

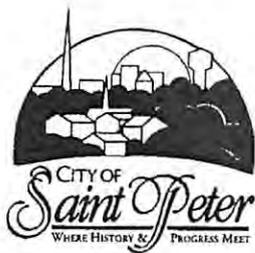


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, March 24, 2014
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **PUBLIC HEARING**
 - A. Road Right-Of-Way Vacation: South Minnesota Ave/Hwy 333/Hwy 295
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
 - A. Fire Relief Association Bylaws
 - B. Tobacco Ordinance Modification (E-Cigarettes)
 - C. Unbudgeted Purchase: Utility Truck
 - D. Rain Barrel Program
 - E. Nicollet Avenue Electric Project Materials Bid Authorization
- VIII. **NEW BUSINESS**
 - A. Road Right-of-Way Vacation
 - B. Registered Land Survey (RLS): Lot 4, Block 2 Pine Pointe Subdivision
 - C. Revolving Loan Request: Tanis Brothers
 - D. Ritt Street Property Lease
 - E. Real Estate Listing Agreement
 - F. Equipment Certificate Solicitation
 - G. Transit Language Assistance Program
- IX. **REPORTS**
 - A. **MAYOR**
 - 1. APPA Legislative Rally
 - 2. Vietnam Veterans Day Proclamation
 - 3. Others
 - B. **CITY ADMINISTRATOR**
 - 1. City/County Meeting Discussion
 - 2. Others
- X. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION IN TDS ROOM
 - B. Land Acquisition Negotiations Discussion
RETURN TO OPEN SESSION
- XI. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **PUBLIC HEARING**

A. **PUBLIC HEARING ON VACATION OF ROAD RIGHT-OF-WAY ALONG SOUTH WASHINGTON AVENUE, ABANDONED HIGHWAY 333 AND ABANDONED HIGHWAY 295**

A public hearing has been scheduled at this time to consider public comments on the proposed vacation of road right-of-way along South Washington Avenue, abandoned Highway 333 and abandoned Highway 295. Notice of the hearing has been duly published in the St. Peter Herald and area property owners have been notified. Action on the proposed street vacation is scheduled under NEW BUSINESS.

IV. **APPROVAL OF MINUTES**

A copy of the minutes of the March 10, 2014 regular Council meeting is attached for approval. A MOTION is in order.

V. **VISITORS**

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

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

B. **General Visitor Comments**

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

VI. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for March 6, 2014 through March 19, 2014 are attached. Please see the attached staff reports and RESOLUTION.

VII. **UNFINISHED BUSINESS**



A. ADOPTION OF A RESOLUTION ADOPTING UPDATED FIRE RELIEF ASSOCIATION BYLAWS

The Fire Relief Association has re-written their bylaws using the model document provided by the State Auditor's Office. Approval is recommended. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF AN ORDINANCE MODIFYING TOBACCO REGULATIONS AND A RESOLUTION RESTRICTING USE OF E-CIGARETTES IN CITY OWNED BUILDINGS

Following Council discussion at previous workshops, staff has developed a modification to the City's tobacco licensing regulations to include licensing regulations for products commonly known as "e-cigarettes". A resolution has also been prepared for Council consideration to prohibit use of e-cigarette products within ten feet of a City owned building. Please see the attached staff report, ORDINANCE and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF REPLACEMENT VEHICLE

Staff recommends authorization be given for an unbudgeted purchase of a replacement vehicle for the Stormwater Utility. Funding will come from budgeted Stormwater Funds and will be allocated in the 2014 water and wastewater funds when adopted. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING EXTENSION OF RAIN BARREL PROGRAM IN 2014

Staff recommends authorization be provided to extend the 2012 and 2013 rain barrel program for the period April 15, 2014 to July 15, 2014. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION AUTHORIZING RECEIPT OF BIDS FOR MATERIALS PURCHASE FOR NICOLLET AVENUE ELECTRIC PROJECT

Staff recommends authorization be provided to receive bids for materials for electric utility work. Please see the attached staff report and RESOLUTION.



VIII. NEW BUSINESS

- A. ADOPTION OF A RESOLUTION APPROVING VACATION OF ROAD RIGHT-OF-WAY ALONG SOUTH WASHINGTON AVENUE, TH 295 AND TH 333**

Following the public hearing it is appropriate to consider approval of the road right-of-way vacation. Please see the attached staff report and RESOLUTION.

- B. ADOPTION OF A RESOLUTION APPROVING REQUEST APPROVAL OF A REGISTERED LAND SURVEY FOR LOT 4 BLOCK 2 PINE POINTE SUBDIVISION NO. 3**

The Planning and Zoning Commission recommends approval of a request to approve a registered land survey (RLS) which effectively subdivides Lot 4, Block 2 of Pine Pointe Subdivision No. 3 via acceptance of Registered Land Survey #65. Please see the attached staff report and RESOLUTION.

- C. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN REQUEST FOR TANIS BROTHERS**

The EDA recommends approval of a request for revolving loans for Tanis Brothers LLC. Please see the attached staff report and RESOLUTION.

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

Staff has negotiated a lease for the City owned property at 430 Ritt Street. Approval is recommended. Please see the attached staff report and RESOLUTION.

- E. ADOPTION OF A RESOLUTION AUTHORIZING ENTERING A LISTING AGREEMENT FOR 430 RITT STREET**

Staff recommends authorization be provided to enter into a listing agreement for the sale of 430 Ritt Street with Coldwell Banker Commercial Fisher Group. Please see the attached staff report and RESOLUTION.

- F. ADOPTION OF A RESOLUTION PROVIDING FOR SOLICITATION OF EQUIPMENT CERTIFICATE BIDS**



Staff recommends authorization be provided for the solicitation of bids for placement of Equipment Certificate Debt in an amount of \$345,000.

G. ADOPTION OF A RESOLUTION PROVIDING APPROVAL OF THE TRANSIT LANGUAGE ASSISTANCE PROGRAM

Staff recommends approval of the plan be provided to meet MNDOT requirements related to the Saint Peter Transit System.

IX. REPORTS

A. MAYOR

1. REPORT ON APPA LEGISLATIVE RALLY

A report will be provided at this time on the American Public Power Association legislative rally in Washington D.C. attended by Mayor Strand, Councilmember Kvamme and Public Works Director Giesking.

2. REPORT ON "VIETNAM VETERAN'S DAY" PROCLAMTION

Mayor Strand will proclaim "Vietnam Veteran's Day".

3. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING DISCUSSION

A report will be provided at this time on discussion at the March 12th City/County meeting.

2. OTHERS

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

X. EXECUTIVE SESSION

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



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

ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM

B. DISCUSSION OF LAND ACQUISITION NEGOTIATIONS

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

RETURN TO OPEN SESSION

XI. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 24, 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 February 24, 2014.

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

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

Approval of Minutes – A motion was made by Parras, seconded by Kvamme, to approve the minutes of the February 10, 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 February 10, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Parras, seconded by Grams, Resolution No. 2014-19 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. 2014-19 is contained in the City Administrator's book entitled Council Resolutions 20.

City Administrator Prafke noted that an emergency repair request for the Snogo snow blower was also included on the agenda as Item "G" under New Business.

Revolving Loan Modification Request: Beaudry Creative, Inc. – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a request by Liz Beaudry for a second extension on the balloon payment date of her revolving loan for Beaudry Creative, Inc. Wille reported the second balloon payment date was February 1, 2014 and Ms. Beaudry had been unable to make the entire payment at that time and had been unsuccessful in receiving conventional financing for the loan as she has been putting her profits back into the business. Wille noted that Beaudry has a perfect payment history and the EDA did recommend approval to extend the balloon payment date to February 1, 2016. In motion by Kvamme, seconded by Parras, Resolution No. 2014-20 entitled "Resolution Modifying The Terms Of A Revolving Loan Previously Provided To Beaudry Creative, Inc. (Envision, Design That Works)", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-20 is contained in the City Administrator's book entitled Council Resolutions 20.

Request For City Assistance: St. Patrick's Day Parade – City Administrator Prafke recommended approval be provided for a request submitted by the St. Peter Ambassador's for City assistance with the St. Patrick's Day parade. Prafke stated the requested assistance included traffic control, road closure barricades and "no parking" restrictions along the parade route and staging area. Prafke recommended the approval contingent upon receipt of a

certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 per occurrence. In motion by Zieman, seconded by Kvamme, Resolution No. 2014-21 entitled "Resolution Authorizing City Assistance For St. Patrick's Day Parade", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-21 is contained in the City Administrator's book entitled Council Resolutions 20.

2014 Equipment Certificate Purchase: Rotary Mower – Public Works Director Giesking requested authorization to purchase a Hustler 3700 all-wheel drive rotary mower from Bobcat of Mankato in the amount of \$35,220 to replace the Toro 19A mower which would be declared as surplus and offered for public sale. Giesking noted the Toro unit was experiencing mechanical failures and Toro was no longer manufacturing mowers of that size. Giesking also pointed out that the Hustler mower was a demo unit that was being offered to the City at a \$3,000 discount and that funding for the purchase had been included in the 2014 Equipment Certificate Fund. In motion by Zieman, seconded by Grams, Resolution No. 2014-22 entitled "Resolution Authorizing 2014 Equipment Certificate Purchase: Hustler 3700 Tractor", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-22 is contained in the City Administrator's book entitled Council Resolutions 20.

Unbudgeted Purchase: Flower Watering Cart – Public Works Director Giesking requested authorization for the unbudgeted purchase of an electric all-terrain vehicle that would replace the Snapper ATV being used for the downtown flower program. Giesking reminded Councilmembers the City would be taking over the downtown flower program from the Ambassador's and the Snapper unit the Ambassador's had purchased and donated for the program had mechanical issues and was no longer usable. Giesking recommended a Polaris EV Ranger be purchased from Vetter Sales of Kasota under the state bid contract in the amount of \$10,631.94 and the existing water tank and wand would be modified to fit the new vehicle. Giesking also suggested funding for the unbudgeted purchase be from excess equipment certificate funds as three purchases already approved from the fund had come in under budget. In motion by Parras, seconded by Kvamme, Resolution No. 2014-23 entitled "Resolution Authorizing Unbudgeted Purchase Of Electric All-Terrain Vehicle For Downtown Flower Watering Program To Be Funded By 2014 Equipment Certificate", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-23 is contained in the City Administrator's book entitled Council Resolutions 20.

MnDOT Cooperative Agreement: Highway 169 – Public Works Director Giesking requested approval for execution of a cooperative agreement with the Minnesota Department of Transportation (MnDOT) outlining the City and MnDOT's responsibilities for the Highway 169 North project. Giesking reminded Councilmembers that the City's involvement in the MnDOT project was limited to the stretch of Highway 169 from Union Street to the Highway 169 intersection with Old Minnesota Avenue and that the City was doing a project in conjunction with the Highway project to make improvements along Old Minnesota Avenue from Union Street to St. Julien Street. Giesking also noted the City's project would be bid on April 18th and the MnDOT project would be bid on April 11th with construction expected to occur beginning in mid-May depending on spring flooding. City Administrator Prafke noted the projects were being done coincidentally to be less intrusive to local businesses.

Councilmember Parras expressed his opposition to the proposed roundabout at the Old Minnesota Avenue/St. Julien Street intersection. City Administrator Prafke noted that the

proposed agreement doesn't require the City to build the roundabout but does require the City to fund it and it does assume the City has worked in good faith with MnDOT on both projects. Prafke noted that should the roundabout not be constructed, it would be difficult to "untangle" the joint planning that has occurred with MnDOT over the last two years. Prafke also pointed out that approval of the roundabout bids would require separate Council action at a later date.

In motion by Kvamme, seconded by Zieman, Resolution No. 2014-24 entitled "Resolution Approving Execution Of Highway 169 Reconstruction Project Cooperative Agreement With The Minnesota Department Of Transportation (MnDOT) Project Number S.P. 5209-66", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-24 is contained in the City Administrator's book entitled Council Resolutions 20.

MnDOT Cooperative Agreement: Highway 99 – Public Works Director Giesking also requested approval for execution of a cooperative agreement with the Minnesota Department of Transportation (MnDOT) for the Highway 99 bridge project. Giesking pointed out that the City's responsibilities on the project will include maintenance of the wiring, light bulbs and globes on the lights and that the City will continue to maintain the conduits used for the electric distribution and transmission lines and the 2" conduit that is currently empty. Councilmember Grams questioned why the past discussion about replacing the bridge is no longer being considered. City Administrator Prafke indicated that MnDOT has determined it is less expensive to restore the historically significant bridge than replacing it.

In motion by Parras, seconded by Kvamme, Resolution No. 2014-25 entitled "Resolution Approving Execution Of A Project Cooperative Agreement With The Minnesota Department Of Transportation For The Reconstruction Of The Trunk Highway 99 Bridge Over The Minnesota River, State Project Number S.P. 4008-25", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-25 is contained in the City Administrator's book entitled Council Resolutions 20.

Emergency Repairs: SnoGo Snow Blower – Public Works Director Giesking requested authorization to make emergency repairs in an amount not to exceed \$25,000 to the City's large Snogo snow blower which had a broken fan housing and gear box. Giesking indicated the equipment, which is 34 years old, was still important to the snow removal process in the downtown and staff had been unable to find a rental unit to use until repairs are made. Giesking reported the equipment could be repaired by MacQueen Equipment in St. Paul, but it would not be returned until March 14th at the earliest, there are no guarantees the engine would last much longer, and there are no parts available should the engine fail. Giesking indicated a smaller blower was being used, but having the Snogo equipment in place allowed the work to be done faster. Giesking informed the Council that staff's recommendation was to make the repairs.

The Council had extensive discussion on whether it was wiser to make \$25,000 in repairs on the Snogo, which ultimately would increase the machine's resale value, and possibly allow the City to wait 5-10 years before spending up to \$150,000 for a replacement blower, or to not make the repairs and use the smaller blower until a replacement large blower is purchased.

In motion by Zieman, seconded by Kvamme, Resolution No. 2014-26 entitled "Resolution Authorizing Emergency Repairs To SnoGo Snow Blower Unit #16D", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-26 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor Pro Tem Reports – Mayor pro tem Brand reported Mayor Strand had proclaimed March, 2014 as “Women’s History Month” in the City.

Highway 169 Project Update – City Administrator Prafke indicated that based on the discussion about the Highway 169 cooperative agreement, he would not make any further report on the project.

March 10th Council Meeting – City Administrator Prafke reminded Councilmembers that with Councilmember Carlin’s extended absence and Councilmember Kvamme and Mayor Strand going to Washington DC on March 10th, each of the remaining Councilmembers must attend to make a quorum. Prafke asked Councilmembers to notify him as soon as possible if they were unable to make the March 10th Council meeting.

Refuse Switchover To LJP – City Administrator Prafke reported the City had received numerous calls from customers about the switchover to LJP for refuse hauling, and while the change from Waste Management to LJP was going slower than expected, it was going relatively smoothly.

Executive Session: Land Purchase Negotiations – City Administrator Prafke asked for a closed session of the City Council, as allowed under State Statutes, to discuss land purchase negotiations. In motion by Kvamme, seconded by Parras, Resolution No. 2014-27 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-27 is contained in the City Administrator’s book entitled Council Resolutions 20.

The Council adjourned to closed session in the Traverse des Sioux Room of the Community Center at 8:23 p.m.

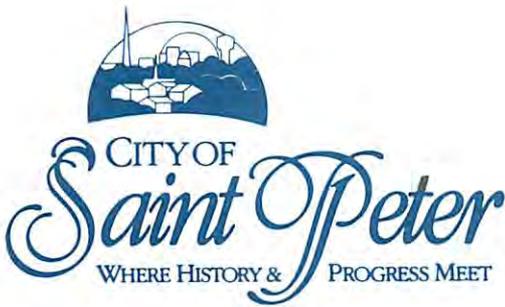
The Council returned to open session at 9:02 p.m.

There being no further business, a motion was made by Grams, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:03 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 4, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Trailer Mounted Hydro Seeder

ACTION/RECOMMENDATION

Authorize purchase a Trailer Mounted Hydro Seeder from Tri-State Bobcat of Burnsville, Minnesota in the amount of \$12,920.00.

BACKGROUND

The 2014 Stormwater Utility Capital budget contains money for the purchase of a trailer mounted hydro seeder. According to the Minnesota Pollution Control Agency and our MS4 Permit all exposed soils are required to be stabilized within 14 days and permit holders of construction sites are required to provide winter stabilization. With this unit, the stormwater utility will be able to provide a level of service to help contractors and City utility staff with their requirements when obtaining a right-of-way permit.

In the past, it has been difficult for construction site permit holders to find someone to spray the exposed soils with mulch prior to the ground freezing. With this resource available, permit holders have the option of taking advantage of the unit and having the City bring their site into permit compliance by spraying the mulch on the exposed soils. The stormwater staff will be evaluating the material and labor costs and will develop a fee for its use. Fees charged will help cover the cost of the unit and can generate replacement funds in the future. This unit will also help keep the City in compliance with our stormwater permit as issued by the Minnesota Pollution Control Agency.

Three formal written proposals were received following for the purchase and Tri-State Bobcat submitted the lowest proposal.

Tri-State Bobcat, Burnsville	\$12,920.00
Ramy Turf, Mankato	\$14,385.00
Jackson Farm, West Concord	\$24,664.00
E Jefferson Equipment & Supply, Jordan	did not submit proposal

If approved by the Council, Tri-State bobcat will have 60 days to deliver the hydro seeder.

FISCAL IMPACT:

Funds are allocated in the 2014 stormwater budget.

ALTERNATIVES/VARIATIONS:

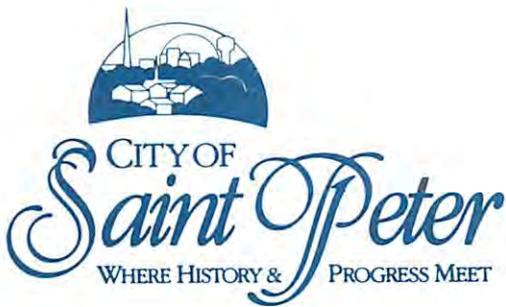
Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

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

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

LGG/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 4, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Purchase of a 500 kVA Transformer

ACTION/RECOMMENDATION

Authorize purchase of a 500 kVA three-phase transformer from WESCO Distribution in the amount of \$10,377.56.

BACKGROUND

Nicollet County is constructing a new office building adjacent to Front Street within the City. The electric utility staff has been working with the electrical engineers for the project and determined a 500 kVA, three-phase, 208 Y/120 pad mount transformer is required to provide service to the new building. A 208 voltage was selected to match the voltage of the existing courthouse buildings. The building is proposed to be constructed during the year 2014 and the transformer will be needed by September of this year. Two quotes were obtained for the purchase:

<u>COMPANY</u>	<u>QUOTE</u>	<u>WITH TAX</u>	<u>DELIVERY</u>	<u>LIFETIME (30 YR) COST</u>
Border States	\$10,825.00	\$11,569.22	26 weeks	\$29,390.00
WESCO	\$9,710.00	\$10,377.56	8 weeks	\$29,687.00

A thirty-year analysis was completed comparing losses, which showed the WESCO transformer would cost \$297, total cost, more than the Border States transformer over a 30 year period. However, it is recommended to purchase the WESCO transformer as the delivery time is short making it available when needed in September 2014.

FISCAL IMPACT:

The purchase will be funded through the Electric Fund.

ALTERNATIVES/VARIATIONS:

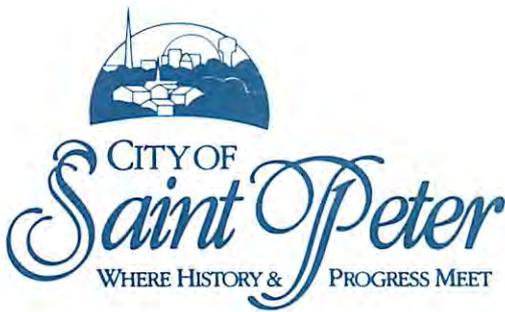
Do not act: Staff will move forward with the purchase.

Negative Votes: Staff will seek City Council direction.

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

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

LGG/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/13/14

FROM: Matt Peters *M. Peters*
Chief of Police

RE: Squad car laptop purchase

ACTION/RECOMMENDATION

Approve the purchase of squad car laptop computers in accordance with City of Saint Peter purchasing policy.

BACKGROUND

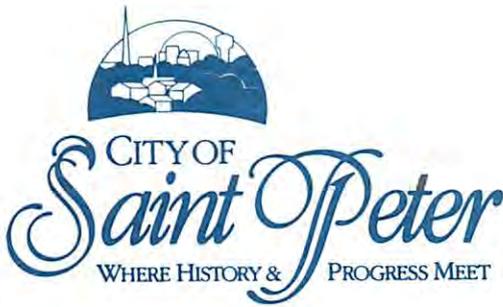
The current police department laptops have outlived their lifecycle. We have replaced screens on the current computers. As you are aware Microsoft is no longer supporting Windows operating system XP. Our current laptops are running Windows XP and are non-upgradeable to Windows 7. This is a security. The current laptops only allow for limited RAM (512KB); they have slow processor unable to keep up with the upgraded CIS Mobile software. The motherboard is only capable of handling USB 1.0. New USB Standards have passed 2.0 and now stand at 3.0 with USB 1.0 we are unable to connect newer devices looking for 2.0 or above USB communication. The newer version of CIS Software is very graphic intensive requiring a fast processor with a large amount of RAM to run smoothly.

We anticipated this change was coming and budgeted for new laptops in the 2014 budget.

Staff received the following quotes for 4 rugged laptop computers, including backlit keyboards and sunlight readable screens:

VENDOR	QUOTE
CDWG	\$14,239.88
Computer Technology Solutions, Inc.	\$17,580.00
Dell Computers	failed to respond

Staff recommends the purchase of 4 Panasonic Toughbook Table PC's from CDWG a state contract vendor for the purchase amount of \$14,239.88



Memorandum

To: Todd Prafke
City Administrator

Date: March 14, 2014

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The St. Peter Softball Association is applying for a Temporary Soft Drink and Temporary On Sale Beer license in order to sell these beverages during the softball season at Jefferson Fields. The license will be in effect from April 28, 2014 through July 26, 2014.

Greek Gourmet has applied for three Temporary Soft Drink Licenses for three separate events. The events will all take place at Minnesota Square Park on the following dates; 6/21/14, 7/4/14 & 9/6 & 7/14.

Barbara Lynn dba Sweet Shoppe Express, LLC has applied for a Temporary Peddler License in order to peddle ice cream novelties along the city streets. The licensing period will be May 1, 2014 – October 31, 2014.

The Annual Duck race sponsored by Creative Play Place will once again be held at the Mill Pond, 101 South Front Street on May 31, 2014. They have applied for a LG220 Application for Exempt Permit (gambling) in order to hold the fundraiser.

Please place this item on the March 24, 2014 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

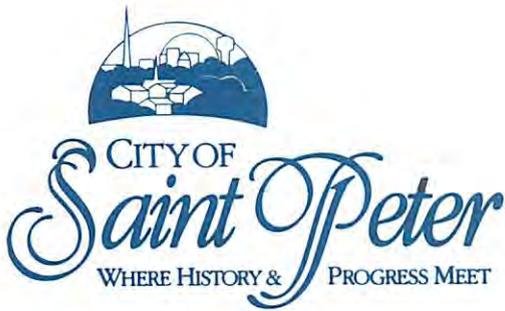
ALTERNATIVES/VARIATIONS:

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 these agenda items.



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 4, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Declaration of Surplus Property

ACTION/RECOMMENDATION

Declare the 2008 STIHL chainsaw and 2004 STIHL pole chain saw as surplus property and provide for public sale as authorized in the City Code.

BACKGROUND

The Environmental Services Utility updates their saws about every five or six years to keep up with the ever-changing chainsaw industry. Staff recommends a surplus property declaration be made for the 2008 STIHL chainsaw (replaced with a new, lightweight, higher CC motor, STIHL MS 150T chainsaw) and the 2004 STIHL pole saw (replaced with a new lighter STIHL HT-131 pole saw).

Staff is recommending the chainsaws be sold by public auction through the State of Minnesota Department of Administration online auction. The estimated value of the chainsaws is between \$175-\$300 each.

FISCAL IMPACT:

Funds generated would be returned to the general fund.

ALTERNATIVES AND VARIATIONS:

No action: No further action will be taken without additional direction from the Council.

Negative Vote: No further action will be taken.

