GENERAL	2.51	
	first aid cabilet	ENVIRON SERVICES F	ADMIN AND GENERAL	2.51	
	first aid cabilet	ELECTRIC FUND	ADMIN AND GENERAL	6.27	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	88.06
COLE PAPERS INC	towels,klenex,tissue,clnr	GENERAL FUND	CITY ADMINISTRATION	56.16
	towels,klenex,tissue,clnr	GENERAL FUND	CITY CLERK	56.16
	towels,klenex,tissue,clnr	GENERAL FUND	FINANCE	37.44
	towels,klenex,tissue,clnr	GENERAL FUND	POLICE	29.95
	tissue	GENERAL FUND	FIRE	58.06
	towels,klenex,tissue,clnr	GENERAL FUND	BUILDING INSPECTOR	14.98
	towels,klenex,tissue,clnr	GENERAL FUND	PUBLIC WORKS ADMIN	7.49
	floor finishing	GENERAL FUND	STREETS	65.59
	glass clnr,towels,bags	GENERAL FUND	STREETS	50.20
	20 ream paper	GENERAL FUND	RECREATION/LEISURE SER	76.00
	stock parks spring	GENERAL FUND	PARKS	1,420.11
	floor finishing	GENERAL FUND	PARKS	65.59
	glass clnr,towels,bags	GENERAL FUND	PARKS	50.20
	towels,klenex,tissue,clnr	GENERAL FUND	ECONOMIC DEVMT	3.74
	floor finishing	WATER	DISTRIBUTION AND STORA	32.80
	glass clnr,towels,bags	WATER	DISTRIBUTION AND STORA	25.10
	towels,klenex,tissue,clnr	WATER	ADMIN AND GENERAL	33.70
	floor finishing	WASTE WATER FUND	SOURCE/TREATMENT	32.80
	glass clnr,towels,bags	WASTE WATER FUND	SOURCE/TREATMENT	25.10
	towels,klenex,tissue,clnr	WASTE WATER FUND	ADMIN AND GENERAL	33.71
	floor finishing	ENVIRON SERVICES F	REFUSE DISPOSAL	32.80
	glass clnr,towels,bags	ENVIRON SERVICES F	REFUSE DISPOSAL	25.10
	floor finishing	ELECTRIC FUND	POWER DISTRIBUTION	65.59
	glass clnr,towels,bags	ELECTRIC FUND	POWER DISTRIBUTION	50.20
	towels,klenex,tissue,clnr	ELECTRIC FUND	ADMIN AND GENERAL	101.10
	floor finishing	STORMWATER FUND	TREATMENT	32.79
	glass clnr,towels,bags	STORMWATER FUND	TREATMENT	25.11
			TOTAL:	2,507.57
COMFORT SYSTEMS, INC.	wall sleeve to exhaust fan	WATER	PURIFICATION AND TREAT	816.00
			TOTAL:	816.00
COMPUTER TECHNOLOGY SOLUTIONS, INC.	annual anti virus	GENERAL FUND	CITY ADMINISTRATION	162.11
	server hard drive	GENERAL FUND	CITY ADMINISTRATION	8.27
	annual anti virus	GENERAL FUND	FINANCE	583.68
	server hard drive	GENERAL FUND	FINANCE	29.78
	annual anti virus	GENERAL FUND	POLICE	745.81
	server hard drive	GENERAL FUND	POLICE	38.05
	annual anti virus	GENERAL FUND	FIRE	97.28
	server hard drive	GENERAL FUND	FIRE	4.96
	annual anti virus	GENERAL FUND	BUILDING INSPECTOR	97.28
	server hard drive	GENERAL FUND	BUILDING INSPECTOR	4.96
	annual anti virus	GENERAL FUND	PUBLIC WORKS ADMIN	226.98
	server hard drive	GENERAL FUND	PUBLIC WORKS ADMIN	11.58
	annual anti virus	GENERAL FUND	STREETS	64.85
	server hard drive	GENERAL FUND	STREETS	3.31
	annual anti virus	GENERAL FUND	RECREATION/LEISURE SER	421.54
	server hard drive	GENERAL FUND	RECREATION/LEISURE SER	21.51
	annual anti virus	GENERAL FUND	PARKS	32.43
	server hard drive	GENERAL FUND	PARKS	1.65
	annual anti virus	GENERAL FUND	ECONOMIC DEVMT	64.85
	server hard drive	GENERAL FUND	ECONOMIC DEVMT	3.31
	annual anti virus	LIBRARY FUND	LIBRARY	1,037.65
	server hard drive	LIBRARY FUND	LIBRARY	52.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	annual anti virus	PUBLIC ACCESS	PUBLIC ACCESS	32.43
	server hard drive	PUBLIC ACCESS	PUBLIC ACCESS	1.65
	annual anti virus	COMMUNITY CENTER	COMMUNITY CENTER	32.43
	server hard drive	COMMUNITY CENTER	COMMUNITY CENTER	1.65
	annual anti virus	WATER	ADMIN AND GENERAL	162.13
	server hard drive	WATER	ADMIN AND GENERAL	8.27
	annual anti virus	WASTE WATER FUND	ADMIN AND GENERAL	97.28
	server hard drive	WASTE WATER FUND	ADMIN AND GENERAL	4.96
	annual anti virus	ENVIRON SERVICES F	REFUSE DISPOSAL	32.43
	server hard drive	ENVIRON SERVICES F	REFUSE DISPOSAL	1.65
	annual anti virus	ELECTRIC FUND	ADMIN AND GENERAL	423.36
	server hard drive	ELECTRIC FUND	ADMIN AND GENERAL	21.60
	annual anti virus	STORMWATER FUND	ADMINISTRATION AND GEN	64.85
	server hard drive	STORMWATER FUND	ADMINISTRATION AND GEN	3.31
	annual anti virus	TRANSIT	TRANSIT/TRANSPORTATION	30.63
	server hard drive	TRANSIT	TRANSIT/TRANSPORTATION	1.59
			TOTAL:	4,635.00
CONSTRUCTION MIDWEST INC.	stone treatment dwtwn pla	ENVIRON SERVICES F	REFUSE DISPOSAL	571.04
			TOTAL:	571.04
CONTECH ENGINEERED SOLUTIONS LLC	sales tax to be credited	ENVIRON SERVICES F	NON-DEPARTMENTAL	76.39
	compost site culvert w/ban	ENVIRON SERVICES F	REFUSE DISPOSAL	1,111.06
			TOTAL:	1,187.45
CREDIT RIVER TOOLS	replace hose assy,wrench	GENERAL FUND	STREETS	16.16
	replace hose assy,wrench	GENERAL FUND	PARKS	16.16
	replace hose assy,wrench	WATER	DISTRIBUTION AND STORA	8.08
	replace hose assy,wrench	WASTE WATER FUND	SOURCE/TREATMENT	8.08
	replace hose assy,wrench	ENVIRON SERVICES F	REFUSE DISPOSAL	8.08
	replace hose assy,wrench	ELECTRIC FUND	POWER DISTRIBUTION	16.16
	replace hose assy,wrench	STORMWATER FUND	TREATMENT	8.08
			TOTAL:	80.80
CRYSTAL VALLEY	lm fuel	ELECTRIC FUND	POWER PRODUCTION	24,378.25
			TOTAL:	24,378.25
CUES	repaired ultra shorty tran	WASTE WATER FUND	SOURCE/TREATMENT	1,369.04
			TOTAL:	1,369.04
DAKOTA COUNTY TECHNICAL COLLEGE	(2)pursuit refresher cours	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
DAVIS EQUIPMENT CORPORATION	#808 parks ferris cuttr bl	GENERAL FUND	PARKS	268.14
			TOTAL:	268.14
DRANTTEL SALES & SERVICE	oil	ENVIRON SERVICES F	REFUSE DISPOSAL	10.95
			TOTAL:	10.95
EMERGENCY RESPONSE SOLUTIONS	valve replcmnt shipping	GENERAL FUND	FIRE	10.82
	nightfighter transmitter a	GENERAL FUND	FIRE	456.91
	storz low level strainer	GENERAL FUND	FIRE	363.61
	storz npt male threads	GENERAL FUND	FIRE	60.71
	storz rigid male thread	GENERAL FUND	STREETS	60.93
			TOTAL:	952.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ENVENTIS	phone svc 3/8-4/7/14	GENERAL FUND	CITY ADMINISTRATION	69.43
	phone svc 3/8-4/7/14	GENERAL FUND	CITY CLERK	13.73
	phone svc 3/8-4/7/14	GENERAL FUND	FINANCE	108.07
	phone svc 3/8-4/7/14	GENERAL FUND	MUNICIPAL BUILDING	6.42
	phone svc 3/8-4/7/14	GENERAL FUND	POLICE	340.53
	phone svc 3/8-4/7/14	GENERAL FUND	FIRE	150.48
	phone svc 3/8-4/7/14	GENERAL FUND	BUILDING INSPECTOR	40.29
	phone svc 3/8-4/7/14	GENERAL FUND	PUBLIC WORKS ADMIN	82.95
	phone svc 3/8-4/7/14	GENERAL FUND	STREETS	46.70
	phone svc 3/8-4/7/14	GENERAL FUND	SENIOR COORDINATOR	5.58
	phone svc 3/8-4/7/14	GENERAL FUND	RECREATION/LEISURE SER	123.24
	phone svc 3/8-4/7/14	GENERAL FUND	SWIMMING POOL	31.32
	phone svc 3/8-4/7/14	GENERAL FUND	PARKS	90.12
	phone svc 3/8-4/7/14	GENERAL FUND	ECONOMIC DEVMT	26.56
	phone svc 3/8-4/7/14	LIBRARY FUND	LIBRARY	81.89
	phone svc 3/8-4/7/14	PUBLIC ACCESS	PUBLIC ACCESS	13.74
	phone svc 3/8-4/7/14	COMMUNITY CENTER	COMMUNITY CENTER	47.98
	phone svc 3/8-4/7/14	WATER	ADMIN AND GENERAL	171.93
	phone svc 3/8-4/7/14	WASTE WATER FUND	ADMIN AND GENERAL	191.28
	phone svc 3/8-4/7/14	ENVIRON SERVICES F	ADMIN AND GENERAL	29.67
	phone svc 3/8-4/7/14	ELECTRIC FUND	ADMIN AND GENERAL	137.64
	phone svc 3/8-4/7/14	TRANSIT	TRANSIT/TRANSPORTATION	48.60
			TOTAL:	1,858.15
ERICKSON OIL PRODUCTS INC	mar fuel	GENERAL FUND	POLICE	118.77
	mar fuel	GENERAL FUND	STREETS	71.80
	mar fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	69.13
	mar fuel	STORMWATER FUND	TREATMENT	133.75
			TOTAL:	393.45
FAMILY FRESH MARKET	sr dance sup	GENERAL FUND	SENIOR COORDINATOR	42.22
	daddy/daughter dance sup	GENERAL FUND	RECREATION/LEISURE SER	27.96
	salt,downy,water	WASTE WATER FUND	SOURCE/TREATMENT	14.78
	coffee	STORMWATER FUND	ADMINISTRATION AND GEN	7.99
	25th anniv open house supp	TRANSIT	TRANSIT/TRANSPORTATION	26.01
			TOTAL:	118.96
FASTENAL COMPANY	#607plow bolts,hex nuts	GENERAL FUND	STREETS	52.39
	plow bolts returned	GENERAL FUND	STREETS	31.37-
	eyewear,stickers	GENERAL FUND	STREETS	26.40
	batteries	GENERAL FUND	STREETS	11.28
	plow bolts	GENERAL FUND	STREETS	15.39
	eyewear,stickers	GENERAL FUND	PARKS	21.12
	batteries	GENERAL FUND	PARKS	11.28
	batteries	WATER	DISTRIBUTION AND STORA	5.64
	eyewear,stickers	WATER	ADMIN AND GENERAL	10.56
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	5.64
	eyewear,stickers	WASTE WATER FUND	ADMIN AND GENERAL	10.56
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	5.64
	eyewear,stickers	ENVIRON SERVICES F	ADMIN AND GENERAL	10.56
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	11.28
	eyewear,stickers	ELECTRIC FUND	ADMIN AND GENERAL	26.40
	batteries	STORMWATER FUND	TREATMENT	5.62
			TOTAL:	198.39
FERGUSON WATERWORKS #2516	stem cap for mud vlv	WASTE WATER FUND	SOURCE/TREATMENT	131.11