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

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

LGG/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESale	concessions	COMMUNITY CENTER	COMMUNITY CENTER	<u>456.09</u>
			TOTAL:	456.09
AFFORDABLE JETTING INC.	430 ritt st service	TORNADO DISASTER R	ECONOMIC DEVMT	<u>185.00</u>
			TOTAL:	185.00
ALL AMERICA PRESSURE WASHER MFG., INC.	3/8" hi pressure swivels	WATER	DISTRIBUTION AND STORA	<u>45.00</u>
			TOTAL:	45.00
ALPHA WIRELESS COMMUNICATIONS CO	mike w radio battery	GENERAL FUND	MUNICIPAL BUILDING	<u>41.25</u>
			TOTAL:	41.25
AMAZON	display racks reimb cpp	LIBRARY FUND	LIBRARY	<u>169.98</u>
			TOTAL:	169.98
AMERICAN ENGINEERING TESTING INC	soils testing	WATER	PURIFICATION AND TREAT	868.00
	visual weld inspection	ELECTRIC FUND	POWER PRODUCTION	<u>1,315.50</u>
			TOTAL:	2,183.50
AMERICAN EXPRESS	2014 membership rewards fe	ELECTRIC FUND	ADMIN AND GENERAL	<u>90.00</u>
			TOTAL:	90.00
AMERICAN PAYMENT CENTERS	qtrly drop box rental	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>19.50</u>
			TOTAL:	78.00
AMERICAN RED CROSS	lgt training trainer fee	GENERAL FUND	SWIMMING POOL	<u>27.00</u>
			TOTAL:	27.00
AMERICAN WATER WORKS ASSOCIATION	2014 dues chris voeltz	WATER	ADMIN AND GENERAL	<u>183.00</u>
			TOTAL:	183.00
ANDRESEN PLUMBING AND HEATING	pw mens rr svc	GENERAL FUND	STREETS	20.00
	pw mens rr svc	GENERAL FUND	PARKS	16.00
	pw mens rr svc	WATER	ADMIN AND GENERAL	8.00
	pw mens rr svc	WASTE WATER FUND	ADMIN AND GENERAL	8.00
	pw mens rr svc	ENVIRON SERVICES F	ADMIN AND GENERAL	8.00
	pw mens rr svc	ELECTRIC FUND	ADMIN AND GENERAL	<u>20.00</u>
			TOTAL:	80.00
APT MACHINING & FABRICATING, INC	blades welded,crack ground	WASTE WATER FUND	SOURCE/TREATMENT	<u>600.00</u>
			TOTAL:	600.00
AUDIO EDITIONS	new audio books	LIBRARY FUND	LIBRARY	<u>156.47</u>
			TOTAL:	156.47
BRAUN INTERTEC CORPORATION	soil analys holiday inters	GENERAL FUND	STREETS	<u>4,690.80</u>
			TOTAL:	4,690.80
C & S SUPPLY CO INC	rick safety boots	GENERAL FUND	PARKS	118.95
	chain saw parts,snap ring	ENVIRON SERVICES F	REFUSE DISPOSAL	8.39
	jake y clothing	STORMWATER FUND	ADMINISTRATION AND GEN	<u>104.17</u>
			TOTAL:	231.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CENTERPOINT ENERGY MINNEGASCO	gas feb '14	GENERAL FUND	FIRE	840.26
	gas feb '14	GENERAL FUND	STREETS	842.38
	gas feb '14	GENERAL FUND	SWIMMING POOL	45.10
	gas feb '14	GENERAL FUND	PARKS	673.90
	gas feb '14	LIBRARY FUND	LIBRARY	1,590.43
	gas feb '14	COMMUNITY CENTER	COMMUNITY CENTER	4,013.19
	gas feb '14	WATER	PURIFICATION AND TREAT	2,112.83
	gas feb '14	WATER	PURIFICATION AND TREAT	214.60
	gas feb '14	WATER	ADMIN AND GENERAL	336.95
	gas feb '14	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.59
	gas feb '14	WASTE WATER FUND	SOURCE/TREATMENT	11,915.93
	gas feb '14	WASTE WATER FUND	ADMIN AND GENERAL	336.95
	gas feb '14	ENVIRON SERVICES F	ADMIN AND GENERAL	336.94
	gas feb '14	ELECTRIC FUND	ADMIN AND GENERAL	842.38
			TOTAL:	24,114.43
CENTRAL FIRE PROTECTION INC	recharge 3 fire ext	GENERAL FUND	FIRE	66.00
			TOTAL:	66.00
CHARD TILING & EXCAVATING	wash link pay est 1 part 2 PERM IMPROVMENT RE		STREETS	17,503.75
			TOTAL:	17,503.75
CHEMSEARCH	red voltz ii solvent mixtu	GENERAL FUND	STREETS	57.69
	red voltz ii solvent mixtu	GENERAL FUND	PARKS	57.69
	red voltz ii solvent mixtu	WATER	DISTRIBUTION AND STORA	28.85
	red voltz ii solvent mixtu	WASTE WATER FUND	SOURCE/TREATMENT	28.85
	red voltz ii solvent mixtu	ENVIRON SERVICES F	REFUSE DISPOSAL	28.85
	red voltz ii solvent mixtu	ELECTRIC FUND	POWER DISTRIBUTION	57.69
	red voltz ii solvent mixtu	STORMWATER FUND	TREATMENT	28.85
			TOTAL:	288.47
CINTAS FIRST AID & SAFETY	first aid cabinet	GENERAL FUND	STREETS	5.23
	first aid cabinet	GENERAL FUND	PARKS	4.18
	first aid cabinet	WATER	ADMIN AND GENERAL	2.09
	first aid cabinet	WASTE WATER FUND	ADMIN AND GENERAL	2.09
	first aid cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	2.10
	first aid cabinet	ELECTRIC FUND	ADMIN AND GENERAL	5.23
			TOTAL:	20.92
COLE PAPERS INC	icemelt,kleenex,towels	GENERAL FUND	CITY ADMINISTRATION	30.36
	icemelt,kleenex,towels	GENERAL FUND	CITY CLERK	30.36
	icemelt,kleenex,towels	GENERAL FUND	FINANCE	20.24
	icemelt,kleenex,towels	GENERAL FUND	POLICE	16.19
	icemelt,kleenex,towels	GENERAL FUND	BUILDING INSPECTOR	8.10
	icemelt,kleenex,towels	GENERAL FUND	PUBLIC WORKS ADMIN	4.05
	air frsh,urinfl blks,tt det	GENERAL FUND	STREETS	52.32
	air frsh,urinfl blks,tt det	GENERAL FUND	PARKS	52.32
	icemelt,kleenex,towels	GENERAL FUND	ECONOMIC DEVMT	2.02
	cleaning supplies	LIBRARY FUND	LIBRARY	211.05
	auto scrubber	COMMUNITY CENTER	COMMUNITY CENTER	10,881.40
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	844.22
	air frsh,urinfl blks,tt det	WATER	DISTRIBUTION AND STORA	26.16
	icemelt,kleenex,towels	WATER	ADMIN AND GENERAL	18.21
	air frsh,urinfl blks,tt det	WASTE WATER FUND	SOURCE/TREATMENT	26.16
	icemelt,kleenex,towels	WASTE WATER FUND	ADMIN AND GENERAL	18.21
	air frsh,urinfl blks,tt det	ENVIRON SERVICES F	REFUSE DISPOSAL	26.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	air frsh,urinl blks,tt det	ELECTRIC FUND	POWER DISTRIBUTION	52.32
	icemelt,kleenex,towels	ELECTRIC FUND	ADMIN AND GENERAL	54.64
	air frsh,urinl blks,tt det	STORMWATER FUND	TREATMENT	26.15
			TOTAL:	12,400.64
COUNTRY INN & SUITES	shade tree course hotel3/1	ENVIRON SERVICES F	ADMIN AND GENERAL	240.08
			TOTAL:	240.08
CUMMINS NPOWER, LLC	gen#4 coolant leak repair	ELECTRIC FUND	POWER PRODUCTION	1,072.24
			TOTAL:	1,072.24
DEMCO, INC.	processing suuplies	LIBRARY FUND	LIBRARY	206.85
			TOTAL:	206.85
DEZURIK, INC.	butterfly valve	WATER	PURIFICATION AND TREAT	2,679.00
			TOTAL:	2,679.00
DGR ENGINEERING	brdwy gen plant 1/31/14	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,437.50
			TOTAL:	2,437.50
DITTRICH MECHANICAL & FABRICATION	430 ritt st thaw frzn h2o	TORNADO DISASTER R	ECONOMIC DEVMT	755.00
			TOTAL:	755.00
EMERGENCY RESPONSE SOLUTIONS	50" yellow hfx	GENERAL FUND	FIRE	298.00
	8-50' red hfx,1-50'yellow	GENERAL FUND	FIRE	2,330.00
	cylinder & valve assembly	GENERAL FUND	FIRE	4,862.88
			TOTAL:	7,490.88
FASTENAL COMPANY	heat shrink terminals	GENERAL FUND	STREETS	6.25
	ear protection	GENERAL FUND	STREETS	27.21
	heat shrink terminals	GENERAL FUND	PARKS	6.25
	ear protection	GENERAL FUND	PARKS	21.77
	heat shrink terminals	WATER	DISTRIBUTION AND STORA	3.12
	ear protection	WATER	ADMIN AND GENERAL	10.88
	heat shrink terminals	WASTE WATER FUND	SOURCE/TREATMENT	3.12
	ear protection	WASTE WATER FUND	ADMIN AND GENERAL	10.88
	heat shrink terminals	ENVIRON SERVICES F	REFUSE DISPOSAL	3.12
	ear protection	ENVIRON SERVICES F	ADMIN AND GENERAL	10.89
	heat shrink terminals	ELECTRIC FUND	POWER DISTRIBUTION	6.25
	ear protection	ELECTRIC FUND	ADMIN AND GENERAL	27.21
	heat shrink terminals	STORMWATER FUND	TREATMENT	3.13
			TOTAL:	140.08
FLEETPRIDE	replace cylinder packing	GENERAL FUND	FIRE	228.79
			TOTAL:	228.79
FOUR SEASONS OVERHEAD DOOR, LLC	installed 2 door springs	GENERAL FUND	STREETS	256.25
	installed 2 door springs	GENERAL FUND	PARKS	205.00
	installed 2 door springs	WATER	ADMIN AND GENERAL	102.50
	installed 2 door springs	WASTE WATER FUND	ADMIN AND GENERAL	102.50
	installed 2 door springs	ENVIRON SERVICES F	ADMIN AND GENERAL	102.50
	installed 2 door springs	ELECTRIC FUND	ADMIN AND GENERAL	256.25
			TOTAL:	1,025.00
GENERAL REPAIR SERVICE	dosing monitor kit	WATER	PURIFICATION AND TREAT	359.01
			TOTAL:	359.01

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GENERATIONS PHOTOGRAPHY & VINYL CREATI	37a,913 city logos & id nu	ELECTRIC FUND	POWER DISTRIBUTION	55.00
			TOTAL:	55.00
GENESIS	february fuel	GENERAL FUND	FIRE	45.29
	february fuel	GENERAL FUND	STREETS	7,994.14
	february fuel	GENERAL FUND	PARKS	1,379.77
	february fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	201.76
	february fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	111.17
	february fuel	ELECTRIC FUND	POWER DISTRIBUTION	546.80
	february fuel	STORMWATER FUND	TREATMENT	341.34
	february fuel	TRANSIT	TRANSIT/TRANSPORTATION	478.04
			TOTAL:	11,098.31
STEPHEN C GRAMS	new council trning exp	GENERAL FUND	MAYOR & COUNCIL	207.47
			TOTAL:	207.47
JAMES GRUHOT	sp engineer license&exam f	WATER	ADMIN AND GENERAL	75.00
			TOTAL:	75.00
HAWKINS, INC.	sodium hydro	WATER	PURIFICATION AND TREAT	1,170.00
			TOTAL:	1,170.00
HOLIDAY COMMERCIAL	february fuel	GENERAL FUND	POLICE	368.95
	february car wash	GENERAL FUND	POLICE	7.47
	fubruary fuel	GENERAL FUND	BUILDING INSPECTOR	130.27
	february fuel	GENERAL FUND	STREETS	258.42
	february fuel	GENERAL FUND	PARKS	252.71
	february fuel	COMMUNITY CENTER	COMMUNITY CENTER	18.73
	february fuel	WATER	SOURCE OF SUPPLY	36.94
	february fuel	WATER	PURIFICATION AND TREAT	55.41
	february fuel	WATER	DISTRIBUTION AND STORA	277.03
	february fuel	WATER	CUSTOMER ACCOUNTS	55.13
	february fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	56.24
	february fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	55.13
	february fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	162.97
	february fuel	ELECTRIC FUND	POWER DISTRIBUTION	351.64
	february fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	55.15
	february fuel	STORMWATER FUND	TREATMENT	283.48
			TOTAL:	2,425.67
INDUSTRIAL SEALING & LUBRICATION, INC.	royal purple synth lubrica	WASTE WATER FUND	SOURCE/TREATMENT	491.22
	royal purple synth lubrica	WASTE WATER FUND	SOURCE/TREATMENT	168.93
			TOTAL:	660.15
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,133.79
			TOTAL:	1,133.79
JEFFERSON FIRE & SAFETY INC	4 sheilds	GENERAL FUND	FIRE	213.84
			TOTAL:	213.84
JOHNSON AGGREGATES	coarse washed sand	GENERAL FUND	STREETS	1,875.98
			TOTAL:	1,875.98
KENDELL DOORS & HARDWARE, INC.	keystone upgrade(inventory	GENERAL FUND	STREETS	165.60
	keystone upgrade(inventory	GENERAL FUND	PARKS	132.48
	keystone upgrade(inventory	COMMUNITY CENTER	COMMUNITY CENTER	331.18

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	keystone upgrade(inventory	WATER	ADMIN AND GENERAL	66.24
	keystone upgrade(inventory	WASTE WATER FUND	ADMIN AND GENERAL	66.24
	keystone upgrade(inventory	ENVIRON SERVICES F	ADMIN AND GENERAL	66.22
	keystone upgrade(inventory	ELECTRIC FUND	ADMIN AND GENERAL	<u>165.60</u>
			TOTAL:	993.56
KWIK TRIP INC	february fuel	GENERAL FUND	POLICE	1,924.53
	february car wshes,wsher f	GENERAL FUND	POLICE	9.33
	february fuel	GENERAL FUND	BUILDING INSPECTOR	44.81
	february fuel	GENERAL FUND	STREETS	73.07
	february fuel	GENERAL FUND	RECREATION/LEISURE SER	36.43
	february fuel	GENERAL FUND	PARKS	375.63
	february fuel	COMMUNITY CENTER	COMMUNITY CENTER	36.44
	february fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>2,887.64</u>
			TOTAL:	5,387.88
LARKSTUR ENGINEERING & SUPPLY, INC.	nipples	GENERAL FUND	FIRE	<u>9.45</u>
			TOTAL:	9.45
LOCATORS & SUPPLIES, INC.	extra vest	GENERAL FUND	STREETS	9.71
	summer help stock#vests	GENERAL FUND	STREETS	55.22
	extra vest	GENERAL FUND	PARKS	7.77
	summer help stock#vests	GENERAL FUND	PARKS	44.17
	extra vest	WATER	ADMIN AND GENERAL	3.89
	summer help stock#vests	WATER	ADMIN AND GENERAL	22.09
	extra vest	WASTE WATER FUND	ADMIN AND GENERAL	3.89
	summer help stock#vests	WASTE WATER FUND	ADMIN AND GENERAL	22.09
	extra vest	ENVIRON SERVICES F	ADMIN AND GENERAL	3.88
	summer help stock#vests	ENVIRON SERVICES F	ADMIN AND GENERAL	22.07
	extra vest	ELECTRIC FUND	ADMIN AND GENERAL	9.71
	summer help stock#vests	ELECTRIC FUND	ADMIN AND GENERAL	<u>55.22</u>
			TOTAL:	259.71
MANTEK	engine oil,flushing oil	GENERAL FUND	STREETS	150.82
	engine oil,flushing oil	GENERAL FUND	PARKS	150.82
	engine oil,flushing oil	WATER	DISTRIBUTION AND STORA	75.41
	engine oil,flushing oil	WASTE WATER FUND	SOURCE/TREATMENT	75.41
	engine oil,flushing oil	ENVIRON SERVICES F	REFUSE DISPOSAL	75.41
	engine oil,flushing oil	ELECTRIC FUND	POWER DISTRIBUTION	150.82
	engine oil,flushing oil	STORMWATER FUND	TREATMENT	<u>75.42</u>
			TOTAL:	754.11
MARCO, INC.	1/23-2/22 contract	GENERAL FUND	CITY ADMINISTRATION	17.40
	1/23-2/22 contract	GENERAL FUND	CITY CLERK	17.40
	1/23-2/22 contract	GENERAL FUND	FINANCE	11.60
	1/23-2/22 contract	GENERAL FUND	POLICE	9.28
	1/23-2/22 contract	GENERAL FUND	BUILDING INSPECTOR	4.64
	1/23-2/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	2.32
	1/23-2/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.16
	1/23-2/22 contract	WATER	ADMIN AND GENERAL	10.44
	1/23-2/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	10.46
	1/23-2/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	<u>31.33</u>
			TOTAL:	116.03
MIKE MCCARTHY	cell phone reimbursement	GENERAL FUND	STREETS	<u>100.00</u>
			TOTAL:	100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MENARDS	batteries	GENERAL FUND	FIRE	11.18
	3 base cabs,oak,hinges	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	693.30
	cabinet claw,edge trimmr,v	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	156.46
			TOTAL:	860.94
MIKE'S COUNTRYSIDE BODY SHOP INC	repair mediacom van post a	TRANSIT	TRANSIT/TRANSPORTATION	161.94
			TOTAL:	161.94
MISC VENDOR VOLMARY, JOHN & LISA	discnt froze meter 1071 al	WATER	NON-DEPARTMENTAL	75.00
			TOTAL:	75.00
MN AMERICAN WATER WORKS ASSOC. C/O JEA	spring sw awwa school	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	spring sw awwa school	STORMWATER FUND	ADMINISTRATION AND GEN	60.00
			TOTAL:	90.00
MN DEPT OF HEALTH	2013 3rd qtr water connect	WATER	NON-DEPARTMENTAL	4,854.00
			TOTAL:	4,854.00
MN GOVERNMENT FINANCE OFFICERS ASSOC	2014 directors membership	GENERAL FUND	FINANCE	60.00
			TOTAL:	60.00
MN POLLUTION CONTROL AGENCY	biosolids conf jen 4/15-4/	WASTE WATER FUND	ADMIN AND GENERAL	300.00
	2013 wwtp permit fee	WASTE WATER FUND	ADMIN AND GENERAL	5,900.00
	2014 hazardous waste annua	ELECTRIC FUND	ADMIN AND GENERAL	514.00
			TOTAL:	6,714.00
MN PUBLIC TRANSIT ASSN	2014 operator membership w	TRANSIT	TRANSIT/TRANSPORTATION	365.00
			TOTAL:	365.00
MN WASTEWATER OPERATORS ASSOC.	mwoa 2 yrs dues jen t 14-1	WASTE WATER FUND	ADMIN AND GENERAL	25.00
			TOTAL:	25.00
MOTION INDUSTRIES, INC.	fine screen brush bearings	WASTE WATER FUND	SOURCE/TREATMENT	212.21
			TOTAL:	212.21
PETE MOULTON	mileage 2/3-2/14/14	WATER	ADMIN AND GENERAL	39.76
	mileage 2/17-2/28/14	WATER	ADMIN AND GENERAL	46.48
	mileage 2/3-2/14/14	WASTE WATER FUND	ADMIN AND GENERAL	10.64
	smpa	ELECTRIC FUND	ADMIN AND GENERAL	77.28
	mileage 2/3-2/14/14	STORMWATER FUND	ADMINISTRATION AND GEN	25.20
	mileage 2/17-2/28/14	STORMWATER FUND	ADMINISTRATION AND GEN	36.96
			TOTAL:	236.32
NICOLLET COUNTY PUBLIC HEALTH	mar/apr newsletters	GENERAL FUND	SENIOR COORDINATOR	162.47
	sr ctr prog coord feb	GENERAL FUND	SENIOR COORDINATOR	2,458.00
			TOTAL:	2,620.47
NUTTER CLOTHING CO	uniform allowance janet	GENERAL FUND	COMMUNITY SERVICE	10.00
			TOTAL:	10.00
OFFICEMAX	anti static monitor	ELECTRIC FUND	ADMIN AND GENERAL	5.99
			TOTAL:	5.99
OUTDOOR NEWS	2014 renewal	LIBRARY FUND	LIBRARY	36.00
			TOTAL:	36.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PARTIES & WEDDINGS PLUS	cup liners,plates	GENERAL FUND	SENIOR COORDINATOR	<u>181.72</u>
			TOTAL:	181.72
MATTHEW PETERS	uniform allowance	GENERAL FUND	POLICE	361.20
	holster	GENERAL FUND	POLICE	<u>92.28</u>
			TOTAL:	453.48
MATTHEW PETERS-PETTY CASH	postage	GENERAL FUND	POLICE	58.99
	meals,parking	GENERAL FUND	POLICE	84.95
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>1.07</u>
			TOTAL:	145.01
POSTER COMPLIANCE CENTER	compliance protection plan	GENERAL FUND	CITY ADMINISTRATION	<u>345.00</u>
			TOTAL:	345.00
TODD PRAFKE	education	GENERAL FUND	CITY ADMINISTRATION	<u>4,344.00</u>
			TOTAL:	4,344.00
RDO EQUIPMENT CO.	12' cutting edge	WASTE WATER FUND	SOURCE/TREATMENT	<u>387.20</u>
			TOTAL:	387.20
REICHEL INSULATION, LLC	jeffrsn insulation remv,re	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	<u>4,529.60</u>
			TOTAL:	4,529.60
RIVER'S EDGE HOSPITAL & CLINIC	pepsi rebate reimbursed	GENERAL FUND	NON-DEPARTMENTAL	<u>801.00</u>
			TOTAL:	801.00
RYAN ELECTRIC OF ST PETER	ballasts,labor	COMMUNITY CENTER	COMMUNITY CENTER	<u>339.08</u>
			TOTAL:	339.08
RYAN PLUMBING & HEATING	cc toliet repair	COMMUNITY CENTER	COMMUNITY CENTER	75.00
	toilet replacement	COMMUNITY CENTER	COMMUNITY CENTER	<u>278.09</u>
			TOTAL:	353.09
SAM'S CLUB	forks	GENERAL FUND	SENIOR COORDINATOR	8.98
	popcorn oil	GENERAL FUND	RECREATION/LEISURE SER	9.98
	coffee	COMMUNITY CENTER	COMMUNITY CENTER	<u>9.98</u>
			TOTAL:	28.94
SPRING TOUCH	gorman 2weed&crabgrass	GENERAL FUND	PARKS	517.96
	jeffrsn fld 2weed&crabgras	GENERAL FUND	PARKS	316.80
	johnson2weed&crabgrass	GENERAL FUND	PARKS	40.22
	mcgill2weed&crabgrass	GENERAL FUND	PARKS	65.38
	mill pnd2weed&crabgrass	GENERAL FUND	PARKS	437.52
	mn square2weed&crabgrass	GENERAL FUND	PARKS	729.21
	stonesway2weed&crabgrass	GENERAL FUND	PARKS	201.16
	veterans2weed&crabgrass	GENERAL FUND	PARKS	397.30
	warren2weed&crabgrass	GENERAL FUND	PARKS	<u>290.49</u>
			TOTAL:	2,996.04
SPRINT SOLUTIONS, INC.	cell phone svc 1/15-2/14	GENERAL FUND	FIRE	17.87
	cell phone svc 1/15-2/14	WATER	ADMIN AND GENERAL	39.99
	on call phones 1/15-2/14	WATER	ADMIN AND GENERAL	24.30
	on call phones 1/15-2/14	WASTE WATER FUND	ADMIN AND GENERAL	26.60
	on call phones 1/15-2/14	ELECTRIC FUND	ADMIN AND GENERAL	<u>24.90</u>
			TOTAL:	133.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER LUMBER CO	jeffrsn concessn cab mater	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	185.05
	37a pole trailer wood	ELECTRIC FUND	POWER DISTRIBUTION	21.30
			TOTAL:	206.35
STATE INDUSTRIAL PRODUCTS	morning fresh	LIBRARY FUND	LIBRARY	54.92
	morning fresh	COMMUNITY CENTER	COMMUNITY CENTER	219.68
			TOTAL:	274.60
STI	2014 vendprint annual lice	LIBRARY FUND	LIBRARY	772.00
			TOTAL:	772.00
STREICHER'S	flashlight	GENERAL FUND	POLICE	164.99
			TOTAL:	164.99
SUN UP CONSTRUCTION INC.	new gate operator&labor	GENERAL FUND	STREETS	1,125.50
	new gate operator&labor	GENERAL FUND	PARKS	900.40
	new gate operator&labor	WATER	ADMIN AND GENERAL	450.20
	new gate operator&labor	WASTE WATER FUND	ADMIN AND GENERAL	450.20
	new gate operator&labor	ENVIRON SERVICES F	ADMIN AND GENERAL	450.20
	new gate operator&labor	ELECTRIC FUND	ADMIN AND GENERAL	1,125.50
			TOTAL:	4,502.00
TASER INTERNATIONAL	cartridges	GENERAL FUND	POLICE	576.71
			TOTAL:	576.71
TIGERDIRECT.COM	computer monitor	GENERAL FUND	POLICE	150.64
			TOTAL:	150.64
JANE TIMMERMAN-PETTY CASH	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	9.96
	bank bag	GENERAL FUND	RECREATION/LEISURE SER	3.00
	mail certified letter	COMMUNITY CENTER	COMMUNITY CENTER	6.49
			TOTAL:	19.45
TWIN CITY OPTICAL CO INC	mike w glasses	GENERAL FUND	MUNICIPAL BUILDING	104.37
			TOTAL:	104.37
TYLER TECHNOLOGIES	misc a/r forms overlay	GENERAL FUND	FINANCE	125.00
	misc a/r forms overlay	WATER	ADMIN AND GENERAL	31.25
	misc a/r forms overlay	WASTE WATER FUND	ADMIN AND GENERAL	31.25
	misc a/r forms overlay	ENVIRON SERVICES F	ADMIN AND GENERAL	31.25
	misc a/r forms overlay	ELECTRIC FUND	ADMIN AND GENERAL	31.25
			TOTAL:	250.00
VERIPIC	2014-2015 renewal	GENERAL FUND	POLICE	1,662.50
			TOTAL:	1,662.50
VESSCO, INC	on-site labor1/31/14	WATER	PURIFICATION AND TREAT	315.00
			TOTAL:	315.00
VISA	video to be reimbursed	GENERAL FUND	NON-DEPARTMENTAL	3.99
	meet w/ brand mayor pro te	GENERAL FUND	CITY ADMINISTRATION	15.23
	flowers	GENERAL FUND	POLICE	41.69
	fans for squad rm computer	GENERAL FUND	POLICE	27.55
	st lukes registration trav	GENERAL FUND	POLICE	325.00
	creamer,coffee servers	GENERAL FUND	SENIOR COORDINATOR	123.01
	pitchers	GENERAL FUND	SENIOR COORDINATOR	46.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	msum job fair registration	GENERAL FUND	RECREATION/LEISURE SER	59.00
	daddy daughter suppl	GENERAL FUND	RECREATION/LEISURE SER	159.71
	wall clock	GENERAL FUND	RECREATION/LEISURE SER	13.36
	pickleball supplies	GENERAL FUND	RECREATION/LEISURE SER	209.99
	bsktballs,pump,floor tape	GENERAL FUND	RECREATION/LEISURE SER	395.97
	daddy daughter supplies	GENERAL FUND	RECREATION/LEISURE SER	260.04
	winterfest supplies	GENERAL FUND	SKATING RINKS	11.18
	4 turf maint expo reg	GENERAL FUND	PARKS	60.00
	spdc annmtg adgenda mtg me	GENERAL FUND	ECONOMIC DEVMT	13.40
	creamer,coffee servers	COMMUNITY CENTER	COMMUNITY CENTER	123.00
	ball cart, electric kettle	COMMUNITY CENTER	COMMUNITY CENTER	102.89
	wall clock	COMMUNITY CENTER	COMMUNITY CENTER	13.35
	collectn syst sch hotel pe	WASTE WATER FUND	ADMIN AND GENERAL	262.46
	emerald ash borer conf 3/5	ENVIRON SERVICES F	ADMIN AND GENERAL	168.00
	generation plnt camera bat	ELECTRIC FUND	ADMIN AND GENERAL	130.74
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	90.79
	youth ctr supp	YOUTH CENTER GRANT	YOUTH CENTER	64.53
	ear phones	YOUTH CENTER GRANT	YOUTH CENTER	84.00
			TOTAL:	2,805.02
VOSS LIGHTING	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	116.60
			TOTAL:	116.60
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	jan refuse pickup,disposal	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	jan refuse pickup,disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	18,698.55
			TOTAL:	18,703.55
WATER ENVIRONMENT FEDERATION	membership2014 moulton	WATER	ADMIN AND GENERAL	126.00
			TOTAL:	126.00
ZARNOTH BRUSH WORKS INC	wafer broom refill	GENERAL FUND	PARKS	557.30
			TOTAL:	557.30
ZIEGLER INC	test 6 generators	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	4,168.20
			TOTAL:	4,168.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			51,202.03
201	PROPERTY INSURANCE			5,564.41
211	LIBRARY FUND			4,331.49
217	COMMUNITY CENTER			17,865.41
240	TORNADO DISASTER REV LOAN			940.00
401	PERM IMPROVMENT REVOLVING			17,503.75
601	WATER			14,867.26
602	WASTE WATER FUND			21,871.71
603	ENVIRON SERVICES FUND			20,581.25
604	ELECTRIC FUND			13,777.14
606	STORMWATER FUND			984.70
610	TRANSIT			3,892.62
820	RESTRICTED CONTRIBUTIONS			91.86
824	YOUTH CENTER GRANT			148.53

	GRAND TOTAL:			173,622.16

TOTAL PAGES: 10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MIDAS AUTO SERVICE EXPERTS-2270	custom tube bending	GENERAL FUND	FIRE	<u>41.64</u>
			TOTAL:	41.64
MN MUNICIPAL UTILITIES ASSOCIATION	pre-employment test pool a	WASTE WATER FUND	ADMIN AND GENERAL	<u>66.50</u>
			TOTAL:	66.50
RIVER'S EDGE HOSPITAL & CLINIC	july-dec mob	MEDICAL CAMPUS	NON-DEPARTMENTAL	48,414.00-
	july-dec mob	MEDICAL CAMPUS	ADMIN & GENERAL	<u>54,116.75</u>
			TOTAL:	5,702.75

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

101	GENERAL FUND	41.64
602	WASTE WATER FUND	66.50
627	MEDICAL CAMPUS	5,702.75

 GRAND TOTAL: 5,810.89

TOTAL PAGES: 1

COUNCIL BILL LIST TOTAL
FOR 12/28/13 & 3/10/14

FUND TOTALS

101	GENERAL FUND	51,243.67
201	PROPERTY INSURANCE	5,564.41
211	LIBRARY FUND	4,331.49
217	COMMUNITY CENTER	17,865.41
240	TORNADO DISASTER REV LOAN	940.00
401	PERM IMPROVEMENT REVOLVING	17,503.75
601	WATER	14,867.26
602	WASTE WATER FUND	21,938.21
603	ENVIRON SERVICES FUND	20,581.25
604	ELECTRIC FUND	13,777.14
606	STORMWATER FUND	984.70
610	HEARTLAND TRANSIT	3,892.62
627	MEDICAL CAMPUS	5,702.75
820	RESTRICTED CONTRIBUTIONS	91.86
824	YOUTH CENTER GRANT	148.53

GRAND TOTAL: \$ 179,433.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	uniform allowance	GENERAL FUND	COMMUNITY SERVICE	20.00
			TOTAL:	20.00
ALL AMERICA PRESSURE WASHER MFG., INC.	pressure hose union & redu	WASTE WATER FUND	SOURCE/TREATMENT	208.00
			TOTAL:	208.00
ALPHA WIRELESS COMMUNICATIONS CO	march ltr radio maintenanc	GENERAL FUND	MUNICIPAL BUILDING	59.32
	v clip assembly	GENERAL FUND	FIRE	13.40
	march ltr radio maintenanc	GENERAL FUND	PUBLIC WORKS ADMIN	83.04
	march ltr radio maintenanc	WATER	ADMIN AND GENERAL	56.83
	march ltr radio maintenanc	WASTE WATER FUND	ADMIN AND GENERAL	51.40
	march ltr radio maintenanc	ELECTRIC FUND	ADMIN AND GENERAL	51.41
			TOTAL:	315.40
ARROW ACE HARDWARE INC	electrical supplies,number	GENERAL FUND	FIRE	32.24
	break rm chair leg tips	GENERAL FUND	STREETS	11.95
	spray paint	GENERAL FUND	STREETS	19.96
	lights,mowr pts,pnt supp,j	GENERAL FUND	PARKS	62.44
	break rm chair leg tips	GENERAL FUND	PARKS	11.95
	putty,varnish,bracket,bolt	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	73.81
	rid ice	LIBRARY FUND	LIBRARY	28.78
	rid ice	COMMUNITY CENTER	COMMUNITY CENTER	115.14
	batteries,bleacher parts	COMMUNITY CENTER	COMMUNITY CENTER	56.93
	solder,copper,flux	WATER	PURIFICATION AND TREAT	29.97
	break rm chair leg tips	WATER	DISTRIBUTION AND STORA	5.98
	valve,tubing,plbg supplies	WATER	DISTRIBUTION AND STORA	103.25
	nylon rope,bolts	WASTE WATER FUND	COLLECTOR/LIFT STAT	59.60
	break rm chair leg tips	WASTE WATER FUND	SOURCE/TREATMENT	5.98
	pvc	WASTE WATER FUND	SOURCE/TREATMENT	13.98
	pvc,cement,primer	WASTE WATER FUND	SOURCE/TREATMENT	71.90
	break rm chair leg tips	ENVIRON SERVICES F	REFUSE DISPOSAL	5.98
	chain saw & hooks	ENVIRON SERVICES F	REFUSE DISPOSAL	1,010.97
	cover boxes,spray paint	ELECTRIC FUND	POWER DISTRIBUTION	40.92
	break rm chair leg tips	ELECTRIC FUND	POWER DISTRIBUTION	11.95
	break rm chair leg tips	STORMWATER FUND	TREATMENT	5.97
			TOTAL:	1,779.65
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	149.18
			TOTAL:	149.18
BATTERIES PLUS	solar crosswalk batteries	GENERAL FUND	STREETS	317.94
			TOTAL:	317.94
BGMN, INC	oil additv,fuel cond,injct	GENERAL FUND	STREETS	59.40
	oil additv,fuel cond,injct	GENERAL FUND	PARKS	59.40
	oil additv,fuel cond,injct	WATER	DISTRIBUTION AND STORA	29.70
	oil additv,fuel cond,injct	WASTE WATER FUND	SOURCE/TREATMENT	29.70
	oil additv,fuel cond,injct	ENVIRON SERVICES F	REFUSE DISPOSAL	29.70
	oil additv,fuel cond,injct	ELECTRIC FUND	POWER DISTRIBUTION	59.40
	oil additv,fuel cond,injct	STORMWATER FUND	TREATMENT	29.70
			TOTAL:	297.00
BOLTON & MENK INC	staff mtgs2/14/14	GENERAL FUND	STREETS	132.00
	msa2/14/14	GENERAL FUND	STREETS	90.00
	update standard details	GENERAL FUND	STREETS	91.00
	staff mtgs2/14/14	GENERAL FUND	PARKS	132.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	update standard details	GENERAL FUND	PARKS	72.80
	s frnt st,westview,maps	GENERAL FUND	PARKS	2,616.00
	wash ave link 2/14/14	PERM IMPROVMENT RE	STREETS	8,186.50
	north end options2/14/14	PERM IMPROVMENT RE	STREETS	2,418.00
	staff mtgs2/14/14	WATER	DISTRIBUTION AND STORA	66.00
	service agreemnt	WATER	DISTRIBUTION AND STORA	151.66
	update standard details	WATER	ADMIN AND GENERAL	36.40
	service agreemnt	WASTE WATER FUND	COLLECTOR/LIFT STAT	151.67
	staff mtgs2/14/14	WASTE WATER FUND	SOURCE/TREATMENT	66.00
	update standard details	WASTE WATER FUND	ADMIN AND GENERAL	36.40
	staff mtgs2/14/14	ENVIRON SERVICES F	REFUSE DISPOSAL	66.00
	update standard details	ENVIRON SERVICES F	ADMIN AND GENERAL	36.40
	staff mtgs2/14/14	ELECTRIC FUND	POWER DISTRIBUTION	132.00
	service agreemnt	ELECTRIC FUND	POWER DISTRIBUTION	151.67
	update standard details	ELECTRIC FUND	ADMIN AND GENERAL	91.00
	chatham&n 4th st2/14/14	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,798.00
	brwn st basin2/14/14	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	4,435.40
	storm maps	STORMWATER FUND	COLLECTIONS/LIFT STATI	318.50
	staff mtgs2/14/14	STORMWATER FUND	TREATMENT	66.00
			TOTAL:	21,341.40
BRAUN INTERTEC CORPORATION	soil analysis holiday inte	PERM IMPROVMENT RE	STREETS	6,500.75
			TOTAL:	6,500.75
C. EMERY NELSON, INC.	filters muni-z	WATER	PURIFICATION AND TREAT	4,797.00
			TOTAL:	4,797.00
CARQUEST AUTO PARTS STORES	turn rotor #312	GENERAL FUND	POLICE	30.00
	rain x,thermostat	GENERAL FUND	POLICE	34.60
	turn rotor	GENERAL FUND	POLICE	30.00
	filter,glow plg,rad prts	GENERAL FUND	FIRE	220.75
	1/2 clk micro trq wr	GENERAL FUND	FIRE	40.49
	atf,circuit tester	GENERAL FUND	STREETS	33.02
	plow springs,v belt	GENERAL FUND	STREETS	79.94
	switch,lmps,antenna,hyd ho	GENERAL FUND	PARKS	87.56
	atf,circuit tester	GENERAL FUND	PARKS	33.02
	atf,circuit tester	WATER	DISTRIBUTION AND STORA	16.51
	connectr/couplg,hose end	WASTE WATER FUND	COLLECTOR/LIFT STAT	17.91
	hyd fluid	WASTE WATER FUND	COLLECTOR/LIFT STAT	85.98
	atf,circuit tester	WASTE WATER FUND	SOURCE/TREATMENT	16.51
	atf,circuit tester	ENVIRON SERVICES F	REFUSE DISPOSAL	16.51
	weatherstrip	ELECTRIC FUND	POWER DISTRIBUTION	17.29
	atf,circuit tester	ELECTRIC FUND	POWER DISTRIBUTION	33.02
	junction box	ELECTRIC FUND	POWER DISTRIBUTION	30.09
	air comp oil	STORMWATER FUND	COLLECTIONS/LIFT STATI	17.48
	atf,circuit tester	STORMWATER FUND	TREATMENT	16.52
	#9wiper blade	TRANSIT	TRANSIT/TRANSPORTATION	12.83
			TOTAL:	870.03
CHEMSEARCH	maxi lube strt sweepr grea	GENERAL FUND	STREETS	217.00
			TOTAL:	217.00
ERIC CHRISTENSEN	12 hours training per diem	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
CINTAS CORPORATION #754	feb uniforms	ELECTRIC FUND	ADMIN AND GENERAL	492.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	492.00
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	21.85
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	21.86
			TOTAL:	43.71
CITY OF MINNEAPOLIS	aps annual go user fee	GENERAL FUND	POLICE	204.00
			TOTAL:	204.00
COLE PAPERS INC	towels, cleaners	GENERAL FUND	STREETS	66.84
	disp coveralls	GENERAL FUND	STREETS	32.95
	towels, cleaners	GENERAL FUND	PARKS	66.84
	disp coveralls	GENERAL FUND	PARKS	32.95
	cleaner	LIBRARY FUND	LIBRARY	11.04
	cleaners	LIBRARY FUND	LIBRARY	48.99
	handwash	COMMUNITY CENTER	COMMUNITY CENTER	101.41
	doodledustr cloth roll	COMMUNITY CENTER	COMMUNITY CENTER	77.25
	cleaner	COMMUNITY CENTER	COMMUNITY CENTER	44.17
	bowl mop	COMMUNITY CENTER	COMMUNITY CENTER	44.64
	cleaners	COMMUNITY CENTER	COMMUNITY CENTER	195.97
	towels, cleaners	WATER	DISTRIBUTION AND STORA	33.42
	disp coveralls	WATER	DISTRIBUTION AND STORA	16.47
	towels, cleaners	WASTE WATER FUND	SOURCE/TREATMENT	33.42
	disp coveralls	WASTE WATER FUND	SOURCE/TREATMENT	16.47
	towels, cleaners	ENVIRON SERVICES F	REFUSE DISPOSAL	33.42
	disp coveralls	ENVIRON SERVICES F	REFUSE DISPOSAL	16.47
	towels, cleaners	ELECTRIC FUND	POWER DISTRIBUTION	66.84
	disp coveralls	ELECTRIC FUND	POWER DISTRIBUTION	32.95
	towels, cleaners	STORMWATER FUND	TREATMENT	33.42
	disp coveralls	STORMWATER FUND	TREATMENT	16.47
			TOTAL:	1,022.40
COMFORT SYSTEMS, INC.	430 ritt water heater repa	TORNADO DISASTER R	ECONOMIC DEVMT	259.95
			TOTAL:	259.95
COURT SPORTS AND MORE	safety vests names/#'s	GENERAL FUND	STREETS	18.75
	safety vests names/#'s	GENERAL FUND	PARKS	15.00
	safety vests names/#'s	WATER	ADMIN AND GENERAL	7.50
	safety vests names/#'s	WATER	ADMIN AND GENERAL	10.00
	safety vests names/#'s	WASTE WATER FUND	ADMIN AND GENERAL	7.50
	safety vests names/#'s	ENVIRON SERVICES F	ADMIN AND GENERAL	7.50
	safety vests names/#'s	ENVIRON SERVICES F	ADMIN AND GENERAL	5.00
	safety vests names/#'s	ELECTRIC FUND	ADMIN AND GENERAL	18.75
			TOTAL:	90.00
CRYSTEEL TRUCK EQUIPMENT INC	#207 lens	GENERAL FUND	STREETS	100.00
			TOTAL:	100.00
CULLIGAN	cc solar salt delivered	COMMUNITY CENTER	COMMUNITY CENTER	19.20
			TOTAL:	19.20
DRANTTEL SALES & SERVICE	chain saw links	ENVIRON SERVICES F	REFUSE DISPOSAL	90.00
			TOTAL:	90.00
EARL F ANDERSEN INC	name plate posts	GENERAL FUND	STREETS	294.52
			TOTAL:	294.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ENVENTIS	phone svc 3/8-4/7/14	GENERAL FUND	CITY ADMINISTRATION	69.65
	phone svc 3/8-4/7/14	GENERAL FUND	CITY CLERK	13.77
	phone svc 3/8-4/7/14	GENERAL FUND	FINANCE	108.43
	phone svc 3/8-4/7/14	GENERAL FUND	MUNICIPAL BUILDING	6.44
	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	40.43
	phone svc 3/8-4/7/14	GENERAL FUND	PUBLIC WORKS ADMIN	83.01
	phone svc 3/8-4/7/14	GENERAL FUND	STREETS	46.85
	phone svc 3/8-4/7/14	GENERAL FUND	SENIOR COORDINATOR	5.60
	phone svc 3/8-4/7/14	GENERAL FUND	RECREATION/LEISURE SER	123.40
	phone svc 3/8-4/7/14	GENERAL FUND	SWIMMING POOL	31.32
	phone svc 3/8-4/7/14	GENERAL FUND	PARKS	90.21
	phone svc 3/8-4/7/14	GENERAL FUND	ECONOMIC DEVMT	26.65
	phone svc 3/8-4/7/14	LIBRARY FUND	LIBRARY	82.15
	phone svc 3/8-4/7/14	PUBLIC ACCESS	PUBLIC ACCESS	13.79
	phone svc 3/8-4/7/14	COMMUNITY CENTER	COMMUNITY CENTER	47.98
	phone svc 3/8-4/7/14	WATER	ADMIN AND GENERAL	172.03
	phone svc 3/8-4/7/14	WASTE WATER FUND	ADMIN AND GENERAL	191.38
	phone svc 3/8-4/7/14	ENVIRON SERVICES F	ADMIN AND GENERAL	29.77
phone svc 3/8-4/7/14	ELECTRIC FUND	ADMIN AND GENERAL	137.97	
phone svc 3/8-4/7/14	TRANSIT	TRANSIT/TRANSPORTATION	48.64	
			TOTAL:	1,860.48
ERICKSON OIL PRODUCTS INC	february fuel	GENERAL FUND	POLICE	37.43
	february fuel	WATER	SOURCE OF SUPPLY	8.76
	february fuel	WATER	PURIFICATION AND TREAT	13.14
	february fuel	WATER	DISTRIBUTION AND STORA	65.69
	february fuel	WATER	CUSTOMER ACCOUNTS	32.58
	february fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	167.92
	february fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	32.58
	february fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	32.60
	february fuel	STORMWATER FUND	TREATMENT	59.75
				TOTAL:
FAMILY FRESH MARKET	staff training	GENERAL FUND	CITY ADMINISTRATION	37.09
	candy	GENERAL FUND	RECREATION/LEISURE SER	14.77
	tide	WASTE WATER FUND	SOURCE/TREATMENT	30.57
			TOTAL:	82.43
FASTENAL COMPANY	hex nuts,hex cap screws	WATER	PURIFICATION AND TREAT	55.60
	hex nuts,hex cap screws	WATER	PURIFICATION AND TREAT	145.94
			TOTAL:	201.54
FERGUSON WATERWORKS #2516	gaskets	WATER	PURIFICATION AND TREAT	32.93
			TOTAL:	32.93
FIBERGLASS LAMINATORS COMPANY	fiberglass tank repair	WATER	PURIFICATION AND TREAT	960.00
			TOTAL:	960.00
FORUM INDUSTRIES	performance pants,tops	GENERAL FUND	POLICE	311.64
	performance pants	GENERAL FUND	COMMUNITY SERVICE	62.53
			TOTAL:	374.17
FOUR SEASONS OVERHEAD DOOR, LLC	#5 hinge overhead door	GENERAL FUND	STREETS	21.25
	#5 hinge overhead door	GENERAL FUND	PARKS	17.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#5 hinge overhead door	WATER	ADMIN AND GENERAL	8.50
	#5 hinge overhead door	WASTE WATER FUND	ADMIN AND GENERAL	8.50
	#5 hinge overhead door	ENVIRON SERVICES F	ADMIN AND GENERAL	8.50
	#5 hinge overhead door	ELECTRIC FUND	ADMIN AND GENERAL	21.25
			TOTAL:	85.00
RICHARD & TRACY GAALSWYK	transport sno go to macque	GENERAL FUND	STREETS	259.50
			TOTAL:	259.50
GENERAL SPRINKLER CORPORATION	430 ritt st frozen line	TORNADO DISASTER R	ECONOMIC DEVMT	359.22
			TOTAL:	359.22
GIBSON LABORATORIES, INC.	reagents	WASTE WATER FUND	SOURCE/TREATMENT	123.82
			TOTAL:	123.82
LEWIS GIESKING	2/7-2/28/14 mileage	GENERAL FUND	STREETS	4.80
	2/7-2/28/14 mileage	GENERAL FUND	PARKS	3.84
	2/7-2/28/14 mileage	WATER	ADMIN AND GENERAL	1.92
	2/7-2/28/14 mileage	WASTE WATER FUND	ADMIN AND GENERAL	1.92
	2/7-2/28/14 mileage	ENVIRON SERVICES F	ADMIN AND GENERAL	1.93
	2/7-2/28/14 mileage	ELECTRIC FUND	ADMIN AND GENERAL	4.80
	appa dc conf cabs,meals	ELECTRIC FUND	ADMIN AND GENERAL	190.87
	postage	ELECTRIC FUND	ADMIN AND GENERAL	19.47
			TOTAL:	229.55
GOODTIMES MANUFACTURING	staff shirts&sweatshirts	COMMUNITY CENTER	COMMUNITY CENTER	380.00
			TOTAL:	380.00
GOPHER STATE ONE-CALL INC	locates for feb '12	WATER	DISTRIBUTION AND STORA	3.90
	locates for feb '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	3.90
	locates for feb '12	ELECTRIC FUND	POWER DISTRIBUTION	3.90
			TOTAL:	11.70
GRAYBAR ELECTRIC COMPANY INC	variable spd dr sq d- 50hp	WASTE WATER FUND	SOURCE/TREATMENT	3,588.14
			TOTAL:	3,588.14
GREATER MANKATO GROWTH	so mn econ summit conf rus	GENERAL FUND	ECONOMIC DEVMT	109.00
	annual meeting admission	GENERAL FUND	ECONOMIC DEVMT	35.00
			TOTAL:	144.00
GUSTAVUS ADOLPHUS COLLEGE	prking,maint&irrigation	GENERAL FUND	RECREATION/LEISURE SER	11,000.00
	dec,jan,feb work study	GENERAL FUND	RECREATION/LEISURE SER	494.97
	dec,jan,feb work study	LIBRARY FUND	LIBRARY	109.70
			TOTAL:	11,604.67
GUSTAVUS ADOLPHUS COLLEGE P.O.	february postage	GENERAL FUND	CITY ADMINISTRATION	32.30
	february postage	GENERAL FUND	CITY CLERK	3.92
	february postage	GENERAL FUND	FINANCE	93.13
	february postage	GENERAL FUND	POLICE	34.90
	february postage	GENERAL FUND	FIRE	15.37
	february postage	GENERAL FUND	BUILDING INSPECTOR	13.92
	february postage	GENERAL FUND	PUBLIC WORKS ADMIN	43.98
	february postage	GENERAL FUND	RECREATION/LEISURE SER	111.51
	february postage	GENERAL FUND	SKATING RINKS	4.24
	february postage	GENERAL FUND	PARKS	1.59
	february postage	GENERAL FUND	ECONOMIC DEVMT	53.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	february postage	LIBRARY FUND	LIBRARY	40.88
	february postage	COMMUNITY CENTER	COMMUNITY CENTER	3.89
	february postage	WATER	CUSTOMER ACCOUNTS	88.58
	february postage	WASTE WATER FUND	ADMIN AND GENERAL	8.61
	february postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	88.58
	february postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	88.59
	february postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	88.59
	february postage	TRANSIT	TRANSIT/TRANSPORTATION	4.77
			TOTAL:	820.60
HAWKINS, INC.	sodium metab	WATER	PURIFICATION AND TREAT	3,454.50
			TOTAL:	3,454.50
IDEXX DISTRIBUTION, INC	irrad collilert	WASTE WATER FUND	SOURCE/TREATMENT	745.70
			TOTAL:	745.70
IMPACT	february 2014 bills printi	WATER	CUSTOMER ACCOUNTS	136.45
	february 2014 bills postag	WATER	CUSTOMER ACCOUNTS	361.14
	february 2014 bills printi	WASTE WATER FUND	CUSTOMER ACCOUNTS	136.45
	february 2014 bills postag	WASTE WATER FUND	CUSTOMER ACCOUNTS	361.14
	february 2014 bills printi	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	136.45
	february 2014 bills postag	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	361.15
	february 2014 bills printi	ELECTRIC FUND	CUSTOMER ACCOUNTS	136.44
	february 2014 bills postag	ELECTRIC FUND	CUSTOMER ACCOUNTS	361.14
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	158.20
	adv	ELECTRIC FUND	CUSTOMER ACCOUNTS	16.60
			TOTAL:	2,165.16
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	880.15
	new library materials	LIBRARY FUND	LIBRARY	1,956.21
			TOTAL:	2,836.36
INTERNATIONAL CODE COUNCIL, INC	2014 membership	GENERAL FUND	BUILDING INSPECTOR	125.00
			TOTAL:	125.00
JETTER CLEAN, INC.	430 ritt st jet out frozn	TORNADO DISASTER R	ECONOMIC DEVMT	460.50
			TOTAL:	460.50
JOHNSON AGGREGATES	coarse washed sand	GENERAL FUND	STREETS	886.39
			TOTAL:	886.39
MIKE KENNEDY	full day training per diem	GENERAL FUND	FIRE	45.00
			TOTAL:	45.00
KIND VETERINARY CLINIC PA	feb vet svcs	GENERAL FUND	COMMUNITY SERVICE	620.00
	feb paws vet svcs	RESTRICTED CONTRIB	COMMUNITY SERVICE	447.94
			TOTAL:	1,067.94
MARK KREYKES	12 hrs training per diem	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
LAGER'S INC	#108 nozzle	GENERAL FUND	POLICE	20.60
			TOTAL:	20.60
LEAGUE OF MN CITIES INSURANCE TRUST	2nd qtr workers comp	GENERAL FUND	MAYOR & COUNCIL	18.19
	2nd qtr workers comp	GENERAL FUND	CITY ADMINISTRATION	140.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2nd qtr workers comp	GENERAL FUND	CITY CLERK	60.49
	2nd qtr workers comp	GENERAL FUND	FINANCE	166.01
	2nd qtr workers comp	GENERAL FUND	MUNICIPAL BUILDING	243.10
	2nd qtr workers comp	GENERAL FUND	POLICE	6,378.26
	2nd qtr workers comp	GENERAL FUND	FIRE	4,162.75
	2nd qtr workers comp	GENERAL FUND	FIRE	198.08
	2nd qtr workers comp	GENERAL FUND	BUILDING INSPECTOR	135.31
	2nd qtr workers comp	GENERAL FUND	COMMUNITY SERVICE	304.05
	2nd qtr workers comp	GENERAL FUND	PUBLIC WORKS ADMIN	178.29
	2nd qtr workers comp	GENERAL FUND	STREETS	4,459.12
	2nd qtr workers comp	GENERAL FUND	RECREATION/LEISURE SER	1,057.24
	2nd qtr workers comp	GENERAL FUND	SWIMMING POOL	769.11
	2nd qtr workers comp	GENERAL FUND	SKATING RINKS	18.19
	2nd qtr workers comp	GENERAL FUND	PARKS	2,526.11
	2nd qtr workers comp	GENERAL FUND	ECONOMIC DEVMT	87.78
	2nd qtr workers comp	LIBRARY FUND	LIBRARY	283.81
	2nd qtr workers comp	PUBLIC ACCESS	PUBLIC ACCESS	8.64
	2nd qtr workers comp	COMMUNITY CENTER	COMMUNITY CENTER	667.94
	2nd qtr workers comp	WATER	SOURCE OF SUPPLY	178.06
	2nd qtr workers comp	WATER	PURIFICATION AND TREAT	1,262.60
	2nd qtr workers comp	WATER	DISTRIBUTION AND STORA	737.27
	2nd qtr workers comp	WATER	ADMIN AND GENERAL	145.32
	2nd qtr workers comp	WATER	CUSTOMER ACCOUNTS	20.69
	2nd qtr workers comp	WASTE WATER FUND	BIOSOLIDS	133.04
	2nd qtr workers comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,340.60
	2nd qtr workers comp	WASTE WATER FUND	SOURCE/TREATMENT	1,629.87
	2nd qtr workers comp	WASTE WATER FUND	ADMIN AND GENERAL	190.12
	2nd qtr workers comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.69
	2nd qtr workers comp	ENVIRON SERVICES F	REFUSE DISPOSAL	1,124.79
	2nd qtr workers comp	ENVIRON SERVICES F	ADMIN AND GENERAL	91.42
	2nd qtr workers comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.60
	2nd qtr workers comp	ELECTRIC FUND	POWER PRODUCTION	88.01
	2nd qtr workers comp	ELECTRIC FUND	POWER DISTRIBUTION	2,129.95
	2nd qtr workers comp	ELECTRIC FUND	ADMIN AND GENERAL	474.61
	2nd qtr workers comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	87.55
	2nd qtr workers comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	318.61
	2nd qtr workers comp	STORMWATER FUND	TREATMENT	91.65
	2nd qtr workers comp	STORMWATER FUND	ADMINISTRATION AND GEN	1,115.23
	2nd qtr workers comp	STORMWATER FUND	CUSTOMER ACCOUNTS	11.60
	2nd qtr workers comp	TRANSIT	TRANSIT/TRANSPORTATION	1,553.46
			TOTAL:	34,619.75
LJP ENTERPRISES INC	feb waste svc	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	feb waste svc	WATER	PURIFICATION AND TREAT	99.43
	feb waste svc	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	feb waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	578.33
			TOTAL:	1,250.53
LOCATORS & SUPPLIES, INC.	vests	GENERAL FUND	FIRE	138.32
			TOTAL:	138.32
LOOKOUT BOOKS	new children's materials	LIBRARY FUND	LIBRARY	109.95
			TOTAL:	109.95
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2013 audit	GENERAL FUND	FINANCE	2,600.00
	2013 audit	WATER	ADMIN AND GENERAL	650.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	2013 audit	WASTE WATER FUND	ADMIN AND GENERAL	650.00	
	2013 audit	ENVIRON SERVICES F	ADMIN AND GENERAL	650.00	
	2013 audit	ELECTRIC FUND	ADMIN AND GENERAL	650.00	
			TOTAL:	5,200.00	
MATHESON TRI-GAS INC	cylinder rental feb	GENERAL FUND	STREETS	23.01	
	electrode,cut wheel,flap d	GENERAL FUND	STREETS	55.26	
	cylinder rental feb	GENERAL FUND	PARKS	18.41	
	electrode,cut wheel,flap d	GENERAL FUND	PARKS	55.26	
	electrode,cut wheel,flap d	WATER	DISTRIBUTION AND STORA	27.63	
	cylinder rental feb	WATER	ADMIN AND GENERAL	9.21	
	electrode,cut wheel,flap d	WASTE WATER FUND	SOURCE/TREATMENT	27.63	
	cylinder rental feb	WASTE WATER FUND	ADMIN AND GENERAL	9.21	
	electrode,cut wheel,flap d	ENVIRON SERVICES F	REFUSE DISPOSAL	27.63	
	cylinder rental feb	ENVIRON SERVICES F	ADMIN AND GENERAL	9.20	
	electrode,cut wheel,flap d	ELECTRIC FUND	POWER DISTRIBUTION	55.26	
	cylinder rental feb	ELECTRIC FUND	ADMIN AND GENERAL	23.01	
	electrode,cut wheel,flap d	STORMWATER FUND	TREATMENT	27.65	
			TOTAL:	368.37	
MENARDS	mats,batteries,cleaner	GENERAL FUND	FIRE	106.26	
			TOTAL:	106.26	
MIKE'S COUNTRYSIDE BODY SHOP INC	refinish mn sq rr door jam	GENERAL FUND	PARKS	235.00	
			TOTAL:	235.00	
MISC VENDOR	GOVERNMENT FIN OFFICER	gfoa annual conf brenda5/1	GENERAL FUND	FINANCE	190.00
	GOVERNMENT FIN OFFICER	gfoa annual conf brenda5/1	WATER	ADMIN AND GENERAL	47.50
	GOVERNMENT FIN OFFICER	gfoa annual conf brenda5/1	WASTE WATER FUND	ADMIN AND GENERAL	47.50
	GOVERNMENT FIN OFFICER	gfoa annual conf brenda5/1	ENVIRON SERVICES F	ADMIN AND GENERAL	47.50
	GOVERNMENT FIN OFFICER	gfoa annual conf brenda5/1	ELECTRIC FUND	ADMIN AND GENERAL	47.50
	LOBERG, LINNEA	rental license refund	GENERAL FUND	NON-DEPARTMENTAL	24.00
	O'BRIEN, RENEE	class refund	GENERAL FUND	NON-DEPARTMENTAL	47.00
			TOTAL:	451.00	
MITY-LITE	20 tabels,table cart	COMMUNITY CENTER	COMMUNITY CENTER	4,854.14	
			TOTAL:	4,854.14	
MN DEPT OF COMMERCE	4th qtr fy 2014 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	1,609.59	
	4th qtr fy 2014 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	330.08	
			TOTAL:	1,939.67	
MN DEPT OF LABOR & INDUSTRY	press vessel,boiler inspec	WATER	PURIFICATION AND TREAT	30.00	
			TOTAL:	30.00	
MN MUNICIPAL UTILITIES ASSOCIATION	2014 random emp pool fee	GENERAL FUND	STREETS	302.25	
	lew winter conf reg4/23-25	GENERAL FUND	STREETS	60.00	
	2014 random emp pool fee	GENERAL FUND	PARKS	241.80	
	lew winter conf reg4/23-25	GENERAL FUND	PARKS	48.00	
	2014 random emp pool fee	WATER	ADMIN AND GENERAL	120.90	
	lew winter conf reg4/23-25	WATER	ADMIN AND GENERAL	24.00	
	2014 random emp pool fee	WASTE WATER FUND	ADMIN AND GENERAL	120.90	
	lew winter conf reg4/23-25	WASTE WATER FUND	ADMIN AND GENERAL	24.00	
	2014 random emp pool fee	ENVIRON SERVICES F	ADMIN AND GENERAL	120.90	
	lew winter conf reg4/23-25	ENVIRON SERVICES F	ADMIN AND GENERAL	24.00	
	2014 random emp pool fee	ELECTRIC FUND	ADMIN AND GENERAL	302.25	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lew winter conf reg4/23-25	ELECTRIC FUND	ADMIN AND GENERAL	60.00
			TOTAL:	1,449.00
MN PIPE & EQUIPMENT	#192,193 repair clamps	WATER	NON-DEPARTMENTAL	284.94
			TOTAL:	284.94
MN POLLUTION CONTROL AGENCY	annual air emissions 2014w	WASTE WATER FUND	ADMIN AND GENERAL	131.17
	annual air emissions 2014b	ELECTRIC FUND	ADMIN AND GENERAL	884.92
			TOTAL:	1,016.09
MN RURAL WATER ASSOCIATION	2014 membership	WATER	ADMIN AND GENERAL	225.00
			TOTAL:	225.00
MN SEX CRIMES INVESTIGATORS ASSOCIATIO	2 training reg 4/15/14	GENERAL FUND	POLICE	120.00
			TOTAL:	120.00
MN STATE NURSERY ACCOUNT	fruiting shrub shipping	ENVIRON SERVICES F	REFUSE DISPOSAL	33.00
			TOTAL:	33.00
MN WASTE PROCESSING	feb disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	8,366.17
			TOTAL:	8,366.17
PETE MOULTON	mileage 3/3-3/14/14incl aw	WATER	ADMIN AND GENERAL	138.88
	wastewater license	WASTE WATER FUND	ADMIN AND GENERAL	23.00
	mileage 3/3-3/14/14	WASTE WATER FUND	ADMIN AND GENERAL	35.28
	mileage 3/3-3/14/14	STORMWATER FUND	ADMINISTRATION AND GEN	20.16
			TOTAL:	217.32
MVTL LABORATORIES INC	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	420.00
	salty dis testing	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	salty dis testing	WASTE WATER FUND	SOURCE/TREATMENT	170.00
	aerobic plate count testin	WASTE WATER FUND	SOURCE/TREATMENT	11.50
			TOTAL:	751.50
NAPA AUTO PARTS OF ST PETER	#109brk rotors,pads,rtr ki	GENERAL FUND	POLICE	1,324.39
	washer fluid	GENERAL FUND	POLICE	5.97
	switch,belts,handle	GENERAL FUND	FIRE	124.83
	brk clnr,hyd fl,filler,brk	GENERAL FUND	FIRE	125.92
	fuel injector cleaner	GENERAL FUND	BUILDING INSPECTOR	11.03
	battery tester	GENERAL FUND	STREETS	150.00
	#607 motor oil	GENERAL FUND	STREETS	113.94
	#44belt&tensioner	GENERAL FUND	STREETS	176.79
	battery tester	GENERAL FUND	PARKS	150.00
	#910 filter kit,air&oil fi	GENERAL FUND	PARKS	130.86
	#809 pulley&belt	GENERAL FUND	PARKS	44.80
	battery tester	WATER	DISTRIBUTION AND STORA	75.00
	motor oil	WATER	DISTRIBUTION AND STORA	3.67
	battery tester	WASTE WATER FUND	SOURCE/TREATMENT	75.00
	battery tester	ENVIRON SERVICES F	REFUSE DISPOSAL	75.00
	battery tester	ELECTRIC FUND	POWER DISTRIBUTION	150.00
	battery tester	STORMWATER FUND	TREATMENT	75.00
	#406battery	STORMWATER FUND	TREATMENT	74.71
	#12brake repairs	TRANSIT	TRANSIT/TRANSPORTATION	700.63
			TOTAL:	3,587.54
NELSON PRINTING COMPANY	vehicle tow record forms	GENERAL FUND	POLICE	98.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ups shipping	GENERAL FUND	FIRE	22.91
	letterhead	GENERAL FUND	RECREATION/LEISURE SER	189.36
	return tapes	PUBLIC ACCESS	PUBLIC ACCESS	16.74
	letterhead	COMMUNITY CENTER	COMMUNITY CENTER	47.34
	ups water dist	WATER	ADMIN AND GENERAL	24.62
	stamp pad	WATER	CUSTOMER ACCOUNTS	1.76
	stamp pad	WASTE WATER FUND	CUSTOMER ACCOUNTS	1.76
	stamp pad	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	1.77
	stamp pad	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.76
	ticket books	TRANSIT	TRANSIT/TRANSPORTATION	242.00
			TOTAL:	648.62
NICOLLET COUNTY BANK	feb ach a/p&pr	GENERAL FUND	FINANCE	6.47
	feb ach a/p&pr	WATER	ADMIN AND GENERAL	1.62
	feb ach utility bills	WATER	CUSTOMER ACCOUNTS	11.75
	feb ach a/p&pr	WASTE WATER FUND	ADMIN AND GENERAL	1.62
	feb ach utility bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.75
	feb ach a/p&pr	ENVIRON SERVICES F	ADMIN AND GENERAL	1.62
	feb ach utility bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.75
	feb ach a/p&pr	ELECTRIC FUND	ADMIN AND GENERAL	1.62
	feb ach utility bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.75
			TOTAL:	59.95
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	922.48
			TOTAL:	922.48
OVERDRIVE, INC.	annual participation3'14-2	LIBRARY FUND	LIBRARY	3,000.00
			TOTAL:	3,000.00
PAAPE COMPANIES, INC.	service labor	COMMUNITY CENTER	COMMUNITY CENTER	356.00
			TOTAL:	356.00
PELL INSURANCE & REAL ESTATE	utility permit bond 4'14-4	GENERAL FUND	STREETS	200.00
			TOTAL:	200.00
PEPSI-COLA OF MANKATO INC	vending/concessions	COMMUNITY CENTER	COMMUNITY CENTER	296.60
			TOTAL:	296.60
PET EXPO DIST.	routine aquarium maint,fis	LIBRARY FUND	LIBRARY	114.40
			TOTAL:	114.40
POLLARDWATER.COM-EAST	sch80 pvc flanges	WATER	PURIFICATION AND TREAT	29.36
			TOTAL:	29.36
TODD PRAFKE-PETTY CASH	parking	GENERAL FUND	PARKS	16.50
	rotary meals	GENERAL FUND	ECONOMIC DEVMT	56.00
	meal	WATER	ADMIN AND GENERAL	10.00
	postage	WATER	CUSTOMER ACCOUNTS	18.93
	meal	WASTE WATER FUND	ADMIN AND GENERAL	9.00
	parking	ENVIRON SERVICES F	ADMIN AND GENERAL	4.50
	led lights	TRANSIT	TRANSIT/TRANSPORTATION	20.30
			TOTAL:	135.23
PRESTIGE MANUFACTURING, INC.-	pay est 2 brdwy eq upgrade	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	98,173.03
			TOTAL:	98,173.03