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	131.11
FLAME BAR	softball refund	GENERAL FUND	NON-DEPARTMENTAL	295.00
			TOTAL:	295.00
THE FLOOR TO CEILING STORE	replace window blind	COMMUNITY CENTER	COMMUNITY CENTER	342.50
			TOTAL:	342.50
GALLS INC	gloves, shirt, pants	GENERAL FUND	POLICE	127.58
			TOTAL:	127.58
GENERAL REPAIR SERVICE	chemical pump head kit	WATER	PURIFICATION AND TREAT	773.52
			TOTAL:	773.52
WILLIAM GERHART	surefire pen	GENERAL FUND	POLICE	90.30
	glasses	GENERAL FUND	POLICE	196.88
			TOTAL:	287.18
LEWIS GIESKING	4th qtr lions club dues ap	GENERAL FUND	PUBLIC WORKS ADMIN	80.00
	mileage3/1-3/31/14	GENERAL FUND	STREETS	4.64
	mileage3/1-3/31/14	GENERAL FUND	STREETS	8.18
	mileage3/1-3/31/14	GENERAL FUND	PARKS	3.71
	169 coalition mtg	GENERAL FUND	PARKS	84.78
	mileage3/1-3/31/14	WATER	ADMIN AND GENERAL	1.85
	mileage3/1-3/31/14	WASTE WATER FUND	ADMIN AND GENERAL	1.85
	mileage3/1-3/31/14	ENVIRON SERVICES F	ADMIN AND GENERAL	1.85
	mileage3/1-3/31/14	ELECTRIC FUND	ADMIN AND GENERAL	4.64
	smmpa mtg, appa conf	ELECTRIC FUND	ADMIN AND GENERAL	266.28
			TOTAL:	457.78
ANGELA GLASSEL	mileage3/18-3/19/14	GENERAL FUND	PUBLIC WORKS ADMIN	4.03
			TOTAL:	4.03
GOPHER STATE ONE-CALL INC	locates for feb '12	WATER	DISTRIBUTION AND STORA	13.67
	locates for feb '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	13.67
	locates for feb '12	ELECTRIC FUND	POWER DISTRIBUTION	13.66
			TOTAL:	41.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	march postage	GENERAL FUND	CITY ADMINISTRATION	16.82
	march postage	GENERAL FUND	CITY CLERK	7.42
	march postage	GENERAL FUND	ELECTIONS	19.61
	march postage	GENERAL FUND	FINANCE	129.81
	march postage	GENERAL FUND	POLICE	38.48
	march postage	GENERAL FUND	FIRE	1.59
	march postage	GENERAL FUND	BUILDING INSPECTOR	20.95
	march postage	GENERAL FUND	PUBLIC WORKS ADMIN	51.58
	march postage	GENERAL FUND	RECREATION/LEISURE SER	27.03
	march postage	GENERAL FUND	SKATING RINKS	1.06
	march postage	GENERAL FUND	PARKS	0.53
	march postage	GENERAL FUND	ECONOMIC DEVMT	19.33
	march postage	LIBRARY FUND	LIBRARY	7.42
	march postage	COMMUNITY CENTER	COMMUNITY CENTER	4.62
	march postage	WATER	CUSTOMER ACCOUNTS	97.22
	march postage	WASTE WATER FUND	ADMIN AND GENERAL	4.19
	march postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	97.22
	march postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	97.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	march postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	97.23
	march postage	TRANSIT	TRANSIT/TRANSPORTATION	6.04
			TOTAL:	745.37
HACH COMPANY	reagents	WATER	PURIFICATION AND TREAT	714.48
	alkaline reagents	WATER	PURIFICATION AND TREAT	70.20
	reagents	WATER	PURIFICATION AND TREAT	149.90
			TOTAL:	934.58
PAUL HAGEN	ce police training meal	GENERAL FUND	POLICE	8.79
			TOTAL:	8.79
HAWKINS, INC.	injection check valve	GENERAL FUND	SWIMMING POOL	250.59
	sodium hydroxide	WATER	PURIFICATION AND TREAT	877.50
	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,170.00
			TOTAL:	2,298.09
HD SUPPLY WATERWORKS, LTD.	3" rpz w/vlv&testing&strai	WATER	CAPITAL-WATER DISTRIBU	1,450.00
			TOTAL:	1,450.00
HORVICK INC	#609 srt sweepr quad vlv k	GENERAL FUND	STREETS	38.51
			TOTAL:	38.51
HYVEE FOOD STORE	fruit basket	GENERAL FUND	PUBLIC WORKS ADMIN	50.00
			TOTAL:	50.00
IMPACT	march 2014 bills printing	WATER	CUSTOMER ACCOUNTS	157.41
	march 2014 bills postage	WATER	CUSTOMER ACCOUNTS	362.16
	march 2014 bills printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	157.41
	march 2014 bills postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	362.16
	march 2014 bills printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	157.41
	march 2014 bills postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	362.14
	march 2014 bills printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	157.41
	march 2014 bills postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	362.16
	march 2014 bills flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	274.24
			TOTAL:	2,352.50
INFRATECH	calibration gas	GENERAL FUND	FIRE	222.10
			TOTAL:	222.10
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	569.64
			TOTAL:	569.64
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	1724 n 5th demp insp	PERM IMPROVMENT RE	STREETS	1,491.00
			TOTAL:	1,491.00
JOHNSON AGGREGATES	front end loader rental	GENERAL FUND	STREETS	1,311.00
	front end loader rental	GENERAL FUND	PARKS	1,048.80
	front end loader rental	WATER	SOURCE OF SUPPLY	524.40
	front end loader rental	WASTE WATER FUND	SOURCE/TREATMENT	524.40
	front end loader rental	ENVIRON SERVICES F	REFUSE DISPOSAL	524.40
	front end loader rental	ELECTRIC FUND	POWER DISTRIBUTION	1,311.00
			TOTAL:	5,244.00
TERRY KAMM	wastewater cert renewal	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KENDELL DOORS & HARDWARE, INC.	3 metal doors w/hardware	GENERAL FUND	PARKS	3,200.00
			TOTAL:	3,200.00
KIND VETERINARY CLINIC PA	mar paws vet svcs	RESTRICTED CONTRIB	COMMUNITY SERVICE	18.45
			TOTAL:	18.45
JOHN KVAMME	appa dc airline ticket	ELECTRIC FUND	ADMIN AND GENERAL	309.00
			TOTAL:	309.00
LAGER'S INC	#312 cushion	GENERAL FUND	POLICE	27.00
	throttle lite,noise repair	GENERAL FUND	POLICE	705.00
			TOTAL:	732.00
LEAGUE OF MINNESOTA CITIES	annual conf tim, stephen	GENERAL FUND	MAYOR & COUNCIL	500.00
	annual conf john k	GENERAL FUND	MAYOR & COUNCIL	150.00
	annual conf todd p	GENERAL FUND	CITY ADMINISTRATION	325.00
			TOTAL:	975.00
LEXIS NEXIS	feb,mar'14 subscription	GENERAL FUND	POLICE	200.00
			TOTAL:	200.00
LJP ENTERPRISES INC	mar waste svc	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	mar waste svc	WATER	PURIFICATION AND TREAT	99.43
	mar waste svc	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	mar waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	753.83
	mar refuse pickup,disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	18,608.25
			TOTAL:	20,034.28
MANTEK	mkr descaler	GENERAL FUND	SWIMMING POOL	1,758.58
			TOTAL:	1,758.58
MATHESON TRI-GAS INC	berol,silver pencils,disk	GENERAL FUND	STREETS	24.70
	sign truk cylinder rental	GENERAL FUND	STREETS	100.98
	torch&cylinders	GENERAL FUND	STREETS	110.19
	argon,oxygen	GENERAL FUND	STREETS	29.07
	berol,silver pencils,disk	GENERAL FUND	PARKS	24.70
	torch&cylinders	GENERAL FUND	PARKS	110.19
	argon,oxygen	GENERAL FUND	PARKS	29.07
	berol,silver pencils,disk	WATER	DISTRIBUTION AND STORA	12.35
	torch&cylinders	WATER	DISTRIBUTION AND STORA	55.10
	argon,oxygen	WATER	DISTRIBUTION AND STORA	14.54
	berol,silver pencils,disk	WASTE WATER FUND	SOURCE/TREATMENT	12.35
	torch&cylinders	WASTE WATER FUND	SOURCE/TREATMENT	55.10
	argon,oxygen	WASTE WATER FUND	SOURCE/TREATMENT	14.54
	berol,silver pencils,disk	ENVIRON SERVICES F	REFUSE DISPOSAL	12.35
	torch&cylinders	ENVIRON SERVICES F	REFUSE DISPOSAL	55.10
	argon,oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	14.54
	berol,silver pencils,disk	ELECTRIC FUND	POWER DISTRIBUTION	24.70
	torch&cylinders	ELECTRIC FUND	POWER DISTRIBUTION	110.19
	argon,oxygen	ELECTRIC FUND	POWER DISTRIBUTION	29.07
	berol,silver pencils,disk	STORMWATER FUND	TREATMENT	12.36
	torch&cylinders	STORMWATER FUND	TREATMENT	55.08
	argon,oxygen	STORMWATER FUND	TREATMENT	14.54
			TOTAL:	920.81
MENARDS	wood,flashlite,casters	GENERAL FUND	STREETS	16.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wood,flashlite,casters	GENERAL FUND	PARKS	16.52
	wood,flashlite,casters	WATER	DISTRIBUTION AND STORA	8.26
	wood,flashlite,casters	WASTE WATER FUND	SOURCE/TREATMENT	8.26
	wood,flashlite,casters	ENVIRON SERVICES F	REFUSE DISPOSAL	8.26
	wood,flashlite,casters	ELECTRIC FUND	POWER DISTRIBUTION	16.52
	wood,flashlite,casters	STORMWATER FUND	TREATMENT	8.28
			TOTAL:	82.62
METERING & TECHNOLOGY SOLUTIONS	meter,flange set	WATER	NON-DEPARTMENTAL	597.00
	6dial digital encoder	WATER	DISTRIBUTION AND STORA	390.00
	6dial ade int 100w ert	WATER	DISTRIBUTION AND STORA	179.00
	6dial ade 100w encoder rem	WATER	DISTRIBUTION AND STORA	178.51
	6dial ade 100w encoder rem	WATER	DISTRIBUTION AND STORA	358.00
	6dial ade 100 ert	WATER	DISTRIBUTION AND STORA	736.95
			TOTAL:	2,439.46
MIKE'S COUNTRYSIDE BODY SHOP INC	refinish 3 doors	GENERAL FUND	PARKS	362.00
			TOTAL:	362.00
MISC VENDOR BERHOW, ARLEN	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	135.00
			TOTAL:	135.00
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	1st qtr unemployment	LIBRARY FUND	LIBRARY	12.44
	1st qtr unemployment	COMMUNITY CENTER	COMMUNITY CENTER	63.00
			TOTAL:	75.44
MN DEPT OF LABOR & INDUSTRY	1st qtr 2014 state surchar	GENERAL FUND	BUILDING INSPECTOR	386.83
			TOTAL:	386.83
MN IRON & METAL COMPANY	1/2" 1x3 20'	ENVIRON SERVICES F	REFUSE DISPOSAL	139.00
			TOTAL:	139.00
MN PIPE & EQUIPMENT	cap& seal ww	PERM IMPROVMENT RE	STREETS	123.53
	3/4"compostion gaskets	WATER	DISTRIBUTION AND STORA	149.03
	piloted upper valve washer	WATER	DISTRIBUTION AND STORA	123.42
	cross arm pins,plunger&val	WATER	DISTRIBUTION AND STORA	240.72
			TOTAL:	636.70
MN WASTE PROCESSING	mar disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	13,061.18
			TOTAL:	13,061.18
PETE MOULTON	mileage3/31-4/11/14	WATER	ADMIN AND GENERAL	25.76
	mileage3/31-4/11/14	STORMWATER FUND	ADMINISTRATION AND GEN	42.00
			TOTAL:	67.76
MTI DISTRIBUTING CO	#554bearings,seals,washers	GENERAL FUND	PARKS	159.18
	#554 bearing	GENERAL FUND	PARKS	72.79
			TOTAL:	231.97
NAPA AUTO PARTS OF ST PETER	tac van ign cyl switch,bat	GENERAL FUND	POLICE	120.90
	squd supplies, brush,handl	GENERAL FUND	POLICE	31.68
	wshr fluid,bulbs,deposits	GENERAL FUND	STREETS	14.86-
	led lamp,alternator	GENERAL FUND	STREETS	488.91
	wshr fluid,bulbs,deposits	GENERAL FUND	PARKS	14.86-
	808oil&air filters,wiper b	GENERAL FUND	PARKS	35.72
	#554 bearing cup	GENERAL FUND	PARKS	7.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	oh door batteries	COMMUNITY CENTER	COMMUNITY CENTER	61.18
	wshr fluid,bulbs,deposits	WATER	DISTRIBUTION AND STORA	7.43-
	filter	WATER	DISTRIBUTION AND STORA	25.17
	brk pads,rotor	WATER	CUSTOMER ACCOUNTS	75.46
	wshr fluid,bulbs,deposits	WASTE WATER FUND	SOURCE/TREATMENT	7.43-
	brk pads,rotor	WASTE WATER FUND	CUSTOMER ACCOUNTS	75.46
	wshr fluid,bulbs,deposits	ENVIRON SERVICES F	REFUSE DISPOSAL	7.43-
	wshr fluid,bulbs,deposits	ELECTRIC FUND	POWER DISTRIBUTION	14.86-
	#66 hose assy,deposits	ELECTRIC FUND	POWER DISTRIBUTION	339.28-
	brk pads,rotor	ELECTRIC FUND	CUSTOMER ACCOUNTS	150.93
	wshr fluid,bulbs,deposits	STORMWATER FUND	TREATMENT	7.41-
	#11,817brk prts>window mot	TRANSIT	TRANSIT/TRANSPORTATION	556.89
			TOTAL:	1,216.36
NELSON PRINTING COMPANY	receipt book	GENERAL FUND	POLICE	16.97
	ups	GENERAL FUND	FIRE	16.40
	cover	GENERAL FUND	RECREATION/LEISURE SER	17.50
	40 books pool tickets	GENERAL FUND	SWIMMING POOL	65.00
	paper	LIBRARY FUND	LIBRARY	15.60
	rental forms	COMMUNITY CENTER	COMMUNITY CENTER	406.95
	paper rolls	WASTE WATER FUND	BIOSOLIDS	4.80
			TOTAL:	543.22
NICOLLET CTY PUBLIC HEALTH	sr ctr prog coord mar	GENERAL FUND	SENIOR COORDINATOR	2,458.00
			TOTAL:	2,458.00
NICOLLET COUNTY TREASURER	annual solid waste tax adj	LIBRARY FUND	LIBRARY	64.50
	annual solid waste tax adj	COMMUNITY CENTER	COMMUNITY CENTER	64.50
	430 ritt st tax adjusment	TORNADO DISASTER R	ECONOMIC DEVMT	31.50
			TOTAL:	160.50
NICOLLET COUNTY BANK	mar ach a/p & pr	GENERAL FUND	FINANCE	6.33
	mar ach a/p & pr	WATER	ADMIN AND GENERAL	1.58
	mar ach utility bills	WATER	CUSTOMER ACCOUNTS	11.69
	mar ach a/p & pr	WASTE WATER FUND	ADMIN AND GENERAL	1.58
	mar ach utility bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.69
	mar ach a/p & pr	ENVIRON SERVICES F	ADMIN AND GENERAL	1.58
	mar ach utility bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.69
	mar ach a/p & pr	ELECTRIC FUND	ADMIN AND GENERAL	1.58
	mar ach utility bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.68
			TOTAL:	59.40
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	750.02
			TOTAL:	750.02
NUTTER CLOTHING CO	matt g shirts,shoes,ties	GENERAL FUND	POLICE	517.00
	dry clean jacket	GENERAL FUND	POLICE	20.90
			TOTAL:	537.90
OFFICEMAX	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	75.66
			TOTAL:	75.66
OVERHEAD DOOR COMPANY OF MANKATO INC	transit garage door repair	GENERAL FUND	MUNICIPAL BUILDING	210.90
			TOTAL:	210.90
PATCHIN MESSNER DODD & BRUMM	mcdonald's&carquest apprai	PERM IMPROVMENT RE	STREETS	10,415.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	10,415.00
PATRICK'S ON THIRD	softball fee refund	GENERAL FUND	NON-DEPARTMENTAL	50.00
			TOTAL:	50.00
PEPSI-COLA OF MANKATO INC	vending	COMMUNITY CENTER	COMMUNITY CENTER	625.70
			TOTAL:	625.70
PET EXPO DIST.	routine aquarium mainten	LIBRARY FUND	LIBRARY	110.76
			TOTAL:	110.76
MATTHEW PETERS-PETTY CASH	vehicle tabs	GENERAL FUND	POLICE	24.00
	fuel	GENERAL FUND	POLICE	20.00
	postage	GENERAL FUND	POLICE	23.34
	meals	GENERAL FUND	POLICE	54.57
	paws walk reimbursement	RESTRICTED CONTRIB	COMMUNITY SERVICE	23.91
			TOTAL:	145.82
PIONEER	12-brite stripe white 5 gl	GENERAL FUND	RECREATION/LEISURE SER	606.00
			TOTAL:	606.00
PRAIRIE MOON NURSERY	flowers median planters	ENVIRON SERVICES F	REFUSE DISPOSAL	396.00
			TOTAL:	396.00
PRESTIGE MANUFACTURING, INC. -	pay est 3brdwy eq upgrades	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	40,666.00
			TOTAL:	40,666.00
RONALD D. QUADE	alpha milaege,mtg fee,per	GENERAL FUND	FIRE	128.64
			TOTAL:	128.64
QUICK MART ST PETER	mar fuel	GENERAL FUND	POLICE	785.34
			TOTAL:	785.34
RED WING SHOE STORE	jake p safety boots	GENERAL FUND	STREETS	165.74
			TOTAL:	165.74
THE RETROFIT COMPANIES, INC.	flourescent lamps	GENERAL FUND	MUNICIPAL BUILDING	51.03
	batteries	GENERAL FUND	STREETS	55.72
	batteries	GENERAL FUND	PARKS	44.57
	batteries	WATER	ADMIN AND GENERAL	22.29
	batteries	WASTE WATER FUND	ADMIN AND GENERAL	22.29
	batteries	ENVIRON SERVICES F	ADMIN AND GENERAL	22.28
	steet lights	ELECTRIC FUND	POWER DISTRIBUTION	136.24
	batteries	ELECTRIC FUND	ADMIN AND GENERAL	55.72
			TOTAL:	410.14
RHOMAR INDUSTRIES, INC.	stripe-off overspray relea	GENERAL FUND	STREETS	348.19
			TOTAL:	348.19
RICHARDS' SEAMLESS GUTTER, INC.	gutter&downspouts bldg rep	GENERAL FUND	STREETS	108.75
	gutter&downspouts bldg rep	GENERAL FUND	PARKS	87.00
	gutter&downspouts bldg rep	WATER	ADMIN AND GENERAL	43.50
	gutter&downspouts bldg rep	WASTE WATER FUND	ADMIN AND GENERAL	43.50
	gutter&downspouts bldg rep	ENVIRON SERVICES F	ADMIN AND GENERAL	43.50
	gutter&downspouts bldg rep	ELECTRIC FUND	ADMIN AND GENERAL	108.75
			TOTAL:	435.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROYAL TIRE, INC	#9tires	TRANSIT	TRANSIT/TRANSPORTATION	675.18
			TOTAL:	675.18
KEITH RUFFING	interop conf hotel,meal	GENERAL FUND	POLICE	280.59
			TOTAL:	280.59
RYAN ELECTRIC OF ST PETER	move wiring for fan,reconn	WATER	PURIFICATION AND TREAT	136.25
	replaced power supply	WATER	PURIFICATION AND TREAT	78.23
	heater thermostat	WATER	DISTRIBUTION AND STORA	205.30
	brdwy sub 20w led wall pac	ELECTRIC FUND	POWER DISTRIBUTION	268.50
			TOTAL:	688.28
SCHWICKERT'S, INC.	nls heater tube	WASTE WATER FUND	COLLECTOR/LIFT STAT	172.00
			TOTAL:	172.00
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.73
	admin fee	GENERAL FUND	CITY CLERK	2.32
	admin fee	GENERAL FUND	FINANCE	6.19
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.62
	admin fee	GENERAL FUND	POLICE	30.27
	admin fee	GENERAL FUND	BUILDING INSPECTOR	5.94
	admin fee	GENERAL FUND	COMMUNITY SERVICE	2.32
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.71
	admin fee	GENERAL FUND	STREETS	3.16
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	6.70
	admin fee	GENERAL FUND	PARKS	11.94
	admin fee	GENERAL FUND	ECONOMIC DEVMT	2.32
	admin fee	LIBRARY FUND	LIBRARY	2.91
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	3.49
	admin fee	WATER	DISTRIBUTION AND STORA	5.71
	admin fee	WATER	ADMIN AND GENERAL	2.10
	admin fee	WATER	CUSTOMER ACCOUNTS	0.47
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	3.38
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	2.36
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.48
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	4.65
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.93
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.48
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	6.97
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	8.42
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.80
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.73
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	4.82
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.48
	admin fee	TRANSIT	TRANSIT/TRANSPORTATION	4.64
			TOTAL:	135.04
SHOPKO STORES OPERATING CO., LLC	heat vinyl	WATER	DISTRIBUTION AND STORA	29.98
			TOTAL:	29.98
SHORTY'S TIRE ONE	bus #11 mount/balance tire	TRANSIT	TRANSIT/TRANSPORTATION	108.00
			TOTAL:	108.00
SIMPLEX GRINNELL	2014 sprinkler&fire alarm	WASTE WATER FUND	SOURCE/TREATMENT	2,106.29
	2014 sprinklr&alarm tests	ELECTRIC FUND	POWER PRODUCTION	892.10
			TOTAL:	2,998.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SOUTH CENTRAL COLLEGE	1st responder refresher	GENERAL FUND	POLICE	895.05
			TOTAL:	895.05
SOUTHERN MN MUNICIPAL POWER AGENCY	mar purchased power	ELECTRIC FUND	POWER SUPPLY	569,215.17
			TOTAL:	569,215.17
SPRINT SOLUTIONS, INC.	cell phone svc 3/15-4/14	GENERAL FUND	FIRE	18.04
	cell phone svc 3/15-4/14	WATER	ADMIN AND GENERAL	39.99
	on call phones 3/15-4/14	WATER	ADMIN AND GENERAL	24.33
	on call phones 3/15-4/14	WASTE WATER FUND	ADMIN AND GENERAL	26.20
	on call phones 3/15-4/14	ELECTRIC FUND	ADMIN AND GENERAL	25.14
			TOTAL:	133.70
ST PETER HERALD	muni bldg ad	GENERAL FUND	CITY ADMINISTRATION	299.00
	welco plat,vacation	GENERAL FUND	ECONOMIC DEVMT	348.60
	roundabout bids	PERM IMPROVMENT RE	STREETS	58.60
			TOTAL:	706.20
ST PETER LUMBER CO	sealant,cord,screws	WATER	PURIFICATION AND TREAT	113.67
	adapter	ELECTRIC FUND	POWER PRODUCTION	3.88
	wire nuts	ELECTRIC FUND	POWER DISTRIBUTION	16.99
			TOTAL:	134.54
ST PETER RENTAL CENTER	weed whip autocut covers	GENERAL FUND	PARKS	21.00
	weedwhip starter rope	GENERAL FUND	PARKS	13.60
			TOTAL:	34.60
STAPLES ADVANTAGE	papr,bindrs,shrpie,clips,h	LIBRARY FUND	LIBRARY	88.90
	5 mil pouchs,papr,bindrs,s	LIBRARY FUND	LIBRARY	73.98
	papr,bindrs,shrpie,clips,h	COMMUNITY CENTER	COMMUNITY CENTER	59.26
			TOTAL:	222.14
STEFFEN ELECTRIC OF LE CENTER INC.	jefferson breaker replacme	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	4,518.00
			TOTAL:	4,518.00
SWANK MOTION PICTURES INC	movie in park show license	GENERAL FUND	RECREATION/LEISURE SER	826.14
			TOTAL:	826.14
TELIN TRANSPORTATION GROUP	#12 a/c condenser	TRANSIT	TRANSIT/TRANSPORTATION	916.31
			TOTAL:	916.31
TIGERDIRECT.COM	dispatch monitor	GENERAL FUND	POLICE	140.64
			TOTAL:	140.64
TITAN MACHINERY	#69backhoe rubber pad	WATER	DISTRIBUTION AND STORA	307.86
			TOTAL:	307.86
VERIZON WIRELESS	phone svc 3/2-4/1	GENERAL FUND	POLICE	340.72
	water jet pack 3/2-4/1	WATER	ADMIN AND GENERAL	35.01
			TOTAL:	375.73
VON ESSEN LOCKSMITH SERVICE	re-key locks 430 ritt str	TORNADO DISASTER R	ECONOMIC DEVMT	175.00
			TOTAL:	175.00
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	185.00
	tire repair	GENERAL FUND	POLICE	15.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	200.00
TOM WINSELL	dak co tech class meal ex	GENERAL FUND	POLICE	21.51
			TOTAL:	21.51
WOLF MOTOR COMPANY, INC.	#26ww 4 low repair,rplc fu	WASTE WATER FUND	COLLECTOR/LIFT STAT	149.50
			TOTAL:	149.50
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	54.74
			TOTAL:	54.74
YOUTH ENRICHMENT LEAGUE	contract for chess&fencing	GENERAL FUND	RECREATION/LEISURE SER	2,134.00
	contract for chess&fencing	RESTRICTED CONTRIB	RECREATION/LEISURE SER	243.00
			TOTAL:	2,377.00
ZIEGLER INC	#214 knob	GENERAL FUND	STREETS	37.51
	#812 hose assembly	ELECTRIC FUND	POWER DISTRIBUTION	155.58
			TOTAL:	193.09

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

101	GENERAL FUND	39,901.81
201	PROPERTY INSURANCE	4,684.98
211	LIBRARY FUND	6,458.62
213	PUBLIC ACCESS	47.82
217	COMMUNITY CENTER	6,523.88
240	TORNADO DISASTER REV LOAN	359.99
401	PERM IMPROVMENT REVOLVING	12,088.13
601	WATER	15,057.15
602	WASTE WATER FUND	22,587.81
603	ENVIRON SERVICES FUND	37,122.71
604	ELECTRIC FUND	641,212.18
606	STORMWATER FUND	495.77
610	TRANSIT	2,385.88
820	RESTRICTED CONTRIBUTIONS	285.36

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 GRAND TOTAL: 789,212.09  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

- 1. The following license renewals are hereby approved subject to compliance with City Code regulations and payment of the license fees:

Tree Worker

Morsching’s Tree Service, Inc. 5/1/14 – 4/30/15

Temporary Soft Drink

St. Peter Chamber of Commerce Minnesota Square Park 7/4/14

Temporary On Sale 3.2 Beer

St. Peter Chamber of Commerce Minnesota Square Park 7/4/14

Temporary On Sale Beer

St. Peter Ambassadors Minnesota Square Park 6/12 - 6/14

Temporary On Sale Liquor

St. Peter Ambassadors Minnesota Square Park 6/12 - 6/14

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

<u>NAME</u>	<u>POSITION</u>	<u>HOURLY WAGE</u>
Fred Powers	Unlicensed Wastewater Operator	\$18.44/hour
Jason Dahl	Licensed Wastewater Operator	\$20.88/hour

- 3. The job share position of Recreation and Leisure Services Secretary/Receptionist shall revert to a regular full-time position effective June 9, 2014 and part-time Secretary/Receptionist Jennifer Harlow shall be made full-time on that date and will be subject to a six month probationary period.

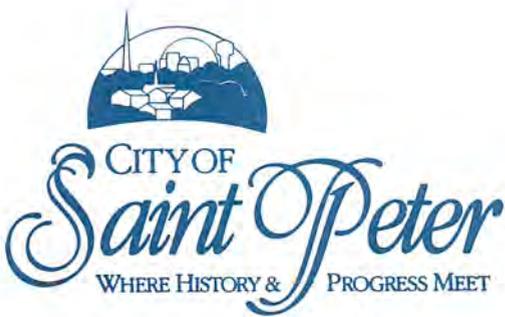
- 4. The schedule of disbursements for April 10, 2014 through April 23, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of April, 2014.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/24/14

**FROM:** Russ Wille  
Community Development Director

**RE:** St. Peter Community Childcare Center – Balloon Extension Request

### **ACTION/RECOMMENDATION**

Adopt the attached resolution providing a second 12 month extension of the established balloon payment which was due to be paid April 1, 2014.

### **BACKGROUND**

In December, 2007, the City Council approved a \$35,000 revolving loan to partially finance the start-up costs of the St. Peter Community Childcare Center (SPCCC). Recognizing that initial cash flows would be stressed, the repayment of the note was established at \$200.00 per month. The note is interest free. The note was to be repaid via balloon payment at the conclusion of the fifth year of operations.

The note is subject to a Security Agreement pledging all furnishings, fixtures and equipment as collateral. A UCC Financing Statement has been filed with the Minnesota Secretary of State. The SPCCC has recently provided a current roster of the fixtures, furnishings and equipment as requested.

On January 12, 2013, SPCCC Treasurer Jim Stenson requested that the City Council extend the scheduled balloon payment. In his correspondence, Mr. Stenson indicated that the primary project lender is unable to extend additional credit to the SPCCC which would allow for repayment of the City's note. Mr. Stenson requests a 24 month extension. After considerable discussion, the EDA recommended that the City Council provide a 12 month extension of the scheduled balloon payment. The Council accepted the recommendation and provided the 12 month extension through April 1, 2014.

The Board of the SPCCC acknowledges that they continue to struggle with their financial situation. However, a review of the submitted financials suggest that the SPCCC has made considerable progress as it attempts to address their debts and delinquencies.

Enrollment at the SPCCC is at an all time high. Maximum infant enrollment is expected to be achieved in September, 2014 given pre-enrollment of children that haven't even been born. Enrolment of toddlers and preschool age children continue to fluctuate as expected. Income in the last quarter of 2013 is the highest in the history of the center.