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PROFESSIONAL WATER TECHNOLOGIES	lab testing	WATER	PURIFICATION AND TREAT	50.00
			TOTAL:	50.00
QUICK MART ST PETER	february fuel	GENERAL FUND	POLICE	602.69
	february fuel	GENERAL FUND	FIRE	115.78
			TOTAL:	718.47
RACO INDUSTRIES, INC.	receipt printer paper roll	LIBRARY FUND	LIBRARY	186.72
			TOTAL:	186.72
RED WING SHOE STORE	safety boots jim n	GENERAL FUND	FIRE	133.19
	safety boots jim n	GENERAL FUND	PARKS	33.30
			TOTAL:	166.49
ANDY REDNING	1-1/2 day training per die	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
TOM ROESSLER JR.	1-1/2 day training per die	GENERAL FUND	FIRE	70.00
			TOTAL:	70.00
S&S THERMO DYNAMICS	hvac service boilers	LIBRARY FUND	LIBRARY	1,133.52
	hvac service entry heater	COMMUNITY CENTER	COMMUNITY CENTER	652.10
			TOTAL:	1,785.62
SCHWICKERT'S, INC.	430 ritt st roof repairs	TORNADO DISASTER R	ECONOMIC DEVMT	1,180.35
			TOTAL:	1,180.35
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.49
	admin fee	GENERAL FUND	CITY CLERK	2.18
	admin fee	GENERAL FUND	FINANCE	5.80
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.52
	admin fee	GENERAL FUND	POLICE	28.38
	admin fee	GENERAL FUND	BUILDING INSPECTOR	5.57
	admin fee	GENERAL FUND	COMMUNITY SERVICE	2.18
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.60
	admin fee	GENERAL FUND	STREETS	2.96
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	6.28
	admin fee	GENERAL FUND	PARKS	11.20
	admin fee	GENERAL FUND	ECONOMIC DEVMT	2.18
	admin fee	LIBRARY FUND	LIBRARY	2.73
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	3.27
	admin fee	WATER	DISTRIBUTION AND STORA	5.35
	admin fee	WATER	ADMIN AND GENERAL	1.97
	admin fee	WATER	CUSTOMER ACCOUNTS	0.44
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	3.17
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	2.21
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.45
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	4.36
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.88
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.45
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	6.54
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	7.90
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.63
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.63
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	4.52
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	admin fee	TRANSIT	TRANSIT/TRANSPORTATION	<u>4.31</u>
			TOTAL:	126.60
SHERWIN-WILLIAMS	rural policy rm paint#211	COMMUNITY CENTER	COMMUNITY CENTER	<u>460.21</u>
			TOTAL:	460.21
ARTHUR E SIDNER	daddy daughter photos	GENERAL FUND	RECREATION/LEISURE SER	<u>400.00</u>
			TOTAL:	400.00
SIMPLEX GRINNELL	lib fire alarm test/inspec	LIBRARY FUND	LIBRARY	450.00
	cc fire alarm test/inspect	COMMUNITY CENTER	COMMUNITY CENTER	<u>2,309.71</u>
			TOTAL:	2,759.71
SOLOMON CORPORATION	#510 225kva 3p padmount	ELECTRIC FUND	NON-DEPARTMENTAL	4,300.00
	#521 transformer repairs 2	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,700.00</u>
			TOTAL:	6,000.00
SOUTHERN MN MUNICIPAL POWER AGENCY	feb purchased power	ELECTRIC FUND	POWER SUPPLY	<u>562,072.14</u>
			TOTAL:	562,072.14
ST PETER AREA CHAMBER OF COMMERCE	anniversary chamber bucks	GENERAL FUND	ECONOMIC DEVMT	225.00
	anniversary chamber bucks	WATER	ADMIN AND GENERAL	225.00
	anniversary chamber bucks	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>225.00</u>
			TOTAL:	675.00
ST PETER HERALD	meter reader ad	WATER	CUSTOMER ACCOUNTS	14.35
	ww operator positions	WASTE WATER FUND	ADMIN AND GENERAL	290.34
	meter reader ad	WASTE WATER FUND	CUSTOMER ACCOUNTS	14.35
	meter reader ad	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	14.35
	meter reader ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	14.35
	swppp pub mtg notice	STORMWATER FUND	ADMINISTRATION AND GEN	51.40
	swppp pub mtg notice	STORMWATER FUND	ADMINISTRATION AND GEN	<u>73.00</u>
			TOTAL:	472.14
STAPLES ADVANTAGE	paper, staples, pens, trays	GENERAL FUND	STREETS	110.81
	paper, staples, pens, trays	GENERAL FUND	PARKS	88.65
	paper, staples, pens, trays	WATER	ADMIN AND GENERAL	44.33
	paper, staples, pens, trays	WASTE WATER FUND	ADMIN AND GENERAL	44.33
	desk pads	WASTE WATER FUND	ADMIN AND GENERAL	19.96
	paper, staples, pens, trays	ENVIRON SERVICES F	ADMIN AND GENERAL	44.32
	paper, staples, pens, trays	ELECTRIC FUND	ADMIN AND GENERAL	110.81
	dust off	ELECTRIC FUND	ADMIN AND GENERAL	12.99
	pencil cups	STORMWATER FUND	ADMINISTRATION AND GEN	<u>7.79</u>
			TOTAL:	483.99
STREICHER'S	shirts, flags	GENERAL FUND	POLICE	132.72
	shirts, trousers, bags, baton	GENERAL FUND	POLICE	197.97
	holster, big easy kit, magho	GENERAL FUND	POLICE	133.97
	trousers	GENERAL FUND	POLICE	<u>75.98</u>
			TOTAL:	540.64
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	POWER DISTRIBUTION	<u>277.92</u>
			TOTAL:	277.92
BRIANNA THOMAS	mileage to lesueur	GENERAL FUND	FIRE	<u>16.80</u>
			TOTAL:	16.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JENNIFER THORESON	wtf shovels	WASTE WATER FUND	COLLECTOR/LIFT STAT	49.37
			TOTAL:	49.37
TIGERDIRECT.COM	material to cover&process	LIBRARY FUND	LIBRARY	203.50
			TOTAL:	203.50
TOPPERS PLUS INC	plow cutting edges&bolts	GENERAL FUND	PARKS	434.00
			TOTAL:	434.00
TRANE	inv corr #32834306	COMMUNITY CENTER	COMMUNITY CENTER	68.96-
	annual pm--quarterly billi	COMMUNITY CENTER	COMMUNITY CENTER	1,003.00
			TOTAL:	934.04
US BANK	2004a bond agent fee	2004 WASH TERR #1	FISCAL AGENT FEES	450.00
	2005a bond agent fee	2005A MASON ST TIF	FISCAL AGENT FEES	425.00
	2004d bond agent fee	ELECTRIC FUND	ADMIN AND GENERAL	450.00
	2006c bond agent fee	ELECTRIC FUND	ADMIN AND GENERAL	450.00
			TOTAL:	1,775.00
US POSTMASTER	mail summer rec/comm ed br	GENERAL FUND	RECREATION/LEISURE SER	579.62
			TOTAL:	579.62
VERIZON WIRELESS	phone svc 2/2-3/1/14	GENERAL FUND	POLICE	340.64
	water jet pack2/2-3/1/14	WATER	ADMIN AND GENERAL	35.01
			TOTAL:	375.65
VON ESSEN TOWING	#210toolcat mount tire	GENERAL FUND	PARKS	20.00
			TOTAL:	20.00
VOSS LIGHTING	light bulbs	LIBRARY FUND	LIBRARY	540.00
			TOTAL:	540.00
NATHAN WALLER	training day per diem	GENERAL FUND	FIRE	45.00
			TOTAL:	45.00
WESCO DISTRIBUTION INC	#639 100 hps ballasts	ELECTRIC FUND	NON-DEPARTMENTAL	306.00
	#613 100whps#615 250w hps	ELECTRIC FUND	NON-DEPARTMENTAL	355.20
			TOTAL:	661.20
WOLF MOTOR COMPANY, INC.	#11gearshift indicator ass	TRANSIT	TRANSIT/TRANSPORTATION	34.56
			TOTAL:	34.56
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	63.61
			TOTAL:	63.61
ZARNOTH BRUSH WORKS INC	broom refill	GENERAL FUND	PARKS	372.75
			TOTAL:	372.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			53,786.99
201	PROPERTY INSURANCE			73.81
211	LIBRARY FUND			9,331.71
213	PUBLIC ACCESS			39.17
217	COMMUNITY CENTER			12,134.25
240	TORNADO DISASTER REV LOAN			2,260.02
392	2004 WASH TERR #15			450.00
395	2005A MASON ST TIF BOND			425.00
401	PERM IMPROVMENT REVOLVING			17,105.25
601	WATER			15,456.94
602	WASTE WATER FUND			13,070.24
603	ENVIRON SERVICES FUND			13,412.88
604	ELECTRIC FUND			677,548.49
606	STORMWATER FUND			8,670.61
610	TRANSIT			2,621.50
820	RESTRICTED CONTRIBUTIONS			447.94

	GRAND TOTAL:			826,834.80

TOTAL PAGES: 14

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 budgeted purchases in excess of \$7,500 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Tri-State Bob Cat	Trailer mounted hydro seeder	\$12,920.00	Stormwater
WESCO	500 kva transformer	\$10,377.56	Electric
CDWG	Squad Car Computers	\$14,239.88	General Funds

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

LG220 Application for Exempt Permit – Temporary Gambling

Creative Play Place Mill Pond-Riverside Park 5/31/14

Temporary Soft Drink

St. Peter Softball Assn. 1401 Nicollet Ave. 4/28/13 – 7/26/14
Greek Gourmet MN Sq. 6/21/14, 7/4/14 & 9/ 6 & 7/14

Temporary On Sale Beer

St. Peter Softball Assn. 1401 Nicollet Ave. 4/28/13 – 7/26/14

Temporary Peddler

Sweet Shoppe Express, LLC 5/1/14 – 10/31/14

3. The following equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the equipment as outlined in the City Code:

2008 STIHL Chainsaw
2204 STIHL Pole Chainsaw

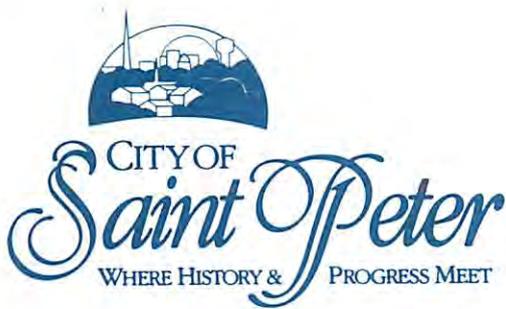
4. The schedule of disbursements for February 20, 2014 through March 17th, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/7/2014

FROM: Todd Prafke
City Administrator

RE: Fire Relief Association Bylaws

ACTION/RECOMMENDATION

Approve modifications to the Fire Relief Association bylaws.

BACKGROUND

Each time changes are made to the Fire Relief Association bylaws, Council approval is required. The Relief Association has undertaken a major overhaul of the bylaws document and have modeled the bylaws after the model guide distributed by the State Auditor's Office.

The substantive changes in the revised document include the following issues:

- Defined Break in Service
- Defined and allowed Return to Service. Member can retire or leave the service and then return later to active service in the Relief Association.
- Defined Uniform Service (military leave of up to 5 years)
- No changes to pension amount (\$2,400 per year) or in pension eligibility.
- No deferred interest for deferred members.
 - o Separate investment vehicle for all deferred members.
- Unclaimed Benefits
- Change the Bylaw amendment process.

All of these changes were vetted with the Board of Trustees which included Mayor Strand and Finance Director O'Connell.

I recommend approval of the modified bylaws.

FISCAL IMPACT:

There is no fiscal impact to this action.

ALTERNATIVES/VARIATIONS:

Do Not Act: No change will be made and the existing bylaws will remain in effect.

Denial: No change will be made and the existing by laws will remain in effect.

Modification of the Resolution: This is always an option of the Council, however any changes in the document made by the Council will need to be reviewed by the members of the Relief Association as well.

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

TP/bal



SAINT PETER VOLUNTEER FIRE DEPARTMENT

February 23, 2014

Todd Prafke, City Administrator
City of Saint Peter
227 South Front Street
Saint Peter, MN 56082



Re: Proposed Amendments to the SPFD Relief Association Bylaws

Dear Mr. Prafke,

Attached for your review and for City Council's review and approval are the proposed Bylaws of the Saint Peter Fire Department Relief Association.

These proposed amendments were read aloud to the Relief Association membership on January 6, 2014 and they were adopted by a unanimous vote of the members present at the regular meeting of the Relief Association on February 3, 2014.

The proposed Bylaws are based on the Model Bylaw Guide that was developed by the State Auditor.

The Relief Association is required to submit any Bylaw changes to the City Council for its approval. If you or the Council have any questions or comments on the Bylaws, or you desire members of the Relief Association to appear in person at a work session or Council Meeting, please let me know.

Respectfully Submitted,

Darrell Pettis, Secretary
Saint Peter Fire Relief Association

Cc: Paula O'Connell

BYLAWS OF THE SAINT PETER FIRE RELIEF ASSOCIATION

ARTICLE I – NAME

Section 1 – **NAME.** The name of this relief association is the Saint Peter Fire Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – **TYPE.** The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 69.771 to 69.776; 424A.015; and 424A.02.¹ All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – **BOOKS AND RECORDS.**² The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – **PURPOSE.** The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.³

Section 5 – **FISCAL YEAR.** The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.⁴

ARTICLE II – MEMBERSHIP

Section 1 – **MEMBERSHIP.** All members of the Saint Peter Fire Department are eligible for membership in the Association. Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – **DUES.** Each member of the Association will pay dues of \$4.00 dollars annually to the Association. The dues will be deposited in the General Fund. Additional contributions to the general fund may be required by all active members, upon approval by the relief association. Any member of the Association who fails to pay their dues to the Association within ninety (90) days of the time when such payment was due, may be suspended from membership and forfeit all rights and benefits there under by such nonpayment. Before the Association takes action to so suspend a member, notice of the meeting and a written statement of the particular charges shall be given to the member at least five (5) days, excluding the date of the meeting, in advance of the meeting. The member shall be given an opportunity to be heard at the meeting.

Section 3 – **EXCLUSIONS.**⁵ The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age

¹ Minn. Stat. § 424A.002, subd. 2.

² Minn. Stat. §§ 138.17; 317A.461.

³ Minn. Stat. § 424A.001, subd. 4.

⁴ Minn. Stat. § 424A.001, subd. 11.

⁵ Minn. Stat. § 424A.01.

specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two-thirds vote of all members present at a special meeting of the membership. Notice of the meeting and a written statement of the particular charges shall be given the member at least five (5) days, excluding the date of the meeting, in advance of the meeting. The member shall be given an opportunity to be heard at the meeting. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression or prevention duties. Active service requires meeting minimum service requirements specified by the Fire Department. Annually, the Board of Trustees will obtain certification from the Fire Chief of each member's active service.

Section 6 – DEFINITION OF YEAR OF ACTIVE SERVICE.⁶ A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will *not* be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service). If a member's period of active service is not continuous, parts of a year shall be added together to compute full years.

Section 7 – BREAK IN SERVICE. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time, except that the resumption service requirements of this Section do not apply to leaves of absence or breaks in service made available by Federal or State statute, such as the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Minn. Stat. § 424A.021, and the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601, et al. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department, if the member's break in service was less than 60 days.⁷ Any member suspended from St. Peter Fire Department duties, shall not be given service credit for the period of suspension.

Section 8 – RETURN TO SERVICE.⁸ Any firefighter who has ceased to perform or supervise fire suppression and fire prevention duties for at least 60 days, including former members who have received payment of a service pension or disability benefit, *will be eligible* to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in these bylaws based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least one (1) year of active service, up to a maximum of 5 years of active service, for each year of break in service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent

⁶ Minn. Stat. § 424A.02, subd. 1(a).

⁷ Minn. Stat. § 424A.01, subd. 6.

⁸ Minn. Stat. § 424A.01, subd. 6.

cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service calculated at the benefit level in effect at the time of the firefighter's *original cessation of duties*.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association *is subject to* the minimum period of resumption service requirement under this Article.

Any suspended member can only be reinstated upon their application therefore in writing, presented at a regular or special meeting of the Association accompanied by a sum of money equal to what would have been required to pay to the Association during the period of suspension had the suspended member not been suspended, plus a reinstatement fee of \$10.00. If the application for reinstatement is rejected, the money accompanying the same shall be returned to the applicant.

Section 9 – UNIFORMED SERVICES.⁹ A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.¹⁰

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.¹¹

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

⁹ Minn. Stat. § 424A.021. In some instances service other than service with the Armed Forces may qualify. See 38 U.S.C. § 4303(13) ("service in the uniformed services").

¹⁰ Minn. Stat. § 356A.04, subd. 1.

¹¹ Minn. Stat. § 356A.02, subd. 2.

The Board will develop and periodically revise a program for continuing education.¹² The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department.¹³ Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Vice President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for 3 year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer Position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – VICE PRESIDENT. The Vice President shall assist the President. It shall be the duty of the Vice President to perform the duties of the President in absence of the President. In the absence of both the President and the Vice President, it shall be the duty of the Association to elect a President Pro Tem, who shall perform the duties incident to the office.

Section 6 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board. The Secretary will, prior to entering upon the duties of the Secretary's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000 paid for from the Special Fund of the Association.

Section 7 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial

¹² Minn. Stat. § 356A.13, subd. 2.

¹³ Minn. Stat. § 424A.04, subd. 1.

records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000.¹⁴ Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

Section 8 – COMPENSATION. Trustees of the Association identified in Attachment B may be paid a salary out of the Special Fund. The amount paid in salary is limited to the amount listed in Attachment B. Only after the amounts listed in Attachment B have been approved by the City of Saint Peter may salaries be paid to non-Officer Trustees. For all Trustees, itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – ANNUAL MEETING.¹⁵ An annual meeting of the membership of the Association will be held in February of each year, at a time and place specified by the Board.

Section 2 – SPECIAL MEETINGS.¹⁶ A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 20 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – BOARD MEETINGS.¹⁷ A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting.¹⁸ The Board will meet at least 4 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – NOTICE OF ANNUAL MEETING.¹⁹ Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

¹⁴ Minn. Stat. § 69.051, subd. 2.

¹⁵ Minn. Stat. § 317A.431. Your relief association may hold additional regular meetings during the year. Minn. Stat. § 317A.111, subd. 3(21).

¹⁶ Minn. Stat. § 317A.433.

¹⁷ Minn. Stat. §§ 13D.04; 317A.231.

¹⁸ See Minn. Stat. § 317A.231.

¹⁹ Minn. Stat. § 13D.04; see also Minn. Stat. § 317A.435.

Section 5 – NOTICE OF SPECIAL MEETINGS.²⁰ Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings.²¹ A schedule of the Board's regular meetings will be kept on file at the Board's primary office.²²

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board's principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.²³

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.²⁴

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS.²⁵ A minimum of 40 percent of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.²⁶

Section 8 – QUORUM FOR BOARD MEETINGS.²⁷ A majority of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS.²⁸ Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS.²⁹ The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes,

²⁰ See Minn. Stat. §§ 317A.433; 317A.435 (additional requirements regarding notice).

²¹ Minn. Stat. ch. 13D.

²² Minn. Stat. § 13D.04, subd. 1.

²³ Minn. Stat. § 13D.04, subd. 2.

²⁴ Minn. Stat. § 13D.04, subd. 4.

²⁵ Minn. Stat. §§ 317A.235; 317A.451.

²⁶ Minn. Stat. § 317A.451.

²⁷ Minn. Stat. § 317A.235.

²⁸ Minn. Stat. §§ 317A.181, subd. 2; 317A.441; 317A.443.

²⁹ Minn. Stat. §§ 317A.201; 356A.02, subd. 2.

unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary's report
5. Treasurer's report
6. Committee reports
7. Unfinished business
8. Election of officers and trustees
8. New business
9. Adjournment

All reports and resolutions shall be submitted in writing and no report from a committee shall be accepted unless it is the report of a majority of a committee, provided, however, that a minority shall be permitted to present its views in writing.

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

It shall be the duty of the board not to approve the application if any of the eligibility requirements are not met. If an application is not approved, the board shall return the application to the applicant within thirty day (30) days, noting thereon, with particularity, which requirements the applicant does not meet. Thereafter, the applicant shall be furnished the opportunity to be heard by the full board, within the next thirty (30) days, on the question of whether the applicant meets all of the eligibility requirements.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule

contained in this Article.

Section 2 – ELIGIBILITY.³⁰ To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be **partially vested** by having completed at least five (5) years of active service with the Fire Department, or be **fully vested** by having completed at least 20 years of active service with the Fire Department; and
4. Be **partially vested** by having completed at least five (5) years of active membership with the Association, or be **fully vested** by having completed at least five (5) years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution. The deferred service pension is governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the deferred member separates from active service with the Fire Department and active membership in the Association.³¹

Section 4 – PARTIAL VESTING SCHEDULE:³²

Completed Years of Service:	Non-forfeitable percentage of pension amount:
5	40%
6	44%
7	48%
8	52%
9	56%
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- (a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).

³⁰ Minn. Stat. § 424A.02, subd. 1.

³¹ Minn. Stat. § 424A.02, subd. 7(f).

³² Minn. Stat. § 424A.02, subd. 2.

- (b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.³³
- (c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).³⁴
- (d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.³⁵

Section 6 – **SUPPLEMENTAL BENEFIT.**³⁶ A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular lump-sum distribution, excluding any interest that may have been earned during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – **DEFERRED INTEREST TYPE.** Interest will be paid on partially-vested and fully-vested deferred lump-sum service pensions during the period of deferral. The amount payable to a deferred member will be transferred to a separate investment vehicle held by the relief association and maintained separately from the assets of the Association. Interest will be paid at the investment performance rate actually earned on the separate investment vehicle. The accrued liability for the deferred service pension is equal to the fair market value of the separate investment vehicle held by the relief association. Prior to the transfer to the separate investment vehicle, the Board will consult and confer with the deferred member on available investment options. The deferred member bears the full investment risk subsequent to transfer.

Section 2 – **DEFERRED INTEREST PAYMENT METHOD.** Interest on a deferred service pension is creditable beginning on the date the member separates from active Fire Department service and active Association membership, and ending on the date of the last valuation of the separate investment vehicle before the deferred member commences receipt of the deferred service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – **SURVIVOR BENEFIT.** Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving

³³ Minn. Stat. § 424A.015, subd. 3.

³⁴ Minn. Stat. § 424A.015, subd. 4 (Your relief association must be "a qualified pension plan under Section 401(a) of the Internal Revenue Code, as amended...."); IRC § 408(a).

³⁵ Minn. Stat. § 424A.015, subd. 5.

³⁶ Minn. Stat. § 424A.10.

children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For *active* members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – SUPPLEMENTAL SURVIVOR BENEFIT.³⁷ A supplemental survivor benefit will be paid out of the Special Fund when a lump-sum survivor benefit is paid to the surviving spouse or, if none, to the surviving child or children of a deceased active or deferred member. The amount of the supplemental survivor benefit to be paid is 20 percent of the survivor benefit, but not to exceed \$2,000.

Section 3 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 4 – DISABILITY BENEFIT.³⁸ Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution. For *active* members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

Section 5 – DISABILITY BENEFIT QUALIFICATION.

i. Any such disability benefit paid in accordance within this section shall be in lieu of all rights to further service pension and survivor's benefit.

ii. Disability is defined as the inability to engage in performance of his/her duties by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death, that was incurred in the line of duty.

iii. Reports required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member. Each such report shall be filed with the association.

iv. Procedure. All applications for disability benefits shall be made within six months after such applicant has ceased to be an active member of the fire department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his/her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the board, examine the applicant. Final determination of

³⁷ Minn. Stat. § 424A.10.

³⁸ Minn. Stat. §§ 424A.02, subd. 9; 424A.05, subd. 3.

disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent association meeting.

v. An applicant shall not be considered under a disability unless the applicant furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

vi. Grievance Procedure. If the applicant for disability benefits feel that h/she has been aggrieved by any action of the Board, the applicant shall, within sixty (60) days from notice of such action of the Board, file written objections and the reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

Section 6 – PAYMENT OPTIONS. The recipient of an ancillary benefit may elect, by making a written request, the manner of payment of the ancillary benefit. Options include:

- (a) A single lump-sum payment payable to the intended recipient (subject to current income tax withholding requirements).
- (b) A direct transfer on an institution-by-institution basis of the lump-sum survivor benefit to the *active* member's surviving spouse's individual retirement account (IRA).³⁹ (This option is available to certain recipients of a survivor benefit.)

Section 7 – DISABILITY BENEFIT TO DEFERRED MEMBERS. Payment of a permanent disability benefit to a deferred member is not authorized by this Association.

Section 8 – TEMPORARY DISABILITY BENEFIT. Temporary disability benefits are not provided by this Association.

ARTICLE IX - FUNDS

Section 1 – FUNDS.⁴⁰ The Association will establish and maintain a Special Fund and a General Fund.⁴¹

Section 2 – SPECIAL FUND.⁴² All public funds, such as state fire aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. §§ 69.80 and 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Section 3 – GENERAL FUND.⁴³ Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws. Such purposes include any purpose reasonably suited to promote the welfare of the Association and its members. All Association expenses not specifically authorized by State statute to be paid out of the Special Fund must be paid out of the General Fund.

³⁹ Minn. Stat. § 424A.015, subd. 4 (Your relief association must be “a qualified pension plan under Section 401(a) of the Internal Revenue Code, as amended...”); IRC § 408(a).

⁴⁰ Charitable Gambling funds are outside the scope of this sample bylaw guide.

⁴¹ Minn. Stat. § 424A.06.

⁴² Minn. Stat. §§ 69.80; 424A.05.

⁴³ Minn. Stat. § 424A.06.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS.⁴⁴ Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

Section 5 – DISBURSEMENT OF FUNDS. No disbursement of funds of this Association shall be made except by checks drawn by the Treasurer and countersigned by the President, Vice President or Secretary, except when issued for salaries, pensions and other fixed charges, the exact amount of which has previously been determined and authorized by the Board of Trustees or the members. No check shall be issued until the claim to which it relates has been approved by the Board of Trustees.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT.⁴⁵ Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 69.775; 356A.06, subd. 6; and 356A.06, subd. 7 (if the Association qualifies to use the expanded list).⁴⁶ The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.⁴⁷

Section 3 – BROKER CERTIFICATION.⁴⁸ The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI – UNCLAIMED BENEFITS

Section 1 – UNCLAIMED BENEFITS.⁴⁹ In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and

⁴⁴ Minn. Stat. § 424A.015, subd. 2.

⁴⁵ Minn. Stat. § 356A.04.

⁴⁶ Minn. Stat. § 424A.05, subd. 4.

⁴⁷ Minn. Stat. § 356.219, subd. 3(a).

⁴⁸ Minn. Stat. § 356A.06, subd. 8b.

⁴⁹ If an Association's bylaws do not address the disposition of unclaimed benefits, unclaimed benefits must be handled as set forth in Minn. Stat. § 356.65.

will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII – AMENDMENTS

Section 1 – **AMENDMENTS.**⁵⁰ These bylaws may be amended when necessary by a 2/3 majority of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.⁵¹

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.⁵²

⁵⁰ Minn. Stat. § 317A.181.

⁵¹ In certain circumstances, bylaw amendments which affect service pensions, deferred service pensions, or ancillary benefits do not require City ratification to become effective. *See* Minn. Stat. § 424A.02, subd. 10.

⁵² Minn. Stat. § 424A.02, subd. 10.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Saint Peter Fire Relief Association on this _____ day of _____, 20_____.

President date: _____

Secretary date: _____

Treasurer date: _____

AMENDMENTS

These amendments to the bylaws are hereby adopted and approved by the members of the Saint Peter Fire Relief Association on this _____ day of _____, 20_____.

President date: _____

Secretary date: _____

Treasurer date: _____

ATTACHMENT A – BENEFIT LEVEL

BENEFIT LEVEL AMOUNT	DATE RATIFIED BY CITY	EFFECTIVE DATE
\$1,800 per year of service	1999	1999
\$1,900 per year of service	2000	2000
\$1,950 per year of service	2001	2001
\$2,150 per year of service	2004	May 1, 2004
\$2,200 per year of service	2005	May 1, 2006
\$2,350 per year of service	2007	May 1, 2007
\$2,400 per year of service	2008	May 1, 2008

ATTACHMENT B – COMPENSATION

TRUSTEE

SALARY

Secretary (Officer) _____

\$225 per year

Treasurer (Officer) _____

\$300 per year

ATTACHMENT C – DEFERRED INTEREST RATE

INTEREST RATE	DATE RATIFIED BY CITY	EFFECTIVE DATE
Not Applicable	Not Applicable	Not Applicable

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION APPROVING MODIFIED FIRE RELIEF ASSOCIATION BYLAWS

WHEREAS, the Fire Relief Association operates under specific bylaws; and

WHEREAS, the City Council must approve any changes or modifications to the bylaws document; and

WHEREAS, the Relief Association has re-written their bylaws to follow the model guide distributed by the Minnesota Attorney General's Office; and

WHEREAS, the membership of the Relief Association has voted to accept the rewritten bylaws; and

WHEREAS, the Relief Association requests approval of the modified document by the City Council.

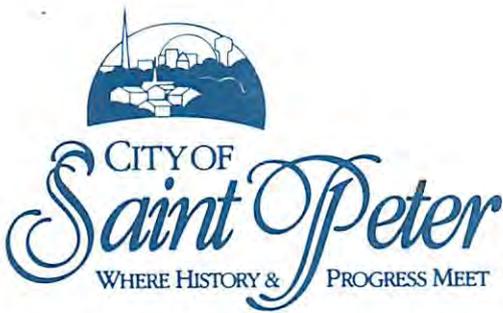
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the modified Saint Peter Fire Relief Association bylaws are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/6/14

FROM: Todd Prafke
City Administrator

RE: Tobacco Ordinance Modification

ACTION/RECOMMENDATION

Approve the amendment to City Ordinance related to the definition of Tobacco Products.

BACKGROUND

The Council first discussed this issue in November of 2013. You later discussed it in January and received a presentation on the issue as a part of Gustavus Political Science Class project at the end of January.

Based on this discussion, Council directed staff to draft a modification to the ordinance that would change the definition of tobacco to include E-cigarettes.

The redline version would look like this:

Sec. 12-58. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Self-service merchandising means open display of tobacco-related products that the public has access to without the intervention of an employee.

Tobacco-related product means cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scrips, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper, any nicotine or lobelia delivery device, or other tobacco-related devices.

“Lobelia” is defined in the Miriam Webster dictionary, “lobelia” as 1.) any genus of widely cultivated plants having terminal clusters of showy lipped flowers or 2.) the leaves and tops of Indian tobacco.

While the modification to the Ordinance is pretty simple and has been reviewed by your City Attorney, it may be helpful to explain what this means and just as importantly what it does not mean.

This change will mean that selling E-cigarettes in Saint Peter requires a license.

Other issues related to the use of E-cigarettes are less clear due to two primary factors: 1) State law has not changed to include E-cigarettes; and 2) the changes such as you propose which have been made by other cities have not been contested in court. Your City Attorney and I believe that this proposed change in your definition would mean that the definition applies to sales under your licensing provision, but not the Indoor Clean Air Act. If modified, we would enforce and administer the rules under that presumption.

Therefore, the proposed change would mean that the sales rules in the state of Minnesota apply to the sale of E-cigarettes so sales would need to occur behind the counter as we regulate sales through licensing.

This does not impact the State Clean Air rules, so businesses would have to choose how to handle the use of E-cigarettes in their place of business as we do not regulate that Act. The State Department of Health clearly states that use of E-cigarettes does not currently fall within the definition of smoke within that Clean Air Act.

The Council did ask that we clarify City building policy and that will be addressed as a separate resolution. That change would mean that E-cigarettes use in City buildings would be prohibited as well. Even though it has been reported that this would mean that smoking of any type would be prohibited at all City facilities, including outdoor facilities, that is not accurate. The City does not have a ban on smoking at outdoor facilities and this would do nothing to change that fact. That is an issue the Council could take up if you wished. If the Council does wish to change its position, we may wish to think about enforcement implications before action is taken.

If the Council takes action to modify the Ordinance we intend to provide a letter to licensed retailers explaining the change and retail display impact to them.

FISCAL IMPACT:

There is no direct fiscal impact to this change. We will have small expenditures in the notification process and about \$500 in expenditures related to codification of the changes into the City Code.

ALTERNATIVES AND VARIATIONS:

Do no act: Staff will wait for your direction. As discussed, the State Legislature could change all of these issues. If the State does, we may have to discuss this again.

Negative vote: Staff will wait for your direction.

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

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

TP/bal

ORDINANCE NO. __, THIRD SERIES

AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 12 "BUSINESS REGULATION AND LICENSING", ARTICLE III "TOBACCO PRODUCTS" BY THE MODIFICATION OF SECTION 12-58 "DEFINITIONS" AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

WHEREAS, the City Code contains provisions for the regulation and licensing of tobacco products; and

WHEREAS, the City Council wishes to modify the regulations to include products commonly known as "e-cigarettes"; and

WHEREAS, staff recommends the definitions contained under Article III "Tobacco Products" be modified to include any nicotine or lobelia delivery device (e-cigarettes).

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

Section 1. Saint Peter City Code, Section 12-58 is hereby modified as follows:

Sec. 12-58. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Self-service merchandising means open display of tobacco-related products that the public has access to without the intervention of an employee.

Tobacco-related product means cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse srips, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper, any nicotine or lobelia delivery device, or other tobacco-related devices.

Section 2. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of March, 2014.

ATTEST:

Todd Prafke
City Administrator

Jeffery Brand
Mayor pro tem

The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent:

Published in the *Saint Peter Herald* on _____, 2014

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION DESIGNATING CITY BUILDINGS AS "SMOKE FREE"

WHEREAS, indoor pollution, including second hand smoke, may contribute to a number of health concerns; and

WHEREAS, the city is required to comply with Minnesota and Federal government regulations for clean air in government owned and/or operated facilities; and

WHEREAS, these issues would be addressed by designating all City buildings as "smoke free" zones; and

WHEREAS, on August 12, 2002 the City Council adopted Resolution No. 2002-198 to designate all City buildings as "smoke free"; and

WHEREAS, the Council has since taken action to modify the City Code definition of tobacco products to include any nicotine or lobelia delivery device.

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

1. All areas of all City buildings are hereby declared as "smoke free" zones and smoking or tobacco use of any kind, including any nicotine or lobelia delivery device, is prohibited.
2. The smoke free designation shall extend to a distance of ten feet (10') from all entrances to City buildings.
3. This restrictions shall include any buildings constructed and/or owned by the City of Saint Peter in the future.

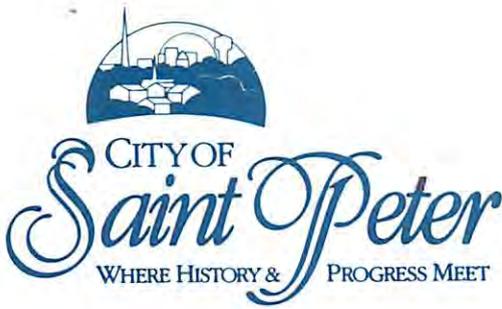
Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

6/11.



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 3, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Unbudgeted Truck Purchase: 2014 Ford ½ ton Super Cab

ACTION/RECOMMENDATION

Authorize the unbudgeted purchase of a 2014 Ford ½ ton, 4x4, Super Cab, from Tenvoorde Ford of Saint Cloud, Minnesota in the amount of \$27,051.75.

BACKGROUND

Staff has worked with five truck suppliers who can supply a ½ ton super cab vehicles to obtain prices for the replacement of Unit #4 in the Stormwater Utility. Staff obtained a "state bid" price from Tenvoorde Ford and then worked with four regional truck dealers to obtain pricing. The vehicle being replaced is used in the Stormwater utility. The truck moves seasonal staff and equipment to City facilities where mowing and site maintenance are performed.

The Chevrolet truck being disposed of, Unit #4, was purchased new in 1995 and has 91,263 miles. It is currently being used by the part-time summer help and by the Meter Readers in the winter time. This past summer it was repaired frequently and could not be used by Meter Reading staff this winter. Staff proposes to use the new vehicle in the Stormwater Utility where it will work as a field vehicle to service contractors, complete locates and to complete customer service calls. The truck currently used (Unit #1) will be passed down to meet seasonal transportation needs. The existing Unit #4 will be sold on-line and disposed of.

Four formal written proposals were received, of which two met the minimum specifications for the truck, as follows:

<u>VENDOR</u>	<u>PRICE</u>
Tenvoorde Ford, Saint Cloud	\$27,051.75
Wolf Motors, Le Sueur	\$27,566.00
Snell Motors, Mankato	does not meet specifications
Lagers Inc., Saint Peter	does not meet specifications
Mankato Ford, Mankato	did not submit bid

Two truck dealers did not meet the specification of an 8' truck box as they can only provide a 6 1/2' truck box. The 8' truck box is critical for carrying curbstop and watermain wrenches and tools. This truck is mainly used for assisting contractors with watermain and sewermain work and water, wastewater and stormwater locates.

Once the new vehicle is delivered, staff plans to add a shovel rack and tool boxes for an additional cost of around \$1,000.

Staff recommends that Tenvoorde Ford be authorized to supply the specified vehicle. If approved, the truck would be delivered in about 75 days.

FISCAL IMPACT:

Since the water and wastewater budgets have not been approved this is an unbudgeted purchase. Funds are allocated in the 2014 Stormwater budget. The water and wastewater budgets will contain appropriations for capital funds for this purchase when the budgets are considered. The cost of the truck would be divided equally between the water, wastewater and stormwater funds.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

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

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

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF A FORD 4X4 SUPER CAB

WHEREAS, in 1995 the City purchased a Chevrolet truck to be used in the utility division of Public Works; and

WHEREAS, the vehicle, which has served the City well, has over 91,000 miles and is in need of replacement; and

WHEREAS, the City wishes to be able to provide adequate customer service support functions by completing locates in the water, wastewater and stormwater utilities; and

WHEREAS, the City wishes to support construction activities for water, wastewater and stormwater infrastructure; and

WHEREAS, two written proposals were received for replacement of the Chevrolet from qualified truck dealers; and

WHEREAS, the lowest proposal was received from Ten Voorde Ford of Saint Cloud, Minnesota; and

WHEREAS, purchase of a 2014 Ford 4X4 ½ ton Super Cab truck in the amount of \$27,051.75 is an unbudgeted purchase as 2014 budgets for water and wastewater have not yet been adopted; and

WHEREAS, if the Ford purchase is approved, the City would no longer have a need for the 1995 Chevrolet and staff recommends it be declared as surplus property.

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

1. Staff is directed to proceed with the unbudgeted purchase of a 2014 Ford 4X4 ½ ton super cab truck from Ten Voorde Ford of Saint Cloud in the amount of \$27,051.75.
2. The purchase shall be funded equally from the water, wastewater and stormwater budgets.
3. The existing 1995 Chevrolet truck, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the vehicle through public sale as outlined in the City Code.

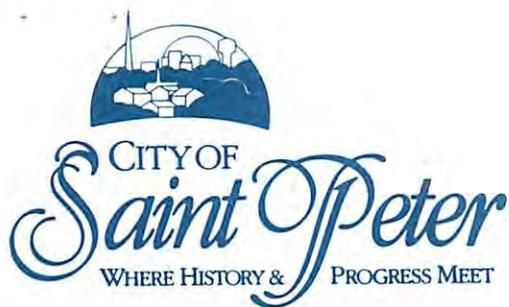
Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

64



Memorandum

TO: Todd Prafke
City Administrator

FROM: Lewis Giesking
Director of Public Works

RE: 2014 Rain Barrel Program

DATE: March 4, 2014

ACTION/RECOMMENDATION

Authorize staff to proceed with the 2014 Rain Barrel Program.

BACKGROUND

With the success of the 2013 Rain Barrel Program and at the direction of the City Council, City staff has been working with local businesses to extend the program in 2014. This type of program is becoming more frequent in communities such as ours as the City continues to reach out and offer more choices and benefits to help each homeowner minimize their monthly cost and still keep their property looking nice.

The program includes a subsidy in the cost to the homeowners plus two options for the type of barrels. The selected rain barrels will be obtainable at four businesses including Arrow Ace Hardware, Mary's Flowers, Saint Peter Greenhouse and Floral, and Traverse des Sioux Garden Center. It has been expressed by the businesses that the program was well run and they liked the fact that the City continues to work with them on promoting items that are bought and sold locally. Each of the businesses expressed that barrels chosen were good products and they hope to continue the existing program. They voiced some concern about lowering the quality of the barrels used and customer satisfaction if lesser units were sold.

The rain barrels are the same barrels that were used last year and can be obtained for either \$80 or \$90 depending on the unit selected. If the customer would like to pick out a different barrel sold from one of the businesses listed above, they are able to do so as long as the barrel price is at least \$80. Last year this did happen a couple of times giving the homeowner their choice in what the rain barrel looked like, was constructed of, and what they were willing to spend.

This year staff is also recommending that the "Barrel Kit" remain an option for customers as some owners may have their own rain barrel. The "kit" allows the owner to retrofit the barrel and makes it useable as a rain barrel. Kits can be purchased for \$32 and customers are eligible for a \$10.00 rebate on this item. We do have some concerns about the proliferation of the "big blue" barrels in neighborhoods and hope that folks who are interested and go to this effort will also understand that our visual environment is a consideration as well.

Just like in 2013 and 2104, the customer will initially pay full price for the rain barrel/rain kit and will fill out a rebate form at the time of purchase. City staff will pick up the rebate forms at the business and deliver the forms to the Finance Department who will issue a \$25 or \$10 credit to the customer on their utility bill.

It is anticipated that approximately 20 rain barrel units and 5 conversion kits will be sold during the duration of the program which would run from May 15th to July 15th and that the Stormwater Utility will spend about \$550 for this program. In 2013, 17 rain barrels and 4 conversion kits were purchased through this program at an expense of less than \$500 to the utility.

This kind of program is good for the community in a number of different ways. First, it provides an opportunity at a reduced cost for homeowners to do something that can have a positive impact on the environment (not to mention the benefit to their plants and gardens). Use of rain barrels can help save irrigation costs and helps in a small way to recharge our groundwater. In addition, it provides a wonderful, positive contact opportunity for staff that shows the City's commitment to environment. While we show the environmental commitment in many ways, like enhanced wastewater treatment, experimenting with electric gators, composting, and others, this is a day-in day-out example that our customers have direct opportunity to see and use. And our private/public partnership with local businesses is positive in keeping dollars and opportunities at home.

FISCAL IMPACT:

Based on past participation, I estimate approximately \$550 in rebates would be provided to customers.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: The project will not proceed.

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.

LGG/amg



Fiskars Rain Barrel
48 Gallon
\$90.00 before rebate

2014 Rain Barrel Rebate! May 15th through July 15th

\$80.00 Rain Barrel
purchase qualifies for a
rebate of \$25.00



Earth Minded Rain Barrel 45
Gallon
\$80.00 before rebate

Conversion Kits Now Available!

DIY Rain Barrel Diverter and Parts Kit
\$32.00 before rebate

Qualifies for a rebate of \$10.00

Kit includes all the parts needed to create a
rain barrel.

Barrel is **NOT** included!

Available for Purchase At

Arrow Ace Hardware

Mary's Flowers

St. Peter Greenhouse & Floral

Traverse de Sioux Garden Center

Rain Barrel Benefits

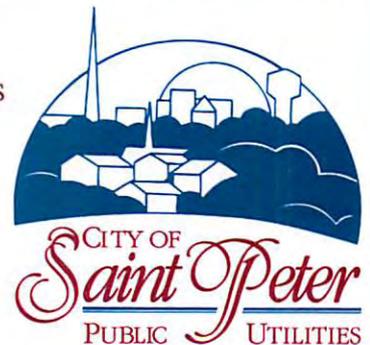
Rainwater is great for gardens, houseplants, auto cleaning, window washing, and many other household chores; they provide a source of water during droughts; they save you money by lowering your water bill and they reduce stress on the municipal storm drain and sewer systems.

Rebate forms will be filled out at time of purchase. Utility personnel will pick up rebates and submit to the City Finance for reimbursement on your utility bill. Limit two per household. Rebate available to the first 50 qualified rain barrel purchases.

If your neighborhood has an association, please check current bylaws to determine eligibility.