The board of SPCCC has become much more aggressive as they address the delinquency and late payments of their clientele. In early 2014, the SPCCC threatened to remove six families due to non-payment or significantly delinquent accounts. Five of the families were able to bring their account to current status to maintain availability of child care. Stepping up collection efforts at a time when families are often receiving tax refunds has proven to be effective in collecting delinquent accounts. The percentage of delinquent families is at an all time low and has been maintained for seven consecutive weeks.

The newest members of the SPCCC Board of Directors have increased their marketing and fundraising activities. They have distributed flyers and have distributed information to the County Health Nurse, Gustavus Adolphus College and Human Resources Directors of area businesses and industry. They have conducted fundraisers in cooperation with the local McDonalds. The exposure of such fundraisers is nearly as valuable as the funds raised.

In all, the SPCCC has begun to turn the corner financially. Rising enrollments, aggressive collections, increased marketing and timely fundraisers have been the key to the positive turn of events. The new Board of Directors should be commended for their efforts and commitment to turning around the financial performance of the center.

The SPCCC remains current on paying their EDA obligation of the loan. They have made every payment to the EDA as due and in the amount due. However, they continue to be delinquent on accounts payable to other vendors, and are making measured progress in bringing all accounts to current status.

The City Council has identified the availability of affordable child care services are vital to the City's economic development efforts. If parents cannot obtain daycare services, they cannot reasonably participate in the workforce.

City Administrator Prafke and I are recommended and the EDA concurred that a twelve month extension of the balloon payment would be warranted at this time. The EDA has recommended that the City Council provide an additional twelve month extension of the SPCCC balloon payment.

The SPCCC will be required to submit quarterly financial information and will meet intermittently with the appropriate City staff during the term of the deferment.

**FISCAL IMPACT:**

The SPCCC would maintain the \$200 per month payments during the extension.

**ALTERNATIVES/VARIATIONS:**

Do not act: The Community Development Director will work with the City Attorney to initiate collection.

Negative Votes: The Community Development Director will work with the City Attorney to initiate collection.

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. 2014 -**

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

**RESOLUTION EXTENDING BALLOON PAYMENT OF REVOLVING LOAN PREVIOUSLY  
PROVIDED TO SAINT PETER COMMUNITY CHILDCARE CENTER**

WHEREAS, the Economic Development Authority ("EDA") administers the Revolving Loan Fund; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for administration of loan funds; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, the City provided a \$35,000 loan to the Saint Peter Community Childcare Center (SPCCC) in 2007 to partially finance the furnishing of their new childcare operations; and

WHEREAS, loan payments had been made by the SPCCC on a regular basis and the outstanding balance of the loan is \$22,600; and

WHEREAS, repayment of the note was due on February 1, 2013 via balloon payment at the conclusion of the fifth year of the note; and

WHEREAS, the balloon payment date was subsequently extended by the City Council and the loan was due and payable in full on April 1, 2014.

WHEREAS, SPCCC has unsuccessfully attempted to conventionally refinance the note; and

WHEREAS, repayment of the note at this time would create significant financial hardship; and

WHEREAS, SPCCC has requested the City provide a second extension of the due date of the balloon payment; and

WHEREAS, SPCCC would continue to make \$200.00 per month payments on the note during the extension; and

WHEREAS, the EDA has reviewed the requested modification and has recommended that the City Council provide a twelve (12) month extension of the scheduled balloon payment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the terms of the revolving loan previously provided to the Saint Peter Community Childcare Center shall be amended to extend the date of balloon payment by twelve (12) months to April 1, 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28<sup>th</sup> day of April, 2014.

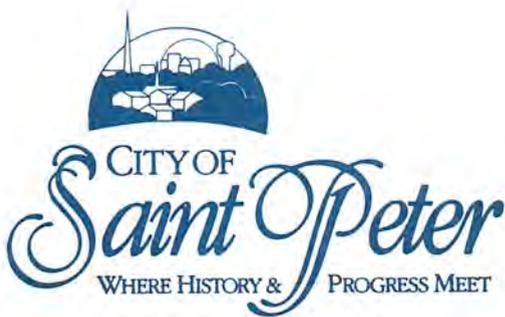
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 4/25/2014

**FROM:** Todd Prafke  
City Administrator

**RE:** Right of Way, Temporary Easement Acquisition Approvals

### **ACTION/RECOMMENDATION**

Approve a resolution providing for acquisition of right-of-way and a temporary construction easement at the intersection of West St. Julien Street and Old Minnesota Avenue and abutting St. Julien Street while directing staff to sign all related documentation related to MnDOT's work on West St. Julien Street.

### **BACKGROUND**

The Council has discussed this issue on many, many occasions so my memo will be brief and not outline the entire traffic control treatment at the corner of Old Minnesota and St. Julien or the Highway 169 project.

As members may remember, our appraisal work has been completed, legal descriptions finalized, negotiations with the property owners has been completed and MnDOT Highway 169 plans have been bid. It should be noted that no appraisal work was done on the Northern Con-Agg property as the price was negotiated at the cost per square foot that was paid by Shopko for land in that area.

Northern Con-Agg, LLP and Michael Skrove (Skrove Automotive) have agreed to the acquisition and construction easements and the timing is appropriate to complete the transaction.

A temporary construction easement is also need abutting Old Minnesota Avenue upon land owned by Ryan Wenner. Mr. Wenner has consented to the temporary easements and has executed the proper documents.

This transaction is requested based on two primary reasons:

- It provides the property needed for the City to improve the West St. Julien Street and Old Minnesota Avenue intersection. As discussed at your last Council meeting during the Right-Of-Way Plat #3 discussion, this property and easements are needed whether you put in the "Alternative Treatment" or a roundabout. If you do nothing to that intersection, smaller easements and almost no land acquisition is needed. Again, both intersection designs (roundabout and alternative treatment design) have the same footprint so the

land needed is the same for either. This does not provide for the building of a roundabout; rather it provides the land needed whether a roundabout or the alternative treatment is pursued.

- This action enables and allows MnDOT to do work on West St. Julien Street in connection with the Highway 169 project. This will improve the City street at no cost to the City other than the acquisition costs. The construction raises the roadway out of the flood plain making the interconnection of West St. Julien Street and Highway 169 work seamlessly.

Northern Con-Agg, LLP and Michael Skrove have executed purchase agreements and have consented to the sale of land to the City of Saint Peter. Ryan Wenner has executed the document providing temporary easement necessary to complete the intersection improvement.

As discussed previously, staff continues to pursue the plan for placement of the roundabout at some point in the future. While it is very unlikely that one will be built this summer, due to previously reviewed land acquisition issues, a majority of the Council voted to approve that design and treatment of the intersection, and we continue to work towards that end.

**FISCAL IMPACT:**

Funding is provided by MSA and the debt issue you completed late last year. Costs fall in line with our anticipated budget amount.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: The City will not be prepared to undertake any alteration of the Old Minnesota/St. Julien Street intersection until such time as the necessary land is acquired.

Denial: The planned alteration of the intersection would be halted until further direction is provide by the Council.

Modification of the Resolution: Alterations to the proposed purchase agreements would need to have the consent of Northern Con-Agg and Michael Skrove.

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

TP/bal



## PURCHASE AGREEMENT

**1. PARTIES.** This Purchase Agreement is made on April 28, 2014, by and between the City of Saint Peter, a municipal corporation, CITY, and Northern Con-Agg, LLP, NORTHERN CON-AGG.

**2. OFFER/ACCEPTANCE.** CITY offers to purchase and NORTHERN CON-AGG agrees to sell real property legally described as follows, to-wit:

Parcel 4N of proposed City of Saint Peter Road Right-of-Way Plat No. 3 (consisting of 15391 square feet), subject to all right of access as shown on said plat by the access control symbol.

Temporary Construction Easement – Parcel 4E consisting of 8486 square feet.

located at City of St. Peter, County of Nicollet, State of Minnesota.

**3. ACCEPTANCE DEADLINE.** This offer to purchase, unless accepted sooner, shall be null and void at 11:59 p.m., May 1, 2014, and in such event all earnest money shall be refunded to CITY.

**4. PRICE AND TERMS.** The price for the real property included in this sale is Twenty-eight Thousand Four Hundred Seventy-three and 35/100ths Dollars (\$28,473.35) (\$1.85 per square foot) which CITY shall pay in cash on or before May 9, 2014, the date of closing.

**5. DEED/MARKETABLE TITLE.** Upon performance by CITY, NORTHERN CON-AGG shall execute and deliver:

- A. Warranty Deed, conveying marketable title, subject to:
- 1) Building and zoning laws, ordinances, state and federal regulations;
  - 2) Restrictions relating to use or improvement of the property without effective forfeiture provisions;
  - 3) Reservation of any mineral rights by the State of Minnesota;

4) Utility and drainage easements which do not interfere with existing improvements.

B. A Temporary Construction Easement granting the CITY the right to construct a roadway and public utilities.

**6. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.** Real estate taxes due and payable in and for the year of closing shall be prorated paid by **NORTHERN CON-AGG**.

**NORTHERN CON-AGG SHALL PAY** on Date of Closing all installments of special assessments certified for payment with the real estate taxes due and payable in the year of closing.

**NORTHERN CON-AGG SHALL PAY ON DATE OF CLOSING** all other special assessments levied as of the date of this agreement.

**NORTHERN CON-AGG SHALL PROVIDE FOR PAYMENT** of special assessments pending as of the date of this agreement for improvements that have been ordered by the City Council or other governmental assessing authorities. As of the date of this Agreement, **NORTHERN CON-AGG** represents that **NORTHERN CON-AGG** has not received a Notice of Hearing of a new public improvement project from any governmental assessing authority, the costs of which project may be assessed against the property.

**NORTHERN CON-AGG SHALL PAY ON DATE OF CLOSING** any deferred real estate taxes or special assessments payment of which is required as a result of the closing of this sale.

**7. NORTHERN CON-AGG'S BOUNDARY LINE, ACCESS, RESTRICTIONS AND LIEN WARRANTIES.** **NORTHERN CON-AGG** warrants that there is a right of access to the real property from a public right of way. **NORTHERN CON-AGG** warrants that there has been no labor or material furnished to the property for which payment has not been made. **NORTHERN CON-AGG** warrants that there are no present violations of any restriction relating to the use of improvement of the property. These warranties shall survive the delivery of the deed.

**8. DISCLOSURE OF NOTICES.** **NORTHERN CON-AGG** has not received any notice from any governmental authority as to violation of any law, ordinance or regulation, if the property is subject to restrictive covenants, **NORTHERN CON-AGG** has not received any notice from any person as to a breach of the covenants.

**9. POSSESSION. NORTHERN CON-AGG** shall deliver possession of the property not later than the day of closing.

**10. EXAMINATION OF TITLE.** Within a reasonable time after acceptance of this Agreement **NORTHERN CON-AGG** shall furnish **CITY** with an Abstract of Title or a Registered Property Abstract. **CITY** shall have ten (10) business days after receipt of the Abstract of Title or Registered Property /abstract to have **CITY'S** attorney examine the title and provide **NORTHERN CON-AGG** with written objections.

**11. TITLE CORRECTIONS AND REMEDIES. NORTHERN CON-AGG** shall have 120 days from receipt of **CITY'S** written title objections to make title marketable. Upon receipt of **CITY'S** title objections, **NORTHERN CON-AGG** shall, within ten (10) business days, notify **CITY** of **NORTHERN CON-AGG'S** intention to make title marketable within the 120 day period. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by **NORTHERN CON-AGG** shall be reasonable, diligent, and prompt. Pending correction of title, all payments required herein and the closing shall be postponed.

**TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

**12. NOTICES.** All notices required herein shall be in writing and delivered personally or mailed to the address as shown at Paragraph 1, above and if mailed, are effective as of the date of mailing.

**13. MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

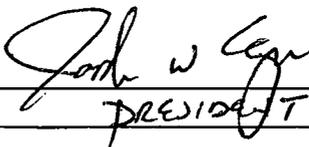
**14. ADDITIONAL TERMS.** **CITY** shall pay all survey costs, abstracting fees, recording fees and closing fees. **NORTHERN CON-AGG** shall pay all State Deed Taxes.

Dated: April 28, 2014

**CITY OF SAINT PETER, MINNESOTA**

**NORTHERN CON-AGG, LLP**

By \_\_\_\_\_  
Timothy Strand, Mayor

By   
Its \_\_\_\_\_  
PRESIDENT

By \_\_\_\_\_  
Todd Prafke, City Administrator

By \_\_\_\_\_  
Its \_\_\_\_\_

Closing shall be at the office of:

BRANDT LAW OFFICE  
Attorneys at Law  
219 W. Nassau, Box 57  
St. Peter, MN 56082  
Tel: (507) 931-6940

## PURCHASE AGREEMENT

**1. PARTIES.** This Purchase Agreement is made on April 22, 2014, by and between the City of Saint Peter, a municipal corporation, **CITY**, and Michael Skrove, **SKROVE**.

**2. OFFER/ACCEPTANCE.** **CITY** offers to purchase and **SKROVE** agrees to sell real property legally described as follows, to-wit:

Parcel 1N of proposed City of Saint Peter Road Right-of-Way Plat No. 3 (consisting of 267 square feet);

Temporary Construction Easement – Parcel 1E consisting of 1381 square feet;

located at City of St. Peter, County of Nicollet, State of Minnesota.

**3. ACCEPTANCE DEADLINE.** This offer to purchase, unless accepted sooner, shall be null and void at 11:59 p.m., May 1, 2014, and in such event all earnest money shall be refunded to **CITY**.

**4. PRICE AND TERMS.** The price for the real property included in this sale is Four Hundred Ninety-three and 95/100ths Dollars (\$493.95) (\$1.85 per square foot) which **CITY** shall pay in cash on or before May 9, 2014, the date of closing.

**5. DEED/MARKETABLE TITLE.** Upon performance by **CITY**, **SKROVE** shall execute and deliver:

- A. Warranty Deed, conveying marketable title, subject to:
- 1) Building and zoning laws, ordinances, state and federal regulations;
  - 2) Restrictions relating to use or improvement of the property without effective forfeiture provisions;
  - 3) Reservation of any mineral rights by the State of Minnesota;
  - 4) Utility and drainage easements which do not interfere with existing improvements.

- B. A Temporary Construction Easement granting the CITY the right to construct a roadway and public utilities.

**6. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.** Real estate taxes due and payable in and for the year of closing shall be prorated paid by **SKROVE**. **SKROVE SHALL PAY** on Date of Closing all installments of special assessments certified for payment with the real estate taxes due and payable in the year of closing.

**SKROVE SHALL PAY ON DATE OF CLOSING** all other special assessments levied as of the date of this agreement.

**SKROVE SHALL PROVIDE FOR PAYMENT** of special assessments pending as of the date of this agreement for improvements that have been ordered by the City Council or other governmental assessing authorities. As of the date of this Agreement, **SKROVE** represents that **SKROVE** has not received a Notice of Hearing of a new public improvement project from any governmental assessing authority, the costs of which project may be assessed against the property.

**SKROVE SHALL PAY ON DATE OF CLOSING** any deferred real estate taxes or special assessments payment of which is required as a result of the closing of this sale.

**7. SKROVE'S BOUNDARY LINE, ACCESS, RESTRICTIONS AND LIEN WARRANTIES.** **SKROVE** warrants that there is a right of access to the real property from a public right of way. **SKROVE** warrants that there has been no labor or material furnished to the property for which payment has not been made. **SKROVE** warrants that there are no present violations of any restriction relating to the use of improvement of the property. These warranties shall survive the delivery of the deed.

**8. DISCLOSURE OF NOTICES.** **SKROVE** has not received any notice from any governmental authority as to violation of any law, ordinance or regulation, if the property is subject to restrictive covenants, **SKROVE** has not received any notice from any person as to a breach of the covenants.

**9. POSSESSION.** **SKROVE** shall deliver possession of the property not later than the day of closing.

**10. EXAMINATION OF TITLE.** Within a reasonable time after acceptance of this Agreement **SKROVE** shall furnish **CITY** with an Abstract of Title or a Registered Property Abstract. **CITY** shall have ten (10) business days after receipt of the Abstract of Title or

Registered Property /abstract to have CITY'S attorney examine the title and provide SKROVE with written objections.

**11. TITLE CORRECTIONS AND REMEDIES.** SKROVE shall have 120 days from receipt of CITY'S written title objections to make title marketable. Upon receipt of CITY'S title objections, SKROVE shall, within ten (10) business days, notify CITY of SKROVE'S intention to make title marketable within the 120 day period. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by SKROVE shall be reasonable, diligent, and prompt. Pending correction of title, all payments required herein and the closing shall be postponed.

**TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

**12. NOTICES.** All notices required herein shall be in writing and delivered personally or mailed to the address as shown at Paragraph 1, above and if mailed, are effective as of the date of mailing.

**13. MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

**14. ADDITIONAL TERMS.** CITY shall pay all survey costs, abstracting fees, recording fees and closing fees. SKROVE shall pay all State Deed Taxes.

Dated: April 22, 2014

**CITY OF SAINT PETER, MINNESOTA**

By \_\_\_\_\_  
Timothy Strand, Mayor

  
\_\_\_\_\_  
Michael Skrove

By \_\_\_\_\_  
Todd Prafke, City Administrator

Closing shall be at the office of:

BRANDT LAW OFFICE

Attorneys at Law

219 W. Nassau, Box 57

St. Peter, MN 56082

Tel: (507) 931-6940

**TEMPORARY CONSTRUCTION EASEMENT GRANT**

**TO**

**THE CITY OF SAINT PETER, MINNESOTA**

Dated 1-30, 2014

**FOR VALUABLE CONSIDERATION, RYAN M. WENNER**, a single person, Grantor, hereby grants and conveys to the **CITY OF SAINT PETER**, a municipal corporation, Grantee, its successors or assigns, a temporary easement for construction of a roadway and public utilities over, under and across the property legally described as follows, to-wit:

Parcel 2E of proposed City of Saint Peter Road Right-of-Way  
Plat No. 3 (consisting of 2055 square feet).

The Grantor shall fully use and enjoy the aforesaid premises, except as to the rights herein granted; and the Grantee shall hold and save the said Grantor harmless from any and all damage arising from its use of the right, and easement herein granted and agrees to pay any damage or damages which may arise to the property, premises, or rights of the Grantor through Grantee's use, occupation, and possession of the rights herein granted.

The Grantor herein for himself, his heirs and representatives, does grant the right at all times to Grantee, its employees and agents, to go upon the above described premises for the purpose of erecting, constructing, excavating, and supplying, the utilities, at the discretion of the Grantee, upon completion of the installation of the utilities, the Grantee shall restore the premises to its pre-existing smooth mowable condition and shall exercise caution to minimize tree impact within the temporary easement area.



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING TEMPORARY CONSTRUCTION EASEMENTS AND/OR  
PURCHASE OF ROAD RIGHT-OF-WAY FROM NORTHERN CON-AGG, MICHAEL  
SKROVE (SKROVE AUTOMOTIVE) AND RYAN WENNER**

WHEREAS, the City Council has approved Saint Peter Road Right-Of-Way Plat No. 3 to facilitate construction and traffic control activities at the intersection of Old Minnesota Avenue and West St. Julien Street; and

WHEREAS, City staff has negotiated for the purchase of right-of-way from the owners of the property in the southwest corner of the intersection as well as property abutting St. Julien Street; and

WHEREAS, City staff has also negotiated for temporary construction easements upon the same properties; and

WHEREAS, the property owners, Northern Con-Agg, LLP, Michael Skrove and Ryan Wenner have agreed to the temporary construction easements and to sale of the requested road right-of-way property when necessary; and

WHEREAS, the City Attorney has prepared agreements for both the easements and purchase of the property.

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

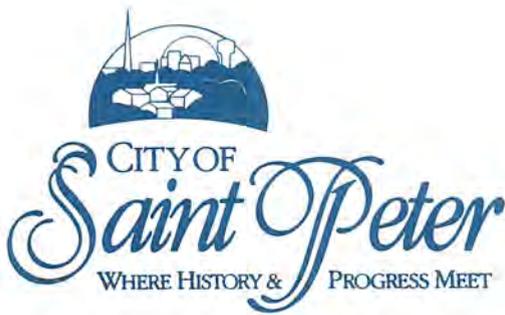
1. The Mayor and City Administrator are hereby authorized to execute both the temporary construction easement and property purchase documents by and between the City of Saint Peter and Northern Con-Agg, LLP; between the City of Saint Peter and Michael Skrove and finally between the City of Saint Peter and Ryan Wenner as approved by the City Attorney.
2. Funding for purchase of the right-of-way in the amount of \$28,967.30 shall be from Municipal State Aid funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28<sup>th</sup> day of April, 2014.

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

ATTEST:

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



## Memorandum

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

**DATE:** April 8, 2014

**FROM:** Todd Prafke                      Paula O'Connell                      Lewis Giesking  
City Administrator                      Director of Finance                      Director of Public Works

**RE:** 2014 Electric Enterprise Fund Budget

### ACTION/RECOMMENDATION

Approve the 2014 Electric enterprise fund budget and rate modification.

### BACKGROUND

Please find below the issues we have discussed and used for the planning and implementation of the budget for the Electric Fund. We use the budget as a planning and measurement tool in the management of this fund and the operations that are supported by this enterprise or business type fund.

The last rate increase took place in January 2011. That change was a 4% increase to energy sales. This 2014 budget proposes an increase of \$.0011 to \$.0025 per kilowatt hour (kWh) to all rate classes. This increase will result in an increase to reserves of \$75,000 in 2014 and \$151,000 in 2015. Below is a sample list of customers and how the proposed rate increase affects their monthly billing. This table depicts eleven different customers in four separate rate classifications. It also shows the current rate, the projected increase in rate, and the estimated monthly impact to each of these sample customers.