Rebates are received in the form of a utility rebate credit.

Program is sponsored by the City of Saint Peter Stormwater Utility



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING CONTINUATION OF RAIN BARREL PROGRAM AND
ESTABLISHING FUNDING FOR REBATE PROGRAM**

WHEREAS, the City Council has established a Stormwater Utility; and

WHEREAS, Council previously directed staff to establish a program that promotes the use of rain barrels as a way to help reduce stormwater runoff, conserve water, enhance regeneration of local aquifers; and

WHEREAS, funding is available in the Stormwater Fund budget to provide rebates for continuation of the rain barrel program during 2014; and

WHEREAS, the Council believes that providing for a private /public partnership on the sale of the rain barrels is positive for the promotion of the program.

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

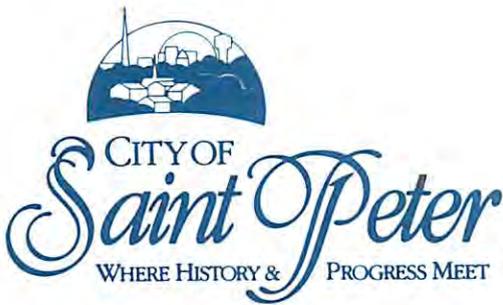
1. Staff is directed to utilize up to \$1,000 from Stormwater Funds for the payment of individual rebates for the purchase of rain barrels and/or rain barrel kits from these selected vendors: Arrow Ace Hardware, Mary's Flowers, St. Peter Greenhouse and Floral, and Traverse des Sioux Garden Center.
2. To be eligible for rebates the rain barrel must be of the two selected types or have a sale price greater than \$80.
3. Saint Peter utility customers are eligible for up to two rebates per utility address.
4. Rebates will be provided as a credit on the buyer's Saint Peter utility bill in the amount of \$25 for a rain barrel and \$10 for a rain barrel kit.
5. Rebates will be provided for the first fifty (50) Rain Barrels sold.
6. The program will run from May 15, 2014 to July 15, 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 5, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Nicollet Avenue Electric Project Bid Authorization

ACTION/RECOMMENDATION

Authorize receipt of bids for purchase of electric switches and related items.

BACKGROUND

The City built a new substation with a new transmission transformer on Sunrise Drive last year. The City currently has four substation transformers in operation; two at the South Front Street Substation, one at the Broadway Substation, and one at the Sunrise Substation. The four transmission transformers provide redundancy for the City and if one of the transformers fails, the other three have enough capacity to provide electric power to the City.

One of the two 45-year old transformers at the South Front Street Substation failed and was replaced in 2012. There is some risk that the remaining original transformer could fail at any time. The risk is mitigated to some extent with the addition of the Sunrise transformer which allows reduction in the load on our oldest (1965) transformer. If one transformer fails at the South Front Street Substation, it is difficult and time consuming to reroute electricity through the distribution system to utilize all the remaining three transformers to provide power to the entire City. The remaining old transformer could be replaced at an estimated cost of \$500,000-\$600,000; however, the City would still have the problem of routing electricity to provide redundancy for the electric circuits on the west side of the City.

To overcome this issue, I propose construction of a distribution circuit from the Sunrise Substation to Nicollet Avenue and following Nicollet Avenue to Broadway Avenue completing the circuit between the Broadway Substation and the Sunrise Substation. The proposed circuit will also provide redundancy (feed from two directions) for the Welco West, Westview and Windsor Pond Subdivisions. The remainder of the circuit will provide interconnection between the Sunrise and Broadway Substations for now and will be available in the future to provide service to anticipated growth along Nicollet Avenue.

The City purchased the wire to complete this circuit in December 2012 when a company had a special end of season deal on distribution wire. Pricing was at about one-half the normal cost with a total cost of \$111,600. The City has received delivery of the wire. In order to install this west circuit, we also need to purchase five switches and related materials. A sixth switch located on Dodd Avenue, which is having problems with mice, also needs to be changed out.

The cost estimate for the switches and related materials to complete the electric distribution circuit is estimated to be \$380,000. Conduit, which was installed as a part of the new underground transmission line installation along Nicollet Avenue, is already in place for the installation of the wire. City staff will install all of the equipment to establish this new circuit.

Staff is seeking authorization to receive bids for the materials needed for this project. Once the bids have been received the City Council will have an opportunity to determine whether the project will proceed or not.

FISCAL IMPACT:

This work would be funded from the Electric Utility fund.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: The project will not proceed.

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.

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AUTHORIZING THE RECEIPT OF BIDS FOR PURCHASE OF MATERIALS
FOR NICOLLET AVENUE ELECTRIC PROJECT**

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

WHEREAS, the City planned for installation of a west electric distribution circuit interconnecting the Broadway Substation to the Sunrise Substation; and

WHEREAS, conduit was installed parallel to the underground transmission line to accommodate this installation; and

WHEREAS, the underground transmission line has been installed and the Sunrise Substation is complete and operational; and

WHEREAS, Welco West, Westview and Windsor Pond Subdivisions are fed electricity from only one direction; and

WHEREAS, the south portion of this new circuit would provide a second feed for the subdivisions; and

WHEREAS, the City has redundancy with four substation transformers; whereby, any three of these should be able to feed electricity to the entire community; and

WHEREAS, a west electric circuit is required to allow redistribution of electricity depending on which substation transformers are available; and

WHEREAS, the wire for the proposed circuit has been purchased and is in inventory; and

WHEREAS, staff recommends authorization be provided for the receipt of bids for switches and connecting materials for the proposed electric circuits.

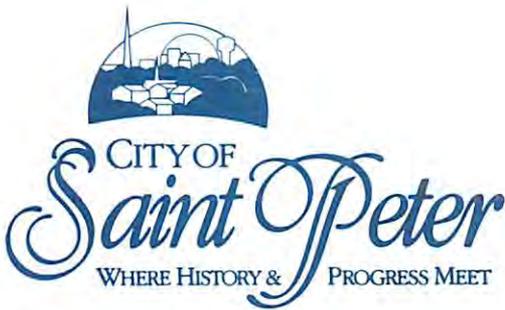
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: staff us authorized to proceed with receipt of bids for switches and connecting materials for a west electric circuit located along Nicollet Avenue.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of March, 2014.

Jeffrey Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/12/14

FROM: Russ Wille
Community Development Director

RE: Vacate Washington Ave / TH295 & TH333

ACTION/RECOMMENDATION

Following public hearing, adopt the attached resolution providing for the vacation of those portions of Washington Avenue, TH295 and TH333 rights-of-way which were abandoned upon the realignment of Washington Avenue where it enters the Regional Treatment Center.

BACKGROUND

In 2011, the City of Saint Peter, in cooperation with the State Department of Administration and the Minnesota Department of Transportation, provided for the redesign, provided for the realignment and provided for the reconstruction of Washington Avenue as it enters the campus of the Regional Treatment Center and further connects to Highway #169.

Prior to the reconstruction, the City of Saint Peter adopted Road Right of Way Plat No. 1 which established the new sections of road right-of-way.

Adoption of the new plat and reconstruction caused instances where the former road right-of-way was abandoned and is no longer necessary for transportation purposes. It is appropriate at this time to take the official action to vacate the unused portions of right-of-way.

The Planning and Zoning Commission considered the requested vacations at their March 4, 2014 meeting and have recommended that the City Council officially vacate the unused portions of right-of-way per the 2011 realignment plan. The City Council must conduct a public hearing to received citizen input regarding the proposed vacation.

Given that no petition has been received for the vacation, the City Council must approve the vacation by supermajority of five affirmative votes.

FISCAL IMPACT:

Other than the customary fee for publication of the hearing notice, no fiscal impact associated with vacation of the right-of-way has been identified.

ALTERNATIVES/VARIATIONS:

Do not act: The portions of roadway suggested for vacation will remain road right-of-way.

Negative Votes: The abandoned portions of roadway suggested for vacation will remain road right-of-way.

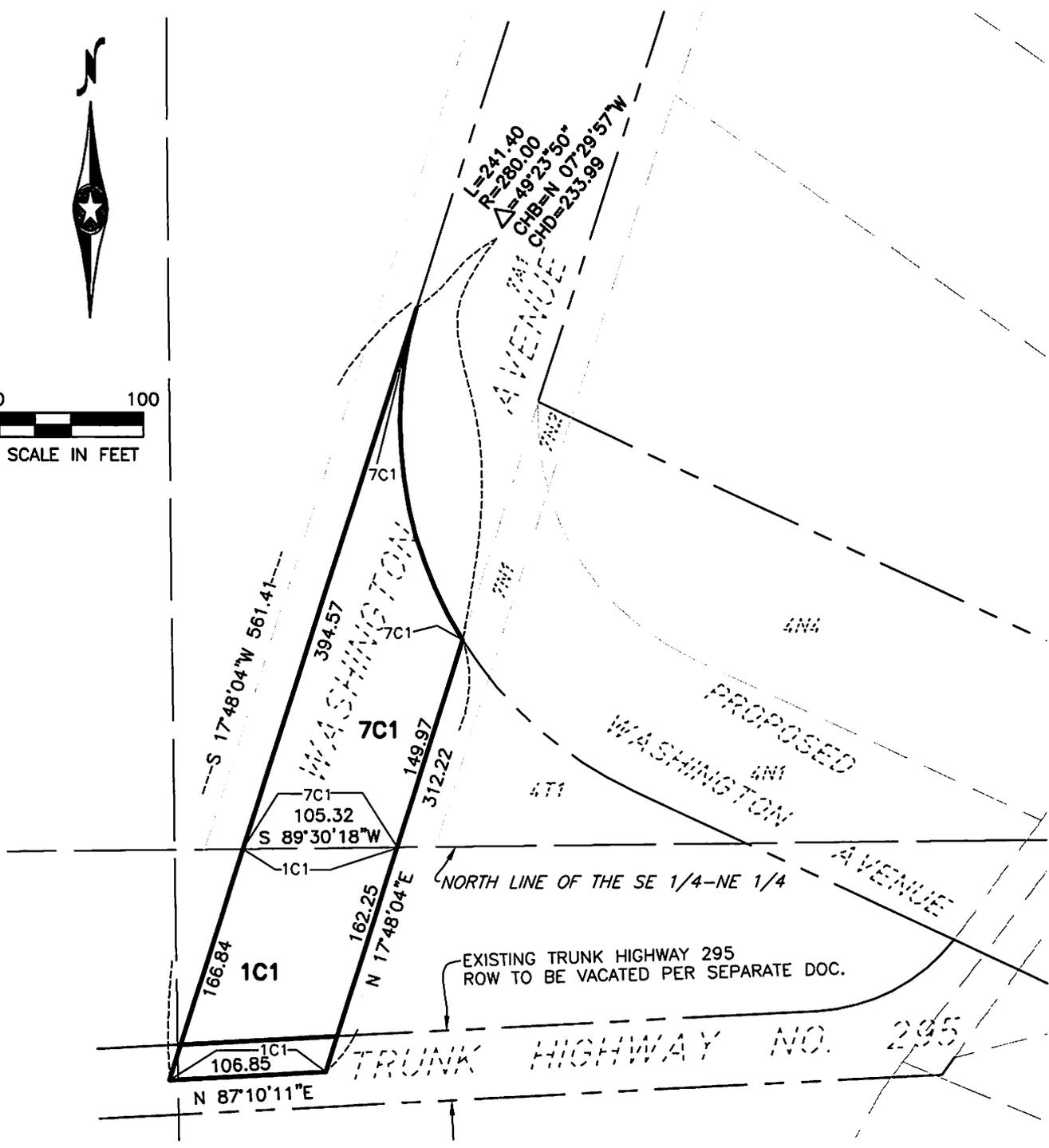
Modification of the Resolution: This is always an option of the Council.

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

RJW



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SHEET 1 OF 2

VACATION EXHIBIT
SAINT PETER, MINNESOTA

PART OF NORTHEAST 1/4, SECTION
29-110-26, NICOLLET COUNTY

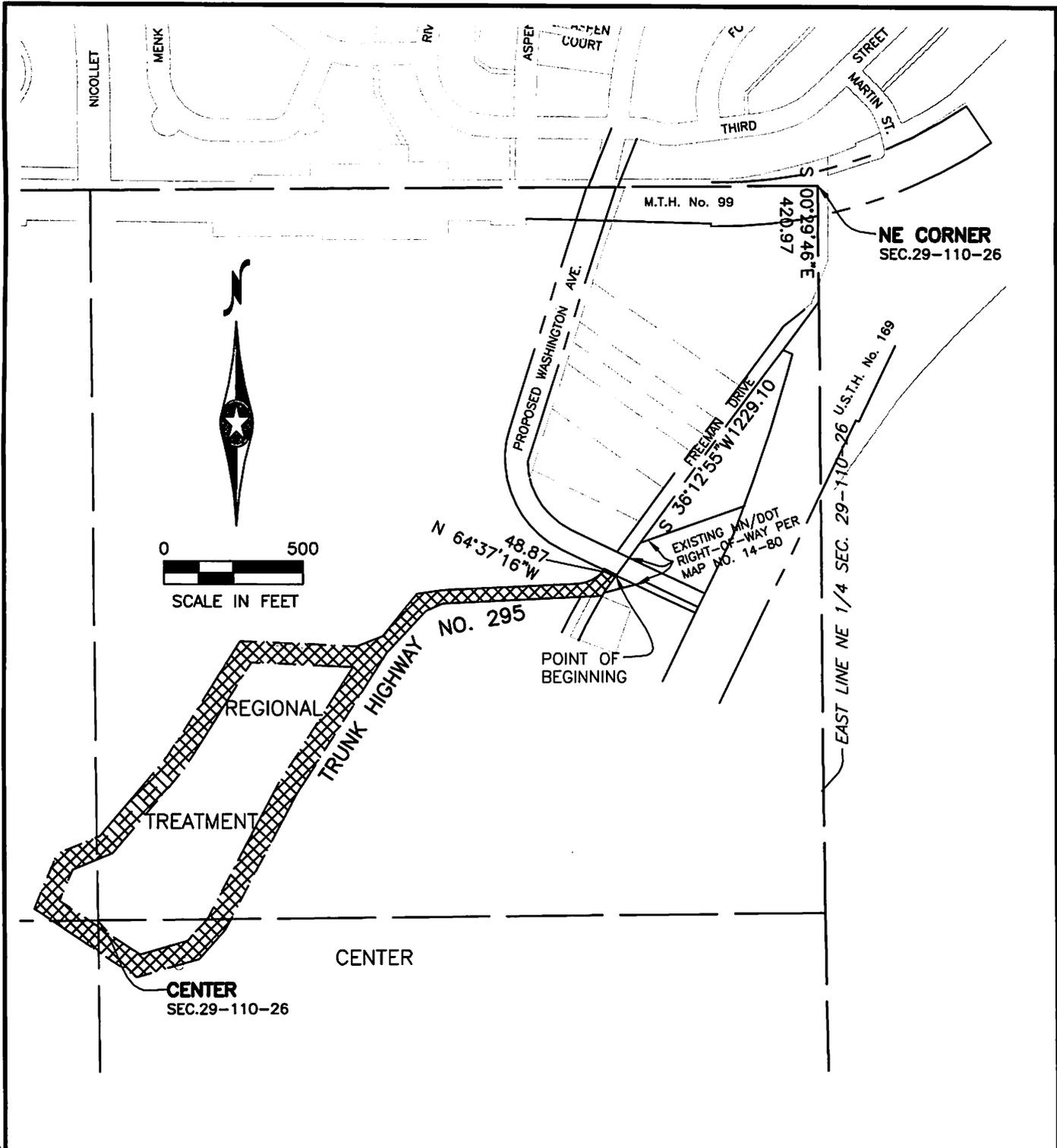


BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
 WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

FOR: CITY OF SAINT PETER

76

29-110-26 (11,14)



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SHEET 1 OF 2

VACATION EXHIBIT FOR MTH 295
SAINT PETER, MINNESOTA

PART OF TH NO. 295, NE 1/4,
SEC. 29-110-26, NICOLLET COUNTY,
MINNESOTA



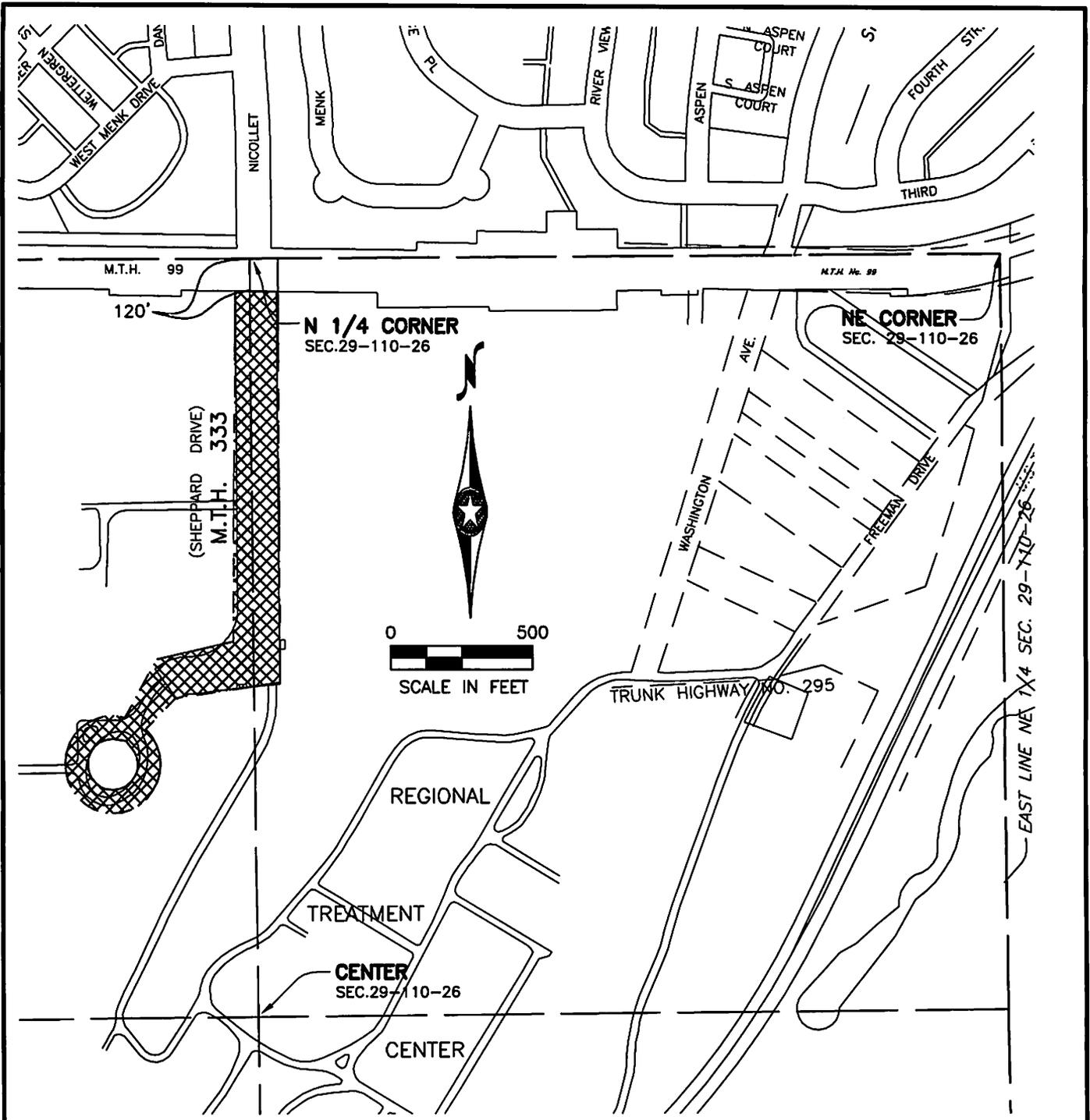
BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

FOR: CITY OF SAINT PETER

77

SEC. 29-110-26-10



SHEET 1 OF 2

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VACATION EXHIBIT FOR MTH 333
SAINT PETER, MINNESOTA

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

PART OF TH NO. 333, N 1/2,
SEC. 29-110-26, NICOLLET COUNTY,
MINNESOTA

FOR: CITY OF SAINT PETER

SEC. 29-110-26-10

I:\STPE\M14100404\CAD\100404EX3.DWG 09-30-2009 2:33p.m.

I:\STPE\M14100404\SU\100404H01.CRD JOB NUMBER: M14.100404 FIELD BOOK:

DRAWN BY: JDZ

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION VACATING THOSE SECTIONS OF WASHINGTON AVENUE, TH295 AND TH333 ABANDONED UPON THE 2011 REALIGNMENT OF SOUTH WASHINGTON AVENUE

WHEREAS, the City Council had previously approved Road Right of Way Plat No. 1 which provided for the realignment of South Washington Avenue as it enters the campus of the Regional Treatment Center and Highway #169; and

WHEREAS, the realignment resulted from negotiations between the City of Saint Peter, Minnesota Department of Administration and the Minnesota Department of Transportation as to access and campus security; and

WHEREAS, the realignment caused the abandonment of right-of-way no longer necessary for public purposes; and

WHEREAS, at this time it is appropriate to provide for the vacation of right-of-way abandoned on the alternative plat and no longer necessary to the transportation network of roads.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: those portions of South Washington Avenue, Trunk Highway 295 and Trunk Highway legally described as follows are hereby vacated:

Trunk Highway No. 333 right of way reverted to the City of Saint Peter in accordance with Laws of Minnesota for 2008, Chapter 350, Article 1, Section 89, Subdivision 1, described in a Notice of Transfer of Trunk Highway No. 333 effective September 1, 2009 described as follows:

Beginning at a point on the south line of the state highway right of way of Trunk Highway 99, said point is located on or near the north-south quarter line of Section 29, Township 110 North, Range 26 West, approximately 120 feet south of the north quarter corner thereof; thence southerly and southwesterly along the centerline of Trunk Highway No. 333 for approximately 0.5 miles to a point on the grounds of the St. Peter Regional Treatment Center and there terminating.

and

Part of Washington Avenue, shown as Parcels 7C1 and 1C1, per the plat of CITY OF SAINT PETER ROAD RIGHT OF WAY PLAT NO. 1 Washington Avenue-Freeman Drive as recorded in Document No. 292571.

and

All that part of Trunk Highway No. 295 in Section 29, Township 110 North, Range 26 West lying southerly of the following described line:

Commencing at the Northeast corner of said Section 29; thence South 00 degrees 29 minutes 46 seconds East, an assumed bearing on the east line of the Northeast Quarter of said Section 29, a distance of 420.97 feet; thence South 36 degrees 12 minutes 55 seconds West, a distance of 1229.10 feet to the point of beginning; thence North 64 degrees 37 minutes 16 seconds West, a distance of 48.87 feet and there terminating. Said line also being the southerly line of Parcels 4P1 and 1P1 of the CITY OF SAINT PETER ROAD RIGHT OF WAY PLAT NO. 1 Washington Avenue-Freeman Drive as recorded in Document No. 292571.

The above referenced Trunk Highway No. 295 right of way reverted to the City of Saint Peter in accordance with Laws of Minnesota for 2008, Chapter 350, Article 1, Section 89, Subdivision 1, described in a Notice of Transfer of Trunk Highway No. 295 effective September 1, 2009 described as follows:

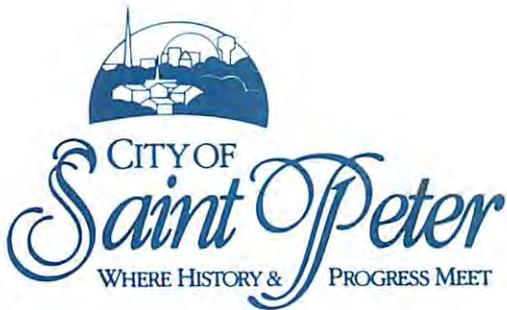
Beginning at a point on the northwesterly line of the state highway right of way of Trunk Highway No. 169; said point is located approximately 500 feet south and approximately 100 feet west of the northeast corner of Section 29, Township 110 North, Range 26 West; thence in a general southwesterly direction along the centerline of Trunk Highway No. 295 for approximately 0.5 miles to the beginning of a service loop on the grounds of the St. Peter Regional Treatment Center; thence continue southerly, westerly, northerly and easterly round said loop for approximately 0.7 miles and there terminating.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/12/14

FROM: Russ Wille
Community Development Director

RE: Registered Land Survey #65

ACTION/RECOMMENDATION

Accept Registered Land Survey #65 which splits Lot 4, Block 2, Pine Pointe Subdivision No. 3 as petitioned by the owner.

BACKGROUND

Paul and Maureen Tanis own Lot 4, Block 2, Pine Pointe Subdivision No. 3, City of Saint Peter, Nicollet County, Minnesota. They have submitted Registered Land Survey #65 for consideration and acceptance.

The Tanis' are seeking to split Lot 4 into two separate parcels as shown on the engineering diagram submitted. If approved, RLS #65 would create Parcel A, RLS #65 and Parcel B, RLS #65.

It is expected that Tract A would be sold for the development of a single family home. This Parcel would contain approximately 23,700 square feet and would provide 101 feet of frontage along Pine Pointe Curve. The lot would meet the development regulations contained within the zoning ordinance.

Tract B would be sold to Dr. Marlow who owns the abutting five parcels to the south of Lot 4. Dr. Marlow would seek to combine Parcel B with his existing residential lot. Parcel B would not be independently developable and has no access from Pine Pointe Curve.

The Planning and Zoning Commission considered Registered Land Survey #65 at their March 4, 2014 meeting. The Commission conditionally recommended that the City Council accept RLS #65 as submitted. The recommendation was contingent upon Dr. Marlow's confirmation of his pending purchase of Parcel B from Tanis and his acknowledgment that the Parcel must be combined administratively with his existing lot(s) and is not otherwise independently developable.

Dr. Marlow has provided the documentation as requested by the Planning and Zoning Commission. As such, the Commission would recommend approval and acceptance of RLS #65.

FISCAL IMPACT:

The applicant has paid the \$200 fee for consideration of the Registered Land Survey as established by the adopted fee schedule. No other fiscal impact has been identified.

ALTERNATIVES/VARIATIONS:

Do not act: The applicant will be notified of the Council's decision not to act on the matter.

Negative Votes: The applicant will be notified of the City Council's denial of the RLS.

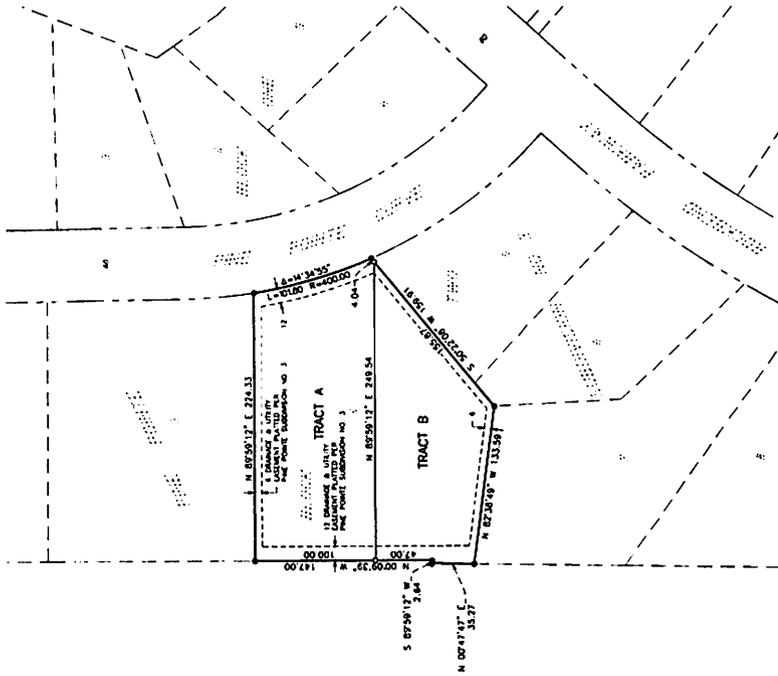
Modification of the Resolution: This is not an option. The matter must be considered as per the petition.