Customer	Current Bill	consumption	current rate/kwh	increase/kwh
Small Commercial	\$ 107.04	727	\$ 0.1225	\$ 0.0025
Residential	\$ 72.49	530	\$ 0.1123	\$ 0.0022
Residential	\$ 154.50	1,260	\$ 0.1123	\$ 0.0022
Residential	\$ 107.31	840	\$ 0.1123	\$ 0.0022
Residential	\$ 170.23	1,400	\$ 0.1123	\$ 0.0022
Residential	\$ 109.56	860	\$ 0.1123	\$ 0.0022
Large Commercial	\$ 1,240.13	13,160	\$ 0.0731	\$ 0.0015
Residential	\$ 74.74	550	\$ 0.1123	\$ 0.0022
Residential	\$ 125.29	1,000	\$ 0.1123	\$ 0.0022
Large Commercial	\$ 5,240.30	48,400	\$ 0.0731	\$ 0.0015
Industrial	\$ 31,434.86	296,100	\$ 0.0573	\$ 0.0011

The table to the left shows rates as projected for the budget with all user classifications seeing an equal percentage increase. The City Council expressed an interest in seeing how an increase would look if the revenue need was weighted on individual customers classes or groupings, as opposed to

a general rate increase as staff suggests above. There are six Industrial class customers and with the needed revenue collected from that class alone, the Industrial rate would go from \$.0573 to \$.0626, an increase of \$.0053/kwh. This table illustrates the impact of an increase using that premise.

Industrial only				current	increase/k	monthly
	<u>Customer</u>	<u>Current Bill</u>	<u>consumption</u>	<u>rate/kwh</u>	<u>wh</u>	<u>increase</u>
500-000100-01	Industrial	\$ 31,434.86	296,100	\$ 0.0573	\$ 0.0053	\$ 1,569.33

As an additional piece of information, one of our largest Industrial class customers is the Wastewater Treatment Plant. The increase to that budget, and therefore corresponding charges to wastewater users, would mean an increase of \$1,120.95 per month to that user.

If the Large Commercial class was included with the Industrial class to collect the needed revenue, the increase to their rates would each be \$.0024/kwh. This table shows the revenue needs being met by changes shared by Industrial and Large Commercial classes.

Large Commercial and Industrial only				current	increase/k	monthly
	<u>Customer</u>	<u>Current Bill</u>	<u>consumption</u>	<u>rate/kwh</u>	<u>wh</u>	<u>increase</u>
215-009700-01	Large Commercial	\$ 1,240.13	13,160	\$ 0.0731	\$ 0.0024	\$ 31.58
233-004000-02	Large Commercial	\$ 5,240.30	48,400	\$ 0.0731	\$ 0.0024	\$ 116.16
500-000100-01	Industrial	\$ 31,434.86	296,100	\$ 0.0573	\$ 0.0024	\$ 710.64

Councilmembers have previously asked for a history of the last five rate increases. That information is as follows:

<b>Electric rate history</b>		<b>Residential Rate</b>
January 2011	4%	.1123
August 2010	4%	.1079
2008	6.5%	.1038
2006	22% and base increase \$1.45	.0956
2005	base charge increased \$1.75	
1995		.0783

*Current residential rates are \$9.95 base charge, \$3.00 transmission charge and \$.1123 per kilowatt hour charge. All previous changes were made across all rate or user classifications.*

**Additional Information for your added knowledge:**

- The load control rebate is proposed to remain at \$4.00/month credit. This credit is given to our load control customers for five months of the year. Load control helps reduce peak demand by cycling air conditioning units. In the past, we have discussed the removal of this credit due to changes in eligibility for the Conservation Incentive Program (CIP). Currently our load control credit is 100% eligible towards the CIP. We pay out about \$37,000 for this program. Remember that this is part of our CIP requirement, so eliminating the program

means you will need to spend it on conservation efforts elsewhere.

- The current Conservation Improvement Program (CIP) requirements are part of the Next Generation Energy Act that was passed into law in 2007. The energy **savings** requirement is 1.5% of the utility's 3-year average kWh sales from four years previous. The **spending** requirement is 1.5% of the utility's gross operating revenue (GOR) from two years previous. The **low-income spending** requirement is 0.2% of the residential gross operating revenue from two years previous.

The 2014 requirements will be based on:

- ✓ 2010-12 average sales for the 1.5% energy savings goal
- ✓ 2012 total GOR for the 1.5% spending requirement
- ✓ 2012 residential GOR to calculate the % Low Income spending

The penalties are applied if a utility cannot or chooses not to try to achieve their savings and spending requirements. If the utility fails to meet the requirements, the State can come in and implement CIP programs for the utility. The State can also delay or not approve utility requests for new generation resources until the CIP requirements are met. SMMPA works with fifteen SMMPA members to jointly conduct the CIP programs to meet the State requirements.

- It should be noted that fuel for the Broadway Generation Plant (power production) is reimbursed by SMMPA. City staff exercises the generation plant monthly and, in addition, SMMPA calls on the City to operate the plant as necessary during peak electrical usage on the transmission system.
- Capital purchases of \$1,241,300 are funded from reserves. Approval of the budget does not allow for the purchase of large items without additional City Council approval. Budgeted items over \$7,500 will be presented to the Council for final approval of purchase, as per your purchase policy.

\$ 50,000.00	Planning for Front Street Substation transformer replacement (Depends on failure)
\$113,550.00	Closeout Sunrise Substation
\$ 13,000.00	Distribution line - Broadway Substation to Traverse Road (Nicollet Avenue)
\$ 32,000.00	Distribution line - Traverse Road to the Sunrise Substation (Nicollet Avenue)
\$330,000.00	5 new sealed underground switch boxes - Nicollet Avenue (out for bids)
\$ 65,000.00	Replacement underground switch (Catholic Church problem and out for bids)
\$ 40,000.00	Replace 1970 underground distribution wire
\$450,000.00	Install catalytic converters at Broadway generation plant (Project near completion)
\$ 8,000.00	Roof replacement
\$ 29,000.00	Parapet repairs on the Front Street substation equipment room
\$ 15,000.00	10 Traditionaire streetlights at Jefferson Avenue (carryover from 2013)
\$ 56,100.00	22 Black Commercial Streetlights on North Third Street and Old

\$ 26,000.00	Minnesota Avenue –Union Street to St. Julien Street 32 LED Traditionaire lights on Washington Avenue Link Project (reuse 21 poles)
\$ 7,650.00	3 Black Commercial LED Lights at Old Minnesota and Union Street
\$ 6,000.00	New line monitor (recorder)

- 6.5% of sales will be transferred to the General Fund.

**Current Debt issues: \$1,174,232**

- ✓ EDA Public Project Revenue Bond – 2000 (Downtown streetlights)  
2014 Debt Service \$67,048; remaining debt \$0; Final payment 2014
- ✓ Electric Revenue Bond – 2004D  
2014 Debt Service \$171,554; remaining debt \$335,000; Final payment 2016
- ✓ Electric Revenue Refunding Bond – 2006B (Generation Plant)  
2014 Debt Service \$362,597; remaining debt \$3,660,000; Final payment 2027
- ✓ Electric Revenue Refunding Bond – 2006C  
2014 Debt Service \$180,400; remaining debt \$685,000; Final payment 2018
- ✓ Taxable Revenue Bond – 2010C (Substation and Transmission)  
2014 Debt Service \$392,633; remaining debt \$4,090,000; Final payment 2031

The 2014 projected unrestricted reserve of \$147,638 does not meet our targeted amount of \$1,200,000. The reserve target has been set based on a risk analysis and projections in an effort to cover emergency repairs and to make capital purchases as you see planned via use of cash when possible. Due to the use of reserves for the 2014 capital purchases, it will take a number of years to attain our targeted balance of reserves.

**Other Considerations:**

The goal of this rate change is to moderate your overall negative financial trend line including your net income before capital expenses for the 2014 year. As you review the budget spreadsheet information you will see a downward trend in that line and we believe that this change in rates is the best way and time to start to reverse that trend. We also believe that generally speaking, smaller incremental rate increases are preferred over fewer but larger increases. While capital improvements come and go and your level of debt is remaining relatively steady, it is not prudent to allow an operational negative trend line to continue.

We continue to hover in a rate range that is higher than average in Minnesota, but we have seen increases in rates for other utilities including Investor Owned Utilities (IOUs) and Coop models. A survey from Owatonna is included for your information. This is not inclusive but gives what we believe to be a representative sample of rates in our area.

You have continued to invest in improved redundancy, dramatically reducing outages and meeting mandates. Those investments have had an impact on our overall budget and rate

needs.

Consideration of smaller transfers to the General Fund may likewise mean an increase to our annual tax levy. A decrease in the transfer of \$100,000 and a corresponding increase of \$100,000 to our tax levy, would mean that a \$250,000 valued home would pay an additional \$62.89 in taxes, based on the 2014 valuation. This issue is not just a numbers or money issue; rather it is a philosophical issue related to how you derive revenues from both property tax payers and the large number of non-property tax payers within your community.

This budget and proposed rate changes do nothing to change any potential disparities in rates and costs among the various rate classifications within your overall system. (That disparity issue was discussed above in the memo.)

Discussion from SMMPA has indicated a possible 2% cost increase in purchased power in 2015 and 2016; therefore, rate changes may also need to be addressed in next year's budget to cover changes in wholesale power costs which have been flat for the last few years.

#### **FISCAL IMPACT:**

The proposed rate increase to all classes is in effect for the energy charge and will generate approximately \$75,000 in 2014 and \$151,000 in 2015.

Based on the proposed budget, we anticipate that our cash position will decrease from a projected \$1,386,606 at the end of 2013, to an estimate of \$192,638 at the end of 2014. The operating expenses for 2014 are \$8,679,830; which puts the reserve at 2% of the current year operating budget.

This budget anticipates using \$1,241,300 of reserves to fund capital purchases. This budget includes place holders for Front Street Substation improvements and for the replacement of a major transformer. This allows us to plan ahead, but frankly, we do not yet know when or exactly to what extent activity will take place.

The approval of the Electric budget (including capital) in the amount of \$12,098,949 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases over \$7,500 will be presented individually to the City Council for authorization.

#### **ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction. There is no law that requires an approved budget. However, it is important to planning and measurements of operation to have the discussion and understanding of the costs and revenues. A budget represents that effort to your auditors.

Negative vote. Staff will wait for additional direction from the Council.

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

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

TP/PO/LGG

		ELECTRIC FUND							
		Electric Revenues							
		2011	2012	2013	2014	2014	2015		
		Actual	Actual	Actual	Budget	Projected	Budget		
604	37410	Residential Electric Sales	3,689,599	3,667,411	3,661,278	3,769,341	3,769,341	3,919,726	
604	37415	less: Load Management Credit	(34,961)	(35,228)	(35,111)	(35,100)	(35,100)	(35,100)	
604	37416	less: Load Mgmt Credit-Sm Comm	(960)	(931)	(822)	(930)	(930)	(930)	
604	37417	less: Load Mgmt Credit-Lg Comm	(2,296)	(2,320)	(1,028)	(1,100)	(1,100)	(1,100)	
604	37419	Water Heating	660	1,056	992	1,060	1,060	1,067	
604	37420	Small Commercial Electric	334,411	296,398	320,274	305,000	305,000	307,135	
604	37421	Large Commercial Electric	3,094,840	2,924,586	2,967,949	2,967,000	2,967,000	2,987,769	
604	37422	Large Commercial Electric Heat Sales	45,597	42,623	45,039	45,000	45,000	45,315	
604	37423	Industrial Electric Sales	1,927,759	1,770,897	1,994,009	1,995,000	1,995,000	2,008,965	
604	37424	Economic Development Incentive	0	0	0	0	0	0	
604	37425	Large Commercial Peak Alert	0	0	0	0	0	0	
604	37426	Large Commercial Interruptible	42,801	19,556	32,810	35,000	35,000	35,245	
604	37427	Industrial Interruptible	111,342	111,008	107,904	108,000	108,000	108,756	
604	37430	Streetlights	92,681	97,110	90,690	91,000	91,000	91,637	
604	37431	Security Lights	0	0	0	0	0	0	
604	37432	Sirens	288	288	288	288	288	290	
604	37435	Customer Generation	(213)	(251)	(2,285)	(2,285)	(2,285)	(2,285)	
604	37440	Non Utility City - Small	4,818	5,407	5,349	5,300	5,300	5,337	
604	37441	Inter City - Small	2,577	3,513	5,215	3,500	3,500	3,525	
604	37442	Non Utility City - Large	52,686	50,289	54,284	54,300	54,300	54,680	
604	37443	Inter City - Large	44,404	42,755	48,168	48,000	48,000	48,336	
604	37444	Non-Utility- Large Comm./Interruptible	109,755	112,855	113,595	114,000	114,000	114,798	
604	37445	Inter-City - Large Comm./Interruptible	122,324	124,356	127,000	127,000	127,000	127,889	
604	37446	Non-Utility Lg. Comm./Elec. Heat	6,648	5,926	5,970	6,000	6,000	6,042	
604	37447	Inter-City - Industrial	294,148	314,051	190,077	200,000	200,000	201,400	
604	37448	Renewable Energy/Wind Power	62	185	200	200	200	201	
604	37449	Inter City Lg. Industrial Interruptible	224,984	229,636	239,004	235,000	235,000	236,645	
		Sub-Total: Electric Sales	10,163,954	9,781,176	9,970,849	10,070,574	10,070,574	10,265,343	
604	36220	Pole Rentals	0	0	0	0	0	0	
604	37450	Connection Fees	0	100	0	0	0	0	
604	37455	Electric Access Charge	3,900	11,500	27,000	15,000	15,000	12,000	
604	37460	Penalty Revenues	71,982	66,706	65,508	66,000	66,000	65,000	
604	37470	Miscellaneous	546,549	247,176	145,540	120,000	120,000	60,000	
604	36250	Refund & Reimbursments	0	0	0	0	0	0	
		Sub-Total: Other Operating Rev.	622,431	325,482	238,048	201,000	201,000	137,000	
604	33422	Other State Grants	145,860	1,408	1,408	1,408	1,408	1,408	
604	36101	Special Assessments	1,983	0	0	0	0	0	
604	36112	Loan Interest Earned	6,289	5,218	3,936	3,000	3,000	4,000	
604	36210	Interest Earned	62,952	30,503	18,761	20,000	20,000	25,000	
604	39101	Sale of Fixed Assets	18,750	2,345	11,923	0	0	0	
604	39200	Transfers from other Funds	0	0	0	0	0	0	
604	37471	smmpa reimbursement for gen fuel	140,198	209,932	71,116	82,000	82,000	180,000	
604	37480	Excess Equity Dividend	0	0	0	0	0	0	
604	37484	SMMPA Generation Contract	432,000	432,000	432,000	432,000	432,000	432,000	
		Sub-Total: Non-Operating Revenues	808,032	681,406	539,144	538,408	538,408	642,408	
		TOTAL OPERATING REVENUES	10,786,385	10,106,658	10,208,897	10,271,574	10,271,574	10,402,343	
		TOTAL REVENUES	11,594,417	10,788,064	10,748,041	10,809,982	10,809,982	11,044,751	

			Electric Expenditures					2015	
			2011	2012	2013	2014	2014	2015	
			Actual	Actual	Actual	Budget	Projected	Proposed Budget	
			<b>Power Production</b>						
604	49550	100	Wages	11,667	12,316	14,767	12,306	12,306	12,429
604	49550	102	Overtime	948	1,845	1,591	366	366	370
604	49550	121	PERA	911	1,020	1,184	919	919	928
604	49550	122	FICA	764	853	973	786	786	794
604	49550	126	Medicare	179	200	228	184	184	186
604	49550	131	Health Insurance	1,985	3,112	2,791	2,625	2,625	2,651
604	49550	132	Dental Insurance	304	159	346	166	166	154
604	49550	133	Life Insurance	4	6	6	5	5	5
604	49550	151	Worker's Compensation	321	325	313	430	430	444
604	49550	210	Operating Supplies	1,833	1,880	298	0	0	0
604	49550	211	Motor Fuels	140,198	209,965	71,116	82,000	82,000	180,000
604	49550	220	Repair and Maintenance Supplies	321	0	0	0	0	0
604	49550	300	Professional Services	0	3,170	7,542	10,000	10,000	5,000
604	49550	360	Insurance	27,677	28,338	32,426	40,000	40,000	40,000
604	49550	380	Utilities	39,406	34,978	37,777	38,000	38,000	38,000
604	49550	401	Repair & Maint. - Buildings	4,202	102	1,032	1,000	1,000	4,000
604	49550	404	Repair & Maint. - Equipment	49,230	59,582	56,799	40,000	40,000	80,000
604	49550	430	Miscellaneous	0	0	0	0	0	0
			Sub-Total: Power Production	279,950	357,851	229,189	228,787	228,787	364,961
			<b>Power Supply</b>						
604	49560	381	Purchased Power (paid to SMMPPA)	7,221,284	7,357,680	7,276,105	7,276,200	7,276,200	7,400,000
			Sub-Total: Power Supply	7,221,284	7,357,680	7,276,105	7,276,200	7,276,200	7,400,000
			<b>Power Distribution System</b>						
604	49570	100	Wages	190,362	213,197	247,657	297,653	297,653	300,630
604	49570	102	Overtime	13,829	24,249	13,726	8,563	8,563	8,649
604	49570	121	PERA	20,718	22,046	21,786	22,201	22,201	22,423
604	49570	122	FICA	17,452	18,593	18,303	18,985	18,985	19,175
604	49570	126	Medicare	4,081	4,348	4,281	4,440	4,440	4,484
604	49570	131	Health Insurance	52,996	49,515	52,622	57,832	57,832	58,410
604	49570	132	Dental Insurance	5,195	3,787	4,148	3,984	3,984	3,704
604	49570	133	Life Insurance	110	105	112	115	115	109
604	49570	151	Worker's Compensation	7,652	7,826	7,500	10,384	10,384	10,628
604	49570	210	Operating Supplies	27,198	38,498	25,610	28,000	28,000	32,000
604	49570	211	Motor Fuels	11,187	11,215	10,670	11,000	11,000	10,000
604	49570	220	Repair and Maintenance Supplies	1,635	325	517	1,000	1,000	1,000
604	49570	300	Professional Services	61,076	13,524	7,345	10,000	10,000	5,000
604	49570	310	Contractual Labor	0	0	0	0	0	0
604	49570	360	Insurance	10,247	10,232	15,146	19,000	19,000	19,000
604	49570	380	Utilities	5,268	10,841	11,324	11,000	11,000	10,000
604	49570	401	Repair & Maint. - Buildings	0	0	750	1,000	1,000	1,020
604	49570	402	Repair & Maint. - Substations	19,959	2,780	139	5,000	5,000	5,000
604	49570	404	Repair & Maint. - Equipment	9,937	10,082	10,360	10,000	10,000	5,000
604	49570	405	Repair & Maint. - Underground Lines	29,003	19,203	58,540	30,000	30,000	22,000
604	49570	406	Repair & Maint. - Overhead Lines	0	0	0	0	0	0
604	49570	407	Repair & Maint. - Meters	289	2,468	1,807	10,000	10,000	4,000
604	49570	408	Repair & Maint. - Transformers	2,438	871	(5,312)	2,000	2,000	1,000
604	49570	409	Repair & Maint. - Streetlights	13,610	23,754	29,430	20,000	20,000	12,000
604	49570	410	Repair & Maint. - SCADA & Load Mgt.	14,529	23,672	16,425	18,000	18,000	10,000
604	49570	415	Equipment Rental	1,578	2,406	0	2,000	2,000	2,000
604	49570	430	Miscellaneous	0	0	0	0	0	0
			Sub-Total: Power Distribution	520,349	513,537	552,886	602,157	602,157	567,232

			2011	2012	2013	2014	2014	2015	
			Actual	Actual	Actual	Budget	Projected	Proposed	
								Budget	
			<b>Administrative and General</b>						
604	49580	100	Wages	185,691	189,578	191,881	198,956	198,956	200,946
604	49580	102	Overtime	438	732	930	1,058	1,058	1,069
604	49580	112	Car Allowance	2,160	2,160	1,215	0	0	0
604	49580	121	PERA	13,381	13,662	13,687	14,462	14,462	14,607
604	49580	122	FICA	10,881	11,099	11,125	12,401	12,401	12,525
604	49580	126	Medicare	2,545	2,596	2,602	2,900	2,900	2,929
604	49580	131	Health Insurance	48,961	47,854	49,203	56,656	56,656	57,223
604	49580	132	Dental Insurance	2,727	4,393	3,662	3,007	3,007	2,796
604	49580	133	Life Insurance	80	76	82	87	87	83
604	49580	151	Worker's Compensation	1,888	1,920	1,825	2,323	2,323	2,586
604	49580	200	Office Supplies	8,185	7,693	6,226	5,700	5,700	5,700
604	49580	205	Misc. Employee Expenses	14,139	13,351	12,780	26,895	26,895	15,000
604	49580	210	Operating Supplies	804	726	693	5,000	5,000	1,000
604	49580	211	Motor Fuels	14	0	0	0	0	0
604	49580	220	Repair & Maint. Supplies	2,959	7,121	2,603	3,000	3,000	3,000
604	49580	300	Professional Services	18,887	15,756	10,986	28,000	28,000	28,000
604	49580	310	Contract Labor	0	0	0	0	0	0
604	49580	321	Telephone	4,276	4,066	3,852	4,300	4,300	4,300
604	49580	322	Postage	224	134	185	200	200	200
604	49580	331	Travel & Training	18,005	23,734	22,432	12,500	12,500	15,000
604	49580	340	Advertising	0	0	0	0	0	0
604	49580	351	Legal Notices & Publications	6	0	0	100	100	100
604	49580	354	Printing & Binding	0	0	0	0	0	0
604	49580	360	Insurance	14,515	12,806	5,016	22,000	22,000	22,000
604	49580	380	Utilities	8,053	7,082	8,235	9,000	9,000	9,000
604	49580	401	Repair & Maint. - Buildings	3,194	2,857	3,529	5,000	5,000	4,000
604	49580	404	Repair & Maint. - Equipment	7,318	5,854	9,264	3,500	3,500	4,500
604	49580	430	Miscellaneous	72	0	0	0	0	0
604	49580	433	Dues and Subscriptions	26,662	25,986	27,420	26,100	26,100	26,100
			Sub-Total: Administration	396,065	401,236	389,433	443,145	443,145	432,662
			<b>Customer Accounts</b>						
604	49585	100	Wages	67,203	80,687	66,770	66,381	66,381	67,045
604	49585	102	Overtime	590	979	29	1,896	1,896	1,915
604	49585	121	PERA	4,854	4,782	4,740	4,950	4,950	5,000
604	49585	122	FICA	3,934	4,047	3,870	4,233	4,233	4,275
604	49585	126	Medicare	920	946	905	990	990	1,000
604	49585	131	Health Insurance	20,073	18,817	21,072	21,448	21,448	21,662
604	49585	132	Dental Insurance	1,251	966	1,427	996	996	926
604	49585	133	Life Insurance	27	27	30	29	29	27
604	49585	151	Worker's Compensation	387	398	378	430	430	535
604	49585	200	Office Supplies	438	1,433	1,845	1,500	1,500	1,500
604	49585	205	Misc. Employee Expenses	0	0	0	0	0	0
604	49585	211	Motor Fuels	454	407	650	288	288	425
604	49585	300	Professional Services	4,265	2,822	2,851	3,500	3,500	3,500
604	49585	322	Postage	5,174	5,262	5,354	4,750	4,750	5,300
604	49585	331	Travel & Training	0	0	13	50	50	50
604	49585	354	Printing & Binding	3,193	3,737	3,109	3,000	3,000	3,500
604	49585	360	Insurance	652	552	1,376	1,200	1,200	1,200
604	49585	404	Repair & Maint. - Equipment	1,353	1,772	3,291	2,100	2,100	2,100
604	49585	430	Miscellaneous	338	116	235	1,800	1,800	200
604	49585	433	Dues and Subscriptions	0	0	0	0	0	0
604	49585	904	Bad Debt Expense	(1,861)	40,523	11,717	10,000	10,000	10,000
			Sub-Total: Customer Accounts	113,245	168,273	129,662	129,541	129,541	130,160
			Operating Expenses	8,530,893	8,798,577	8,577,275	8,679,830	8,679,830	8,895,015
			Operating Income (loss):	2,255,492	1,308,081	1,631,622	1,591,744	1,591,744	1,507,329
			<b>Depreciation</b>						
604	49970	420	Depreciation	799,871	839,876	850,000	850,000	850,000	840,000
			<b>Interest Payments</b>						
604	49980	611	Bond Interest Payments	499,763	474,241	446,828	419,232	419,232	446,828
			<b>Transfers</b>						
604	49990	720	Operating Transfer - Cash to General	686,259	669,647	676,343	654,587	654,587	667,247
604	49990	722	Contributed Utility Services	251,414	254,818	253,957	254,000	254,000	255,000
			Sub-Total: Transfers & Contributions	937,673	924,465	930,300	908,587	908,587	922,247
			Other Expenditures	2,237,307	2,238,582	2,227,128	2,177,819	2,177,819	2,209,075
			NET INCOME (Loss):	826,217	(249,095)	(56,362)	(47,668)	(47,668)	(59,339)

<b>Capital - Distribution System</b>									
604	48410	100	Wages	83,336	68,682	43,989	0	0	0
604	48410	300	Professional/Engineering Services	53,295	38,221	36,939	50,000	50,000	140,000
604	48410	510	Land Acquisition	0	0	0	0	0	0
604	48410	520	Building/Structural Improvements	740,435	431,310	(22,684)	37,000	37,000	0
604	48410	532	Utility Infrastructure	1,152,285	246,888	186,527	1,043,550	1,043,550	40,000
604	48410	540	Heavy Machinery	0	0	0	0	0	0
604	48410	550	Motor Vehicles	0	0	0	0	0	0
604	48410	580	Other Equipment	0	0	224,910	6,000	6,000	0
				2,029,351	785,101	469,681	1,136,550	1,136,550	180,000
<b>Capital - General Plant</b>									
604	48420	520	Building/Structural Improvements	0	0	0	0	0	0
604	48420	536	Streetlights	261,547	74,345	8,058	104,750	104,750	0
604	48420	540	Heavy Machinery	0	0	0	0	0	0
604	48420	550	Motor Vehicles	0	0	5,451	0	0	0
604	48420	580	Other Equipment	24,135	14,040	8,463	0	0	18,000
				285,682	88,385	21,972	104,750	104,750	18,000
<b>Bond Principal Payments</b>									
			Principal Payments on Bonds	500,000	525,000	725,000	755,000	755,000	720,000
<b>ELECTRIC FUND</b>									
<b>Statement of Sources and Applications of Cash</b>									
				2011	2012	2013	2014	2014	2015
				Actual	Actual	Actual	Budget	Projected	Proposed
									Budget
<b>Sources of Cash:</b>									
			Net Income (loss)	\$826,217	(\$249,095)	(\$56,362)	(\$47,668)	(\$47,668)	(\$59,339)
			Add depreciation	799,871	839,876	850,000	850,000	850,000	840,000
			Total	1,626,088	590,781	793,638	802,332	802,332	780,661
<b>Application of cash:</b>									
			Purchase of fixed assets	(2,315,033)	(873,486)	(491,653)	(1,241,300)	(1,241,300)	(198,000)
			Change in assets and liabilities	(192,829)	257,532	100,000	0	0	0
			Proceeds received	0	0	0	0	0	0
			Principal payments of long-term debt	(500,000)	(525,000)	(725,000)	(755,000)	(755,000)	(720,000)
			Capital contributed by other sources	0	0	0	0	0	0
			Total	(3,007,862)	(1,140,954)	(1,116,653)	(1,996,300)	(1,996,300)	(918,000)
			Net increase (decrease) in cash	(1,381,774)	(550,173)	(323,015)	(1,193,968)	(1,193,968)	(137,339)
			Cash - January 1	4,702,996	3,321,222	2,771,049	2,448,034	2,448,034	1,254,066
			Required Bond Reserve	\$1,061,428	\$1,061,428	\$1,061,428	\$1,061,428	\$1,061,428	\$1,061,428
			Unrestricted Cash - December 31	\$2,259,794	\$1,709,621	\$1,386,606	\$192,638	\$192,638	\$55,300

Electric Utility Capital Plan		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Distribution System</b>											
604.48410.300	Professional/Engineering Services										
	Staff Wages										
	Design Front St Substation/Transmission		\$ 140,000								
	Design transformer	\$ 50,000				\$ 50,000					
604.48410.520	Building/Structural Improvements							\$ 500,000			
	Replacemt Transformer - Front Street Substation							\$ 500,000			
	Roof Replacement - Front Street Substation	\$ 8,000									
	Parapet repairs - Front Street Substation	\$ 29,000									
604.48410.532	Utility Infrastructure										
	Services to new customers		\$ 10,000		\$ 10,000	\$ 10,000					
	Future subdivision development			\$ 90,000			\$ 120,000				\$ 100,000
	Direct read meter program						\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Generation catalyst	\$ 450,000									
	Five new underground switch/Nicollet Avenue	\$ 330,000									
	Replacement underground switch	\$ 65,000									
	Front St Substation Upgrade			\$ 500,000							
	Southwest Housing Development			\$ 90,000							
	New Sunrise Substation distribution/Nicollet Ave	\$ 113,550									
	Distribution of line Broadway Substation to Traverse Rd. (Nicollet Ave.)	\$ 13,000									
	Distribution of line Traverse Road to Sunrise Substation (Nicollet Ave.)	\$ 32,000									
	Replace 1970's underground	\$ 40,000	\$ 40,000	\$ 40,000							
604.48410.580	Other Equipment										
	Line monitor (recorder)	\$ 6,000									
<b>TOTALS - CAPITAL DISTRIBUTION SYSTEMS</b>		<b>\$ 1,136,550</b>	<b>\$ 180,000</b>	<b>\$ 640,000</b>	<b>\$ 90,000</b>	<b>\$ 10,000</b>	<b>\$ 60,000</b>	<b>\$ 820,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>
<b>General Plant</b>											
604.48420.520	Building/Structural Improvements										
604.48420.536	Streetlights										
	New subdivision lighting		\$ 20,000	\$ 20,000			\$ 20,000				
	22 Black commercial Streetlights (Old Minnesota Avenue Street Lights)	\$ 56,100									
	10 Traditionaire replacements Jefferson Avenue (carryover from 2013)	\$ 15,000		\$ 15,000		\$ 15,000					
	32 LED Traditionaire lights - reuse 21 (Washington Avenue)	\$ 26,000									
	3 black commercial LED Lights (Union Street/Old Minnesota Avenue)	\$ 7,650									
604.48420.580	Other Equipment										
	Black box Computer for Generattion		\$ 18,000								
<b>TOTALS - CAPITAL GENERAL PLANT</b>		<b>\$ 104,750</b>	<b>\$ 18,000</b>	<b>\$ 35,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Totals</b>		<b>\$ 1,241,300</b>	<b>\$ 198,000</b>	<b>\$ 675,000</b>	<b>\$ 110,000</b>	<b>\$ 25,000</b>	<b>\$ 60,000</b>	<b>\$ 840,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>
<b>Annual Debt Service</b>		<b>\$ 1,174,232</b>	<b>\$ 1,111,535</b>	<b>\$ 1,113,733</b>	<b>\$ 937,485</b>	<b>\$ 932,934</b>	<b>\$ 745,443</b>	<b>\$ 745,300</b>	<b>\$ 748,808</b>	<b>\$ 736,143</b>	<b>\$ 737,364</b>
<b>Total Debt and Capital</b>		<b>\$ 2,415,532</b>	<b>\$ 1,309,535</b>	<b>\$ 1,788,733</b>	<b>\$ 1,047,485</b>	<b>\$ 957,934</b>	<b>\$ 805,443</b>	<b>\$ 1,585,300</b>	<b>\$ 948,808</b>	<b>\$ 936,143</b>	<b>\$ 1,037,364</b>

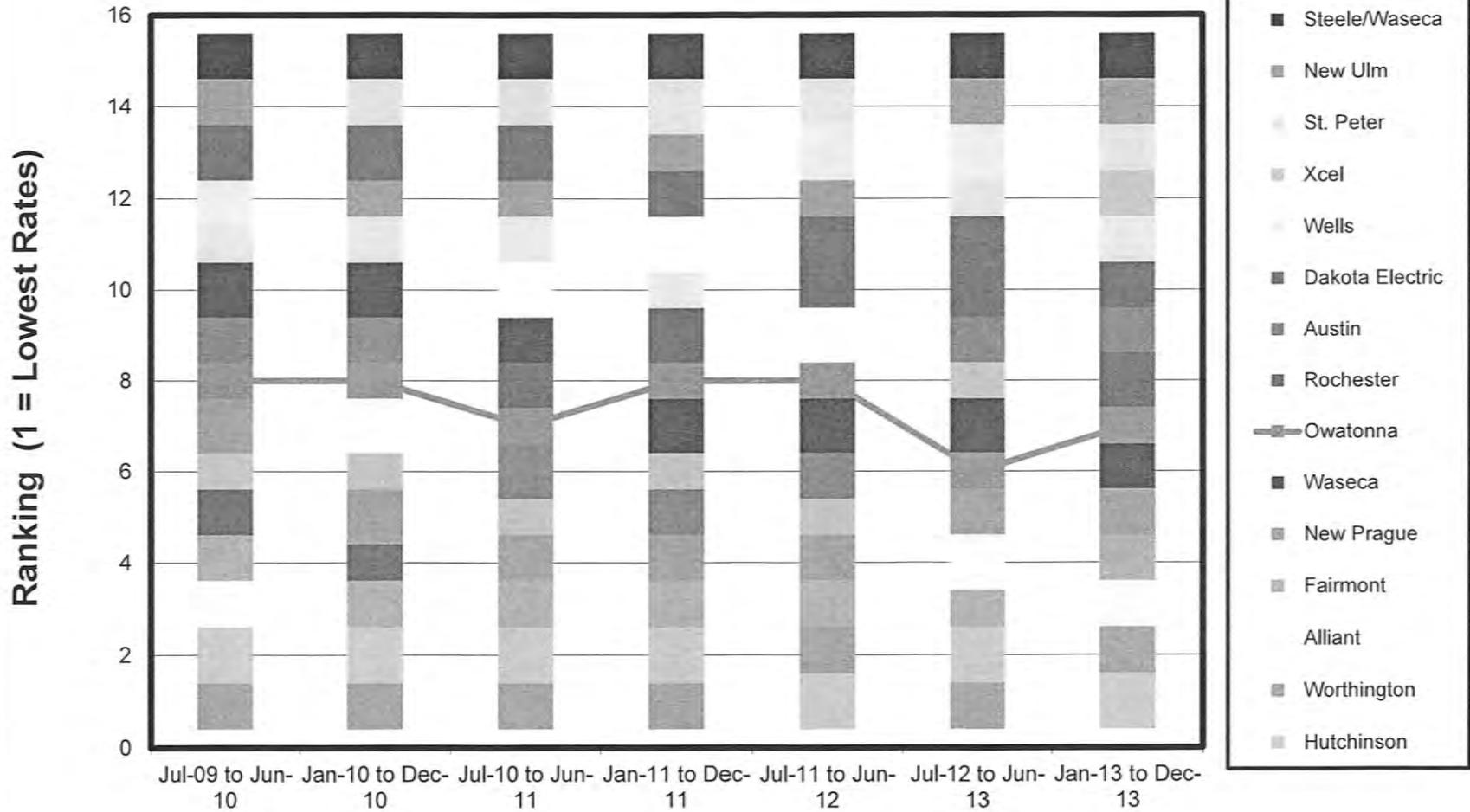
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Rate Comparison Study  
January 2013 through December 2013

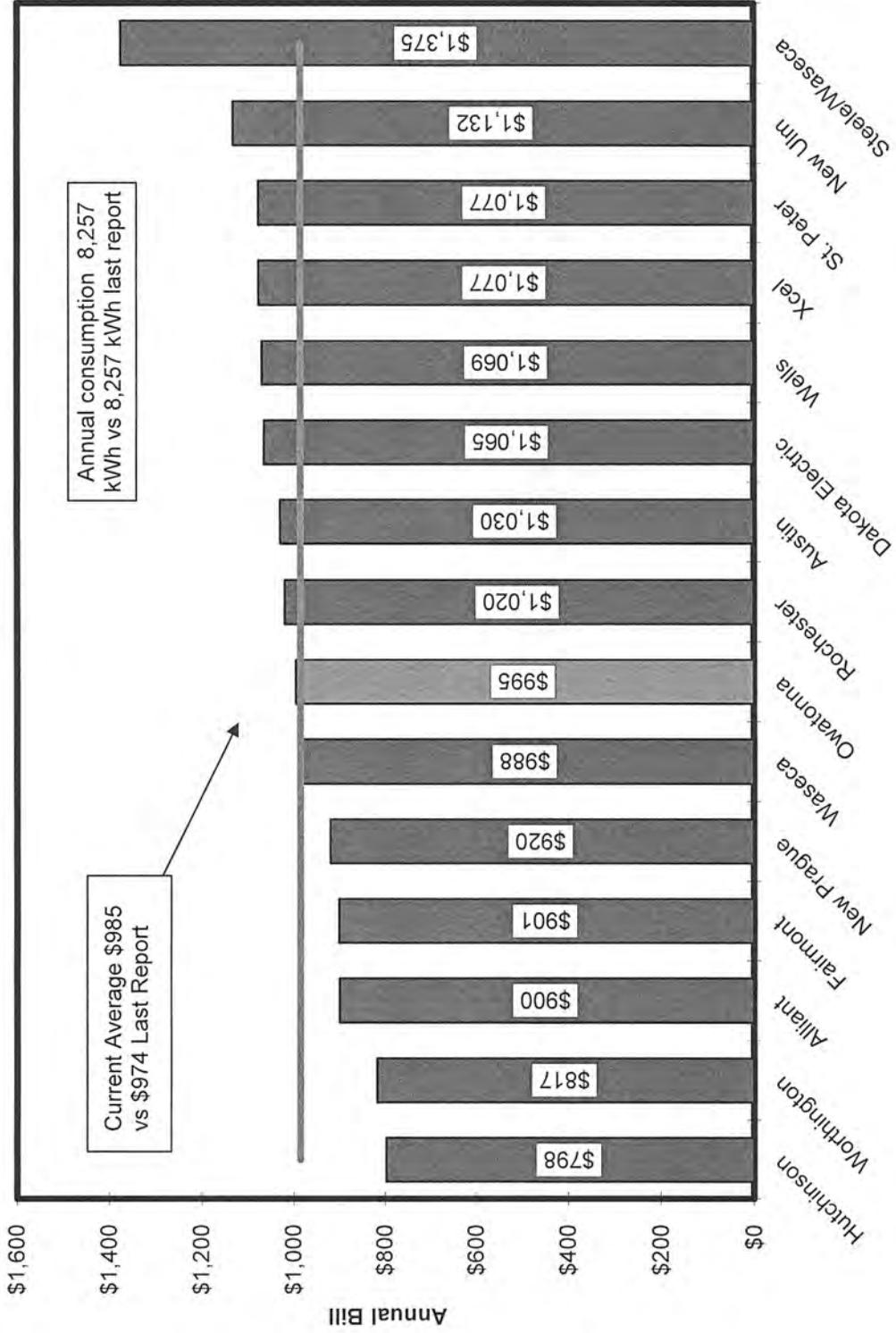
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### OPU Residential Class Electric Rate Rankings



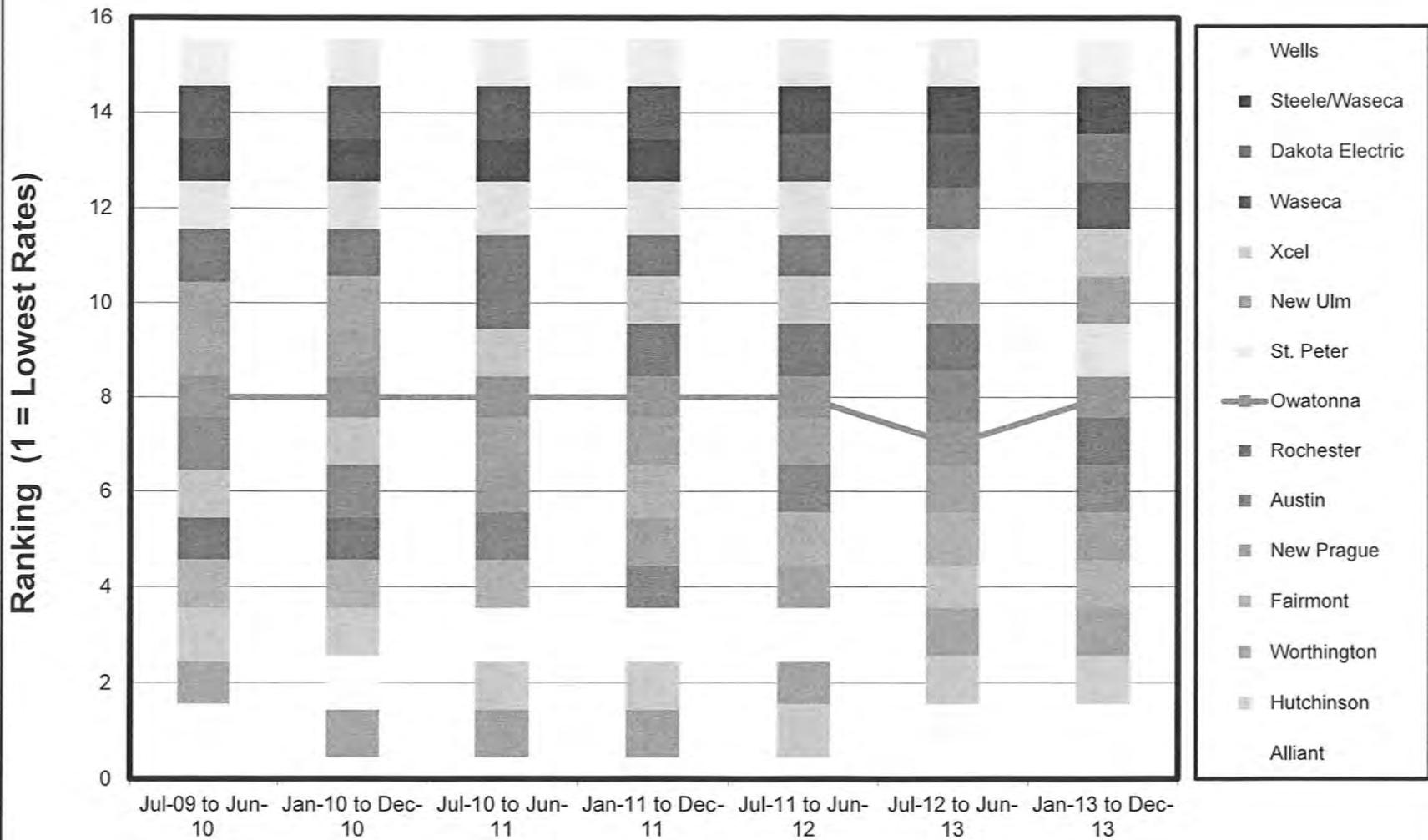
# OPU Residential Class Electric Rate Comparison