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

RJW

OFFICIAL PLAT

REGISTERED LAND SURVEY NO. 65
CITY OF ST. PETER, MINNESOTA



SURVEYOR'S CERTIFICATE
I, the undersigned, in accordance with the provisions of Chapter 503, Minnesota Statutes of 1986, as amended, I have surveyed the following described tract of land in Nicollet County, Minnesota, to wit:
Lot 4, Block 1st, Pine Pointe Subdivision No. 3, City of St. Peter, Nicollet County, Minnesota
I hereby certify that the Registered Land Survey is a correct description of said survey done this _____ day of _____, 20____.

Rory Jensen, Land Surveyor
Minnesota Registration No. 19729

WITNESSES CERTIFICATE
We, the undersigned, being Justices of the Peace in and for the County of Blue Earth, State of Minnesota, do hereby certify that the foregoing instrument was acknowledged before me, this _____ day of _____, 20____, by Rory Jensen, Land Surveyor, Minnesota License No. 19729.

John L. Ditch
Mayor, Public, Blue Earth County, Minnesota
My Commission Expires 1-31-2012

REVIEW
Be it known that on the _____ day of _____, 20____, the Planning Commission of the City of St. Peter, did duly review this part of REGISTERED LAND SURVEY NO. 65.

Chair _____ Secretary _____

APPROVAL
I, _____ Mayor of the _____ day of _____, 20____, the City Council of the City of St. Peter, did duly approve this part of REGISTERED LAND SURVEY NO. 65.

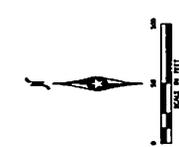
Mayor _____ Clerk _____

CITY CLERK'S CERTIFICATE
I hereby certify that the current taxes have been paid, that there are no liens against the land, and that the current taxes and transfer tax have been paid on the land described herein on the _____ day of _____, 20____.

Nicollet County Auditor-Treasurer



VICINITY MAP
ITS



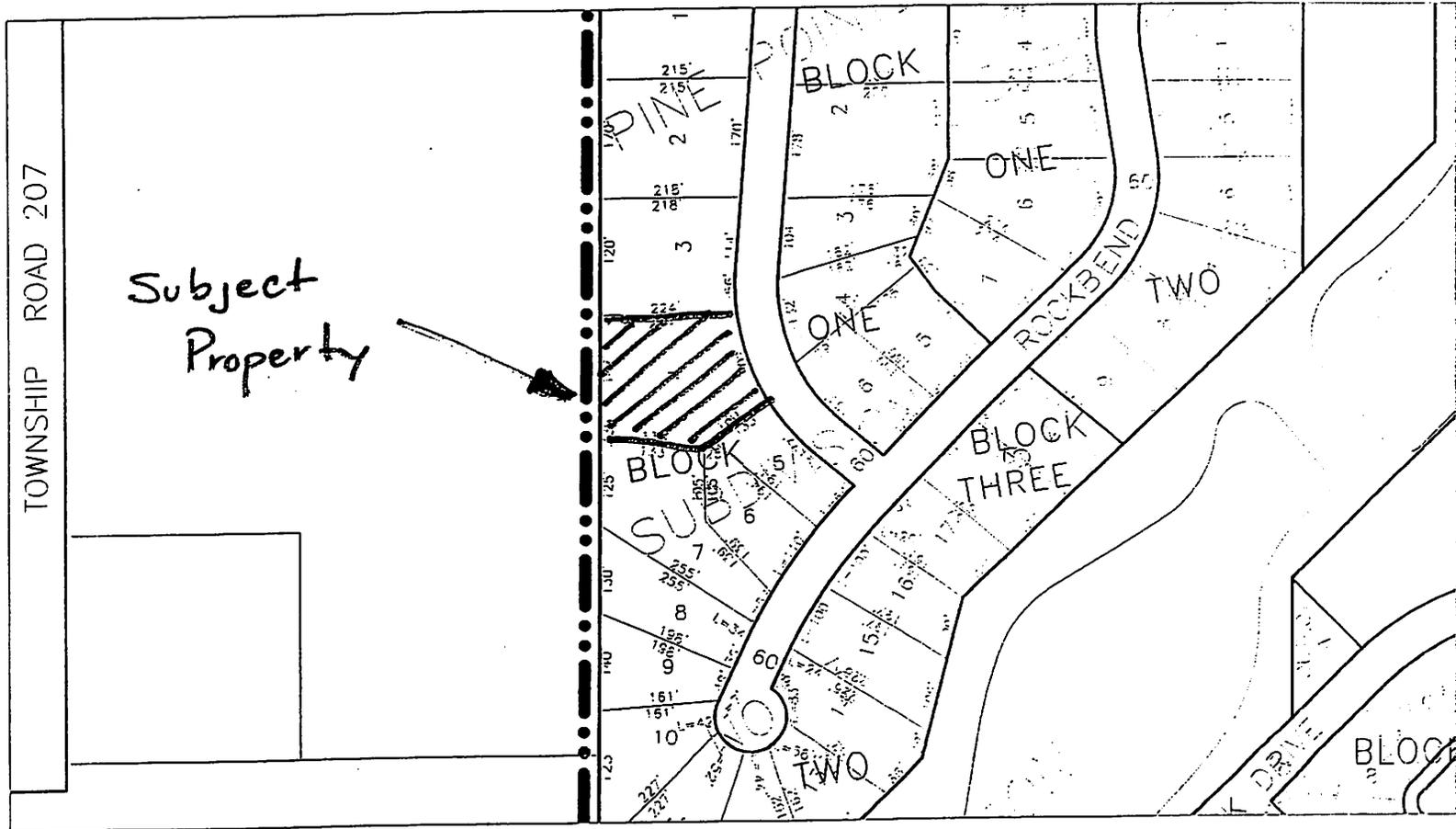
LEGEND
○ 1/4" scale and boundary of lot
● 1/4" scale and boundary of lot
● 1/4" scale and boundary of lot

Boundaries are based on Pine Pointe Subdivision No. 3

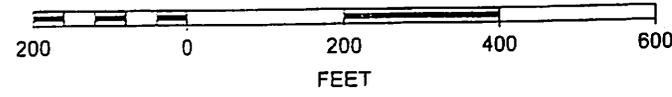
88

St. Peter, MN

- Base Map - 2/12'
- Street Text - In ROW
 - Street ROW
 - Street Pavement
 - Street Pavement - Private
 - Street Dimensions
 - Vacated Streets
 - Lakes & Rivers
 - Lakes & Rivers Text
 - Railroad
 - Railroad Text
 - Buildings
 - Building Text
 - Park
 - Park Text
 - School Text
 - Storm Ponds
- Lot Information - 2/12'
- Subdivision Names



SCALE 1 : 3,025



DRAFT

March __, 2014

Russ Wille
Community Development Director
City of St. Peter
227 South Front Street
St. Peter, MN 56082

Re: Richard K. Marlow and Kristen J. Marlow
Paul H. Tanis Jr. and Maureen E. Tanis
Certificate of Title No. 11858
Lot Four (4), Block Two (2), Pine Pointe Subdivision No. 3
excepting the northerly 100 feet thereof as determined by a Registered Land Survey
St. Peter, Nicollet County, Minnesota ("Property")

Dear Mr. Wille:

Let this letter serve as acknowledgment of the following:

1. The Property will be combined as a single tax parcel with Parcel ID 19.711.0130.
2. The Property may not be developed unless combined with another lot.

If anything further is needed, kindly advise.

Richard K. Marlow

Kristen J. Marlow

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION ACCEPTING REGISTERED LAND SURVEY #65, CREATING TWO PARCELS
UPON THE SPLIT OF LOT 4, BLOCK 2, PINE POINTE SUBDIVISION #3.**

WHEREAS, a request has been made by the Paul and Maureen Tanis to further subdivide one parcel of land legally described as Lot 4, Block 2, Pine Pointe Subdivision No. 3, City of Saint Peter, Nicollet County, Minnesota; and

WHEREAS, the City Code allows for the acceptance of a registered land survey to subdivide property; and

WHEREAS, it is determined that requiring a replat of the property would create a hardship if the property owner is forced to comply with the provisions of the subdivision regulations; and

WHEREAS, accepting the registered land survey will not be detrimental to the public welfare or injurious to other properties in the locale in which the property is located; and

WHEREAS, accepting the registered land survey is not contrary to the provisions of the comprehensive plan for the development of the City; and

WHEREAS, the Planning and Zoning Commission has recommended approval of the subdivision request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Registered Land Survey submitted to the City of Saint Peter for Lot 4, Block 2, Pine Pointe Subdivision No. 3, City of Saint Peter, Nicollet County, Minnesota is approved and that the resulting two lots shall be legally described as:

Tract A, Registered Land Survey #65, City of Saint Peter, Nicollet County, Minnesota;

And

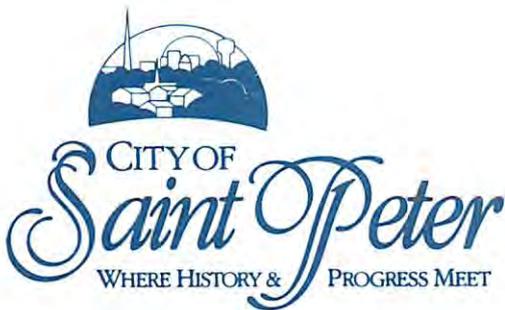
Tract B, Registered Land Survey #65, City of Saint Peter, Nicollet County, Minnesota.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/20/14

FROM: Russ Wille
Community Development Director

RE: Tanis Brothers, LLC – Revolving Loan Request

ACTION/RECOMMENDATION

Approve a \$59,012 revolving loan to Tanis Brothers, LLC to partially finance the renovation and rehabilitation of a commercial structure located at 309 South Minnesota Avenue.

BACKGROUND

In December, 2012, Tanis Brothers, LLC purchased the commercial property at 309 South Minnesota Avenue. The main floor commercial space is leased by Comfort Systems. The second floor of the property has been unused since the 1998 tornado. Tanis Brothers intend to renovate the second floor to create two apartments that will be offered for lease.

Shortly after the time of purchase, an application for partial EDA financing of the improvements was initiated. During the interim period, final construction quotes were received from area contractors. A “post-construction” appraisal was also prepared and delivered to the primary project lender.

The creation of the residential units will generate additional cash flow once occupied. To make the space habitable, a significant construction project is required. Tanis Brothers, LLC has received quotes from local contractors to complete the renovation. The quoted prices are as follows.

Michel's Dry Wall	\$	27,343
Ballman Roofing & Coating		1,080
Menk Electric		18,000
Comfort Systems		16,475
Ottawa Plumbing & Heating		14,000
Ron Johnson (Flooring)		10,930
Bishop Construction		33,596
TOTAL:	\$	121,424

It has been verified that the property was purchased in December, 2012 at a price of \$85,000. The original purchase financing included a \$70,000 loan from Nicollet County Bank and \$15,000 in cash provided by Tanis Brothers, LLC at closing. Given the delay in the project, the applicant

has requested, and the EDA has agreed, that the original \$15,000 be considered as a portion of the applicant's equity contribution towards the project. In addition to the \$15,000 applied towards purchase, Tanis Brothers incurred \$1,714 in closing costs and have expended \$1,875 towards the demolition of the future apartment spaces.

The total project funding identified by source and use is as follows:

	<u>NCB</u>	<u>EDA</u>	<u>TANIS BROS.</u>	<u>TOTAL</u>
Real Estate:	\$70,000	\$0	\$15,000	\$85,000
Closing Costs	\$0	\$0	\$1,714	\$1,714
Demo	\$0	\$0	\$1,875	\$1,875
Remodel/Renovate	<u>\$60,000</u>	<u>\$59,012</u>	<u>\$2,412</u>	<u>\$121,424</u>
TOTAL	\$130,000	\$59,012	\$21,001	\$210,013
% OF PROJECT	61.90%	28.10%	10.00%	\$100

Tanis Brothers, LLC have requested access to the below market rate revolving loan funds to allow for completion of the residential construction that would provide for an affordable lease rate. When occupied, the rent generated from the apartments will assist in maintaining the affordability of the primary ground floor commercial space.

It is proposed that the loan be secured through the acquisition of a second mortgage against the 309 South Minnesota Avenue property. Nicollet County Bank currently holds the first mortgage associated with December, 2012 purchase of the property. Nicollet County Bank is also being asked to provide a new loan of \$60,000 to match the funds requested from the EDA. The total Nicollet County Bank project financing, including the original purchase by Tanis Brothers by Nicollet County Bank will equal \$130,000 and will be secured by a first mortgage on the property.

An appraisal of the property and proposed construction has recently been completed by Appraisal Services out of Mankato. The appraisal establishes a current value of \$105,000. Following the renovation and construction of the two residential apartments, Appraisal Services suggests that the appraised value of the property will increase by \$150,000 to a total value of \$255,000.

The addition of residential units within downtown Saint Peter is consistent with the goals for development previously adopted by the City Council. The availability of new downtown residential apartments is also supported by the findings of the July, 2012, Saint Peter Housing Study which determined that there are very few vacant residential apartments in Saint Peter.

The EDA considered Tanis Brothers, LLC's requested loan at their February, 2014 meeting. The EDA discuss the need for Tanis Brothers, LLC to commit a minimum of 10% equity towards the successful completion of the renovation. As such, the EDA asked that the Community Development Director verify the Tanis Brothers expenditures related to the closing and demolition of the interior of the property.

Upon such review, Tanis Brothers have adequately demonstrated the additional incurred costs and it has been determined that they would be providing at least 10% of the total project costs as per EDA policy.

FISCAL IMPACT:

A \$59,012 revolving loan would be provided from the established account(s). The note will be amortized on a 20 year schedule with the loan to be repaid via balloon payment after 10 years. The note will be charged a 3% rate of interest

ALTERNATIVES/VARIATIONS:

Do not act: Mr. Tanis will be notified that the City Council has failed to act on the loan request.

Negative Votes: Mr. Tanis will be notified of the denial.

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.

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION APPROVING \$59,012 REVOLVING LOAN TO TANIS BROTHERS, LLC TO PARTIALLY FINANCE THE RENOVATION AND REHABILITATION OF A COMMERCIAL STRUCTURE LOCATED AT 309 SOUTH MINNESOTA AVENUE

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 disbursement of new loans; and

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

WHEREAS, Tanis Brothers, LLC has submitted an application to partially finance the renovation and rehabilitation of a commercial structure located at 309 South Minnesota Avenue; and

WHEREAS, the project is an eligible activity of the revolving loan fund; and

WHEREAS, the project is consistent with the City Council's stated goal of providing additional second-story residential apartments within the historic downtown; and

WHEREAS, the project will assist in addressing the absence of vacant residential rental units identified in the 2012 Saint Peter Housing Study; and

WHEREAS, the EDA has determined that the prohibition against providing revolving loan funding to residential projects is not applicable to tangential, accessory residential units when they are incidental to the primary commercial use of the structure; and

WHEREAS, the EDA has determined that the job creation criteria of the loan program would not be applicable to building renovation projects within the downtown when such repair/renovation is necessary and appropriate to maintain the utilization and affordability of the primary commercial space.

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

1. A loan of \$59,012 is approved for Tanis Brothers, LLC to partially finance the renovation and rehabilitation of a commercial structure located at 309 South Minnesota Avenue.
2. The loan shall be amortized on a twenty (20) year scheduled although due and payable in full at the conclusion of the fifth (5th) year.
3. The note shall bear interest at a rate of 3.0%.

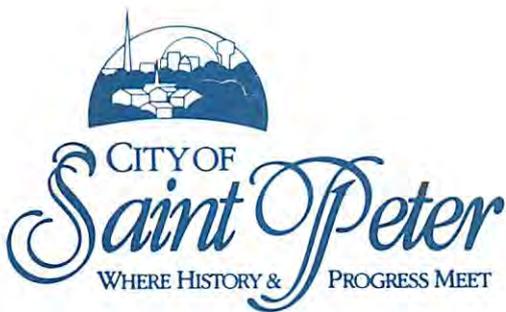
4. The note shall be personally guaranteed by Patrick J. Tanis.
5. A second mortgage shall be secured against the 309 South Minnesota Avenue property in the name of the City of Saint Peter which may be subordinate to the first mortgage to be held by Nicollet County Bank in an amount not to exceed \$130,000.
6. The loan shall become immediately due and payable upon the sale of the property and may not be assigned without the written consent of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/17/14

FROM: Russ Wille
Community Development Director

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

ACTION/RECOMMENDATION

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

BACKGROUND

The existing three year lease of the 430 Ritt Street property to Peter Jones is set to expire on March 31, 2014. Mr. Jones has indicated that he would not exercise his option to renew the lease for an additional three years.

Mr. Jones has sublet approximately 2/3 of the building to Quality Products, LLC a subsidiary of M.R.C.I., Mankato. Quality Products provides for the packaging and shipping of candy products.

In anticipation of the expiration of the lease, I have attempted to negotiate the sale of the 430 Ritt Street property to Quality Products, LLC. Unfortunately, we have yet to agree on the final terms of a sale, including purchase price.

Recognizing that time is of the essence and Quality Products desire to remain at the 430 Ritt Street location, I have negotiated a one year lease of the property by Quality Products. Quality Products would also have the option of renewing the lease for a second year.

The proposed lease provides for a rate of \$3.00 / square foot / year. The monthly rent charged would calculate to be \$9,166 / month. This is the same rate paid by Jones for the previous three years. Financial analysis of the last three years suggests that the rate charged sufficiently covers the maintenance and other lease expenses incurred by the EDA.

The proposed lease allows either Quality Products or the EDA to terminate the lease subject to sixty (60) days written notice. Clear that they would prefer to own the building in which they operate, Quality Products intends to explore alternative industrial properties which may be for sale within the market. Likewise, the City of Saint Peter intends to market the building for sale and would terminate the Quality Products lease should an alternative buyer come forward.

The lease acknowledges that the existing tenant (Jones) may not fully vacate the property at the conclusion of his three year lease. I have consistently communicated to Jones that he must fully vacate the premises as per the terms of the lease. However, Jones has suggested that any delay would be the result of logistics and the ability to physically relocate his possessions

If Jones has not fully vacated the premises, Quality Products, LLC would not be charged the \$3.00 / square foot rate for the portion of the building occupied by Jones. Once Jones has fully vacated the premises, Quality Products would begin paying the full monthly rent of \$9,166 / month.

The EDA considered the proposed lease at a special meeting held on March 20, 2014. The EDA has recommended that the Council authorize the EDA President to sign the lease on behalf of the City.

FISCAL IMPACT:

Quality Products would pay \$9,166 / month to the EDA to lease the 430 Ritt Street property. Analysis of the existing lease's performance suggests that the rate charged is sufficient for cash flow purposes.

ALTERNATIVES/VARIATIONS:

Do not act: The 430 Ritt Street property would become vacant on March 31, 2014 and would be marketed for sale.

Negative Votes: The 430 Ritt Street property would become vacant on March 31, 2014 and would be marketed for sale.

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

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

RJW

LEASE

THIS LEASE, made and entered into this 24th day of March, 2014, by and between Quality Products, LLC as "TENANT" and the Saint Peter Economic Development Authority, as "LANDLORD".

WITNESSETH

1. PREMISES.

a) Landlord does hereby lease to Tenant and Tenant does hereby hire from landlord the following: an area of approximately 36,664 square feet "Building" located at 430 Ritt Street, Saint Peter, MN and the adjoining Lot 5, Block 2, Industrial Park Subdivision, hereinafter described as the "PREMISES" and as shown on the attached EXHIBIT A.

2. TERM. The term of this lease shall be one (1) year commencing on April 1, 2014. All operating expenses shall be paid and insurances shall be in place by tenant at that time. The tenant shall have an option to extend the lease for a second year. Notice of Tenant's desire to extend the lease shall be provided as contained in Section 5, OPTION TO RENEW.

3. RENT.

a) Tenant covenants to pay Landlord rent – payable on the first day each and every month -- for the Premises as follows: \$3.00 dollars / square foot / year calculated to be \$9,166.0 / month. Should the tenant choose to exercise their option to extend the lease by an additional year, the rent shall remain at the \$3.00 / square foot / year rate.

b) The Landlord and Tenant acknowledge that 13,128 square feet of the Premises are currently occupied by an alternative Tenant which is obligated to vacate the Premises upon the termination of their lease on March 31, 2014. In the event that the previous Tenant fails to vacate the property prior to the commencement of this lease on April 1, 2014, the Tenant will not be obligated to pay rent on that portion of the building unlawfully occupied by the previous occupant. The Tenant shall begin payment of the full lease identified in this Section once they have full access and use of the property.

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

d) Rent shall be payable without any offset or deduction of any kind, with the exception of the terms and conditions of an option to purchase as set forth in Section 25 of this Lease, **OTHER TERMS AND CONDITIONS.**

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

5. **OPTION TO RENEW.**

a) Tenant, provided it is not in default under the terms of this Lease, shall have the option of renewing this lease for an additional one (1) year term, provided that Tenant notifies Landlord of its intent to exercise its renewal option by December 31, 2014.

6. **LEASEHOLD IMPROVEMENTS / ALTERATIONS.**

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

b) Any leasehold improvements or any other improvements to the structure, property or mechanical system shall be deemed property of the Landlord at the expiration of this lease or earlier termination of this lease. Notwithstanding anything herein to the contrary, any damage to the structure, property or mechanical systems of the Premises, including the roof, parking lot and exterior walls, caused by the performance of such alterations shall be repaired by the Tenant at its sole expense.

7. **MAINTENANCE AND REPAIR.**

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

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

c) Tenant, at its sole expense, shall maintain the grounds and landscaping in an appropriate manner and shall provide for the mowing of the grass in conformance with all applicable municipal ordinances. The Tenant shall provide for the removal of any trash, rubbish or other garbage which may accumulate upon the grounds.

d) Tenant, at its sole expense, shall provide for the removal of snow and ice from the parking areas, doorways, exterior steps and pedestrian walkways as well as all other portions of the Premises.

e) Tenant, at its sole expense, shall contract with a qualified firm to undertake an annual inspection and testing of the Wet Pipe Fire Sprinkler System which meets the minimum requirements of NFPA 25-2008. Tenant shall undertake all maintenance or repairs suggested in the written inspection report. Copies of such annual report shall be provided to the Landlord upon receipt by the Tenant.

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

9. **UTILITIES**. Tenant shall pay the cost of sewer, water, electricity, natural gas, telecommunications utilities usage. The Tenant shall also pay for the cost of trash removal which must be undertaken in accordance with municipal ordinance.

10. **INSURANCE**.

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

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

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

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

e) Policies of fire and extended coverage insurance maintained by Tenant pursuant to this Section 10 or maintained by Landlord pursuant to this Section 10 shall contain a waiver of subrogation clause in favor of the other party thereto. Each of

Landlord and Tenant hereby waives, releases and discharges the other party from all claims and demands whatsoever which the releasing party may have or acquire in the future arising out of damage to or destruction of improvements or property that (i) if Landlord or Tenant is the releasing party, is occasioned by fire or other extended coverage perils or (ii) if Landlord or Tenant is the releasing party, is covered by other insurance actually maintained by the released party.

11. **ASSIGNMENT OR SUBLETTING**. Tenant shall not assign, transfer, mortgage or encumber this lease or sublet or rent or permit occupancy or use of the Premises in whole or in part, either voluntarily or involuntarily, without the prior written consent of the Landlord which consent shall not be unreasonably withheld.

12. **SIGNAGE**. The Tenant shall have the right to erect, or display a sign(s) on the property, such sign or signs advertising its business and location as Tenant considers necessary or desirable. Signage shall be permitted and installed as per the terms of the Saint Peter Zoning Code and upon payment of the established fee.

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

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

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

16. **DEFAULT AND RE-ENTRY**. Tenant covenants and agrees with Landlord that if default shall at any time be made by Tenant or its assigns in the payment of the rent or any other monetary obligations when due to Landlord, as herein provided, and if such default shall continue for a period of thirty (30) days after written notice thereof to Tenant or if default shall be made in any of the other covenants, agreements,

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

17. **EARLY TERMINATION**. After July 1, 2014, the either the Tenant or Landlord may, at its option terminate this lease upon providing notice to the other party at least Sixty (60) days prior to the desired date of vacancy. The Tenant shall provide access from that time forward to the Landlord, its employees or agents as attempts are made to secure an alternative Tenant of the Premises.

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

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

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

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

TENANT

Chief Financial Officer
15 Map Drive

LANDLORD

City Administrator
227 South Front Street

P.O. Box 328
Mankato, MN 56002-0328

Saint Peter, MN 56082

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

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

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

24. **PERSONAL PROPERTY**. If previously occupied by another tenant, Landlord shall be responsible to remove any existing chattel, fixtures and equipment located in the Premises, prior to Tenant's date of possession.

25. **OPTION TO PURCHASE**. During the original and renewal term of this Lease, Tenant shall have the option to purchase the Premises, including without limitation the land, buildings and all improvements at a price to be mutually agreed upon by the parties.

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

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

LANDLORD: St. Peter EDA

TENANT: Quality Products, LLC

By: _____
Bob Southworth
President

By: _____
XXXX XXXXX
XXXXXXXXXX

100 99

**EXHIBIT A
PREMISES**

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING THE PRESIDENT OF THE EDA TO EXECUTE A ONE YEAR LEASE OF THE 430 RITT STREET PROPERTY BY AND BETWEEN THE SAINT PETER ECONOMIC DEVELOPMENT AUTHORITY AND QUALITY PRODUCTS, LLC.

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

WHEREAS, the EDA has leased the property to Peter Jones for a three (3) year period which expires on March 31, 2014; and

WHEREAS, the Community Development Director has negotiated an alternative lease of the property to Quality Products, LLC for an initial period of one (1) year; and

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

WHEREAS, it is intended that the EDA will offer the property for sale and will obtain the services of a commercial realtor to assist in the marketing of the property.

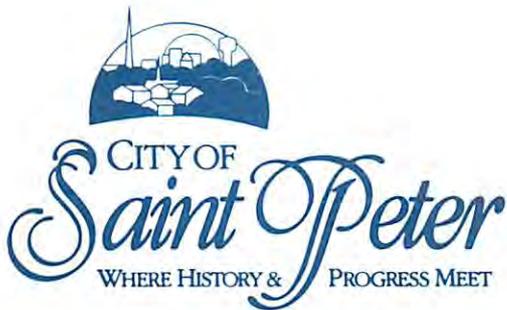
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the President of the Economic Development Authority is authorized to execute a lease by and between the Saint Peter EDA and Quality Products, LLC.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/17/14

FROM: Russ Wille
Community Development Director

RE: 430 Ritt Street – Real Estate Listing Agreement

ACTION/RECOMMENDATION

Adopt the attached resolution authorizing the President of the Economic Development Authority (EDA) to enter into a renewed real estate listing agreement with Coldwell Banker Fisher Commercial to market the sale of the 430 Ritt Street building.