(Jan '13 through Dec '13)



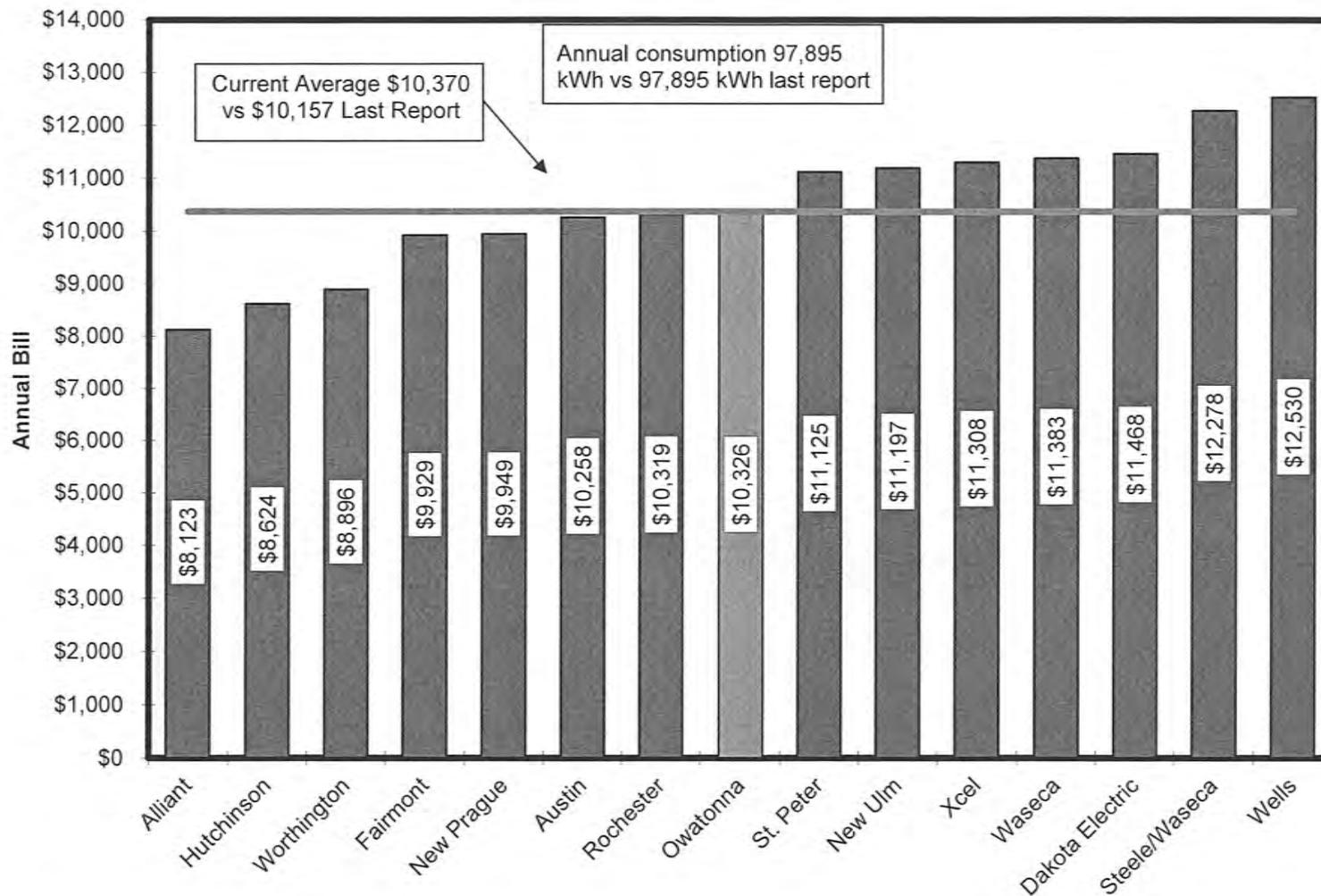
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### OPU Commercial Class Electric Rate Rankings



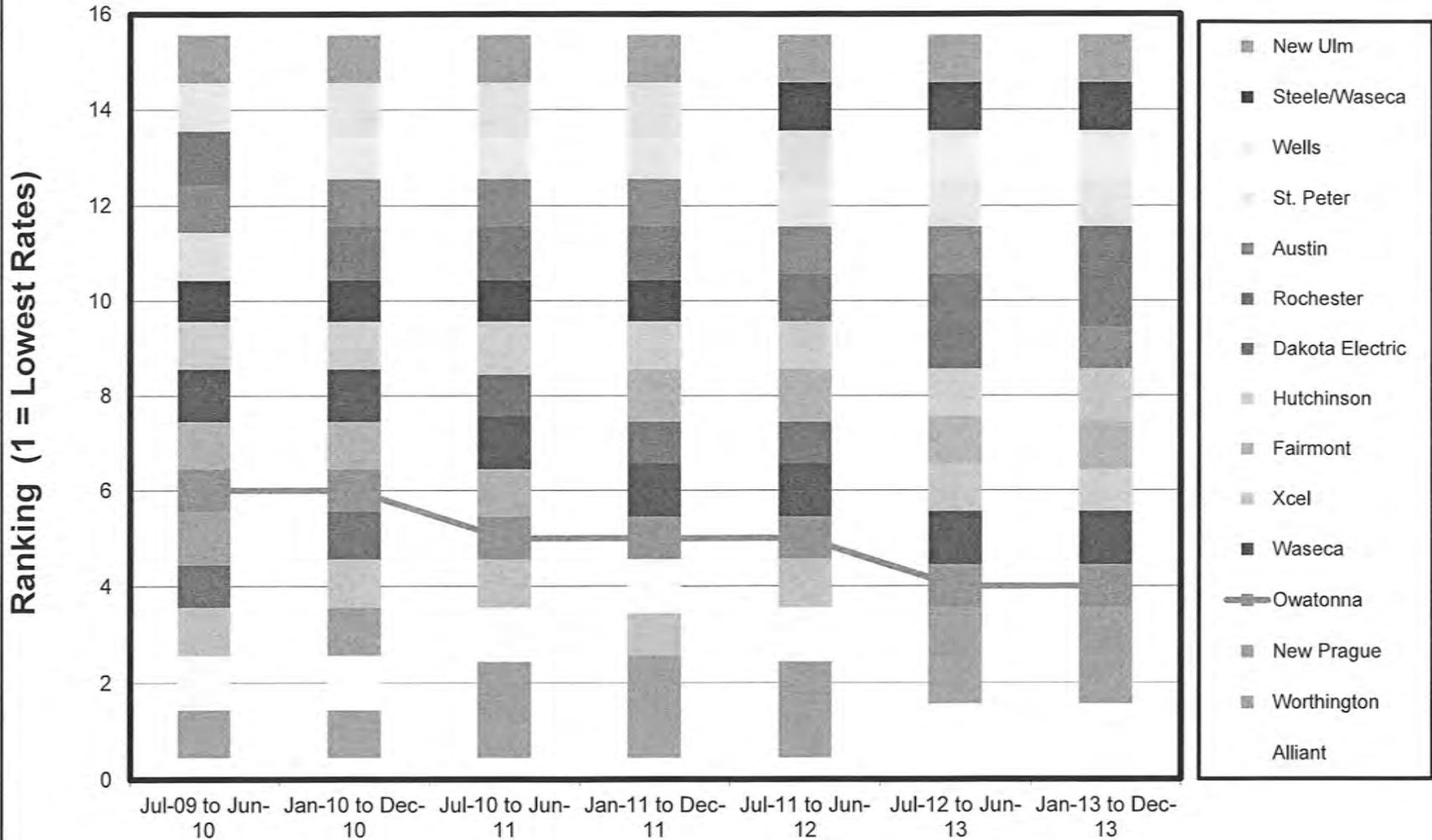
# OPU Commercial Class Electric Rate Comparison

(Jan '13 through Dec '13)



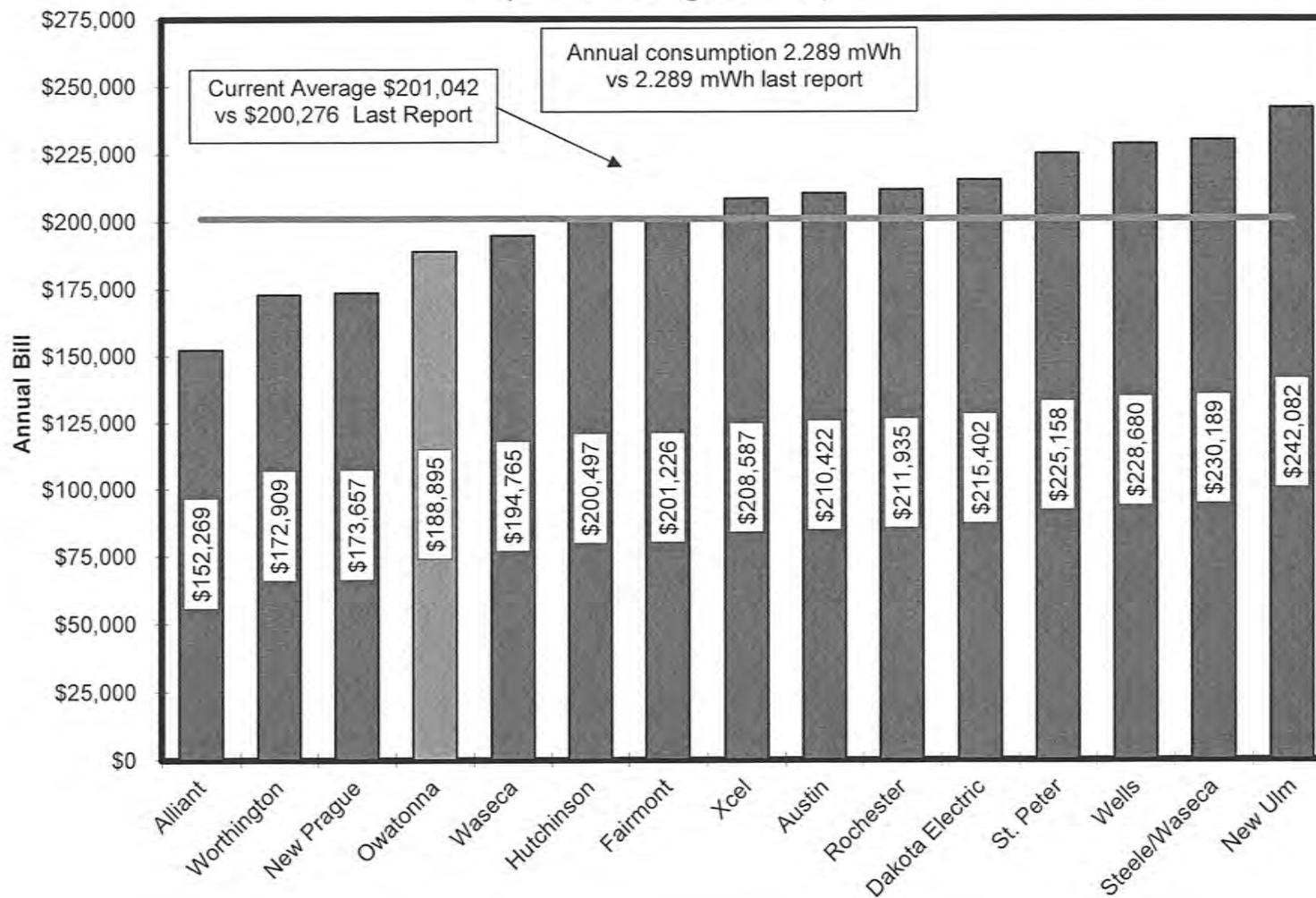
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# OPU Industrial Class Electric Rate Rankings



# OPU Industrial Class Electric Rate Comparison

(Jan '13 through Dec '13)



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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING ELECTRIC RATES

WHEREAS, staff has identified the many services provided to the residents of Saint Peter under this fund; and

WHEREAS, the 2014 capital budget is reducing the fund balance by \$1,241,300; and

WHEREAS, all other rates will remain the same except were indicated; and

WHEREAS, the additional revenues that are generated from the increased rates are necessary to maintain a positive fund balance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following rate schedules be approved for the cost of services provided in the Electric Fund effective for service from June 2014 to July 2014, bills due August 15, 2014:

ELECTRIC RATE SCHEDULE

	<u>Current</u>	<u>Effective June 2014</u>
<b>RATE NO. E-1 – RESIDENTIAL</b>		
Criteria:		
Available in the City of Saint Peter service area to any residential customer used primarily for domestic purposes only, where single phase electric service is used through one meter.		
Customer Charge:	\$9.95/month	
Transmission Charge	\$3.00/month	
Energy Charge:		
All Kilowatt hours per month	<b>\$0.1123/KWH</b>	<b>\$0.1145/KWH</b>
Demand Charge	None	

**RATE NO. E-2 – UNCONTROLLED ELECTRIC WATER HEATING SERVICE – CLOSED TO NEW CUSTOMERS)**

Criteria:  
Available in the City of Saint Peter to any water heating installation currently supplied through a separate electric meter. No new water heating installation will be served

under this rate.

Customer Charge:	\$6.60/month	
Energy Charge:		
For all kilowatt hours each month	<b>\$0.0996/KWH</b>	<b>\$0.1016/KWH</b>
Demand Charge	None	

**RATE NO. E-3A – SMALL COMMERCIAL**

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for single or three phase service supplied through one meter. A nonresidential customer will remain in this rate category until electrical use exceeds 2,500 KWH for four consecutive months. During the fifth month a demand meter will be installed. Effective the fifth month, Rate No. E-3B will become the basis for electrical charges.

Customer Charge:	\$12.25/month	
Transmission Charge	\$5.70/month	
Energy Charge:		
For all kilowatt hours per month	<b>\$0.1225/KWH</b>	<b>\$0.1250/KWH</b>
Demand Charge:	None	

**RATE NO. E-3B – LARGE COMMERCIAL**

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for single or three phase service supplied through one meter. Customers in this category typically use more than 2,500 KWH's per month but the metered peak demand is less than 400 KW. Those customers having 400 KW or more of peak demand for four consecutive months will, for the fifth month and thereafter, be billed according to Rate No. E-4. If customers in this rate class do not exceed 2,500 KWH's for 12 consecutive months, for the 13<sup>th</sup> month and thereafter the customer will be billed according to Rate No. E-3A.

Customer Charge:	\$12.25/month	
Transmission Charge	\$32.07/month	
Energy Charge:		
For all kilowatt hours per month	<b>\$0.0731/KWH</b>	<b>\$0.0746/KWH</b>
Demand Charge:		
Peak demand for the month	\$9.00/KW	

**RATE NO. E-4 – INDUSTRIAL**

Criteria:

Available in the City of Saint Peter service area to any nonresidential (commercial,

industrial or institutional) customers as single business establishments when all service hereunder is provided through one meter at a single point of delivery. Service will be rendered at the utility system standard secondary voltage, single or three phase, or at primary voltage designated by the utility system as the service voltage available in the area for the size of the load to be served. For secondary and primary voltage customers, all primary distribution wire, equipment and transformers shall be owned and maintained by the electric utility.

**Customer Charge:**

For all connected kilovolt-ampere (KVA) load per month  
\$0.15/KVA

Transmission Charge \$1,588.74/month

**Energy Charge:**

For all kilowatt hours per month \$0.0573/KWH \$0.0584/KWH

**Demand Charge:**

Peak demand for the month \$14.25/KW

**RATE NO. E-5 – SECURITY LIGHTING**

**Criteria:**

Available in the City of Saint Peter service area to any customer for illumination of areas. City shall own, operated and maintain the lighting unit including the fixture (100 watt high pressure sodium), lamp ballast, photoelectric control, mounting brackets and all necessary wiring. City shall furnish all electric energy required for operation of the unit. The light shall be installed on an existing pole. If a special pole must be installed the customer shall pay the cost of installation of the pole and removal of the pole upon the termination of the service. If the security light is removed within 12 months of installation there will be a charge of \$40.00

Customer Charge: \$ 9.50/month

Energy Charge: Included in the customer charge.

Demand Charge: None

**RATE NO. - LOAD CONTROL REBATE**

**Criteria:**

Available in the City of Saint Peter service area to any residential unit customer used primarily for domestic purposes only or to any nonresidential customer who meets the qualifications for Rate No. E-3A or E-3B, where electric service is used through one meter and the customer's central or direct wired air conditioner and/or electric water heater is controlled by the utility load management system through a load control unit. The load control unit will be provided and installed by the utility.

Air conditioner control -effective for consumption during the five month period of May through September \$4.00/month

Water Heater control-effective for the entire year \$2.00/month

**RATE NO. E-3AH – TRIAL ELECTRIC HEATING –LARGE COMMERCIAL (CLOSED TO NEW CUSTOMERS)**

Criteria:

Available in the City of Saint Peter service area to customers who are qualified for Rate No. E-3A and who have full requirements for electric heating. (Established in 2009)

Customer Charge:	\$12.25/month	
Transmission Charge	\$32.07/month	
Energy Charge:		
For all kilowatt hours per month	<b>\$0.0496/KWH</b>	<b>\$0.0506/KWH</b>
Demand Charge:		
Peak demand for the month	\$9.00/KW	

**RATE NO. E-3BH – ELECTRIC HEATING – LARGE COMMERCIAL**

Criteria:

Available in the City of Saint Peter service area to customers who are qualified for Rate No. E-3B and who have full requirements for electric heating. The sum of all customers' loads in this class will be limited to a total of 600 KW demand, subject to periodic review and adjustment for changing utility load profile.

Customer Charge:	\$12.25/month	
Transmission Charge	\$32.07/month	
Energy Charge:		
For all kilowatt hours per month	<b>\$0.0731/KWH</b>	<b>\$0.0746/KWH</b>
Demand Charge:		
Peak demand for the month (May through September)	\$9.00/KW	
Peak demand for the month (October through April)	\$4.50/KW	

**RATE NO. E-23A – INTERRUPTIBLE SMALL COMMERCIAL**

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for service supplied through one meter. This rate is for customers taking service concurrently under Rate No. E-3A. This rate is for interruptible service to interruptible loads which are remotely controlled by the utility. The customer is to use this service for the connected loads when not being interrupted. Service under this schedule will typically be interrupted no more than 200 hours per year and no more than 10 hours on any day during utility system peak periods as established by the utility. The total of customers' loads permitted in all interruptible rate classes will be limited to 1,500 KW, subject to possible increase with changing utility load profile. The utility will provide the meter and the load control unit to monitor and control the load. The customer will be responsible for the cost of installing the meter and control unit.

Customer Charge:	\$12.25/month	
Transmission Charge	\$5.70/month	
Energy Charge:		
For all kilowatt hours per month for base load	<b>\$0.1225/KWH</b>	<b>\$0.1250/KWH</b>
For all kilowatt hours per month for interruptible load	<b>\$0.0916/KWH</b>	<b>\$0.0934/KWH</b>
Demand Charge:	None	

**RATE NO. E-23B – INTERRUPTIBLE LARGE COMMERCIAL**

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for service supplied through one meter. This rate is for customers taking service concurrently under Rate No. E-3B. This rate is for interruptible service to interruptible loads which are remotely controlled by the utility. The customer is to use this service for the connected loads when not being interrupted. Service under this schedule will typically be interrupted no more than 200 hours per year and no more than 10 hours per any day during utility system peak periods as established by the utility. The total of customers' loads permitted in all interruptible rate classes will be limited to 1,500 KW, subject to possible increase with changing utility load profile. The utility will provide the meter and the load control unit to monitor and control the load. The customer will be responsible for the cost of installing the meter and control unit.

Customer Charge:	\$12.25/month	
Transmission Charge	\$32.07/month	
Energy Charge:		
For all kilowatt hours per month	<b>\$0.0599/KWH</b>	<b>\$0.0611/KWH</b>
Demand Charge:		
Peak demand for the base load for the month	\$9.00/KW	
Peak demand for the interruptible load for the month	\$4.50/KW	

**RATE NO. E-24 – INTERRUPTIBLE INDUSTRIAL (Coincident Summer Billing)**

Criteria:

Available in the City of Saint Peter service area to any nonresidential customers as a single business establishment when all service hereunder is provided through meters at a single point of delivery. Customers may begin using this rate on June first of each year for a twelve month period, renewable annually:

This rate is for customers taking service concurrently under Rate No. E-4. This rate is for interruptible service to specific interruptible loads which are remotely controlled by the utility. The customer is to use this service for the connected loads when not being interrupted. Service under this schedule will typically be interrupted no more than 200 hours per year and no more than 10 hours on any day during utility system peak periods

as established by the utility. The total of customers' loads permitted in this rate class will be limited to 1,500 KW, subject to possible increase with changing utility load profile. The utility will provide the meter and the load control unit to monitor and control the load. The customer will be responsible for the cost of installing the meter and control unit. Failure of the customer to provide the identified load interruption for the utility's annual billing peak hour (coincident with SMMPA's demand peak) will be cause for the customer to revert to the Rate Number E-4, Industrial, beginning in the month of failure and effective through June first of the following year.

Customer Charge:

For all connected kilovolt-ampere (KVA) load per month  
\$0.15/KVA

Transmission Charge \$786.38/month

Energy Charge:

For all kilowatt hours per month \$0.0573/KWH \$0.0584/KWH

Demand Charge:

Summer rate (during the months of June, July, August, and September) Customer's billable demand for the month (peak demand metered during the period of the utility's monthly coincident demand peak) \$14.25/KW

Winter rate (during the months of January, February, March, April, May, October, November, and December) Peak demand for the base load for the month (customer's peak demand for the month less the identified interrupted electric load which occurred during the utility's pervious annual coincident demand peak \$14.25/KW

Monthly charge each month for the identified interruptible load which was removed from the system during the utility's annual coincident demand hour. \$7.25/KW

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28<sup>th</sup> day of April 2014.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING 2014 ELECTRIC ENTERPRISE FUND BUDGET

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Electric Enterprise Fund of the City of Saint Peter is adopted for 2014:

Electric Fund	\$12,098,949
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28<sup>th</sup> day of April, 2014.

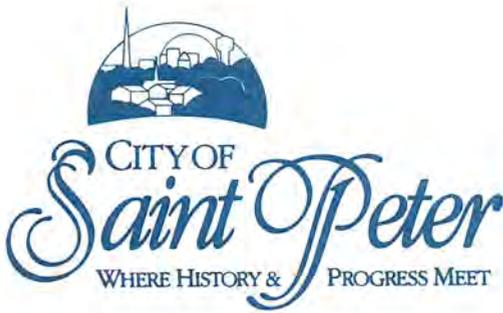
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 04/24/14

**FROM:** Todd Prafke                      Lewis Giesking  
City Administrator                      Director of Public Works

**RE:** 2014 Street Maintenance Program

### ACTION/RECOMMENDATION

Approve the proposed 2014 Street Maintenance Program.

### BACKGROUND

Staff is proposing the following work plan for the street maintenance program for 2014. It is the basic maintenance program which has been adjusted based on the conditions of the streets with one slight modification. That addition is a ditch trail placement on Traverse Road west of Sunrise Drive.

The street maintenance program normally consists of crack sealing, full depth asphalt patching, seal coating, curb and gutter and sidewalk repairs, and replacement of some handicapped ramps with truncated domes in the downtown area. Smaller amounts of funding are allocated for salt for winter use, paint for the markings on the pavement, gravel for patching, and asphalt mix for winter patching of potholes. The budget remains flexible year-to-year to allow staff to address the immediate maintenance needs identified in the spring of the year. As Councilmembers may note, this very challenging winter has been hard on your street system.

The cost for asphalt has increased about 5% from last year and has doubled in cost since the year 2005. The streets maintenance budget has increased by 40% since 2005. Allocations for funding sources as set in the 2014 budget are as follows:

Streets Budget	\$412,000
Parks Budget	<u>\$ 5,000</u>
Overall Total	\$417,000

### The 2014 Plan:

- Staff has replaced all regulatory, warning and information signs within the community with the new DG3 reflective signs and we are in year two of a ten year program for replacement of the street name plates with the new standard nine inch high DG3 reflective signs. (The signs that are currently used are six inch). \$3,500 has been allocated in the 2014 budget to continue this process.

- Full-depth asphalt patching will be done primarily on the proposed seal coat route but also city-wide.
- It is also proposed to complete the waterway in the parking lot at Jefferson Fields by adding asphalt. The parking lot surfacing was breaking up due to standing water and a concrete spillway and some asphalt were installed last fall.
- The extended severe cold temperatures of this past winter have increased the number of cracks that have appeared in our asphalt streets. Crack sealing is the first line of defense to keep water from getting under the asphalt. The crack sealing program proposed for 2014 is illustrated on the attached map. An example of what happens when asphalt is not sealed in a timely manner can be seen on the road surface in Nichols Court as it starts “alligator” cracking. All three of these processes, seal coating, full depth patching and crack sealing, are important in meeting the goal of keeping the road surface water tight. Please refer to the attached 2014 Crack Seal map for details.
- It is proposed to seal the surface of all of the asphalt trails in the community as this was last done five years ago and severe winter temperatures have also impacted the trails. Crack sealing would be done first and \$5,000 was budgeted in the parks budget for this work. In addition, an asphalt emulsion will be applied to the surface of all the trails at an estimated cost of \$20,000 to be funded from the street maintenance budget. This emulsion helps keep the surface water tight and creates a smooth finish which is better for skating and walking.
- The proposed route for seal coating is shown on the attached map and includes approximately 90 blocks. In 2013, 114 blocks were completed. Please refer to the 2014 Seal Coat map for route details.
- Staff continues to monitor and evaluate new products that may preserve asphalt streets while extending the time period for re-doing the asphalt preservation. Our maintenance program has been based on resealing asphalt streets every five years, which our experience shows is the optimal period for maintaining a watertight surface. As newer products are developed, staff hopes to stretch the current five year plan to eight years before a street has to be resealed. Currently, the program is resealing streets on a 6-7 year cycle which is effective due to the full depth patching and crack filling that is done each year.
- The sidewalk program will be concentrated in the west side of the 100-300 blocks of South Third Street with new sidewalks, handicap ramps, driveway removals and truncated domes as well as the addition of replacement curb that has been identified by City staff. It is also proposed to provide an in-ditch trail on Traverse Road from Sunrise to the sidewalk at Edgerton Street.

Details on the budget for the 2014 plan are as follows:

Item	Optimal Funding*		Budgeted Funding		Proposed Program	
	Quantity	Cost	Quantity	Cost	Quantity	Cost
Winter Salt	250 tons	\$24,000	250 tons	\$24,000	325 tons	\$26,000
Cold Mix	10 tons	\$1,000	10 tons	\$1,000		\$1,500
Gravel	70 tons	\$1,500	22 tons	\$1,000		\$1,500
Stone Only	3,000 tons	\$54,000	2,000 tons	\$44,000	1,500 tons	\$0
Stone Delivery	3,000 tons	\$9,600	0	\$0	1,500 tons	\$0
Seal Coat	178 blks	\$222,000	102 blks	\$137,000	90 blks	\$121,000
Crosswalk Paint		\$6,000		\$6,000		\$3,000
Asphalt Full Depth Patch	2,500 tons	\$125,000	1,900 tons	\$130,000	2,200 tons	\$130,000
Crack Sealing	28,000 lbs	\$56,000	20,000 lbs	\$40,000	32,500 lbs	\$65,000
Alley Entrance Replacement		\$20,000		\$0		\$0
S.3 <sup>rd</sup> St. Sidewalk, Curb & Handicap		\$25,000		\$20,000		\$20,000
Stormwater Permits		\$6,000		\$4,000		\$4,000
Weed Spray		\$2,500		\$1,500		\$1,500
Sign Replacement Program		\$10,000		\$3,500		\$3,500
Traverse Rd. Trail				\$0		\$20,000
Trail System CRS-2PD emulsion						\$20,000
<b>Total</b>		<b>\$562,600</b>		<b>\$412,000</b>		<b>\$417,000</b>

\*Optimal funding is the amount needed to keep up with our best maintenance needs practices.

Councilmembers should note that this is a plan and when it is brought to you we ask for approval of the overall plan. You should also know that application rates, conditional changes, pricing changes, and/or even physical changes in the road surface can all change as the work is being done. This can result in small changes to quantities, the number of blocks covered, the number of cracks sealed and the like. Approval of the plan means generalized approval and budget approval and while we endeavor to follow the approved plan, slight changes in the actual work completed do sometimes take place. Major changes or elimination of entire work categories would come back to the Council prior to modification.

**Looking ahead to 2015, 2016 and beyond:**

We still continue to review opportunities and timing for activities that have been discussed by the Council previously. Two of those discussion points have been:

- Sidewalk on North Third Street to complete a sidewalk connection from the north commercial district to the downtown along the west side of North Third Street. Sidewalk was installed on the west side of North Third Street north of Union Street and sidewalk currently is in place from Ramsey Street to the downtown on the west side of North Third Street.
- Gardner Road is currently the responsibility of the Township although a substantial amount of the traffic is citizens of Saint Peter. The road right-of-way would need to be annexed and we are positioned to do that. Our Streets Crew could complete installation of an asphalt surface, without curb and gutter, at a cost of about \$100,000. In the long term, Gardner Road could be included in the City's Municipal State Aid (MSA) mileage, but there is currently not enough mileage allocation to cover the entire length. As discussed, we may also consider an Area Transportation Plan (ATP) grant application for this in the near future, but funding could have a more than five year timeline.

Although the Council increased the street maintenance budget this year by about \$42,000, we are still not at our optimal funding level and frankly, we don't think many other communities in Minnesota are fully funded either. That optimal funding level may be continued to be a non-attainable goal for a number of years to come.

**FISCAL IMPACT:**

Funding will be \$412,000 from the Streets Budget and \$5,000 from the Parks Budget.

**ALTERNATIVES/VARIATIONS:**

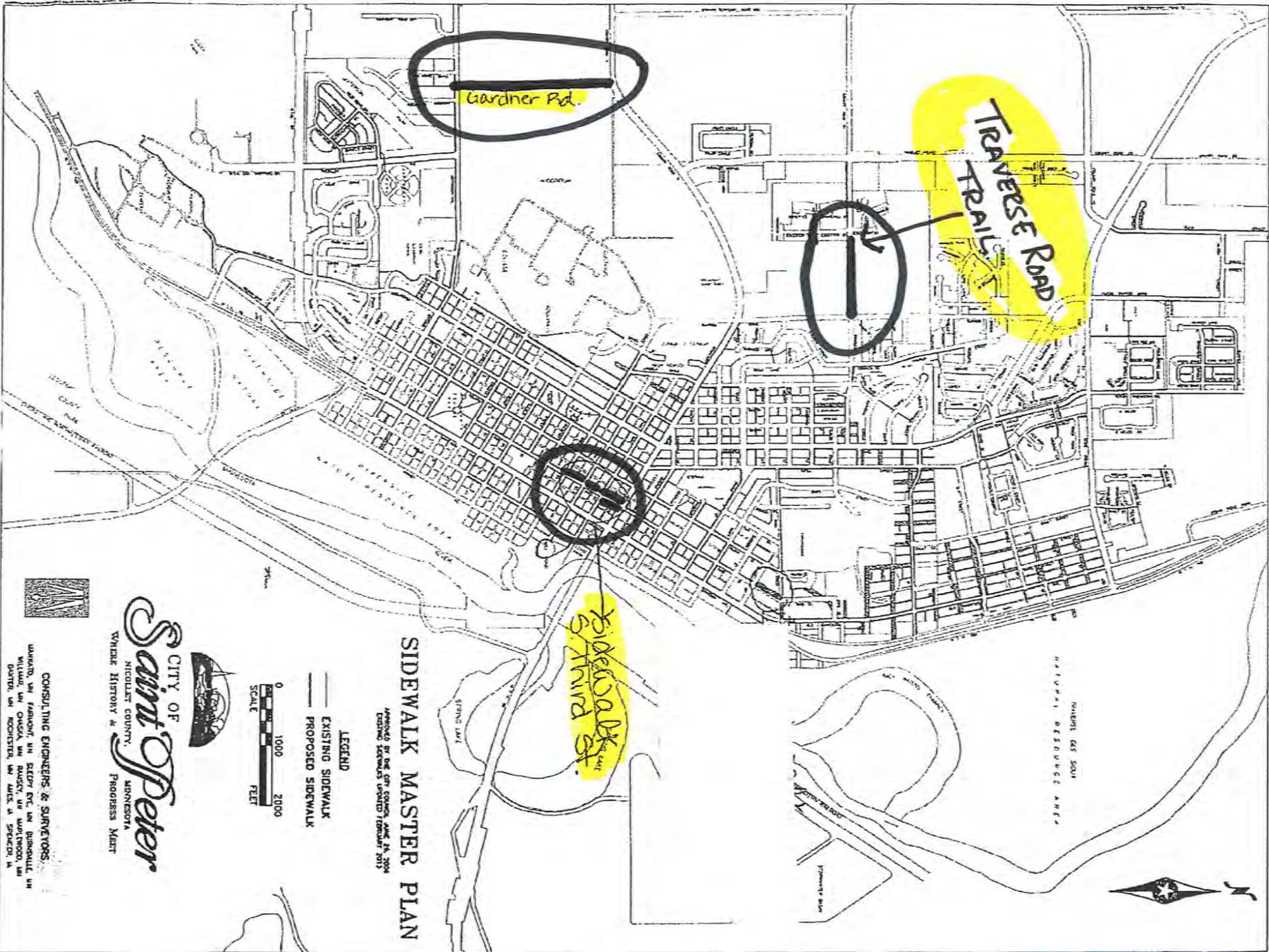
Do not act: Staff will not proceed with the 2014 Street Maintenance Program.

Negative Votes: Staff will await further direction regarding the 2014 Street Maintenance Program.

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

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

TP/LGG/amg



Gardner Rd.

Traverse Road Trails

Kilduska St

**SIDEWALK MASTER PLAN**

APPROVED BY THE CITY COUNCIL AND IN 2004  
 DESIGN SERVICES UPDATED FEBRUARY 2015

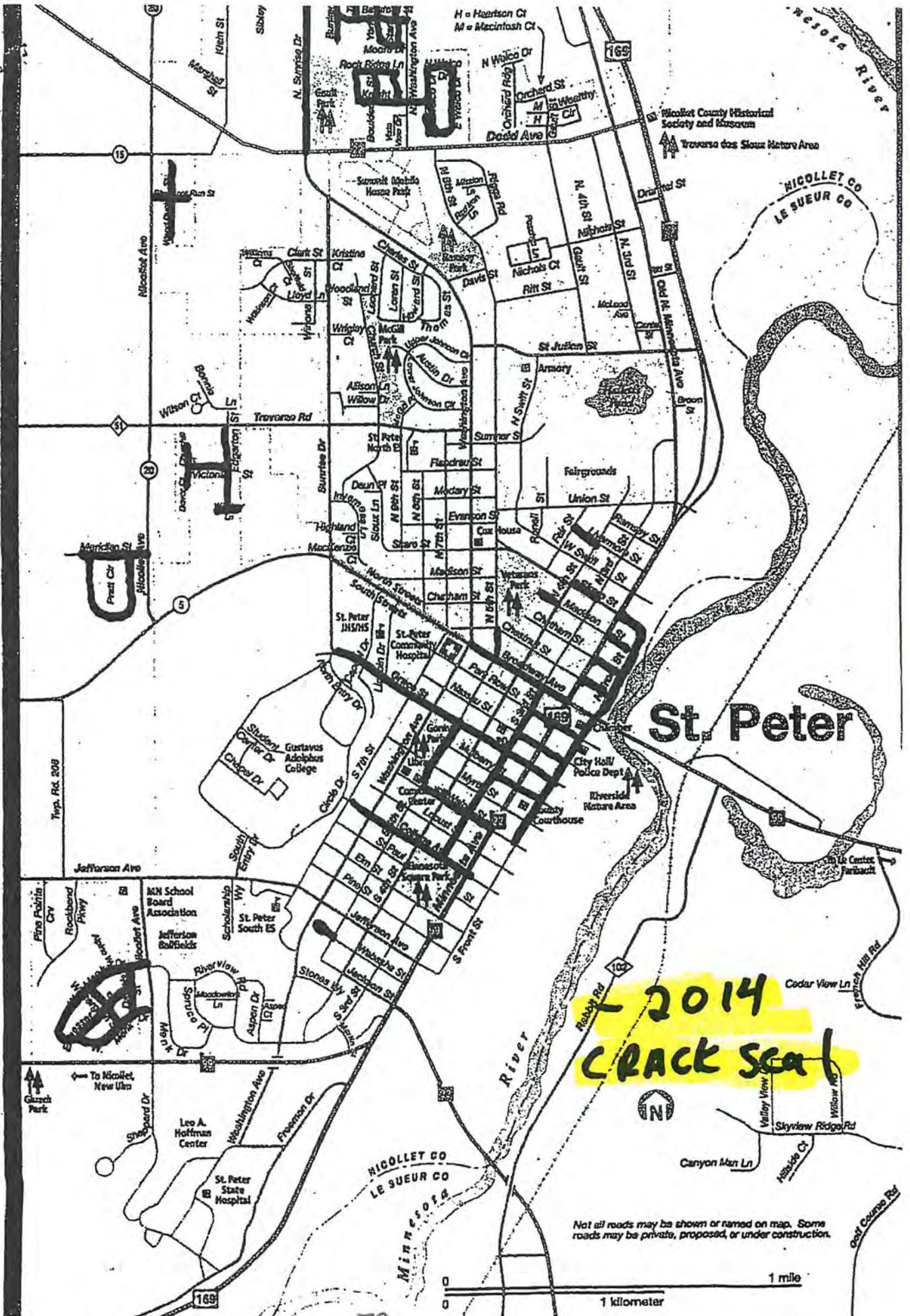
- LEGEND**
- EXISTING SIDEWALK
  - PROPOSED SIDEWALK



CITY OF  
**Saint Peter**  
 NICOLLET COUNTY, MINNESOTA  
 VEHICLE HISTORY & PROGRESS MEET

CONSULTING ENGINEERS & SURVEYORS  
 UNIVERSITY ENGINEERING, INC. 1000 W. UNIVERSITY AVENUE, SUITE 100  
 MILWAUKEE, WI 53233  
 DUSTON, WISCONSIN, INC. 1000 W. UNIVERSITY AVENUE, SUITE 100  
 MILWAUKEE, WI 53233

78

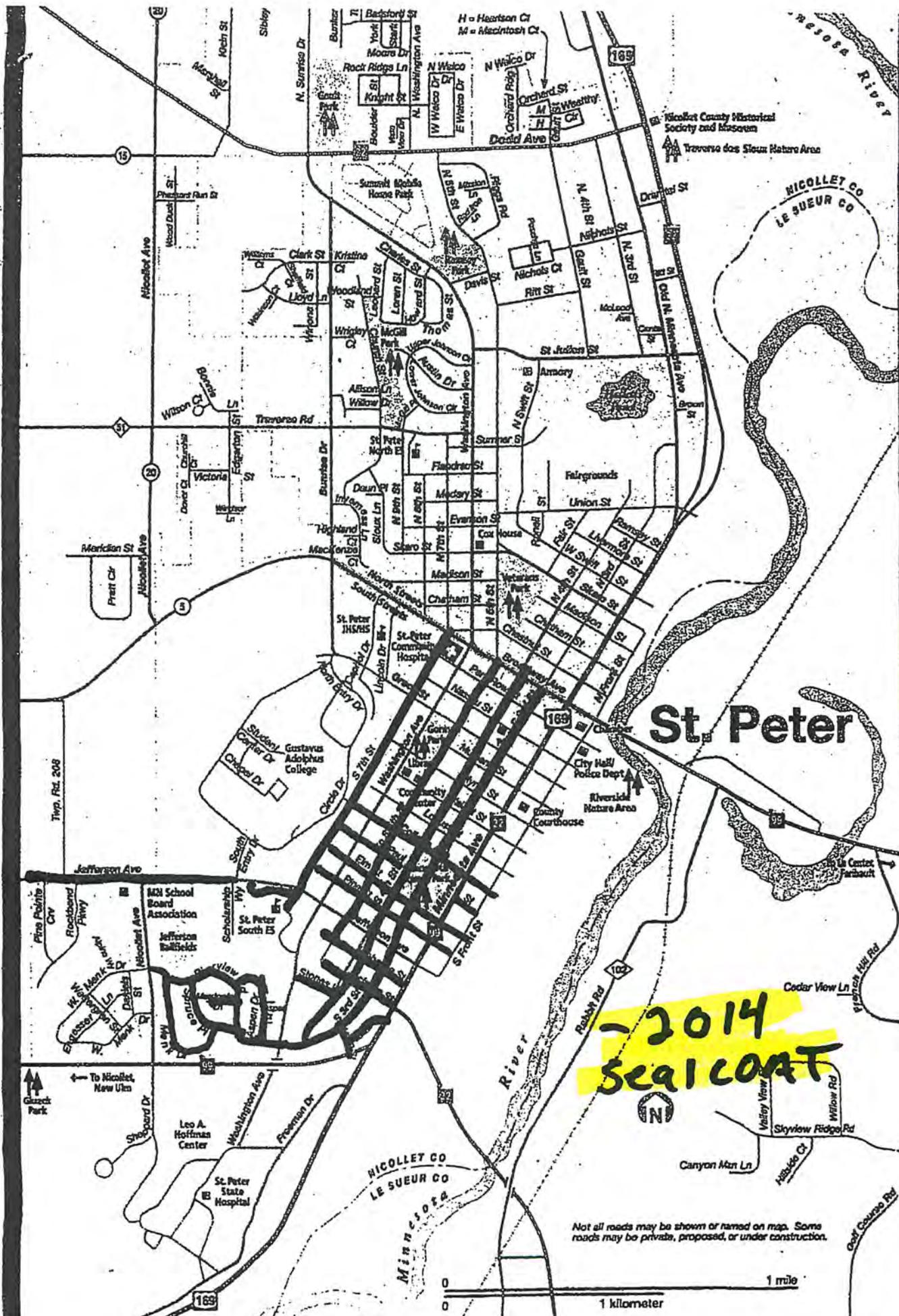


# St. Peter

- 2014  
CRACK SEAL

Not all roads may be shown or named on map. Some roads may be private, proposed, or under construction.





# St. Peter

**2014  
SEALCOAT**

Not all roads may be shown or named on map. Some roads may be private, proposed, or under construction.

0 1 mile  
0 1 kilometer

88



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**A RESOLUTION APPROVING THE STREET MAINTENANCE PROGRAM FOR 2014**

WHEREAS, the budget for the street maintenance program has been increased in 2014; and

WHEREAS, it is proposed to continue the program of seal coating and crack sealing to reduce the quantity of water penetrating through the street surface; and

WHEREAS, it is proposed to continue the sidewalk repair program; and

WHEREAS, it is proposed to complete a connecting link of trail on Traverse Road from Sunrise Drive to Edgerton Street; and

WHEREAS, it is proposed to continue in year two of the ten year street name sign replacement to comply with federal standards.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the city Council hereby authorizes the 2014 street maintenance program as proposed by staff in the following estimated amounts to be funded combined by \$412,000.00 streets budget and \$5,000.00 from the parks budget:

Winter Salt	\$26,000.00
Cold Mix	\$1,500.00
Gravel	\$1,500.00
Stone Only	\$0.00
Stone Delivery	\$0.00
Seal Coat	\$121,000.00
Crosswalk Paint	\$3,000.00
Asphalt Full Depth Patch	\$130,000.00
Crack Sealing	\$65,000.00
Alley Entrance Replacement	\$0.00
S. 3 <sup>rd</sup> St. Sidewalk, Curb & Handicap	\$20,000.00
Weed Spray	\$1,500.00
Stormwater Permits	\$4,000.00
Sign Replacement Program	\$3,500.00
Traverse Road Trail	\$20,000.00
Trail System CRS-2PD emulsion	\$20,000.00
<b>Total</b>	<b>417,000.00</b>

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of April, 2013.

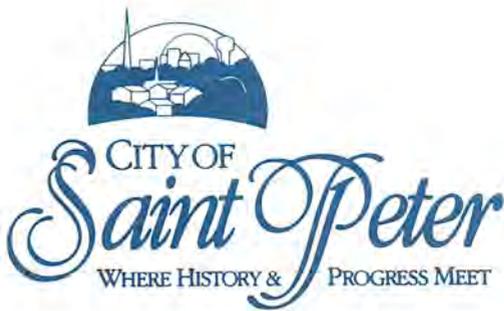
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/23/14

**FROM:** Russ Wille  
Community Development Director

**RE:** Jari, USA Air Compressor – Purchase/Sale

### ACTION/RECOMMENDATION

Approve acceptance of 15 kw Air Compressor, Model #V15ACE08-2336D4 from Jari, USA , in lieu of a \$3,282 payment for April, 2014 lease obligations and authorize sale of the compressor to Quality Products for \$5,000.

### BACKGROUND

The EDA's lease of the 430 Ritt Street building to Jari, USA expired on March 31, 2014 and the business has been closed. Community Bank (Mankato) has taken possession of the Jari, USA assets including the equipment, furnishings, and inventory.

The EDA has entered into a lease of the structure with Quality Products (QP) a subsidiary of MRCI (Mankato). The one year lease to Quality Products began on April 1<sup>st</sup>.

The lease agreement with QP anticipated that Jari, USA possessions may still be occupying a portion of the building. As such, the lease provides that QP would not pay rent on the portion(s) of the building occupied by Jari, USA. It has been calculated that Jari, USA owes \$3,282 for their share of the April, 2014 lease.

To settle the lease, Jari has previously offered to surrender an air compressor to the EDA as full and final payment of the April, 2014 lease obligation. The offer had been originally refused due to Community Bank's assumed security position on the Jari assets, including the compressor.

Subsequent to my conversation with Pete Jones in which I indicated that the EDA would not accept the compressor as April lease payment, Mr. Jones was able to obtain a release of the collateral (air compressor) from Community Bank. The bank has released their security interest in the air compressor and Mr. Jones has reiterated his offer to relinquish the compressor in lieu of an April lease payment.

QP has been utilizing the air compressor as they package their product for shipment and distribution. If the compressor is removed, QP would need to purchase a replacement to maintain their current operations.

To avoid production delays, QP would offer to purchase the compressor for \$5,000 if the EDA were to accept Mr. Jones' offer to trade the compressor for April rent.

The EDA has recommended that the City Council accept possession of the air compressor in lieu of \$3,282 due from Jari, USA for their portion of the April lease. The EDA has further recommended that the City Council authorize the sale the compressor to Quality Products for \$5,000.

Jari, USA would still be obligated to pay their delinquent utility billings and the City would pursue those through the established collection process of the enterprise funds.

**FISCAL IMPACT:**

The EDA would net \$1,718 on the proposed transaction.

**ALTERNATIVES/VARIATIONS:**

Do not act: The Community Development Director would seek \$3,282 payment from Jari, USA for their share of the April rent.

Negative Votes: The Community Development Director would seek \$3,282 payment from Jari, USA for their share of the April rent.

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.

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING ACCEPTANCE OF 15KW, AIR COMPRESSOR FROM JARI,  
USA AND AUTHORIZING SALE OF THE COMPRESSOR**

WHEREAS, the Economic Development Authority (the "EDA") administers the City's economic development efforts; and

WHEREAS, the EDA had entered into a lease of the 430 Ritt Street property to Jari, USA which expired on March 31, 2014; and

WHEREAS, Jari, USA has not provided for the payment of the negotiated April, 2014 rent in an amount equal to \$3,282; and

WHEREAS, Jari, USA has offered that the City of Saint Peter accept possession of a 15 kw Air Compressor, Model #V14ACE08-2336D4 as full and final payment of the \$3,282 delinquency; and

WHEREAS, the current tenant of the 430 Ritt Street building, Quality Products, utilizes the air compressor as it undertakes packaging and shipping activities; and

WHEREAS, the current tenant, Quality Products has offered to purchase the air compressor from the City of Saint Peter at a price of \$5,000.

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

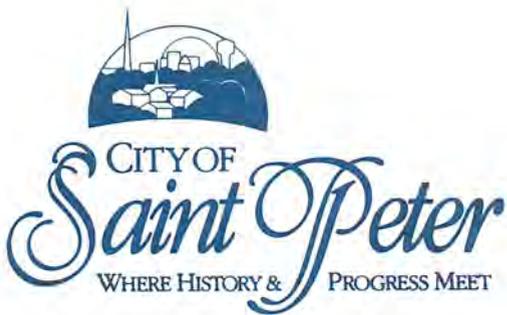
1. The City agrees to accept one 15 kw air compressor, Model #V15ACE08-2336D4 from Jari, USA as full payment of the April, 2014 rents due to the City.
2. Staff is authorized to provide for sale of the compressor to Quality Products for \$5,000.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28<sup>th</sup> day of April, 2014.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/25/14

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

**RE:** Purchase of new transit buses

### ACTION/RECOMMENDATION

Approve the purchase of two new 2014 Eldorado Aerotech transit buses from Telin Transportation Group at a cost of \$69,524.00 each.

### BACKGROUND

The City currently has a fleet of four buses. Our 2009 bus operates approximately 55 hours per week as the Dial-a-Ride bus. The 2008 bus operates about 40 hours per week as the Route bus and is used on Saturdays as a Dial-a-Ride bus. Bus 9, which is a 2003, is used for pre-school (about 15 hours per week) and also for 10 hours a week during the GAC school year for the "Gus Bus" service. Our oldest bus is a 1998 that was purchased from Mankato Transit last November to replace a 2005. The 2005 needed major engine repairs that cost more than the bus value. The 1998 is used primarily for the Gus Bus service and as a back-up bus in the event one of the other three are not usable due to repairs or maintenance.

Current mileage on these buses is as follows:

2009 Ford E450 Eldorado Aerotech	153,750 (approximately 3,000 miles per month)
2008 Ford E450 Eldorado Aerotech	170,350 (approximately 2,800 miles per month)
2003 Ford E450 Eldorado Aerotech	245,800 (approximately 1,500 miles per month)
1998 Ford E450 Champion	70,600 (approximately 500 miles per month)

Our buses are all above the estimated service life of 5 years or 150,000 miles set by the Minnesota Department of Transportation (MnDOT) Office of Transit for this class of bus. As such, the repair costs would likely continue to increase in order to keep the buses in good mechanical operating condition.

MnDOT Office of Transit has contracts with four vendors to supply buses. All four vendors bid this class of bus using a Ford E450 chassis with the gasoline engine option. Each of the vendors represent different coach manufacturers that build on the Ford chassis. Three of the four vendors are located in Minnesota and the fourth is in Ohio.

Staff has looked at buses from the three Minnesota vendors. After extensive discussions with the two least expensive coach builders, staff is recommending Council authorization for the purchase of two Eldorado Aerotech buses from Telin Transportation group at a combined cost of \$139,048.

The decision to purchase Eldorado Aerotech buses over those offered by the other vendors was based on Eldorado's ability to provide a floor plan that keeps our current 158" wheel base and overall length of approximately 22' while providing the option of a second wheelchair position. The addition of the second wheelchair position will allow our drivers, when needed, to transport two wheelchairs while still providing 13 passenger seats for day to day use.

Included in the proposed options on the buses are several items that will impact passenger safety such as upgrades to the flooring and seating surfaces of the buses, a larger entry door, ceiling grab rails, larger capacity wheelchair lift, and a heated lower entry step to melt ice off the step in the winter. Passenger comfort should be enhanced by the inclusion of increased capacity of the air conditioning system and the addition of an interior quiet package. In an effort to reduce maintenance costs, the air conditioning condenser is being moved from under the bus to the roof and the battery box is being moved from a similar location to a vented compartment in the interior of the bus. Driver use options include a rear back up camera, power seat and mirrors, coved flooring to facilitate easier cleaning and improved wheel chair securement.

There were two options that significantly impacted the cost of the bus. The first is the addition of a 4 camera system to the interior of the buses. MnDOT is expecting that all transit buses in Minnesota will have cameras by the end of 2014. The second cost impact is necessitated by our transition from all Dial-a-Ride service to a combination of Dial-a-Ride and Route services. Currently, depending upon the calls, buses from both services could be at a location (i.e.: Family Fresh Market, River's Edge Clinic and Hospital) at nearly the same time. Our passengers frequently have a difficult time determining which bus is arriving and have at times boarded the wrong bus only to find out their mistake after placing their fare into the fare box. Therefore, this proposal includes an LED destination sign on the front of the buses which can be changed by the drivers to identify the appropriate service being provided by that bus.

The following chart shows the breakdown of costs associated with the purchase:

Base price	\$56,169.00
"Required" Camera Package	\$3,500.00
Destination Sign	\$2,175.00
Passenger Safety Options	\$2,370.00
Passenger Comfort	\$1,490.00
Maintenance Cost Reduction	\$1,880.00
<u>Driver use options</u>	<u>\$1,940.00</u>
Total	\$69,524.00

Delivery of the two buses will be approximately 6 months from placement of the order.

**FISCAL IMPACT:**

The State has approved a maximum bus purchase price of \$70,000, of which they will fund 80% of the cost.

State/Federal Funding	\$111,238.40
Saint Peter Transit Share	\$ <u>27,809.60</u>
Purchase Price	\$139,048.00

The City's 20% share of the buses will be funded by transit revenues.

The Transit fund has reserves on hand to fund the first bus and anticipates the additional revenue to be available in the coming year. Fare increases that have been implemented and cost savings with a route system in place make this projection feasible.

If new busses are purchased the City's Mechanic will inspect the current fleet for a determination as to which two buses will recommended to be declared surplus property and sold as per our practice on the Minnesota Department of Administration online auction website.

**ALTERNATIVES AND VARIATIONS:**

Do not act. With no new buses being purchased, transit will continue to pay the 20% share of repairs to our existing buses up to the contracted operating budget and 100% of the costs incurred above the contract.

Negative vote. With no new buses being purchased, transit will continue to pay the 20% share of repairs to our existing buses up to the contracted operating budget and 100% of the surplus.

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

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

PO



9b

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING PURCHASE OF TWO NEW TRANSIT BUSES**

WHEREAS, the State of Minnesota has awarded a contract for the purchase of transit buses to Telin Transportation Group, Inc.; and

WHEREAS, all four of our current buses are beyond the service life expectancy outlined by the Minnesota Department of Transportation Office of Transit; and

WHEREAS, the City's 2014 Capital Purchase Contract No. 05085 allows for purchase of two new buses; and

WHEREAS, eighty percent (80%) of the cost of the bus purchases will be funded by MnDOT; and

WHEREAS, the City's twenty percent (20%) share of cost of the buses is anticipated to be lower than the cost of repairs to the existing fleet; and

WHEREAS, the City's share of costs will be funded by the Transit Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is hereby directed to proceed with the purchase of two 2014 Ford E450, Eldorado Aerotech transit buses from Telin Transportation Group, Inc. for the price of \$139,048.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of April, 2014.

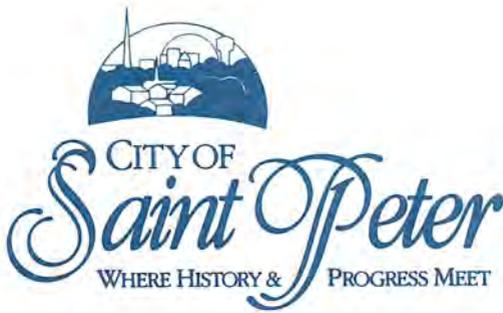
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/24/14

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

**RE:** Transit Route Fee Modification

### **ACTION/RECOMMENDATION**

Approve a discounted fare of \$1.00 per ride for youth ages 5 to 17 on the Transit Route bus from June 9, 2014 through August 29, 2014.

### **BACKGROUND**

Our goal is to provide greater ridership for this age user, fill unused capacity, provide greater opportunity for youth to get to and from activities like the pool, ball practice and the others.

City staff has determined that the Route bus has unused capacity that could be used to familiarize our younger population with the route while providing less expensive rides to summer activities, many of which are sponsored by the City. Since the route bus is currently making pickups within two blocks of the route (Deviated Route), the bus would be available for use by youth riders. Rider age 5 to 17 currently pay the same cash fare as an adult, \$1.75. This discount would place the cash youth fare at the same rate as that paid by those age 55 and above and would be cheaper than the ticket books.

Staff recommends the change be effective during non-school months (June 9, 2014 through August 29, 2014).

It may be important for the Council to know that we discussed coupon books, punch cards and many other ways to provide for the financial transaction, but cash works, is easy for all to understand, and does not have the administrative costs of some of the other transaction methods mentioned.

Younger riders still must be accompanied by a parent, but for those that are old enough to ride on their own, this seems like a wonderful summer transit experiment at no cost to the current system.

### **FISCAL IMPACT:**

Additional expenses would be negligible as the bus will be working the route in the same manner prior to implementation of discounted fares for students this summer. The long term

impact could possibly lead to increased ridership as students and their parents become more familiar with the route and how it can better serve their needs. If approved, staff will publicize the reduced rate and provide information to interested citizens through the Hot Sheet, promotion as a part of summer activity sign ups, public access, and other methods.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Transit operations will continue without change.

Negative vote. Transit operations will continue without change.

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

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

PO

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING REDUCED YOUTH TRANSIT FARES  
ON THE ROUTE BUS FOR NON-SCHOOL MONTHS**

WHEREAS, the City has unused capacity on the Transit system Route bus; and

WHEREAS, the City's Recreation and Leisure Services Department, along with other civic groups, sponsor numerous activities for youth throughout the community; and

WHEREAS, the City Council wishes to promote summer activities for youth and promote ridership on the transit.

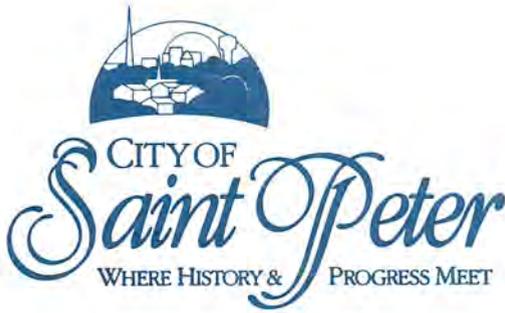
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The fee for youth age 5 through 17 to ride the City's route bus will be \$1.00 per ride for the period June 9, 2014 through August 29, 2014 after which time the fare shall revert to \$1.75 per ride.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of April, 2014.

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

ATTEST:

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



## Memorandum

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

**DATE:** 4/22/14

**FROM:** Todd Prafke  
City Administrator

**RE:** Tree Worker License

### **ACTION/RECOMMENDATION**

Provide approval of new licenses.

### **BACKGROUND**

The City has received an application for a Tree Worker's license. Ross Pettit dba Tree Tech has submitted a Tree Worker License application in order to cut, trim, prune and remove trees, shrubs or vines in the city of Saint Peter. A background investigation has been completed and nothing was found that would prohibit Mr. Pettit from obtaining a license.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

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

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

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

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2014 -**

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

**RESOLUTION APPROVING NEW TREE WORKER LICENSE**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following license application be approved subject to compliance with all requirements of the City Code and payment of the licensing fee:

**TREE WORKER**

Tree Tech

5/1/14 – 4/30/15

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of April, 2014.

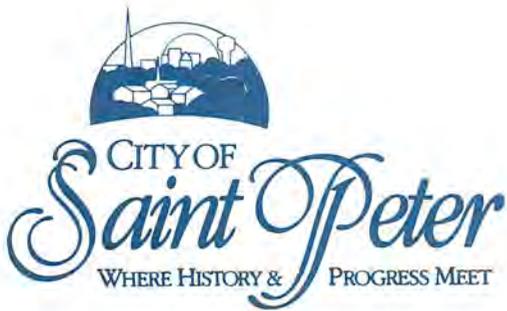
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/24/14

**FROM:** Russ Wille  
Community Development Director

**RE:** 430 Ritt Street – Real Estate Listing Agreement

### **ACTION/RECOMMENDATION**

None needed. For your information only.

### **BACKGROUND**

I will be available at the April 28th regular meeting to provide a report with clarification on the proposed real estate listing agreement and the obligation to pay commissions should the realtor secure a tenant for the 430 Ritt Street property.

At the April 14<sup>th</sup> City Council meeting, questions were raised as to the obligation to pay a commission should the realtor provide us with a tenant to lease the property. The proposed listing agreement indicated that a 6% commission would be due to Coldwell Banker should they find a tenant as opposed to a buyer.

I indicated at that time that the commission would only be paid on the first year of the lease. I misinterpreted the agreement and was in error.

This matter was addressed in 2011 when Coldwell Banker brought us Jari, USA as a tenant. At that time, questions were raised as to the obligation to pay a commission. It was determined that a commission was owed for the full term of the 3 year lease. A 6% commission was paid for all three years of the lease.

In the new agreement, Coldwell Banker has suggested a 6% commission due upon the lease of the building. I once again have consulted with other commercial realtors within the area as well as the Twin Cities metro area. Both realtors confirmed that the industry standard is that a commission is appropriate for each year of a multi-year lease. Additionally, both realtors said that the payment of a commission is fully negotiable.

To that end, upon my request, Coldwell Banker has consented to lowering their commission due upon lease to 4%. They would also consent that only the first year's commission would be payable at the execution of the lease. Commissions for additional years would be paid at the conclusion of the first year.

A resolution was previously adopted by the Council to authorize the Mayor and Administrator to sign the real estate listing agreement on behalf of the City. However, given the misinformation presented regarding the lease commission, the agreement is currently unsigned.

Unless the Council acts to the contrary at a future Council meeting and subject to this explanation and clarification, the Mayor and Administrator will be asked to execute the agreement.

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

RW

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2014 -**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including property purchase negotiations; and

WHEREAS, staff is currently in negotiations with a potential seller; and

WHEREAS, staff recommends a closed session be called.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session in the Nicollet Room of the Community Center as provided for under Minnesota Statutes for discussion of land purchase negotiations.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of April, 2014.

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

ATTEST:

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

**PROCLAMATION**

**“POLICE OFFICER MEMORIAL DAY and POLICE OFFICER MEMORIAL WEEK”**

- WHEREAS, our Nation's public safety officers are heroes who risk their lives to keep our families and communities safe; and
- WHEREAS, law enforcement personnel are dedicated to the communities they serve; and
- WHEREAS, Police Officers must continually remain vigilant and take courageous action; and
- WHEREAS, Police Officer's put their lives on the line to protect ours, sometimes making the ultimate sacrifice; and
- WHEREAS, May 15<sup>th</sup> has been designated by the President as “Police Officers Memorial Day”; and
- WHEREAS, the Saint Peter community honors and respects the sacrifices made by our Police Officers and wishes to extend gratitude to each and every member of the law enforcement community.

NOW, THEREFORE, I, Timothy Strand, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim May 15, 2014 as “POLICE OFFICER MEMORIAL DAY” and May 11-17, 2014 as “POLICE OFFICER MEMORIAL WEEK” in the City of Saint Peter and hereby extend the gratitude of the Saint Peter community to all Saint Peter Police Department Officers for their service to our community and their commitment to protecting those they serve.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 28th day of April, 2014.

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

ATTEST:

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