BACKGROUND

In 2010, the City entered into a three year lease of the 430 Ritt Street building. The property has been leased by Jari, USA and they have in turn subleased space to MRCl.

The original lease was for a 3 year term which would expire March 31, 2014. The tenant, at their option, could opt to renew the lease for an additional three year period subject to the rent rate rising from \$3.00 per square foot to \$3.50 per square foot. The lease obligated the tenant to exercise the renewal option by October 1st.

Due to uncertainties related to the continued tenancy of the subtenant, Jari, USA was unable to provide for the renewal commitment within the required 180 days.

I have attempted to negotiate the sale of the property to a third party. Unable to successfully negotiate the sale of the property utilizing internal resources, it is appropriate to secure the services of a realtor to assist in marketing the property for sale to alternative interests.

Our existing tenant was secured through a lead developed by Coldwell Banker - Fisher Commercial who had the property listed for sale at the time. The City readily accepted the lease option to begin generation of revenues. The written listing agreement from 2010 has expired.

The EDA considered the real estate listing at their March 20, 2014 special meeting. The EDA has asked that the City Council authorize the President of the EDA to execute a lease by and between the EDA and Quality Products, LLC.

A copy of the proposed agreement is included in the agenda packet for your review and consideration.

A resolution has been prepared recommending that the City Council authorize the President of the EDA to enter into the real estate listing agreement as presented by Coldwell Banker Fisher Commercial.

FISCAL IMPACT:

The agreement is similar to the one executed in 2010. The realtor would receive a 6% commission from the successful sale of the property. The agreement would not require payment of a commission if the property is sold to M.R.C.I, Quality Product or the subsidiary or affiliate of either.

ALTERNATIVES/VARIATIONS:

Do not act: The Community Development Director will attempt to market and negotiate the sale of the property utilizing internal resources.

Negative Votes: The Community Development Director will attempt to market and negotiate the sale of the property utilizing internal resources.

Modification of the Resolution: Coldwell Banker – Fisher Group would need to accept any modification to the agreement required by the EDA.

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

RJW

COMMERCIAL-INDUSTRIAL EXCLUSIVE

Date March 4, 2014

Page 1

IN CONSIDERATION OF the Agreement of Coldwell Banker Commercial Fisher Group
(hereinafter referred to as "BROKER") to undertake to sell the premises hereinafter described, St. Peter FDA
(hereinafter referred to as "SELLER") grants to BROKER the exclusive
~~right to sell or contract to sell the property at~~ 430 Ritt St, St. Peter, Minnesota 56082
and legally described as Pin Number 19.571.0060 and 19.571.0050

(hereinafter referred to as the "PROPERTY") for the period from the date hereof through and including March 31, 2015
for the sum of (\$1,100,000.00) One Million one hundred dollars and zero cents
upon the following terms CASH
or at any other price, terms or exchange to which SELLER may consent.

SELLER understands that BROKER may list other properties during the term of this Agreement which may compete with SELLER'S PROPERTY for potential buyer.

SELLER'S OBLIGATIONS

If the PROPERTY is sold, SELLER shall promptly furnish BROKER with complete information concerning any person who during the period of this Agreement makes inquiry to SELLER regarding the sale, exchange or lease of the PROPERTY.

SELLER hereby agrees to furnish to Buyer an Abstract of Title, or a Registered Property Abstract or a Title Insurance Commitment, certified to date, to include proper searches covering bankruptcies and state and federal judgments and liens, and to execute or cause to be executed a deed conveying title to the PROPERTY to the Buyer and any further documents as may be required to consummate the sale in accordance with the terms above designated or with the terms to which SELLER may hereafter consent.

SELLER further agrees to promptly notify BROKER of any notices pertaining to the PROPERTY which are hereafter received during the term of this Agreement.

NOTICE: THE COMPENSATION RATE FOR THE SALE, LEASE, RENTAL OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND ITS CLIENT.

COMPENSATION

It is further agreed that SELLER shall pay BROKER a brokerage fee of six percent (6.0%) of the price for which the PROPERTY is sold or exchanged; upon occurrence of any of the following conditions:

1. The sale, contract for sale, exchange, or conveyance of the PROPERTY during the period of this Agreement by BROKER or any other person, including but not limited to SELLER, or any other agent or broker not a party to this Agreement, in accordance with the price, terms or exchange as set forth herein or as otherwise consented to by SELLER.
2. If a Buyer is procured, whether by BROKER, SELLER or anyone else, who is ready, willing, and able to purchase the PROPERTY at the price and terms set forth above and SELLER refuses to sell.
3. If SELLER agrees to sell the PROPERTY before this contract expires, and SELLER refuses to close the sale.
4. SELLER removes PROPERTY from the market before expiration of this Listing Agreement.

**COMMERCIAL-INDUSTRIAL EXCLUSIVE
LISTING AGREEMENT SALE**

Address 430 Ritt St. St. Peter, Minnesota 56082

Page 2

5. If SELLER grants an option to purchase the PROPERTY, SELLER shall pay BROKER a sales commission in the percentage provided herein based on the price paid for the option and for any extensions thereof. This compensation shall be paid upon receipt by SELLER of any such payments. In the event such option is exercised, whether during the term of this Agreement, or within six (6) months thereafter, SELLER shall also pay BROKER a sales compensation on the gross sales price of the PROPERTY in accordance with the provisions herein.
Notwithstanding the foregoing, to the extent that all or part of the price paid for the option or any extension thereof is applied to the sales price of the property, then any compensation previously paid by owner to BROKER on account of such option payments shall be credited against the compensation payable to BROKER on account of the exercise of the option.
6. During the term of this Listing Agreement or within 180 days (not to exceed 180 days, except for the purchase or sale of a business in which case it cannot exceed two (2) years) after the expiration of this Listing Agreement: (i) the PROPERTY is acquired by a public authority; (ii) an agreement to acquire the PROPERTY is reached with a public authority; or (iii) a public authority institutes eminent domain/condemnation proceedings to acquire the PROPERTY.
7. If within 180 days (not to exceed 180 days, except for the purchase or sale of a business in which case it cannot exceed two (2) years) after the end of this Agreement, SELLER sells or agrees to sell the PROPERTY to anyone who has made an affirmative showing of interest in the PROPERTY by responding to an advertisement or by contacting the BROKER or salesperson involved or has been physically shown the PROPERTY by the BROKER or salesperson. It is understood that BROKER shall not seek to enforce collection of a commission under this subparagraph nine (9) unless the name of the prospect is on a written list given to SELLER within 72 hours after expiration of this Listing Agreement.
8. If suit is brought to collect the compensation, or if Broker successfully defends any action brought against Broker by the Owner arising out of the execution of this Authorization or any lease or other transfer relating to the herein described property, Owner agrees to pay all costs incurred by Broker in connection with such action, including reasonable attorney's fees.
9. It is understood and agreed that the following entity shall be excluded from the above listing and leasing terms.
MRCI, Quality Product or a subsidiary or affiliate of either

SELLER further agrees that in the event a lease of the PROPERTY is entered into (a) during the term of this Listing Agreement, or (b) during the period set forth in subparagraph nine (9) above with a person or entity as described therein, then SELLER shall pay BROKER a leasing commission of (6%) of total rents for lease which shall be due and payable upon execution of the lease or as otherwise agreed in writing.

As security for BROKER's compensation, SELLER hereby grants to BROKER a security interest in the proceeds from the sale or lease of the PROPERTY described herein and any title company or other closer who conducts the closing on the sale or lease of the PROPERTY described herein is directed to disburse the BROKER's compensation provided hereunder to the BROKER at the time of closing.

SELLER'S REPRESENTATIONS

SELLER has full legal right to sell the Property.

SELLER certifies that as of the date of execution of this Agreement, SELLER has not received any notice of building, health or fire code violations, nor notice of hazardous waste on the PROPERTY, nor notice of condemnation pertaining to the PROPERTY, except as herein noted (if none, state "none"): _____

CERTIFICATION INDIVIDUAL TRANSFEROR

Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must be notified in writing, and must withhold tax if the transferor (SELLER) is a foreign person and the sale price exceeds \$300,000. In the event transferor (SELLER) is a foreign person and the sale price exceeds \$300,000, requirements of the 1980 Foreign Investment in Real Property Tax Act (FIRPTA) will be fulfilled.

SELLER states and acknowledges the following:

I am a citizen of the United States or, if a corporation, partnership or other business entity, duly incorporated in the United States, or, if a partnership or business entity, formed and governed by the laws of the United States: Yes No

If "No", please state country of citizenship, incorporation or the like: _____

Under the penalties of perjury, I declare that I have examined this certification and, to the best of my knowledge and belief, it is true, correct and complete.

COMMERCIAL-INDUSTRIAL EXCLUSIVE LISTING AGREEMENT SALE

Address 430 Ritt St. St. Peter, Minnesota 56082

Page 3

FORFEITURE OF EARNEST MONEY

If a Buyer of the Property defaults and as a result forfeits the earnest money, SELLER will receive seventy-five percent (75%) and BROKER shall receive twenty-five percent (25%) of the earnest money.

COOPERATING BROKERS

SELLER hereby permits BROKER to share part of BROKER'S compensation with other real estate brokers, including brokers only representing the Buyer.

CLOSING SERVICES

After a purchase agreement for the property is signed, arrangements must be made to close the transaction. SELLER understands that SELLER may arrange for a qualified closing agent or attorney to conduct the closing, or SELLER may ask BROKER to arrange for the closing. SELLER understands that SELLER may be required to pay certain closing costs. SELLER has indicated his/her/its choice for closing services (initial one).

(Seller) (Seller) SELLER wishes to have BROKER arrange for the closing.

(Seller) (Seller) SELLER will arrange for the closing.

MISCELLANEOUS

- 10. This Agreement is binding upon the heirs, successors, and assigns of the parties.
- 11. All of the representations and covenants of this Agreement shall survive and be enforceable after termination of the Agreement.
- 12. In the event of any litigation instituted by SELLER or BROKER to enforce the provisions of this Agreement, the prevailing party shall recover reasonable attorney's fees, costs and expenses from the other party.
- 13. This Agreement constitutes the complete agreement between the parties and supercedes any prior oral or written agreements between the parties relative to the provisions herein. No amendment, modification or extension of this Agreement shall be valid or binding unless made in writing and signed by both SELLER and BROKER.
- 14. This contract shall be governed by the laws of the State of Minnesota.

(SELLER)

(BROKER) David Schooff

(SELLER)

(SELLER)

(Date)

(Agent) *James Kelly*

(Date) *3/4/14*

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING THE EDA PRESIDENT TO EXECUTE A REAL ESTATE LISTING AGREEMENT BY AND BETWEEN THE EDA AND COLDWELL BANKER COMMERCIAL – FISHER GROUP FOR THE SALE OF THE 430 RITT STREET PROPERTY OWNED BY THE SAINT PETER ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the City of Saint Peter, via the Saint Peter EDA, currently owns property located at 430 Ritt Street, Saint Peter; and

WHEREAS, the property is currently scheduled to become vacant upon the expiration of the existing lease on March 31, 2014; and

WHEREAS, the City of Saint Peter and EDA would desire to sell the property to a private buyer; and

WHEREAS, the Economic Development Authority had previously listed the property for sale with Coldwell Banker – Fisher Group resulting in the existing lease; and

WHEREAS, to once again assist the EDA with the marketing and sale of the property, Coldwell Banker Commercial – Fisher Group has proposed an exclusive, twelve month listing agreement of the property.

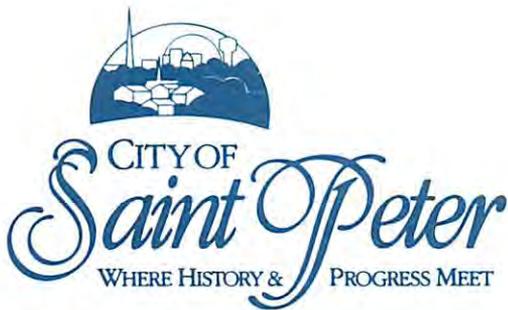
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the President of the EDA is authorized to execute the real estate listing agreement with Coldwell Banker Commercial – Fisher Group for the marketing and sale of the City (EDA) owned property located at 430 Ritt Street.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: March 14, 2014

FROM: Paula O'Connell
Finance Director

RE: Authorize solicitation of a 2014 Equipment Certificate.

ACTION/RECOMMENDATION

Authorize Solicitation of Bids for a \$345,000 Equipment Certificate.

BACKGROUND

Each year for the past 20+ years, the City has issued equipment certificates for the purchase of larger capital equipment with an expected life span of more than 5 years. The 2014 needs for equipment certificates have been discussed and the 2014 budgets have been approved.

The general fund equipment needs anticipated capital expenditures of this type totaling about \$462,150.. Of that sum, about \$365,000 would be funded through Equipment Certificate debt, plus the use of \$81,900 in cash from the general fund budgets (paid by this years levy). This is the same list you saw as a part of the budgeting process that took place last summer and early fall. The possible purchases from that original budget were (not prioritized in any particular order):

- o \$30,000 - Squad car
- o \$57,000 - City share of a new TRT Armored vehicle
- o \$26,000 - Turn out gear (Fire Dept.) possible place holder if grant is available.
- o \$29,250 - share of \$65,000 mechanics service truck w/winch
- o \$200,000 – Street Sweeper
- o \$38,000 - Replace 1999 72" Toro mower

Total of \$380,250

Due to changes in our purchases that have been approved by Council and refining of the numbers through use of actual purchase the amount needed has been reduced to \$343,393 and looks like this.

- o \$30,000 - Squad car
- o \$55,712 - City share of a new TRT Armored vehicle
- o \$26,000 - Turn out gear (Fire Dept.) possible place holder if grant is available.
- o \$ 0 - share of \$65,000 mechanics service truck w/winch (in 2013 EQC)
- o \$185,829 – Street Sweeper
- o \$35,220 - Replace 1999 72" Toro mower

- o \$10,632 – Flower watering Cart

Total of \$343,393

The Squad car and turn out gear are the only things left to purchase. The mechanics truck has the needed funds remaining in the 2013 equipment certificate and will be purchased with that funding.

Process - The first step you would authorize solicitation of bids for the equipment certificate debt issuance. Next, maybe during multiple meetings, you would authorize bids on those items requiring bids based on the rules contained in the Purchasing Policy.

Five years ago, we tried to tighten the timelines in an effort to save interest costs. That means we are buying and have bought some of the items in the budget prior to issuance of the debt. Our goal here is to put the issuance of the debt as close to the need for cash as possible which in some instances, because of the relative size, may be after the purchase. Therefore, once we move forward and you establish the budget, stopping mid-stream and not approving an issuance will cause difficulty. The alternative is to approve the budget and issuance and only purchase after you have accepted the bids of the debt issuance. That alternative costs more and can throw our timing off relative to State bid prices and anticipated increases in costs. This does not mean you have to make the budgeted purchase. It does mean if we get bad bids or you change your mind on the purchase, those dollars will be held to pay off the debt. We may lose some money because of transaction costs, but I would not anticipate the loss to be significant and could certainly be measured against any larger than anticipated bid.

We anticipate the total yearly debt to be about \$76,300 in each of the next five years based on a sale of debt at 3%. Again, that amount was planned for as a part of the 2014 budget.

You should note that any purchases that require bidding will go through the normal process of authorizing acceptance of bids and any money left over from the certificate will be reported to the Council and the Council would designate use of that money. In most instances you have used it to pay other equipment certificate debt. You should also note that we are only allowed to buy items on the approved budget. If there is a need for modification to that list for any reason that modification must first be approved by the Council.

Upon approval of the following resolution I will send bid forms to our local banks. Bids will be analyzed and presented at a future City Council meeting.

FISCAL IMPACT:

Depending on the interest rates at the time of the sale of these equipment certificates, the tax levy impact is anticipated to average \$76,300 per year for a five-year period. This levy will cover the purchase of the items listed above.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await recommendation from the City Council.

Negative votes: Alternative funding will need to be determined for previously approved equipment certificate purchases.

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 AUTHORIZING SOLICITATION OF BIDS FOR \$350,000 EQUIPMENT
CERTIFICATE**

WHEREAS, Minnesota Statutes, Section 412.301 authorizes the City Council of the City of St. Peter, Minnesota (the "City"), to issue certificates of indebtedness within existing debt limits for the purpose of purchasing capital equipment; and

WHEREAS, said statute also provides that if the amount of the certificates to be issued to finance such equipment does not exceed 0.25% of the market value of the City, said certificates can be issued without publication or referendum; and

WHEREAS, the Council contemplates issuing General Obligation Equipment Certificates, Series 2014 (the "Certificates") for said purposes in an amount which does not exceed 0.25% of the market value of the City, excluding money and credits; and

WHEREAS, the City occasionally purchases equipment which is best funded through the issuance of equipment certificates; and

WHEREAS, the Council has authorized the purchases included in the 2014 Equipment Certificate budget.

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

1. Necessity to Issue Certificates. That it is necessary, and expedient for the City Council to issue the Certificates, pursuant to Minnesota Statutes, Section 412.301 in the amount of \$350,000 for the purpose of financing the acquisition of certain capital equipment for the City.
2. Certificates NOT in Excess of 0.25% of Market Value of City. The amount of said Certificates is hereby determined and declared to be less than 0.25% of the market value of the City, excluding money and credits.
3. The Director of Finance is hereby instructed to solicit bids on a competitive basis for a 2014 Equipment Certificate of Indebtedness in the amount of \$345,000 to purchase the following equipment:

<u>Equipment</u>	<u>Amount</u>
Squad car	\$30,000
City share of a new TRT Armored vehicle	\$55,712
Turn out gear (Fire Dept)	\$26,000
Street Sweeper	\$185,829
Replace 1999 72" Toro mower	\$35,220

~~112~~ 111

Flower watering Cart

\$10,632
Total \$343,393

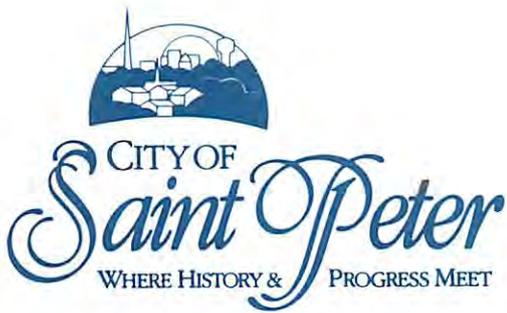
5. The Equipment Certificate shall be repaid over a period not to exceed five (5) years.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/20/14

FROM: Paula O'Connell
Director of Finance

RE: Title VI Language Assistance Plan

ACTION/RECOMMENDATION

Approve the updated Transit Language Assistance Plan.

BACKGROUND

In 2010 Minnesota Transit Systems were asked to update or adopt a Language Assistance Plan (LAP) to comply with the Federal Title VI rules.

When the 2014 operating grant application was submitted in August 2013, the MN Department of Transportation (MNDOT) did not have the current (LAP) criteria necessary to satisfy the federal regulations. As of January of 2014 MNDOT are requiring additional information and a particular format thereby complying with the LAP Federal Title VI rules.

The City of Saint Peter's LAP has been updated to include the requested data and format. The main changes consist of including information to establish the percentage of the limited English proficient (LEP) population of our service area. The percent of LEP for our service area is 1.95%, if the percent increases to 5%, there will be additional requirements of supplying documentation in other languages. A second change is the inclusion of a link on our website that will direct viewers directly to our LAP document.

Members should note that while all materials are not available in a second language we do provide notices in Spanish in most instances.

FISCAL IMPACT:

There is expected to be minimal fiscal impact with the possibility of small costs for an interpreter, possible translation, and printing of documents.

ALTERNATIVES/VARIATIONS:

Do not act: The City of Saint Peter Transit will be out of compliance with Federal regulations.

Negative Votes: The City of Saint Peter Transit will be out of compliance with Federal regulations.

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.

POWA

Language Assistance Plan for Saint Peter Transit

**Effective:
March 24, 2014**

Purpose

The purpose of this Language Assistance Plan (hereinafter "plan") is to meet Federal Transit Administration's (FTA's) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. As a sub recipient of FTA funds, this transit system is pledged to take reasonable steps to provide meaningful access to its transit services for persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons.

The completion of this plan for persons with Limited English Proficiency conforms to the requirements of the FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

The U.S. DOT's FTA Office of Civil Rights' publication "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons – A Handbook for Public Transportation Providers," dated April 13, 2007, was used in the preparation of this plan.

The plan for Saint Peter Transit contains:

- A. A needs assessment based on the four-factor analysis
- B. Language assistance measures
- C. A staff training plan
- D. Methods for notifying LEP persons about available language assistance
- E. Methods for monitoring, evaluating and updating the plan

A. LEP Needs Assessment – the Four-Factor Analysis

Factor 1. The number or proportion of LEP persons in our service area who may be served or are likely to encounter a transit program, activity, or service.

We assessed the 2012 US Census Data/American Community Survey data about LEP persons to determine the number or proportion of LEP persons who might use or want to use our transit services:

- X 2012 US Census data/American Community Survey data
 - Survey results:
 - Local school district data
 - Locally Coordinated Human Services Plan

- Other Human Services data
- Area/Metropolitan Planning Organizations/Regional Development Commission data
- Information from local organizations (religious, legal, social service, etc.) about LEP persons in our service area
- Reports from drivers, dispatchers and others about contact with LEP persons
- Other information: Describe: _____

According to data provided by MN/DOT from the 2012 American Community Survey 2007-2011 Five-Year estimate:

- 1) The total number of LEP persons in our service area is 265.
- 2) The total eligible population in our service area is 13573.
- 3) The proportion of LEP persons to the total eligible service population is 1.95%.

Factor 2. The frequency with which LEP persons come in contact with our transit programs, activities, or services.

Drivers report that LEP persons who speak primarily Somali and to a lesser degree Spanish frequently use the transit. The majority of LEP persons are Somali and the most frequent destinations are the Community Center (Adult Education) and Family Fresh Market.

The conclusions drawn from examining this information about LEP persons seeking transit services are completely anecdotal. There is no information available to show that Saint Peter Transit is not serving the LEP community. Those wishing to use the service are being served. We are not aware of LEP persons who do not make attempts to use the transit due to limited English proficiency.

Factor 3. The nature and importance of programs, activities, or services provided to the LEP population.

Our transit system considers transit to be an important and essential service for many people living in our service area. Many LEP persons use our transit service to travel to ESL and other classes sponsored by Adult Education in the Saint Peter Community Center. The other most common destination is Family Fresh Market. Occasionally LEP persons will use the transit for commuting to work.

Factor 4. The resources available to our transit system and the overall cost to provide language assistance.

Our current budget for marketing to or communicating with LEP persons in their language about transit services that are available to them is \$200.00. This may include funding for staff training, translation services, brochures, flyers, posters, newspaper ads, radio ads, website, etc.

B. Language Assistance Measures

Efforts will be made to meet with our Somali community using an interpreter to provide information to LEP persons on the services provided by Saint Peter Transit. Since Somali was not a written language until the middle 1970s, translated written materials are ineffective in communicating with the Somali community.

There are several language assistance measures that are available to Saint Peter Transit. These include: Check off any items below that are relevant and provide a short narrative to explain your future efforts.

- Translation of key documents in the following language(s): _____
Arranging for availability of oral translators
- X Communication with LEP persons' groups about transit services
- Posting notices in appropriate languages informing LEP persons of available services
- Other: Describe:

Meetings with LEP persons' groups will include a translator whenever possible.

C. Staff Training

To ensure effective implementation of this plan, the transit system will schedule training at orientations for new staff and for all relevant employees on an annual basis to review:

- the transit system's Language Assistance Plan
- demographic data about local LEP population
- printed LEP persons' materials
- how to handle verbal requests for transit service in a foreign language
- responsibility to notify transit manager about any LEP persons' unmet needs.

D. Notice to LEP Persons about Available Language Assistance

Our transit system plans to notify LEP persons in their own language about the language assistance available to them without cost by using the following methods:

- signs on buses or at bus stops
- brochures
- posters
- X sending information to local organizations that work with LEP persons
- telephone messages
- local ads (newspaper , radio, TV)
- website notices
- information tables at local events, grocery stores, pharmacies, and churches
- Other: Describe: _____

E. Annual Monitoring, Evaluating and Updating Plan

The transit system will review this plan during its annual review with its MN/DOT transit project manager by:

- assessing its effectiveness (e.g., comparing numbers of LEP persons served by year, number of requests for language assistance received during the year),
- assessing the sufficiency of staff training and budget for language assistance,
- reviewing current sources for assistance to ensure continuing availability, and
- reviewing any complaints from LEP persons or about their needs that were received during the past year.

This plan will be reviewed by our transit system annually. Revisions of this plan will be approved by the Saint Peter City Council and dated.

F. Dissemination of Plan

This Language Assistance Plan is available on our website at <http://www.saintpetermn.gov/language-assistance-plan>

This plan is also available at no cost in English upon request by telephone, fax, and mail or in person.

If requested to be provided in another language and it is feasible to have it translated, information will be provided at no cost to the requester.

G. Contact Information

Questions or comments about this plan may be submitted to:

Wayne Albers
Transit Coordinator
227 S. Front Street
Saint Peter, MN 56082

507-934-0668
Fax: 507-934-4917
waynea@saintpetermn.gov

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

APPROVE THE FEDERAL TITLE VI LANGUAGE ASSISTANCE PLAN

WHEREAS, MN Department of Transportation (MNDOT) has received updated criteria from the Federal Agency to be included in our Language Assistance Plan (LAP), and

WHEREAS, The LAP will assist limited English proficient transit riders to communicate with transit staff, and

WHEREAS, if the percentage of limited English proficient riders exceeds 5%, transit systems are required to provide additional translated documents to riders, and

WHEREAS, MNDOT also requires a link on our website to direct viewers to our LAP directly, and

WHEREAS, this updated plan will replace the plan that was submitted in the 2014 grant application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Language Assistance Plan is approved to be submitted to MN Department of Transportation, Office of Transit.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 21st day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

“VIETNAM VETERANS DAY”

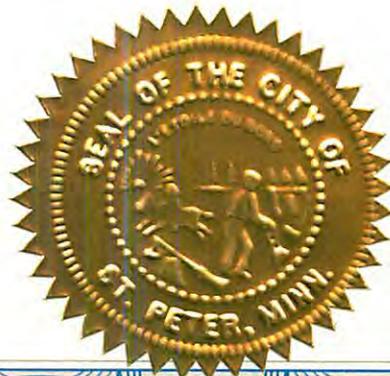
- WHEREAS, the United States of America began military operations in the country of Vietnam on January 12, 1962; and
- WHEREAS, American involvement in the Vietnam War continued until the last American troops were evacuated from Vietnam on March 29, 1973; and
- WHEREAS, more than 58,000 American military men and women gave their lives in service to our Nation during the Vietnam War; and
- WHEREAS, Veterans of the Vietnam War deserve to be shown the respect and dignity of a grateful nation; and
- WHEREAS, Minnesota honors the sacrifice of these Veterans and respects their dedication to the highest traditions of our Armed Forces; and
- WHEREAS, our Nation stands stronger for the service of these Veterans and Minnesota stands ready to honor their proud legacy with our deepest gratitude.

NOW, THEREFORE, I, Timothy Strand, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim March 29, 2014 as “VIETNAM VETERANS DAY” in the City and hereby do encourage Saint Peter residents to honor the sacrifices made by all Veterans of the Vietnam War by attending the Vietnam Veteran’s Day ceremonies at the Community Center at 4:00 p.m. on March 29th. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



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 Traverse des Sioux Room 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 24th day of March, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator