



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

Regular City Council Meeting of Monday, October 14, 2013
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
 - A. Alley Vacation Request – Patch's Addition
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
 - A. None
- VIII. **NEW BUSINESS**
 - A. Alley Vacation Patches addition
 - B. T-Mobile Water Tower Lease Modification ,
 - C. AT&T Easement
 - D. Request Hearing on Utility and Miscellaneous Assessments
 - E. Hospital Commission Policy Approval
 - F. Firefighter Job Description Modification
 - G. Bicycle Trail Authorization
 - H. Broadway Generation Catalyst Project
- IX. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Welco West RFP Update
 - 2. SMMPA Annual Meeting/APPAs Annual Conference
 - 3. Others
- X. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
 - ADJOURN TO CLOSED SESSION IN TDS ROOM**
 - 1. LELS Local 241 (Police Officers)
 - 2. LELS Local 242 (Communications)
 - 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 ALLEY VACATION REQUEST**

A public hearing has been scheduled at this time to receive comment on a proposed alley vacation in Patch's Addition. Notice of the public hearing has been duly published in the St. Peter Herald and property owners in the block have been notified of the hearing. Action to consider adoption of the proposed alley vacation will be considered under NEW BUSINESS.

IV. **APPROVAL OF MINUTES**

A copy of the minutes of the September 23, 2013 regular Council meeting is attached for approval. A MOTION is in order.

V. **VISITORS**

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

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

B. **General Visitor Comments**

Any other 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 September 19, 2013 through October 9, 2013, is attached. Please see the attached staff reports and RESOLUTION.

VII. **UNFINISHED BUSINESS**

A. **None**



VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING ALLEY VACATION OF PATCHES ADDITION

Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION MODIFYING WATERTOWER USE LEASE WITH T-MOBILE

Please see the attached staff report requesting a lease modification related to cell phone transmission and receiving equipment on the Broadway Water Tower and RESOLUTION.

C. ADOPTION OF A RESOLUTION PROVIDING AN EASMENT TO AT&T

Please see the attached staff report proposing easement with AT&T for the placement of conduit and fiber to their facilities lease on the Broadway Water Tower. A RESOLUTION is attached.

D. ADOPTION OF A RESOLUTION SETTING A HEARING DATE FOR ASSESSMENT OF DELINQUENT UTILITIES AND OTHER MISCELLANEOUS CHARGES

Please see attached staff report requesting establishment of hearing date and setting of hearing on delinquent utility accounts and other assessable miscellaneous charges. This request is pursuant to Council Policy and meeting time lines established in State Statute. This is the first year, based on change in Council policy that calls for fire service that have remained unpaid will be assessed. A series of six RESOLUTIONS accompanies the requests.

E. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO THE HOSPITAL COMMISSION POLICIES

Please see the attached staff report related to modification to the Hospital Commission Policies. This is part of a regular review of the Policies by the Commission. No changes are viewed as substantive. The attached RESOLUTION provides approval.

F. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO THE JOB DESCRIPTION OF FIREFIGHTERS



Please see the attached staff report related to modification to the Firefighter Job Description. The proposed changes are not viewed as significant but rather part of the review process that we have been in for the last four years for all Fire Department Job Descriptions. Others were done as openings occurred. This description is the last one to be completed. A RESOLUTION is also attached.

G. ADOPTION OF A RESOLUTION AUTHORIZING CONSTRUCTION OF A BICYCLE TRAIL IN TRAVERSE DES SIOUX PARK

Please see the attached staff report based on a recommendation from the Parks and Recreation Advisory Board for the placement of bike trails in Traverse des Sioux Park. A RESOLUTION is attached.

H. ADOPTION OF A RESOLUTION AUTHORIZING THE SOLICITATION OF BIDS FOR THE BROADWAY GENERATION CATALYST PROJECT

Please see the attached staff report requesting authorization to solicit bids for installation of catalyst at the Broadway Generation Plant. A RESOLUTION is attached.

IX. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON WELCO WEST RFP

An Oral report will be provided at this time about this ongoing project.

2. REPORT ON SMMPA ANNUAL MEETING and APPA ANNUAL CONFERENCE

An oral report will be provided at this time.

3. 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

State law allows public meetings to be closed to discuss labor negotiations. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM

1. DISCUSSION OF LABOR CONTRACT NEGOTITIONS FOR LELS 241 (POLICE OFFICERS)

Discussion will take place at this time regarding the negotiations.

2. DISCUSSION OF LABOR CONTRACT NEGOTITIONS FOR LELS 242 (COMMUNICATIONS)

Discussion will take place at this time regarding the negotiations.

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
SEPTEMBER 23, 2013

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on September 23, 2013.

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

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

Public Hearing – Gateway District Regulations – City Administrator Prafke reviewed the rules and procedures the Council has adopted for public hearings. Mayor pro tem Pfeifer opened the public hearing on expansion of Gateway Overlay (GO) District regulations at 7:04 p.m. Community Development Director Wille provided an overview of the proposed changes which involved expansion of the district regulations to additional properties north of Union Street. Wille stated the GO District regulations were put in place to promote high quality development within the Highway 169 corridor and to establish and image and character that is distinctly Saint Peter. Wille indicated that should the regulations be expanded to additional properties, nine parcels would be impacted and should the use classification of those parcels change in the future; the properties would be required to adhere to the GO standards. Wille reported the owners of Kwik Trip had expressed their appreciation for the GO regulations because the regulations ensure that any future development in their area would be done at the same high standard as their business. Wille specifically stated that the proposed ordinance only expanded the number of properties that must comply with the regulations and did not change the regulations as previously adopted.

Wille read into the record a letter submitted by First National Bank, Nicollet County Bank, and Hometown Bank officials, asking the Council to reconsider and rescind the GO district regulations or modify the regulations so that only new construction or substantial exterior reconstruction is subject to the requirements.

Michael Bresnahan, President of First National Bank and one of the authors of the letter, addressed the Council to indicate the banker's feelings that the regulations inhibit the fair valuation and marketing of properties and would not allow property owners to sell their property for fair and equitable prices.

Ed Lee, President and CEO of the St. Peter Chamber of Commerce, addressed the Council on behalf of the Chamber members to ask that the Council "be as business friendly as possible" when enacting regulations and to consider the ideas presented in the letter from the bankers.

Jim Tucker, Assistant Chief Financial Officer of Cambria, expressed his agreement with the previous speakers and expressed concern about the possibility of future zoning changes in the

area. Tucker also expressed concern that his only notification of possible changes regarding Cambria's property is when he receives letters from the City. Tucker asked for as much advance contact as possible so Cambria isn't surprised by proposals from the City.

There being no further speakers, the hearing was declared closed at 7:20 p.m.

Approval of Minutes – A motion was made by Kvamme, seconded by Zieman, to approve the minutes of the September 9, 2013 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the September 9, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Carlin, seconded by Brand, Resolution No. 2013-133 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Zieman questioned whether the deposits to the Wilson Development trust account were close to ending. City Administrator Prafke indicated the \$4,000 deposit was projected to be the end of the monies needed for moving expenses for the Washington Avenue Link Improvement Project. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-133 is contained in the City Administrator's book entitled Council Resolutions 19.

General Obligation Municipal State Aid Bond Issuance – City Administrator Prafke recommended authorization be provided for sale of bonds to finance City costs associated with the Washington Avenue Link Improvement Project, the Old Minnesota Avenue/Union Street intersection work; and the Old Minnesota Avenue/St. Julien Street project. Shannon Sweeney of David Drown Associates provided information on the possible bond sale which would occur on October 28th and be callable on February 1, 2020. Sweeney recommended a competitive sale of the bonds and acquiring a bond rating from Standard and Poor's. Sweeney also noted that repayment of the bonds would commit 85% of the City's Municipal State Aid payments for the next 14 years and the 85% amount is lower than what is allowed to be used under State Statute, but is being proposed because staff believes the City's MSA allotment will decrease in the next few years. Sweeney also stated the State of Minnesota would make those payments directly to the bond holders. In motion by Kvamme, seconded by Carlin, Resolution No. 2013-134 entitled "Resolution Providing For The Competitive Negotiated Sale Of \$4,720,000 General Obligation Municipal State Aid Bonds, Series 2013C", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-134 is contained in the City Administrator's book entitled Council Resolutions 19.

Gateway Overlay District Expansion – Community Development Director Wille presented the Planning and Zoning Commission recommendation for expansion of the Gateway Overlay District on the north end of the community. Councilmember Zieman indicated he had initially supported the expansion, but had changed his mind and suggested that "grandfathering" the existing structures in made more sense rather than burdening existing business owners.

Wille provided more information on the phrase "use classification" and indicated that just because an electrician is currently using a building, that didn't limit future uses to electricians and that it was more of a business to similar business situation. Using Volk Electric building as an example, Wille stated the building could be used by contractors, plumbers, masons, or any tradesman and that interpretation of the ordinance would, indeed, be done in a business friendly manner.

City Administrator Prafke reminded everyone that the action before the Council was simply to expand the district and not to change the existing regulations which is what the bankers and others in the audience appeared to be concerned about.

Councilmember Kvamme stated the new development in the area of Hallett's Pond was triggering the expansion of the district, but indicated the area will attract national businesses who will want assurances that neighboring properties will also look good. Kvamme also suggested that if the higher quality construction standards was a financial hardship for property owners that the Economic Development Authority should consider helping the nine property owners.

Councilmember Carlin suggested that the City find a way to help the nine property owners now before they are forced to make the changes.

Councilmember Brand questioned what was meant by the phrase "distinctly Saint Peter image" and suggested the Council have a deeper discussion about policy and Gateway Overlay districts.

In motion by Carlin, seconded by Kvamme, Ordinance No. 12, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 24, 'Land Use Regulations And Zoning' And Section 24-6 'Official Map' To Rezone Certain Property To The Gateway Overlay District And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions", was introduced. Upon roll call, Councilmembers Eichmann, Kvamme, Pfeifer, Brand, and Carlin voting aye, Councilmember Ziemann voting nay, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 12, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Administrative Secretary Job Description – City Administrator Prafke suggested changes to the job description for the Public Works Administrative Secretary position. Prafke reminded Councilmembers that position descriptions are reviewed each time a vacancy occurs and staff was recommending the changes to more accurately reflect the essential duties of the position as well as the minimum qualifications necessary to successfully perform the job. Prafke noted the description now included responsibilities for the City's key control system but and responsibilities where the position served as a backup to other Department staff but had been removed as those duties were already covered under the phrase "assists other department personnel as directed". In motion by Kvamme, seconded by Carlin, Resolution No. 2013-135 entitled "Resolution Approving Modification To Public Works Administrative Secretary Job Description", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-135 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor pro tem's Report – Mayor pro tem Pfeifer noted that Mayor Strand was currently out of town.

City/County Meeting Discussion – Mayor pro tem Pfeifer reported discussion at the City/County meeting of September 11th included transit expansions, MnDOT, the new County office building, Gardner Road improvements, Highway 169 projects; development activities; Library services and the bookmobile; stormwater facility sharing, compost facility relocation; and

the request for proposals for the redevelopment of the tax forfeited portion of Welco West Subdivision.

Goal Session Discussion- City Administrator Prafke reported the City Council had a lengthy goal session on September 10th. Councilmembers noted the next goal session was scheduled for November 26th.

Executive Session – Land Acquisition Negotiations – City Administrator Prafke requested a closed session of the Council to discuss land acquisition negotiations for property related to the Washington Avenue Link Improvement Project and property related to additional park land. In motion by Kvamme, seconded by Brand, Resolution No. 2013-136 entitled "Resolution Calling For Executive Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-136 is contained in the City Administrator's book entitled Council Resolutions 19.

The City Council adjourned to closed session in the Traverse des Sioux room of the Community Center at 8:11 p.m. to discuss the land acquisition related to the Washington Avenue Link Improvement Project. The closed session ended at 8:27 p.m.

The Council began the closed session to discuss the parkland acquisition at 8:27 p.m. The Council returned to open session at 9:02 p.m.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

2



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 7, 2013

FROM: Lewis Giesking
Director of Public Works

RE: Snow Removal Equipment Replacement Cutting Edges

ACTION/RECOMMENDATION

It is recommended that the quote for replacement cutting edges from H&L Mesabi of Blaine, Minnesota be accepted in an amount not to exceed \$16,077.43. Funding would be from the 2013 Street Maintenance Budget.

BACKGROUND

In preparation of equipment for another winter of snow plowing duties; there needs to be a purchase of replacement cutting edges for the City's snow removal equipment. This years number of needed edges is up due to amount of edges we went thru last year and we didn't order any edges for unit # 48 CAT Blade. The cutting edge order for next year should down 50% from this year with a mild winter. Quotes were solicited from vendors for the necessary cutting edges with the low quote coming from H&L Mesabi of Blaine, Minnesota. Below are listed the quotes received, including tax and freight charges.

| VENDOR | QUOTE |
|-----------------------|-------------|
| H&L Mesabi | \$16,077.43 |
| Kris Engineering Inc. | \$17,615.89 |

Fiscal Impact:

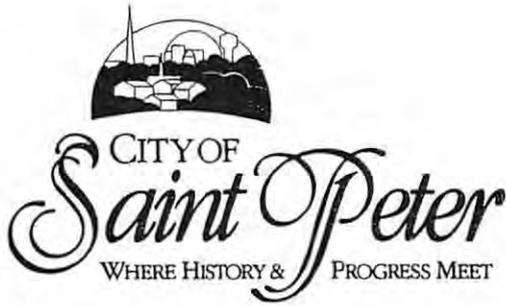
This purchase is included in the 2013 Street Maintenance Budget.

Alternatives and Variations:

Vote in favor: Staff will proceed with the cutting edge purchase from H&L Mesabi.

Negative Vote: Staff will await further direction regarding the purchase of cutting edges.

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 7, 2013

FROM: Lewis Giesking
Director of Public Works

RE: 2013-2014 Street Salt Seasonal Purchase

ACTION/RECOMMENDATION

It is recommended the City Council approve a bulk salt purchase with the Minnesota Department of Transportation (MnDOT) Materials Management Division.

BACKGROUND

In the past, the City has used the State contract to purchase road salt with MnDOT. MnDOT will purchase the salt from one of the four contract vendors listed below:

Cargill, Inc.
Johnson Feed, Inc.
Morton Salt
North American Salt Co.

The purchase of winter road salt in an amount up to \$24,000.00 has been allowed for in the Streets budget for 2014. City staff is recommending purchasing this year's winter season road salt from the State contract. This year's low bid for salt in our area thru MN Dot was North American Salt at \$68.55 per ton compared to last year's price of \$69.72 per ton. The quantities that staff purchases varies due to the winter conditions throughout the year. Right now we have on order 250 tons but this may change due to weather conditions. With the State contract there is no need for two bids.

Fiscal Impact:

The purchase is funded from the 2014 streets maintenance budget of \$24,000.00

Alternatives and Variations:

Vote in favor: Staff will proceed to purchase road salt material from the State Contract

Negative Vote: Staff will await further direction regarding the road salt

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



TO: Todd Prafke
City Administrator

DATE: 10/8/2013

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of temporary license.

BACKGROUND

The Knights of Columbus will be holding their Annual Fish Boil on October 25, 2013 at the Church of St. Peter, 1801 West Broadway. They have submitted a Temporary On Sale Beer license application in order to sell 3.2 beer at the event.

Please place this item on the October 14, 2013 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.

CKM

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-----------------------------------|----------------------------|------------------------|---------------------|----------|
| 4 THE TEAM, LLC | clothing allowance ryan e | GENERAL FUND | POLICE | 30.00 |
| | terry kamm clothing allowa | WATER | ADMIN AND GENERAL | 149.00 |
| | | | TOTAL: | 179.00 |
| A. H. HERMEL WHOLESAL | vending | COMMUNITY CENTER | COMMUNITY CENTER | 278.68 |
| | | | TOTAL: | 278.68 |
| AFFILIATED CREDIT SERVICES | september 2013 collections | ELECTRIC FUND | CUSTOMER ACCOUNTS | 105.76 |
| | | | TOTAL: | 105.76 |
| ALPHA WIRELESS COMMUNICATIONS CO | 10/1-11/1 ltr maintenance | GENERAL FUND | MUNICIPAL BUILDING | 58.53 |
| | 10/1-11/1 ltr maintenance | GENERAL FUND | PUBLIC WORKS ADMIN | 81.94 |
| | 10/1-11/1 ltr maintenance | WATER | ADMIN AND GENERAL | 56.08 |
| | 10/1-11/1 ltr maintenance | WASTE WATER FUND | ADMIN AND GENERAL | 50.72 |
| | 10/1-11/1 ltr maintenance | ELECTRIC FUND | ADMIN AND GENERAL | 50.73 |
| | | TOTAL: | 298.00 | |
| AMAZON | toner,ink cart,printer rib | GENERAL FUND | CITY ADMINISTRATION | 76.86 |
| | toner,ink cart,printer rib | GENERAL FUND | CITY CLERK | 76.86 |
| | toner,ink cart,printer rib | GENERAL FUND | FINANCE | 51.24 |
| | toner,ink cart,printer rib | GENERAL FUND | POLICE | 40.99 |
| | ink cartridges | GENERAL FUND | POLICE | 29.91 |
| | toner,ink cart,printer rib | GENERAL FUND | BUILDING INSPECTOR | 20.50 |
| | toner,ink cart,printer rib | GENERAL FUND | PUBLIC WORKS ADMIN | 10.25 |
| | ink cartridges | GENERAL FUND | STREETS | 38.25 |
| | ink cartridges | GENERAL FUND | PARKS | 30.60 |
| | toner,ink cart,printer rib | GENERAL FUND | ECONOMIC DEVMT | 5.12 |
| | library materials | LIBRARY FUND | LIBRARY | 631.14 |
| | dvd cases | PUBLIC ACCESS | PUBLIC ACCESS | 14.98 |
| | office 2013 for sppa compu | PUBLIC ACCESS | PUBLIC ACCESS | 261.57 |
| | toner,ink cart,printer rib | WATER | ADMIN AND GENERAL | 46.12 |
| | ink cartridges | WATER | ADMIN AND GENERAL | 15.30 |
| | ink cartridges | WATER | CUSTOMER ACCOUNTS | 33.64 |
| | toner,ink cart,printer rib | WASTE WATER FUND | ADMIN AND GENERAL | 46.12 |
| | ink cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 15.30 |
| | ink cartridges | WASTE WATER FUND | CUSTOMER ACCOUNTS | 33.64 |
| | ink cartridges | ENVIRON SERVICES F | ADMIN AND GENERAL | 15.30 |
| | ink cartridges | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 33.62 |
| | toner,ink cart,printer rib | ELECTRIC FUND | ADMIN AND GENERAL | 138.35 |
| | ink cartridges | ELECTRIC FUND | ADMIN AND GENERAL | 38.25 |
| | ink cartridges | ELECTRIC FUND | CUSTOMER ACCOUNTS | 33.64 |
| | | | TOTAL: | 1,737.55 |
| | AMERICAN PRESSURE INC. | pw new pressure washer | GENERAL FUND | STREETS |
| pw new pressure washer | | GENERAL FUND | PARKS | 1,126.09 |
| pw new pressure washer | | WATER | ADMIN AND GENERAL | 563.04 |
| pw new pressure washer | | WASTE WATER FUND | ADMIN AND GENERAL | 563.04 |
| pw new pressure washer | | ENVIRON SERVICES F | ADMIN AND GENERAL | 563.05 |
| pw new pressure washer | | ELECTRIC FUND | ADMIN AND GENERAL | 1,407.61 |
| | | TOTAL: | 5,630.44 | |
| AMERICAN PUBLIC WORKS ASSOCIATION | 12/1/13-11/30/14 dues tim | GENERAL FUND | STREETS | 70.42 |
| | 12/1/13-11/30/14 dues tim | GENERAL FUND | PARKS | 70.42 |
| | 12/1/13-11/30/14 dues tim | ENVIRON SERVICES F | ADMIN AND GENERAL | 70.41 |
| | | | TOTAL: | 211.25 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---------------------------------|----------------------------|--------------------|------------------------|-----------|
| AMERICAN RED CROSS | cpr for nicole r | GENERAL FUND | SWIMMING POOL | 27.00 |
| | | | TOTAL: | 27.00 |
| AUDIO EDITIONS | new adult audio | LIBRARY FUND | LIBRARY | 169.95 |
| | | | TOTAL: | 169.95 |
| BACHMAN'S, INC. | boulevard trees | ENVIRON SERVICES F | REFUSE DISPOSAL | 416.81 |
| | | | TOTAL: | 416.81 |
| BNR IRRIGATION SERVICES, INC. | adjust zone valve | WASTE WATER FUND | SOURCE/TREATMENT | 75.00 |
| | | | TOTAL: | 75.00 |
| BOLTON & MENK INC | staff mtgs | GENERAL FUND | STREETS | 105.00 |
| | msa | GENERAL FUND | STREETS | 1,391.25 |
| | staff mtgs | GENERAL FUND | PARKS | 84.00 |
| | th169 options | PERM IMPROVMENT RE | STREETS | 4,320.00 |
| | old mn/st julien7/20-8/16 | PERM IMPROVMENT RE | STREETS | 3,994.50 |
| | n 3rd 7/20-8/16 | WATER | CAPITAL-WATER DISTRIBU | 2,204.67 |
| | staff mtgs | WATER | ADMIN AND GENERAL | 42.00 |
| | n 3rd 7/20-8/16 | WASTE WATER FUND | CAPITAL-COLLECTOR SYST | 2,204.67 |
| | staff mtgs | WASTE WATER FUND | ADMIN AND GENERAL | 42.00 |
| | staff mtgs | ENVIRON SERVICES F | ADMIN AND GENERAL | 42.00 |
| | staff mtgs | ELECTRIC FUND | ADMIN AND GENERAL | 105.00 |
| | n 3rd 7/20-8/16 | STORMWATER FUND | CAPITAL-COLL SYS/LIFT | 2,204.66 |
| | brown st basin 7/20-8/16 | STORMWATER FUND | CAPITAL-COLL SYS/LIFT | 847.50 |
| | bell drainge assesmt7/20- | STORMWATER FUND | COLLECTIONS/LIFT STATI | 1,587.50 |
| | | | TOTAL: | 19,174.75 |
| BOOKPAGE | renewed book page subscrip | LIBRARY FUND | LIBRARY | 480.00 |
| | | | TOTAL: | 480.00 |
| BORDER STATES ELECTRIC SUPPLY | jeffrson&vets&2 cfl plug i | GENERAL FUND | PARKS | 35.74 |
| | | | TOTAL: | 35.74 |
| BOYER TRUCKS | shift #502 | GENERAL FUND | FIRE | 507.00 |
| | | | TOTAL: | 507.00 |
| BRIGGS AND MORGAN | park row crossing agreemen | GENERAL FUND | ECONOMIC DEVMT | 3,500.00 |
| | | | TOTAL: | 3,500.00 |
| BRYAN ROCK PRODUCTS INC | red ball diamond aglime | GENERAL FUND | PARKS | 480.18 |
| | | | TOTAL: | 480.18 |
| BUREAU OF CRIMINAL APPREHENSION | cdjn connect | GENERAL FUND | POLICE | 270.00 |
| | | | TOTAL: | 270.00 |
| C & S SUPPLY CO INC | filters,bulb,cover | GENERAL FUND | FIRE | 132.32 |
| | clothing allowance dave g | GENERAL FUND | PUBLIC WORKS ADMIN | 77.97 |
| | clothing allowance dave o | GENERAL FUND | STREETS | 64.96 |
| | hs boots | GENERAL FUND | PARKS | 126.95 |
| | clothing allowance mike w | COMMUNITY CENTER | COMMUNITY CENTER | 191.96 |
| | seed | COMMUNITY CENTER | COMMUNITY CENTER | 25.63 |
| | | | TOTAL: | 619.79 |
| CARQUEST AUTO PARTS STORES | blazer parts | GENERAL FUND | BUILDING INSPECTOR | 22.32 |
| | eraser whl,oil,presr blee | GENERAL FUND | STREETS | 114.74 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|------------------------------|--------------------|------------------------|----------|
| | lamp, adapter, connector | GENERAL FUND | STREETS | 45.94 |
| | tire repair kit | GENERAL FUND | PARKS | 6.62 |
| | eraser whl, oil, pressr blee | GENERAL FUND | PARKS | 114.74 |
| | hoses, crimps | LIBRARY FUND | LIBRARY | 43.76 |
| | gloves | LIBRARY FUND | LIBRARY | 41.87 |
| | gloves | COMMUNITY CENTER | COMMUNITY CENTER | 167.46 |
| | eraser whl, oil, pressr blee | WATER | DISTRIBUTION AND STORA | 57.37 |
| | belts | WASTE WATER FUND | SOURCE/TREATMENT | 30.78 |
| | eraser whl, oil, pressr blee | WASTE WATER FUND | SOURCE/TREATMENT | 57.37 |
| | eraser whl, oil, pressr blee | ENVIRON SERVICES F | REFUSE DISPOSAL | 57.37 |
| | eraser whl, oil, pressr blee | ELECTRIC FUND | POWER DISTRIBUTION | 114.74 |
| | eraser whl, oil, pressr blee | STORMWATER FUND | TREATMENT | 57.38 |
| | | | TOTAL: | 932.46 |
| CEMSTONE CONCRETE MATERIALS, LLC | 4th & chatham concrete | STORMWATER FUND | COLLECTIONS/LIFT STATI | 182.22 |
| | | | TOTAL: | 182.22 |
| CENTERPOINT ENERGY MINNBEGASCO | gas sept '13 | GENERAL FUND | FIRE | 59.21 |
| | gas sept '13 | GENERAL FUND | STREETS | 54.86 |
| | gas sept '13 | GENERAL FUND | SWIMMING POOL | 242.17 |
| | gas sept '13 | GENERAL FUND | PARKS | 43.89 |
| | gas sept '13 | LIBRARY FUND | LIBRARY | 98.38 |
| | gas sept '13 | COMMUNITY CENTER | COMMUNITY CENTER | 611.60 |
| | gas sept '13 | WATER | PURIPICATION AND TREAT | 81.48 |
| | gas sept '13 | WATER | PURIPICATION AND TREAT | 23.03 |
| | gas sept '13 | WATER | ADMIN AND GENERAL | 21.94 |
| | gas sept '13 | WASTE WATER FUND | COLLECTOR/LIFT STAT | 12.82 |
| | gas sept '13 | WASTE WATER FUND | SOURCE/TREATMENT | 55.29 |
| | gas sept '13 | WASTE WATER FUND | ADMIN AND GENERAL | 21.94 |
| | gas sept '13 | ENVIRON SERVICES F | ADMIN AND GENERAL | 21.95 |
| | gas sept '13 | ELECTRIC FUND | ADMIN AND GENERAL | 54.86 |
| | | | TOTAL: | 1,403.42 |
| CENTRAL FIRE PROTECTION INC | extg recharge | GENERAL FUND | FIRE | 44.00 |
| | | | TOTAL: | 44.00 |
| CINTAS FIRST AID & SAFETY | first aid cabinet | GENERAL FUND | STREETS | 2.66 |
| | first aid supplies | GENERAL FUND | RECREATION/LEISURE SER | 75.88 |
| | first aid supplies | GENERAL FUND | SWIMMING POOL | 198.55 |
| | first aid cabinet | GENERAL FUND | PARKS | 2.13 |
| | first aid supplies | LIBRARY FUND | LIBRARY | 66.60 |
| | first aid supplies | COMMUNITY CENTER | COMMUNITY CENTER | 75.89 |
| | first aid cabinet | WATER | ADMIN AND GENERAL | 1.06 |
| | first aid cabinet | WASTE WATER FUND | ADMIN AND GENERAL | 1.06 |
| | first aid cabinet | ENVIRON SERVICES F | ADMIN AND GENERAL | 1.06 |
| | first aid cabinet | ELECTRIC FUND | ADMIN AND GENERAL | 2.66 |
| | | | TOTAL: | 427.55 |
| CITY OF LE SUBUR | mn gfoa conf shared ride | GENERAL FUND | FINANCE | 50.00 |
| | | | TOTAL: | 50.00 |
| CITY OF MANKATO | mdc-cis annual cost | GENERAL FUND | POLICE | 1,350.00 |
| | 2013 shared records system | GENERAL FUND | POLICE | 6,711.00 |
| | | | TOTAL: | 8,061.00 |
| COLE PAPERS INC | cloths, towels, clnr, bags | GENERAL FUND | CITY ADMINISTRATION | 59.72 |

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| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------------|----------------------------|--------------------|------------------------|----------|
| | cloths,towels,clnr,bags | GENERAL FUND | CITY CLERK | 59.72 |
| | cloths,towels,clnr,bags | GENERAL FUND | FINANCE | 39.81 |
| | cloths,towels,clnr,bags | GENERAL FUND | POLICE | 31.85 |
| | cloths,towels,clnr,bags | GENERAL FUND | BUILDING INSPECTOR | 15.92 |
| | cloths,towels,clnr,bags | GENERAL FUND | PUBLIC WORKS ADMIN | 7.96 |
| | center pull towels | GENERAL FUND | STREETS | 52.74 |
| | micro cloth,bags,clnr,towe | GENERAL FUND | STREETS | 36.00 |
| | towels,soap,glc clnr,bags | GENERAL FUND | STREETS | 180.77 |
| | box&roll towels | GENERAL FUND | STREETS | 27.34 |
| | copy paper | GENERAL FUND | RECREATION/LEISURE SER | 106.55 |
| | center pull towels | GENERAL FUND | PARKS | 52.74 |
| | micro cloth,bags,clnr,towe | GENERAL FUND | PARKS | 36.00 |
| | towels,soap,glc clnr,bags | GENERAL FUND | PARKS | 180.77 |
| | box&roll towels | GENERAL FUND | PARKS | 27.34 |
| | cloths,towels,clnr,bags | GENERAL FUND | ECONOMIC DEVMT | 3.98 |
| | cleaning supplies | LIBRARY FUND | LIBRARY | 223.70 |
| | cleaning supplies | COMMUNITY CENTER | COMMUNITY CENTER | 894.80 |
| | center pull towels | WATER | DISTRIBUTION AND STORA | 26.37 |
| | micro cloth,bags,clnr,towe | WATER | DISTRIBUTION AND STORA | 18.00 |
| | towels,soap,glc clnr,bags | WATER | DISTRIBUTION AND STORA | 90.38 |
| | box&roll towels | WATER | DISTRIBUTION AND STORA | 13.67 |
| | cloths,towels,clnr,bags | WATER | ADMIN AND GENERAL | 35.83 |
| | center pull towels | WASTE WATER FUND | SOURCE/TREATMENT | 26.37 |
| | micro cloth,bags,clnr,towe | WASTE WATER FUND | SOURCE/TREATMENT | 18.00 |
| | towels,soap,glc clnr,bags | WASTE WATER FUND | SOURCE/TREATMENT | 90.38 |
| | box&roll towels | WASTE WATER FUND | SOURCE/TREATMENT | 13.67 |
| | cloths,towels,clnr,bags | WASTE WATER FUND | ADMIN AND GENERAL | 35.83 |
| | center pull towels | ENVIRON SERVICES F | REFUSE DISPOSAL | 26.37 |
| | micro cloth,bags,clnr,towe | ENVIRON SERVICES F | REFUSE DISPOSAL | 18.00 |
| | towels,soap,glc clnr,bags | ENVIRON SERVICES F | REFUSE DISPOSAL | 90.38 |
| | box&roll towels | ENVIRON SERVICES F | REFUSE DISPOSAL | 13.67 |
| | center pull towels | ELECTRIC FUND | POWER DISTRIBUTION | 52.74 |
| | micro cloth,bags,clnr,towe | ELECTRIC FUND | POWER DISTRIBUTION | 36.00 |
| | towels,soap,glc clnr,bags | ELECTRIC FUND | POWER DISTRIBUTION | 180.77 |
| | box&roll towels | ELECTRIC FUND | POWER DISTRIBUTION | 27.34 |
| | cloths,towels,clnr,bags | ELECTRIC FUND | ADMIN AND GENERAL | 107.49 |
| | center pull towels | STORMWATER FUND | TREATMENT | 26.39 |
| | micro cloth,bags,clnr,towe | STORMWATER FUND | TREATMENT | 18.00 |
| | towels,soap,glc clnr,bags | STORMWATER FUND | TREATMENT | 90.39 |
| | box&roll towels | STORMWATER FUND | TREATMENT | 13.67 |
| | | | TOTAL: | 3,107.42 |
| COMPUTER TECHNOLOGY SOLUTIONS, INC. | exchange servr pwr supply | GENERAL FUND | CITY ADMINISTRATION | 10.61 |
| | exchange servr pwr supply | GENERAL FUND | FINANCE | 38.19 |
| | exchange servr pwr supply | GENERAL FUND | POLICE | 48.80 |
| | exchange servr pwr supply | GENERAL FUND | FIRE | 6.37 |
| | exchange servr pwr supply | GENERAL FUND | BUILDING INSPECTOR | 6.37 |
| | exchange servr pwr supply | GENERAL FUND | PUBLIC WORKS ADMIN | 14.85 |
| | exchange servr pwr supply | GENERAL FUND | STREETS | 4.24 |
| | exchange servr pwr supply | GENERAL FUND | RECREATION/LEISURE SER | 27.58 |
| | exchange servr pwr supply | GENERAL FUND | PARKS | 2.12 |
| | exchange servr pwr supply | GENERAL FUND | ECONOMIC DEVMT | 4.24 |
| | exchange servr pwr supply | LIBRARY FUND | LIBRARY | 67.90 |
| | exchange servr pwr supply | PUBLIC ACCESS | PUBLIC ACCESS | 2.12 |
| | exchange servr pwr supply | COMMUNITY CENTER | COMMUNITY CENTER | 2.12 |
| | exchange servr pwr supply | WATER | ADMIN AND GENERAL | 10.61 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------|----------------------------|--------------------|------------------------|----------|
| | exchange servr pwr supply | WASTE WATER FUND | ADMIN AND GENERAL | 6.37 |
| | exchange servr pwr supply | ENVIRON SERVICES F | REFUSE DISPOSAL | 2.12 |
| | exchange servr pwr supply | ELECTRIC FUND | ADMIN AND GENERAL | 27.70 |
| | exchange servr pwr supply | STORMWATER FUND | ADMINISTRATION AND GEN | 4.24 |
| | exchange servr pwr supply | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 2.01 |
| | | | TOTAL: | 288.56 |
| COPIER BUSINESS SOLUTIONS | copier contract oct-dec | GENERAL FUND | STREETS | 30.83 |
| | contract overage 8/10-9/09 | GENERAL FUND | RECREATION/LEISURE SER | 108.89 |
| | staples for copy machine | GENERAL FUND | RECREATION/LEISURE SER | 30.29 |
| | copier contract oct-dec | GENERAL FUND | PARKS | 24.66 |
| | contract overage 8/10-9/09 | COMMUNITY CENTER | COMMUNITY CENTER | 108.90 |
| | staples for copy machine | COMMUNITY CENTER | COMMUNITY CENTER | 30.30 |
| | copier contract oct-dec | WATER | ADMIN AND GENERAL | 12.33 |
| | copier contract oct-dec | WASTE WATER FUND | ADMIN AND GENERAL | 12.33 |
| | copier contract oct-dec | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.32 |
| | copier contract oct-dec | ELECTRIC FUND | ADMIN AND GENERAL | 30.83 |
| | | | TOTAL: | 401.68 |
| COURT SPORTS AND MORE | clothing allowance mike w | GENERAL FUND | MUNICIPAL BUILDING | 115.00 |
| | curtis t clothing allowanc | WATER | ADMIN AND GENERAL | 36.00 |
| | curtis t clothing allowanc | WATER | ADMIN AND GENERAL | 32.00 |
| | | | TOTAL: | 183.00 |
| CROP PRODUCTION SERVICES | trimec chemical | GENERAL FUND | STREETS | 13.08 |
| | trimec chemical | GENERAL FUND | PARKS | 13.08 |
| | trimec chemical | WATER | PURIFICATION AND TREAT | 65.41 |
| | trimec chemical | WATER | DISTRIBUTION AND STORA | 6.54 |
| | trimec chemical | WASTE WATER FUND | SOURCE/TREATMENT | 6.54 |
| | trimec chemical | WASTE WATER FUND | SOURCE/TREATMENT | 65.42 |
| | trimec chemical | ENVIRON SERVICES F | REFUSE DISPOSAL | 6.54 |
| | trimec chemical | ELECTRIC FUND | POWER DISTRIBUTION | 13.08 |
| | trimec chemical | STORMWATER FUND | TREATMENT | 6.55 |
| | | | TOTAL: | 196.24 |
| CRYSTAL LAWN, INC | irrigation parts | COMMUNITY CENTER | COMMUNITY CENTER | 209.97 |
| | hwy 169 checked tree grate | ENVIRON SERVICES F | REFUSE DISPOSAL | 55.00 |
| | | | TOTAL: | 264.97 |
| CRYSSTEEL TRUCK EQUIPMENT INC | adjustable ball mount | GENERAL FUND | STREETS | 72.03 |
| | | | TOTAL: | 72.03 |
| CULLIGAN | muni bldg softener rental | GENERAL FUND | MUNICIPAL BUILDING | 28.05 |
| | cc solar salt delivered | COMMUNITY CENTER | COMMUNITY CENTER | 20.52 |
| | | | TOTAL: | 48.57 |
| DAKOTA SUPPLY GROUP | #799 2" meter w/radio&seal | WATER | NON-DEPARTMENTAL | 625.21 |
| | meter upgrade&dial ade | WATER | DISTRIBUTION AND STORA | 356.11 |
| | meter seals | WATER | DISTRIBUTION AND STORA | 106.88 |
| | meter upgrade | WATER | DISTRIBUTION AND STORA | 167.60 |
| | | | TOTAL: | 1,255.80 |
| DAVIS EQUIPMENT CORPORATION | #909 ferris filter & housi | WATER | DISTRIBUTION AND STORA | 146.23 |
| | | | TOTAL: | 146.23 |
| DEMCO, INC. | processing supplies | LIBRARY FUND | LIBRARY | 194.03 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---------------------------------------|----------------------------|--------------------|------------------------|----------|
| | | | TOTAL: | 194.03 |
| DGR ENGINEERING | brdwy gen plnt lump sum | ELECTRIC FUND | CAPITAL-DISTRIBUTION S | 2,840.50 |
| | | | TOTAL: | 2,840.50 |
| DISPLAY SALES COMPANY | alum spinning pole w/ball | GENERAL FUND | PARKS | 983.26 |
| | | | TOTAL: | 983.26 |
| DIVERSIFIED INSPECTIONS INC | annual safety insp#508snor | GENERAL FUND | FIRE | 832.00 |
| | | | TOTAL: | 832.00 |
| LANCE DLOUHY | cord protectors | COMMUNITY CENTER | COMMUNITY CENTER | 55.49 |
| | cord protectors | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 55.48 |
| | hfr participant bags | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 620.00 |
| | hfr goody bag items | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 585.70 |
| | | | TOTAL: | 1,316.67 |
| DPC INDUSTRIES, INC. | potassium permaganate | WATER | PURIFICATION AND TREAT | 1,076.00 |
| | | | TOTAL: | 1,076.00 |
| DRANTEL SALES & SERVICE | saw repairs | ENVIRON SERVICES F | REFUSE DISPOSAL | 35.29 |
| | | | TOTAL: | 35.29 |
| EDC EDUCATIONAL SERVICES | new juevenile materials | LIBRARY FUND | LIBRARY | 334.50 |
| | | | TOTAL: | 334.50 |
| EMERGENCY AUTOMOTIVE TECHNOLOGY, INC. | #1-08 remve lite bar,radio | GENERAL FUND | POLICE | 959.10 |
| | | | TOTAL: | 959.10 |
| ENVIRONMENTAL RESOURCE ASSOCIATES | reagents | WASTE WATER FUND | SOURCE/TREATMENT | 640.13 |
| | lab reagents | WASTE WATER FUND | SOURCE/TREATMENT | 992.11 |
| | | | TOTAL: | 1,632.24 |
| EPA AUDIO VISUAL INC | camera repair | PUBLIC ACCESS | PUBLIC ACCESS | 351.62 |
| | | | TOTAL: | 351.62 |
| ERICKSON OIL PRODUCTS INC | sept fuel | GENERAL FUND | POLICE | 14.13 |
| | | | TOTAL: | 14.13 |
| FARMERS ELEVATOR CO OF TRAVERSE | broadleaf herbicide trimec | GENERAL FUND | STREETS | 11.54 |
| | broadleaf herbicide trimec | GENERAL FUND | PARKS | 11.54 |
| | broadleaf herbicide trimec | WATER | DISTRIBUTION AND STORA | 5.77 |
| | broadleaf herbicide trimec | WASTE WATER FUND | SOURCE/TREATMENT | 5.77 |
| | broadleaf herbicide trimec | ENVIRON SERVICES F | REFUSE DISPOSAL | 5.77 |
| | broadleaf herbicide trimec | ELECTRIC FUND | POWER DISTRIBUTION | 11.54 |
| | broadleaf herbicide trimec | STORMWATER FUND | TREATMENT | 5.78 |
| | | | TOTAL: | 57.71 |
| FASTENAL COMPANY | led headlights | GENERAL FUND | STREETS | 21.82 |
| | batteries | GENERAL FUND | STREETS | 1.34 |
| | cap screws | GENERAL FUND | STREETS | 18.97 |
| | batteries | GENERAL FUND | STREETS | 43.30 |
| | orange warning flags | GENERAL FUND | STREETS | 38.68 |
| | hex shank hole saw arbor | GENERAL FUND | STREETS | 4.88 |
| | led headlights | GENERAL FUND | PARKS | 21.82 |
| | batteries | GENERAL FUND | PARKS | 1.34 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--------------------------------|----------------------------|--------------------|------------------------|----------|
| | cap screws | GENERAL FUND | PARKS | 18.97 |
| | batteries | GENERAL FUND | PARKS | 43.30 |
| | hex shank hole saw arbor | GENERAL FUND | PARKS | 4.88 |
| | masonry drill bit | COMMUNITY CENTER | COMMUNITY CENTER | 17.14 |
| | machine screws & flat wash | WATER | PURIFICATION AND TREAT | 0.21 |
| | led headlights | WATER | DISTRIBUTION AND STORA | 10.91 |
| | batteries | WATER | DISTRIBUTION AND STORA | 0.67 |
| | cap screws | WATER | DISTRIBUTION AND STORA | 9.48 |
| | batteries | WATER | DISTRIBUTION AND STORA | 21.65 |
| | hex shank hole saw arbor | WATER | DISTRIBUTION AND STORA | 2.44 |
| | led headlights | WASTE WATER FUND | SOURCE/TREATMENT | 10.91 |
| | batteries | WASTE WATER FUND | SOURCE/TREATMENT | 0.67 |
| | cap screws | WASTE WATER FUND | SOURCE/TREATMENT | 9.48 |
| | batteries | WASTE WATER FUND | SOURCE/TREATMENT | 21.65 |
| | hex shank hole saw arbor | WASTE WATER FUND | SOURCE/TREATMENT | 2.44 |
| | led headlights | ENVIRON SERVICES F | REFUSE DISPOSAL | 10.91 |
| | batteries | ENVIRON SERVICES F | REFUSE DISPOSAL | 0.67 |
| | marking paint | ENVIRON SERVICES F | REFUSE DISPOSAL | 64.66 |
| | cap screws | ENVIRON SERVICES F | REFUSE DISPOSAL | 9.48 |
| | batteries | ENVIRON SERVICES F | REFUSE DISPOSAL | 21.65 |
| | hex shank hole saw arbor | ENVIRON SERVICES F | REFUSE DISPOSAL | 2.44 |
| | led headlights | ELECTRIC FUND | POWER DISTRIBUTION | 21.82 |
| | batteries | ELECTRIC FUND | POWER DISTRIBUTION | 1.34 |
| | lifting/grab hooks | ELECTRIC FUND | POWER DISTRIBUTION | 80.17 |
| | cap screws | ELECTRIC FUND | POWER DISTRIBUTION | 18.97 |
| | batteries | ELECTRIC FUND | POWER DISTRIBUTION | 43.30 |
| | hex shank hole saw arbor | ELECTRIC FUND | POWER DISTRIBUTION | 4.88 |
| | led headlights | STORMWATER FUND | TREATMENT | 10.89 |
| | batteries | STORMWATER FUND | TREATMENT | 0.65 |
| | cap screws | STORMWATER FUND | TREATMENT | 9.49 |
| | batteries | STORMWATER FUND | TREATMENT | 21.67 |
| | hex shank hole saw arbor | STORMWATER FUND | TREATMENT | 2.46 |
| | | | TOTAL: | 652.40 |
| FERGUSON WATERWORKS #2516 | 1"m/horns w/swivels | WATER | NON-DEPARTMENTAL | 485.37 |
| | | | TOTAL: | 485.37 |
| FIRE PROTECTION SERVICES, INC. | sprinkler system review | GENERAL FUND | BUILDING INSPECTOR | 366.00 |
| | review shop drawings & cal | GENERAL FUND | BUILDING INSPECTOR | 225.60 |
| | | | TOTAL: | 591.60 |
| FIRST FINANCIAL TITLE AGENCY | over paid final bill 520 n | ELECTRIC FUND | NON-DEPARTMENTAL | 89.49 |
| | | | TOTAL: | 89.49 |
| GALLS INC | clothing allowance | GENERAL FUND | POLICE | 43.35 |
| | | | TOTAL: | 43.35 |
| GENERAL REPAIR SERVICE | diaphragm | WASTE WATER FUND | SOURCE/TREATMENT | 351.65 |
| | | | TOTAL: | 351.65 |
| GENESIS | sept diesel | GENERAL FUND | FIRE | 153.52 |
| | sept diesel | GENERAL FUND | STREETS | 1,341.20 |
| | sept diesel | GENERAL FUND | PARKS | 584.54 |
| | sept diesel | WATER | DISTRIBUTION AND STORA | 222.30 |
| | sept diesel | WASTE WATER FUND | COLLECTOR/LIFT STAT | 685.51 |
| | sept diesel | ENVIRON SERVICES F | REFUSE DISPOSAL | 1,734.14 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|----------------------------|--------------------|------------------------|-----------|
| | sept diesel | ELECTRIC FUND | POWER DISTRIBUTION | 316.77 |
| | sept diesel | STORMWATER FUND | TREATMENT | 209.61 |
| | sept diesel | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 790.02 |
| | | | TOTAL: | 6,037.61 |
| WILLIAM GERHART | smith glasses | GENERAL FUND | POLICE | 71.00 |
| | | | TOTAL: | 71.00 |
| LEWIS GIESKING | mileage 8/28-10/1/13 | GENERAL FUND | STREETS | 8.20 |
| | mileage 8/28-10/1/13 | GENERAL FUND | STREETS | 17.18 |
| | mileage 8/28-10/1/13 | GENERAL FUND | PARKS | 6.53 |
| | mileage 8/28-10/1/13 | WATER | ADMIN AND GENERAL | 3.26 |
| | mileage 8/28-10/1/13 | WASTE WATER FUND | ADMIN AND GENERAL | 3.26 |
| | mileage 8/28-10/1/13 | ENVIRON SERVICES P | ADMIN AND GENERAL | 3.27 |
| | mileage 8/28-10/1/13 | ELECTRIC FUND | ADMIN AND GENERAL | 8.20 |
| | smmpa mtg mileage | ELECTRIC FUND | ADMIN AND GENERAL | 63.00 |
| | lodging mmua summer conf | ELECTRIC FUND | ADMIN AND GENERAL | 498.12 |
| | | | TOTAL: | 611.02 |
| GOPHER STATE ONE-CALL INC | september 2013 locates | WATER | DISTRIBUTION AND STORA | 115.52 |
| | september 2013 locates | WASTE WATER FUND | COLLECTOR/LIFT STAT | 115.52 |
| | september 2013 locates | ELECTRIC FUND | POWER DISTRIBUTION | 115.51 |
| | | | TOTAL: | 346.55 |
| GREATER MANKATO GROWTH | 4th qtr dues | GENERAL FUND | ECONOMIC DEVMT | 6,273.75 |
| | | | TOTAL: | 6,273.75 |
| GUSTAVUS ADOLPHUS COLLEGE-DINING | staff training lunch | GENERAL FUND | CITY ADMINISTRATION | 902.03 |
| | | | TOTAL: | 902.03 |
| HACH COMPANY | ascorbic acid pwd pk | WATER | PURIFICATION AND TREAT | 121.32 |
| | iron reagent packs | WATER | PURIFICATION AND TREAT | 265.76 |
| | flouride solution | WATER | PURIFICATION AND TREAT | 74.34 |
| | | | TOTAL: | 461.42 |
| HAWKINS, INC. | caustic soda,sodium bisulf | WATER | PURIFICATION AND TREAT | 2,449.75 |
| | sodium hydroxide | WATER | PURIFICATION AND TREAT | 1,365.00 |
| | sodium hydroxide | WATER | PURIFICATION AND TREAT | 1,267.50 |
| | chlorine,sodium hydro,meta | WATER | PURIFICATION AND TREAT | 4,880.00 |
| | sulfuric acid, polymier | WASTE WATER FUND | BIOSOLIDS | 5,407.88 |
| | sulfuric acid, polymier | WASTE WATER FUND | BIOSOLIDS | 1,106.16 |
| | sulfuric acid, polymier | WASTE WATER FUND | BIOSOLIDS | 86.15 |
| | sulfuric acid, polymier | WASTE WATER FUND | SOURCE/TREATMENT | 201.01 |
| | sulfuric acid, polymier | WASTE WATER FUND | SOURCE/TREATMENT | 4,082.36 |
| | ferric chloride | WASTE WATER FUND | SOURCE/TREATMENT | 5,122.34 |
| | | | TOTAL: | 25,968.15 |
| HILLYARD/HUTCHINSON | turkish towels-cleaning | GENERAL FUND | STREETS | 10.85 |
| | turkish towels-cleaning | GENERAL FUND | PARKS | 10.85 |
| | vacuum part | COMMUNITY CENTER | COMMUNITY CENTER | 32.65 |
| | turkish towels-cleaning | WATER | DISTRIBUTION AND STORA | 5.43 |
| | turkish towels-cleaning | WASTE WATER FUND | SOURCE/TREATMENT | 5.43 |
| | turkish towels-cleaning | ENVIRON SERVICES P | REFUSE DISPOSAL | 5.43 |
| | turkish towels-cleaning | ELECTRIC FUND | POWER DISTRIBUTION | 10.85 |
| | turkish towels-cleaning | STORMWATER FUND | TREATMENT | 5.43 |
| | | | TOTAL: | 86.92 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-----------------------------|----------------------------|--------------------|------------------------|-----------|
| HOLIDAY COMMERCIAL | september fuel | GENERAL FUND | POLICE | 455.68 |
| | september fuel | GENERAL FUND | BUILDING INSPECTOR | 154.30 |
| | car wash | GENERAL FUND | BUILDING INSPECTOR | 8.54 |
| | september fuel | GENERAL FUND | PUBLIC WORKS ADMIN | 67.94 |
| | september fuel | GENERAL FUND | STREETS | 404.17 |
| | september fuel | GENERAL FUND | PARKS | 432.73 |
| | september fuel | COMMUNITY CENTER | COMMUNITY CENTER | 64.10 |
| | september fuel | WATER | SOURCE OF SUPPLY | 47.69 |
| | september fuel | WATER | PURIFICATION AND TREAT | 71.53 |
| | september fuel | WATER | DISTRIBUTION AND STORA | 357.64 |
| | september fuel | WATER | CUSTOMER ACCOUNTS | 63.71 |
| | september car washes | WATER | CUSTOMER ACCOUNTS | 4.00 |
| | september fuel | WASTE WATER FUND | COLLECTOR/LIFT STAT | 155.45 |
| | september fuel | WASTE WATER FUND | CUSTOMER ACCOUNTS | 63.71 |
| | september car washes | WASTE WATER FUND | CUSTOMER ACCOUNTS | 4.00 |
| | september fuel | ENVIRON SERVICES F | REFUSE DISPOSAL | 254.37 |
| | september car washes | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 4.01 |
| | september fuel | ELECTRIC FUND | POWER DISTRIBUTION | 477.34 |
| | september fuel | ELECTRIC FUND | CUSTOMER ACCOUNTS | 63.73 |
| | september car washes | ELECTRIC FUND | CUSTOMER ACCOUNTS | 4.00 |
| september fuel | STORMWATER FUND | TREATMENT | 295.06 | |
| | | | TOTAL: | 3,453.70 |
| IMPACT | august bills printing | WATER | CUSTOMER ACCOUNTS | 134.88 |
| | august bills postage | WATER | CUSTOMER ACCOUNTS | 353.23 |
| | august bills printing | WASTE WATER FUND | CUSTOMER ACCOUNTS | 134.88 |
| | august bills postage | WASTE WATER FUND | CUSTOMER ACCOUNTS | 353.23 |
| | august bills printing | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 134.88 |
| | august bills postage | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 353.22 |
| | august bills printing | ELECTRIC FUND | CUSTOMER ACCOUNTS | 134.89 |
| | august bills postage | ELECTRIC FUND | CUSTOMER ACCOUNTS | 353.23 |
| | flyer | ELECTRIC FUND | CUSTOMER ACCOUNTS | 282.58 |
| | | | | TOTAL: |
| INGRAM BOOK COMPANY | new children's y/a materia | LIBRARY FUND | LIBRARY | 439.53 |
| | new adult non fic | LIBRARY FUND | LIBRARY | 515.93 |
| | new adult fic | LIBRARY FUND | LIBRARY | 297.25 |
| | new library materials | LIBRARY FUND | LIBRARY | 1,536.77 |
| | | | TOTAL: | 2,789.48 |
| INTERPOLL LABORATORIES INC. | oxides of nitrogen comp te | ELECTRIC FUND | POWER PRODUCTION | 5,250.00 |
| | | | TOTAL: | 5,250.00 |
| JLS DISTRIBUTING, INC | motor oil additive & greas | GENERAL FUND | STREETS | 56.43 |
| | motor oil additive & greas | GENERAL FUND | PARKS | 56.43 |
| | motor oil additive & greas | WATER | DISTRIBUTION AND STORA | 28.22 |
| | motor oil additive & greas | WASTE WATER FUND | SOURCE/TREATMENT | 28.22 |
| | motor oil additive & greas | ENVIRON SERVICES F | REFUSE DISPOSAL | 28.22 |
| | motor oil additive & greas | ELECTRIC FUND | POWER DISTRIBUTION | 56.43 |
| | motor oil additive & greas | STORMWATER FUND | TREATMENT | 28.20 |
| | | | TOTAL: | 282.15 |
| JT SERVICES | head&globe led washingtn h | ELECTRIC FUND | NON-DEPARTMENTAL | 6,946.88 |
| | straight arm for light pol | ELECTRIC FUND | NON-DEPARTMENTAL | 3,847.50 |
| | | | TOTAL: | 10,794.38 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------------|----------------------------|--------------------|------------------------|-----------|
| KASSULKE MASONRY | sidewalk at 211 nassau | GENERAL FUND | STREETS | 1,359.00 |
| | | | TOTAL: | 1,359.00 |
| KEEPRS, INC. | clothing allowance | GENERAL FUND | POLICE | 80.49 |
| | | | TOTAL: | 80.49 |
| KIBBLE EQUIPMENT | jd rotary & disc mower for | STORMWATER FUND | CAPITAL-TREATMENT SYST | 16,437.38 |
| | #113 sprayer elbow fitting | STORMWATER FUND | TREATMENT | 9.00 |
| | | | TOTAL: | 16,446.38 |
| JOE KOBEROSKI | 8 pine trees moved | WATER | PURIFICATION AND TREAT | 800.00 |
| | 2 river birch planted | WATER | PURIFICATION AND TREAT | 700.00 |
| | 2 pine tree moved | WASTE WATER FUND | SOURCE/TREATMENT | 200.00 |
| | | | TOTAL: | 1,700.00 |
| KRIS ENGINEERING, INC. | #207 cutting edge | GENERAL FUND | STREETS | 675.98 |
| | | | TOTAL: | 675.98 |
| THE LAFAYETTE-NICOLLET LEDGER | 1 yr renewal | LIBRARY FUND | LIBRARY | 35.00 |
| | | | TOTAL: | 35.00 |
| LARKSTUR ENGINEERING & SUPPLY, INC. | #607 body assembly | GENERAL FUND | STREETS | 175.28 |
| | | | TOTAL: | 175.28 |
| LEAGUE OF MN CITIES INSURANCE TRUST | sidewalk fall addl claim | PROPERTY INSURANCE | INSURANCE-UNALLOCATED | 7.00 |
| | | | TOTAL: | 7.00 |
| LOCATORS & SUPPLIES, INC. | safety vests stock | GENERAL FUND | STREETS | 70.23 |
| | safety vests stock | GENERAL FUND | PARKS | 56.19 |
| | safety vests stock | WATER | ADMIN AND GENERAL | 28.09 |
| | safety vests stock | WASTE WATER FUND | ADMIN AND GENERAL | 28.09 |
| | safety vests stock | ENVIRON SERVICES F | ADMIN AND GENERAL | 28.10 |
| | safety vests stock | ELECTRIC FUND | ADMIN AND GENERAL | 70.23 |
| | | | TOTAL: | 280.93 |
| MARCO, INC. | 8/23-9/22 contract | GENERAL FUND | CITY ADMINISTRATION | 24.80 |
| | staple cartridges | GENERAL FUND | CITY ADMINISTRATION | 21.29 |
| | 8/23-9/22 contract | GENERAL FUND | CITY CLERK | 24.80 |
| | staple cartridges | GENERAL FUND | CITY CLERK | 21.29 |
| | 8/23-9/22 contract | GENERAL FUND | FINANCE | 16.54 |
| | staple cartridges | GENERAL FUND | FINANCE | 14.20 |
| | 8/23-9/22 contract | GENERAL FUND | POLICE | 13.23 |
| | staple cartridges | GENERAL FUND | POLICE | 11.36 |
| | 8/23-9/22 contract | GENERAL FUND | BUILDING INSPECTOR | 6.61 |
| | staple cartridges | GENERAL FUND | BUILDING INSPECTOR | 5.68 |
| | 8/23-9/22 contract | GENERAL FUND | PUBLIC WORKS ADMIN | 3.31 |
| | staple cartridges | GENERAL FUND | PUBLIC WORKS ADMIN | 2.84 |
| | 8/23-9/22 contract | GENERAL FUND | ECONOMIC DEVT | 1.65 |
| | staple cartridges | GENERAL FUND | ECONOMIC DEVT | 1.42 |
| | 8/23-9/22 contract | WATER | ADMIN AND GENERAL | 14.88 |
| | staple cartridges | WATER | ADMIN AND GENERAL | 12.78 |
| | 8/23-9/22 contract | WASTE WATER FUND | ADMIN AND GENERAL | 14.89 |
| | staple cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 12.76 |
| | 8/23-9/22 contract | ELECTRIC FUND | ADMIN AND GENERAL | 44.65 |
| | staple cartridges | ELECTRIC FUND | ADMIN AND GENERAL | 38.33 |
| | | | TOTAL: | 307.31 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT | |
|------------------------------------|----------------------------|----------------------------|------------------------|------------------|--------|
| MATHESON TRI-GAS INC | cylinder rental | GENERAL FUND | STREETS | 26.19 | |
| | cylinder rental | GENERAL FUND | PARKS | 20.95 | |
| | cylinder rental | WATER | ADMIN AND GENERAL | 10.47 | |
| | cylinder rental | WASTE WATER FUND | ADMIN AND GENERAL | 10.47 | |
| | cylinder rental | ENVIRON SERVICES F | ADMIN AND GENERAL | 10.47 | |
| | cylinder rental | ELECTRIC FUND | ADMIN AND GENERAL | 26.19 | |
| | TOTAL: | | | 104.74 | |
| PAT MCSHANE | overhead line school pat m | ELECTRIC FUND | ADMIN AND GENERAL | 114.93 | |
| | TOTAL: | | | 114.93 | |
| MENARDS | chair | GENERAL FUND | FIRE | 63.06 | |
| | gloves & air freshener | GENERAL FUND | STREETS | 21.78 | |
| | antifreeze pool | GENERAL FUND | SWIMMING POOL | 37.25 | |
| | gloves & air freshener | GENERAL FUND (| PARKS | 21.78 | |
| | antifreeze parks | GENERAL FUND | PARKS | 10.65 | |
| | childcare ctr repair parts | COMMUNITY CENTER | COMMUNITY CENTER | 20.30 | |
| | gloves & air freshener | WATER | DISTRIBUTION AND STORA | 10.89 | |
| | gloves & air freshener | WASTE WATER FUND | SOURCE/TREATMENT | 10.89 | |
| | gloves & air freshener | ENVIRON SERVICES F | REFUSE DISPOSAL | 10.89 | |
| | gloves & air freshener | ELECTRIC FUND | POWER DISTRIBUTION | 21.78 | |
| | gloves & air freshener | STORMWATER FUND | TREATMENT | 10.88 | |
| | TOTAL: | | | 240.15 | |
| | METRO SALES INC | labor,thermistor,bearing,r | GENERAL FUND | POLICE | 231.11 |
| copier charges | | LIBRARY FUND | LIBRARY | 481.54 | |
| TOTAL: | | | | 712.65 | |
| MISC VENDOR | 4IMPRINT | RESTRICTED CONTRIB | COMMUNITY SERVICE | 261.38 | |
| | AAFES | GENERAL FUND | POLICE | 132.36 | |
| | GRANDMA'S LITTLE ACRE | RESTRICTED CONTRIB | COMMUNITY SERVICE | 40.00 | |
| | KUHLMAN, NORM | GENERAL FUND | NON-DEPARTMENTAL | 138.94 | |
| | MN VALLEY ACTIN COUNCI | refund overpmt of ticket b | HEARTLAND TRANSIT | NON-DEPARTMENTAL | 6.00 |
| | R HENRY CONSTRUCTION | a-32 ford lid not needed r | WASTE WATER FUND | NON-DEPARTMENTAL | 125.00 |
| | WINTERGREEN CORPORATIO | median led christmas light | GENERAL FUND | PARKS | 485.20 |
| | TOTAL: | | | 1,188.88 | |
| MN DEPT OF LABOR & INDUSTRY | boiler | LIBRARY FUND | LIBRARY | 10.00 | |
| | TOTAL: | | | 10.00 | |
| MN MAYOR'S ASSOCIATION | dues for 2013-2014 | GENERAL FUND | MAYOR & COUNCIL | 30.00 | |
| | TOTAL: | | | 30.00 | |
| MN MUNICIPAL UTILITIES ASSOCIATION | 4th qtr 2013mgmt | GENERAL FUND | FIRE | 133.37 | |
| | 4th qtr 2013mgmt | GENERAL FUND | PUBLIC WORKS ADMIN | 799.14 | |
| | 4th qtr 2013mgmt | GENERAL FUND | STREETS | 799.68 | |
| | 4th qtr 2013mgmt | GENERAL FUND | PARKS | 666.85 | |
| | 4th qtr 2013mgmt | COMMUNITY CENTER | COMMUNITY CENTER | 400.11 | |
| | 4th qtr 2013mgmt | WATER | ADMIN AND GENERAL | 533.48 | |
| | 4th qtr 2013mgmt | WASTE WATER FUND | ADMIN AND GENERAL | 799.68 | |
| | 4th qtr 2013mgmt | ENVIRON SERVICES F | ADMIN AND GENERAL | 266.74 | |
| | 4th qtr 2013 elec member d | ELECTRIC FUND | ADMIN AND GENERAL | 3,466.75 | |
| | 4th qtr 2013mgmt | ELECTRIC FUND | ADMIN AND GENERAL | 666.85 | |
| | 4th qtr 2013 elec safety | ELECTRIC FUND | ADMIN AND GENERAL | 687.50 | |
| | 4th qtr 2013mgmt | STORMWATER FUND | ADMINISTRATION AND GEN | 400.11 | |
| | TOTAL: | | | 9,620.26 | |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|----------------------------|--------------------|------------------------|--------------------|
| MN PIPE & EQUIPMENT | u-branch,ball valves,horns | WATER | NON-DEPARTMENTAL | 5,218.32 |
| | #164 repair lid 1.25" | WATER | NON-DEPARTMENTAL | 249.55 |
| | couplings,ld | WATER | NON-DEPARTMENTAL | 147.68 |
| | valves, saddle nipples | WATER | DISTRIBUTION AND STORA | 552.17 |
| | TOTAL: | | | 6,167.72 |
| MN PUBLIC TRANSIT ASSN | conf registratin wayne a | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 200.00 |
| | 10/14-10/16 conf reg paula | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 200.00 |
| | TOTAL: | | | 400.00 |
| MN STATE FIRE CHIEFS ASSOCIATION | conf registration ron n | GENERAL FUND | FIRE | 245.00 |
| | TOTAL: | | | 245.00 |
| MN WASTE PROCESSING | sept disposal | ENVIRON SERVICES F | REFUSE DISPOSAL | 14,381.58 |
| | TOTAL: | | | 14,381.58 |
| MN WASTEWATER OPERATORS ASSOC. | jeff k 2 yrs 12/14 | STORMWATER FUND | ADMINISTRATION AND GEN | 25.00 |
| | TOTAL: | | | 25.00 |
| PETE MOULTON | mn warn, awwa mtgs | WATER | ADMIN AND GENERAL | 386.46 |
| | mileage incl wat ut councl | WATER | ADMIN AND GENERAL | 125.99 |
| | mileage 9/2-9/6/13 | WASTE WATER FUND | ADMIN AND GENERAL | 6.78 |
| | mileage 9/2-9/6/13 | STORMWATER FUND | ADMINISTRATION AND GEN | 6.22 |
| | mileage 9/16-9/27/13 | STORMWATER FUND | ADMINISTRATION AND GEN | 37.30 |
| | TOTAL: | | | 562.75 |
| MVTL LABORATORIES INC | mercury testing | WASTE WATER FUND | SOURCE/TREATMENT | 334.00 |
| | heartland testing | WASTE WATER FUND | SOURCE/TREATMENT | 315.00 |
| | bod testing | WASTE WATER FUND | SOURCE/TREATMENT | 75.00 |
| | bod testing | WASTE WATER FUND | SOURCE/TREATMENT | 75.00 |
| | plate count testing | WASTE WATER FUND | SOURCE/TREATMENT | 26.00 |
| | salty dis testing | WASTE WATER FUND | SOURCE/TREATMENT | 159.00 |
| | nitrogen testing | WASTE WATER FUND | SOURCE/TREATMENT | 60.00 |
| | salty dis,hwe testing | WASTE WATER FUND | SOURCE/TREATMENT | 144.00 |
| | TOTAL: | | | 1,188.00 |
| | NATIONAL PEN CORP | pens | GENERAL FUND | SENIOR COORDINATOR |
| TOTAL: | | | | 89.40 |
| NBS CALIBRATIONS | svc&calib balance/scale | WASTE WATER FUND | SOURCE/TREATMENT | 164.00 |
| | clean/calib weights,calib | WASTE WATER FUND | SOURCE/TREATMENT | 349.00 |
| | TOTAL: | | | 513.00 |
| NELSON PRINTING COMPANY | envelopes | GENERAL FUND | RECREATION/LEISURE SER | 454.78 |
| | envelopes | COMMUNITY CENTER | COMMUNITY CENTER | 113.69 |
| | TOTAL: | | | 568.47 |
| NEW ULM QUARTZITE QUARRIES | seal coat chips | GENERAL FUND | STREETS | 2,297.36 |
| | TOTAL: | | | 2,297.36 |
| NICOLLET COUNTY PUBLIC HEALTH | sr ctr prog coord sept | GENERAL FUND | SENIOR COORDINATOR | 2,300.00 |
| | sept oct newsletters | GENERAL FUND | SENIOR COORDINATOR | 146.06 |
| | TOTAL: | | | 2,446.06 |
| NORTH CENTRAL INTERNATIONAL | filter | GENERAL FUND | NON-DEPARTMENTAL | 8.53 |
| | air filter | GENERAL FUND | NON-DEPARTMENTAL | 8.53 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------|----------------------------|--------------------|------------------------|----------|
| | filters | GENERAL FUND | NON-DEPARTMENTAL | 31.05 |
| | #44 seat | GENERAL FUND | STREETS | 429.63 |
| | | | TOTAL: | 477.74 |
| NORTH CENTRAL LABORATORIES | lab reagents | WASTE WATER FUND | SOURCE/TREATMENT | 971.38 |
| | lab reagents | WASTE WATER FUND | SOURCE/TREATMENT | 367.60 |
| | | | TOTAL: | 1,338.98 |
| NORTHERN STATES SUPPLY INC | cable cutter | GENERAL FUND | FIRE | 237.26 |
| | | | TOTAL: | 237.26 |
| NORTHLAND VALLEY TRANSFER | hauling seal coat chip sto | GENERAL FUND | STREETS | 452.91 |
| | | | TOTAL: | 452.91 |
| NUTTER CLOTHING CO | 3 pant hems bill j | GENERAL FUND | POLICE | 30.00 |
| | volleyball team shirts | GENERAL FUND | RECREATION/LEISURE SER | 412.50 |
| | | | TOTAL: | 442.50 |
| PAULA O'CONNELL | mn goa conf lodging | GENERAL FUND | FINANCE | 230.86 |
| | | | TOTAL: | 230.86 |
| OFFICEMAX | printer for mmua elec stat | GENERAL FUND | FIRE | 2.61 |
| | printer for mmua elec stat | GENERAL FUND | PUBLIC WORKS ADMIN | 15.63 |
| | printer for mmua elec stat | GENERAL FUND | STREETS | 15.63 |
| | printer for mmua elec stat | GENERAL FUND | PARKS | 13.04 |
| | printer for mmua elec stat | COMMUNITY CENTER | COMMUNITY CENTER | 7.82 |
| | printer for mmua elec stat | WATER | ADMIN AND GENERAL | 10.43 |
| | printer for mmua elec stat | WASTE WATER FUND | ADMIN AND GENERAL | 15.63 |
| | printer for mmua elec stat | ENVIRON SERVICES F | ADMIN AND GENERAL | 5.21 |
| | printer for mmua elec stat | ELECTRIC FUND | ADMIN AND GENERAL | 13.04 |
| | printer for mmua elec stat | STORMWATER FUND | ADMINISTRATION AND GEN | 7.82 |
| | | | TOTAL: | 106.86 |
| PEPSI-COLA OF MANKATO INC | spcc vending machines | COMMUNITY CENTER | COMMUNITY CENTER | 290.25 |
| | | | TOTAL: | 290.25 |
| PET EXPO DIST. | routine aquarium mainten | LIBRARY FUND | LIBRARY | 100.91 |
| | routine aquarium mainten | LIBRARY FUND | LIBRARY | 60.00 |
| | | | TOTAL: | 160.91 |
| PETER'S SODDING SERVICE | sod 4th&mulb,wash&st paul | WATER | DISTRIBUTION AND STORA | 120.00 |
| | | | TOTAL: | 120.00 |
| MATTHEW PETERS | iapc conf airfare matt p | GENERAL FUND | POLICE | 627.80 |
| | | | TOTAL: | 627.80 |
| TODD PRAPKE-PETTY CASH | lic plates #107 | GENERAL FUND | BUILDING INSPECTOR | 26.00 |
| | crime free multi fam hs cl | GENERAL FUND | BUILDING INSPECTOR | 20.00 |
| | rotary meals | GENERAL FUND | ECONOMIC DEVMT | 112.00 |
| | postage | WATER | ADMIN AND GENERAL | 17.10 |
| | meal | WATER | ADMIN AND GENERAL | 17.22 |
| | fuel to bring new cars bac | WATER | CUSTOMER ACCOUNTS | 3.33 |
| | fuel to bring new cars bac | WASTE WATER FUND | CUSTOMER ACCOUNTS | 3.33 |
| | fuel to bring new cars bac | ELECTRIC FUND | CUSTOMER ACCOUNTS | 3.34 |
| | car clean | ELECTRIC FUND | CUSTOMER ACCOUNTS | 0.75 |
| | drivers mtg snacks | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 12.34 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|----------------------------|--------------------|------------------------|-----------|
| | | | TOTAL: | 215.41 |
| PROFESSIONAL WATER TECHNOLOGIES | anti scalant | WATER | PURIFICATION AND TREAT | 10,000.00 |
| | lavasol liquid ro membrn c | WATER | PURIFICATION AND TREAT | 983.00 |
| | lavasol 2liquid ro membran | WATER | PURIFICATION AND TREAT | 910.00 |
| | lavasol lliquid ro membran | WATER | PURIFICATION AND TREAT | 525.00 |
| | | | TOTAL: | 12,418.00 |
| QUICK MART ST PETER | september fuel | GENERAL FUND | POLICE | 441.28 |
| | | | TOTAL: | 441.28 |
| QUILL | ink cartridge | GENERAL FUND | POLICE | 139.99 |
| | ink cartridge | GENERAL FUND | STREETS | 31.81 |
| | ink cartridge | GENERAL FUND | PARKS | 25.45 |
| | ink cartridges | WATER | ADMIN AND GENERAL | 24.05 |
| | ink cartridge | WATER | ADMIN AND GENERAL | 12.73 |
| | ink cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 24.05 |
| | ink cartridge | WASTE WATER FUND | ADMIN AND GENERAL | 12.73 |
| | ink cartridges | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.03 |
| | ink cartridge | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.72 |
| | ink cartridges | ELECTRIC FUND | ADMIN AND GENERAL | 60.13 |
| | ink cartridge | ELECTRIC FUND | ADMIN AND GENERAL | 31.81 |
| | | | TOTAL: | 387.50 |
| RAMY TURF PRODUCTS | lawn restor fabric&grnd mi | ELECTRIC FUND | POWER DISTRIBUTION | 210.55 |
| | storm basin nicollet | STORMWATER FUND | TREATMENT | 309.94 |
| | | | TOTAL: | 520.49 |
| RED WING SHOE STORE | safety boots hank | WASTE WATER FUND | ADMIN AND GENERAL | 157.24 |
| | safety boots mcshane | ELECTRIC FUND | ADMIN AND GENERAL | 203.99 |
| | | | TOTAL: | 361.23 |
| RELIANCE ELECTRIC OF SOUTHERN MN | strt switch &labor repr mo | WATER | PURIFICATION AND TREAT | 123.09 |
| | | | TOTAL: | 123.09 |
| THE RETROFIT COMPANIES, INC. | fall collection flourescen | ELECTRIC FUND | POWER DISTRIBUTION | 178.35 |
| | | | TOTAL: | 178.35 |
| ROYAL TIRE, INC | #207 tires & repair | GENERAL FUND | STREETS | 1,449.09 |
| | #5 tires | WATER | DISTRIBUTION AND STORA | 552.87 |
| | cm casing credits | WASTE WATER FUND | COLLECTOR/LIFT STAT | 16.00 |
| | #12 tires | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 669.18 |
| | | | TOTAL: | 2,655.14 |
| RYAN ELECTRIC OF ST PETER | pw ballasts | GENERAL FUND | STREETS | 59.95 |
| | pool ballast,bulb | GENERAL FUND | SWIMMING POOL | 202.26 |
| | pw ballasts | GENERAL FUND | PARKS | 47.96 |
| | pw ballasts | WATER | ADMIN AND GENERAL | 23.98 |
| | pw ballasts | WASTE WATER FUND | ADMIN AND GENERAL | 23.98 |
| | pw ballasts | ENVIRON SERVICES F | ADMIN AND GENERAL | 23.97 |
| | pw ballasts | ELECTRIC FUND | ADMIN AND GENERAL | 59.95 |
| | | | TOTAL: | 442.05 |
| SELECT ACCOUNT | admin fee | GENERAL FUND | CITY ADMINISTRATION | 3.13 |
| | admin fee | GENERAL FUND | CITY CLERK | 1.95 |
| | admin fee | GENERAL FUND | FINANCE | 5.20 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---------------------------------------|----------------------------|--------------------|------------------------|------------|
| | admin fee | GENERAL FUND | MUNICIPAL BUILDING | 1.36 |
| | admin fee | GENERAL FUND | POLICE | 25.43 |
| | admin fee | GENERAL FUND | BUILDING INSPECTOR | 4.99 |
| | admin fee | GENERAL FUND | COMMUNITY SERVICE | 1.95 |
| | admin fee | GENERAL FUND | PUBLIC WORKS ADMIN | 1.44 |
| | admin fee | GENERAL FUND | STREETS | 2.66 |
| | admin fee | GENERAL FUND | RECREATION/LEISURE SBR | 5.63 |
| | admin fee | GENERAL FUND | PARKS | 10.03 |
| | admin fee | GENERAL FUND | ECONOMIC DEVMT | 1.95 |
| | admin fee | LIBRARY FUND | LIBRARY | 2.45 |
| | admin fee | COMMUNITY CENTER | COMMUNITY CENTER | 2.93 |
| | admin fee | WATER | DISTRIBUTION AND STORA | 4.79 |
| | admin fee | WATER | ADMIN AND GENERAL | 1.77 |
| | admin fee | WATER | CUSTOMER ACCOUNTS | 0.39 |
| | admin fee | WASTE WATER FUND | SOURCE/TREATMENT | 2.84 |
| | admin fee | WASTE WATER FUND | ADMIN AND GENERAL | 1.98 |
| | admin fee | WASTE WATER FUND | CUSTOMER ACCOUNTS | 0.40 |
| | admin fee | ENVIRON SERVICES F | REFUSE DISPOSAL | 3.91 |
| | admin fee | ENVIRON SERVICES F | ADMIN AND GENERAL | 0.79 |
| | admin fee | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 0.40 |
| | admin fee | ELECTRIC FUND | POWER DISTRIBUTION | 5.86 |
| | admin fee | ELECTRIC FUND | ADMIN AND GENERAL | 7.08 |
| | admin fee | ELECTRIC FUND | CUSTOMER ACCOUNTS | 2.36 |
| | admin fee | STORMWATER FUND | COLLECTIONS/LIFT STATI | 1.46 |
| | admin fee | STORMWATER FUND | ADMINISTRATION AND GEN | 4.05 |
| | admin fee | STORMWATER FUND | CUSTOMER ACCOUNTS | 0.40 |
| | admin fee | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 3.88 |
| | | | TOTAL: | 113.46 |
| SOUTHERN MN CONSTRUCTION CO INC | wash ave link disposal fee | PERM IMPROVMENT RE | STREETS | 900.00 |
| | #19 disposal | PERM IMPROVMENT RE | STREETS | 450.00 |
| | new compost site grading p | ENVIRON SERVICES F | CAPITAL-GENERAL PLANT | 44,587.66 |
| | | | TOTAL: | 45,937.66 |
| SOUTHERN MN MUNICIPAL POWER AGENCY | sept purchased power | ELECTRIC FUND | POWER SUPPLY | 649,792.50 |
| | | | TOTAL: | 649,792.50 |
| SPRINT SOLUTIONS, INC. | cell phone svc 8/15-9/14/1 | GENERAL FUND | FIRE | 19.72 |
| | cell phone svc 8/15-9/14/1 | WATER | ADMIN AND GENERAL | 39.99 |
| | on call phones 8/15-9/14/1 | WATER | ADMIN AND GENERAL | 25.82 |
| | on call phones 8/15-9/14/1 | WASTE WATER FUND | ADMIN AND GENERAL | 29.53 |
| | on call phones 8/15-9/14/1 | ELECTRIC FUND | ADMIN AND GENERAL | 25.82 |
| | | | TOTAL: | 140.88 |
| ST PETER COMMUNITY & FAMILY EDUCATION | 2013 fall comm ed brochure | GENERAL FUND | RECREATION/LEISURE SBR | 370.00 |
| | | | TOTAL: | 370.00 |
| ST PETER FIREFIGHTERS RELIEF | 2013 fire aid | FIREMANS RELIEF | FIRE | 48,832.46 |
| | 2013 fire aid supplemental | FIREMANS RELIEF | FIRE | 14,430.13 |
| | | | TOTAL: | 63,262.59 |
| ST PETER HERALD | 1 year renewal police | GENERAL FUND | POLICE | 49.40 |
| | 1 year renewal public work | GENERAL FUND | STREETS | 12.35 |
| | 1 year renewal public work | GENERAL FUND | PARKS | 9.88 |
| | 1 year renewal public work | WATER | ADMIN AND GENERAL | 4.94 |
| | 1 year renewal public work | WASTE WATER FUND | ADMIN AND GENERAL | 4.94 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------------------|------------------------------|--------------------|------------------------|------------------|
| | 1 year renewal public work | ENVIRON SERVICES F | ADMIN AND GENERAL | 4.94 |
| | 1 year renewal public work | ELECTRIC FUND | ADMIN AND GENERAL | <u>12.35</u> |
| | | | TOTAL: | 98.80 |
| STREICHER'S | clothing allowance | GENERAL FUND | POLICE | 179.97 |
| | clothing allowance | GENERAL FUND | POLICE | 139.98- |
| | ammunition | GENERAL FUND | POLICE | 1,415.03 |
| | clothing allowance | GENERAL FUND | POLICE | <u>24.99</u> |
| | | | TOTAL: | 1,480.01 |
| SUN UP CONSTRUCTION INC. | fence&gates installed comp | ENVIRON SERVICES F | CAPITAL-GENERAL PLANT | <u>31,567.00</u> |
| | | | TOTAL: | 31,567.00 |
| SUNSHINE FILTERS OF PINELLAS, INC. | filter elements | WASTE WATER FUND | SOURCE/TREATMENT | <u>331.66</u> |
| | | | TOTAL: | 331.66 |
| SWANSON PROCESS SERVICES CO. | troubleshoot actuator & tr | WATER | PURIFICATION AND TREAT | <u>511.40</u> |
| | | | TOTAL: | 511.40 |
| TIGERDIRECT.COM | hard drives for making bac | GENERAL FUND | POLICE | 159.18 |
| | ups for phone system | WASTE WATER FUND | ADMIN AND GENERAL | <u>144.55</u> |
| | | | TOTAL: | 303.73 |
| JANE TIMMERMAN-PETTY CASH | cable for appa | PUBLIC ACCESS | PUBLIC ACCESS | 2.13 |
| | stamps | COMMUNITY CENTER | COMMUNITY CENTER | 9.20 |
| | mileage to sam's | YOUTH CENTER GRANT | YOUTH CENTER | <u>12.21</u> |
| | | | TOTAL: | 23.54 |
| TOPPERS PLUS INC | returned drop ball mount | GENERAL FUND | STREETS | 234.06- |
| | drop ball mount,hitch pinw | GENERAL FUND | STREETS | <u>239.40</u> |
| | | | TOTAL: | 5.34 |
| TRANE | annual pm--quarterly billi | COMMUNITY CENTER | COMMUNITY CENTER | <u>1,003.00</u> |
| | | | TOTAL: | 1,003.00 |
| UNITED RENTALS AERIAL EQUIPMENT | metal blades | WATER | DISTRIBUTION AND STORA | <u>83.36</u> |
| | | | TOTAL: | 83.36 |
| US AUTO FORCE | 12 tires | GENERAL FUND | POLICE | <u>1,497.20</u> |
| | | | TOTAL: | 1,497.20 |
| USA BLUE BOOK | sump pump | WASTE WATER FUND | SOURCE/TREATMENT | <u>151.59</u> |
| | | | TOTAL: | 151.59 |
| VALLEY ENTERPRISES | garbage bags | ENVIRON SERVICES F | REFUSE DISPOSAL | <u>565.00</u> |
| | | | TOTAL: | 565.00 |
| VESSCO, INC | tubing, fittings, grab&o-rin | WATER | PURIFICATION AND TREAT | <u>210.84</u> |
| | | | TOTAL: | 210.84 |
| VISA | mtg meals, staff dilly bar | GENERAL FUND | CITY ADMINISTRATION | 233.27 |
| | goal session meal | GENERAL FUND | CITY ADMINISTRATION | 66.48 |
| | parking permits | GENERAL FUND | CITY CLERK | 239.99 |
| | fort ripley gas | GENERAL FUND | POLICE | 77.35 |
| | fort ripley meal | GENERAL FUND | POLICE | 8.24 |
| | paper, ink | GENERAL FUND | PUBLIC WORKS ADMIN | <u>120.73</u> |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--------------------------|-----------------------------|--------------------|------------------------|----------|
| | 169 coal mtg snacks | GENERAL FUND | STREETS | 31.77 |
| | meals fuel, equip school ph | GENERAL FUND | STREETS | 159.78 |
| | pickleball floor tape | GENERAL FUND | RECREATION/LEISURE SER | 30.77 |
| | staff training, renew cpr | GENERAL FUND | RECREATION/LEISURE SER | 105.00 |
| | babysitters trng certifica | GENERAL FUND | RECREATION/LEISURE SER | 130.00 |
| | shipping for skateprk guid | GENERAL FUND | RECREATION/LEISURE SER | 14.00 |
| | spdc mtg agenda meal | GENERAL FUND | ECONOMIC DEVT | 14.63 |
| | library board mbr orientat | LIBRARY FUND | LIBRARY | 14.55 |
| | cables | PUBLIC ACCESS | PUBLIC ACCESS | 28.13 |
| | staff training, renew cpr | COMMUNITY CENTER | COMMUNITY CENTER | 105.00 |
| | domain name renewal | WATER | ADMIN AND GENERAL | 25.00 |
| | domain name renewal | WASTE WATER FUND | ADMIN AND GENERAL | 25.00 |
| | domain name renewal | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.50 |
| | mmua meal | ELECTRIC FUND | ADMIN AND GENERAL | 10.93 |
| | work boots lincoln h | ELECTRIC FUND | ADMIN AND GENERAL | 168.61 |
| | domain name renewal | ELECTRIC FUND | ADMIN AND GENERAL | 62.50 |
| | pop-up canopy nite 2 unite | RESTRICTED CONTRIB | POLICE | 116.05 |
| | nite to unite door prizes | RESTRICTED CONTRIB | POLICE | 63.06 |
| | pop-up canopy paws | RESTRICTED CONTRIB | COMMUNITY SERVICE | 116.06 |
| | halloween safety vests | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 38.28 |
| | halloween race supplies | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 84.95 |
| | halloween supplies | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 84.82 |
| | halloween fun run decorati | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 88.84 |
| | hall fun run decor plans | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 137.58 |
| | staff training, renew cpr | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 120.00 |
| | babysitters manuals | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 232.79 |
| | youth center supplies new | YOUTH CENTER GRANT | YOUTH CENTER | 105.10 |
| | | | TOTAL: | 2,871.76 |
| VON ESSEN TOWING | towing | GENERAL FUND | POLICE | 150.00 |
| | tire repair | GENERAL FUND | POLICE | 30.00 |
| | towingb90 | GENERAL FUND | BUILDING INSPECTOR | 55.00 |
| | tires19a | GENERAL FUND | PARKS | 65.06 |
| | towing309 | ENVIRON SERVICES F | REFUSE DISPOSAL | 55.00 |
| | | | TOTAL: | 355.06 |
| VOSS LIGHTING | bulbs | LIBRARY FUND | LIBRARY | 111.29 |
| | bulbs | COMMUNITY CENTER | COMMUNITY CENTER | 445.15 |
| | | | TOTAL: | 556.44 |
| WESCO DISTRIBUTION INC | #493 51's parallel connect | ELECTRIC FUND | NON-DEPARTMENTAL | 511.93 |
| | 100w hps lamp | ELECTRIC FUND | NON-DEPARTMENTAL | 243.19 |
| | #387i/o termination kits | ELECTRIC FUND | NON-DEPARTMENTAL | 474.75 |
| | #610 fuseholder heb-aa | ELECTRIC FUND | NON-DEPARTMENTAL | 609.19 |
| | secondary ped's | ELECTRIC FUND | NON-DEPARTMENTAL | 465.98 |
| | lube | ELECTRIC FUND | POWER DISTRIBUTION | 200.63 |
| | | | TOTAL: | 2,505.67 |
| WIGEN COMPANIES, INC. | orp electrode part | WATER | PURIFICATION AND TREAT | 569.35 |
| | orp electrode part | WATER | PURIFICATION AND TREAT | 588.47 |
| | | | TOTAL: | 1,157.82 |
| WOLF MOTOR COMPANY, INC. | #813, #718 seat covers | ELECTRIC FUND | POWER DISTRIBUTION | 318.67 |
| | | | TOTAL: | 318.67 |
| WRITE ON | customized items | GENERAL FUND | CITY ADMINISTRATION | 309.23 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-----------------|----------------------------|--------------------|------------------------|------------|
| | customized items | GENERAL FUND | FINANCE | 86.10 |
| | anniversay prog bldg dept | GENERAL FUND | BUILDING INSPECTOR | 89.17 |
| | customized items | GENERAL FUND | PUBLIC WORKS ADMIN | 49.88 |
| | customized items | WASTE WATER FUND | ADMIN AND GENERAL | 29.92 |
| | anniversary | ENVIRON SERVICES F | ADMIN AND GENERAL | 49.88 |
| | | | TOTAL: | 614.18 |
| XCEL ENERGY | hwy 22 bridge lights | GENERAL FUND | STREETS | 55.92 |
| | | | TOTAL: | 55.92 |
| ZIEGLER INC | contract catlyst w/monitor | ELECTRIC FUND | CAPITAL-DISTRIBUTION S | 178,804.87 |
| | repair pt guard monitor sy | ELECTRIC FUND | POWER PRODUCTION | 2,908.07 |
| | | | TOTAL: | 181,712.94 |

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

| | | |
|-------|---------------------------|--------------|
| 101 | GENERAL FUND | 57,966.89 |
| 201 | PROPERTY INSURANCE | 7.00 |
| 211 | LIBRARY FUND | 5,957.05 |
| 213 | PUBLIC ACCESS | 660.55 |
| 217 | COMMUNITY CENTER | 5,184.66 |
| 234 | FIREMANS RELIEF | 63,262.59 |
| 401 | PERM IMPROVMENT REVOLVING | 9,664.50 |
| 601 | WATER | 42,667.16 |
| 602 | WASTE WATER FUND | 28,266.49 |
| 603 | ENVIRON SERVICES FUND | 95,713.17 |
| 604 | ELECTRIC FUND | 864,593.00 |
| 606 | STORMWATER FUND | 22,877.30 |
| 610 | HEARTLAND TRANSIT | 1,883.43 |
| 820 | RESTRICTED CONTRIBUTIONS | 2,644.99 |
| 824 | YOUTH CENTER GRANT | 117.31 |
| ----- | | |
| | GRAND TOTAL: | 1,201,466.09 |
| ----- | | |

TOTAL PAGES: 18

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

| <u>VENDOR</u> | <u>ITEM</u> | <u>PRICE</u> | <u>FUNDING</u> |
|----------------|---------------|---------------|----------------|
| H and L Mesabi | Cutting Edges | \$16,077.43 | General |
| MnDOT | Salt | Upto \$24,000 | General |

2. The following business licenses are hereby approved subject to compliance with City Code regulations and payment of the licensing fee:

Knights Of Columbus 1801 W. Broadway Temporary On Sale Beer Oct., 14,2013

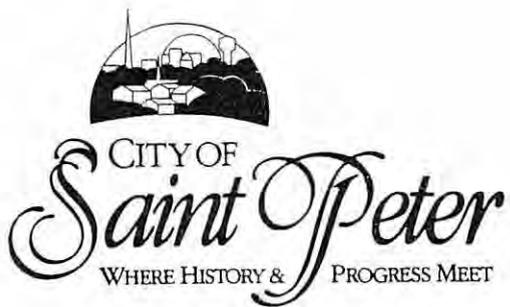
3. The schedule of disbursements for September 19, 2013 through October 9, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 14th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

To: Todd Prafke
City Administrator

Date: September 25, 2013

From: Russ Wille
Community Development Director

RE: Petitioned Alley Vacation – Patch's Addition

ACTION / RECOMMENDATION

Adopt the attached resolution approving the vacation of that portion of the east-west alley in Block 104, Patch's Addition to the City of Saint Peter lying adjacent to Lots 10 & 11, Patch's Addition as recommended by the Planning Commission.

BACKGROUND

A petition has been received from Leila Brammer (1209 South Seventh Street) seeking the vacation of that portion of the east-west alley in Block 104, Patch's Addition to the City of Saint Peter lying adjacent to Lots 10 & 11, Patch's Addition. The requested partial vacation is outside of the Amended Plat and within the jurisdiction of the City Council.

Ms. Brammer is also seeking to vacate the remainder of the east-west alley within Block 104, Patch's Addition. However, given that this portion of the alley is within the Amended Plat, the City does not have jurisdiction and vacation is being sought from the other owners of property within Block 104, Patch's Addition.

The Petitioner was previously granted a deed to the north six (6) feet of the east-west alley within Block 104, Patch's Addition. However, title objections to the Petitioner's ownership of said portion of the alley have been raised indicating that the alley had not been properly vacated. Ms. Brammer is seeking to again vacate the alley to provide clear title.

The property had previously been offered for sale. The most recent sale fell through due to the concerns about the title to the property. The property has subsequently been rented to a third party.

The hand drawn map of vacated streets and alleys maintained by the Community Development Department depicts that the alley in question had been previously vacated in its entirety.

There is no water, sewer or storm water drainage mains or structures located within the alley subject to the vacation petition. Additionally, there is no established travelable surface within the platted alley and there are no curb cuts to access the alley from a public street.

The Planning Commission considered the petitioned vacation at their October meeting. The Commission recommended granting the vacation of the alley as petitioned by Ms. Brammer.

FISCAL IMPACT

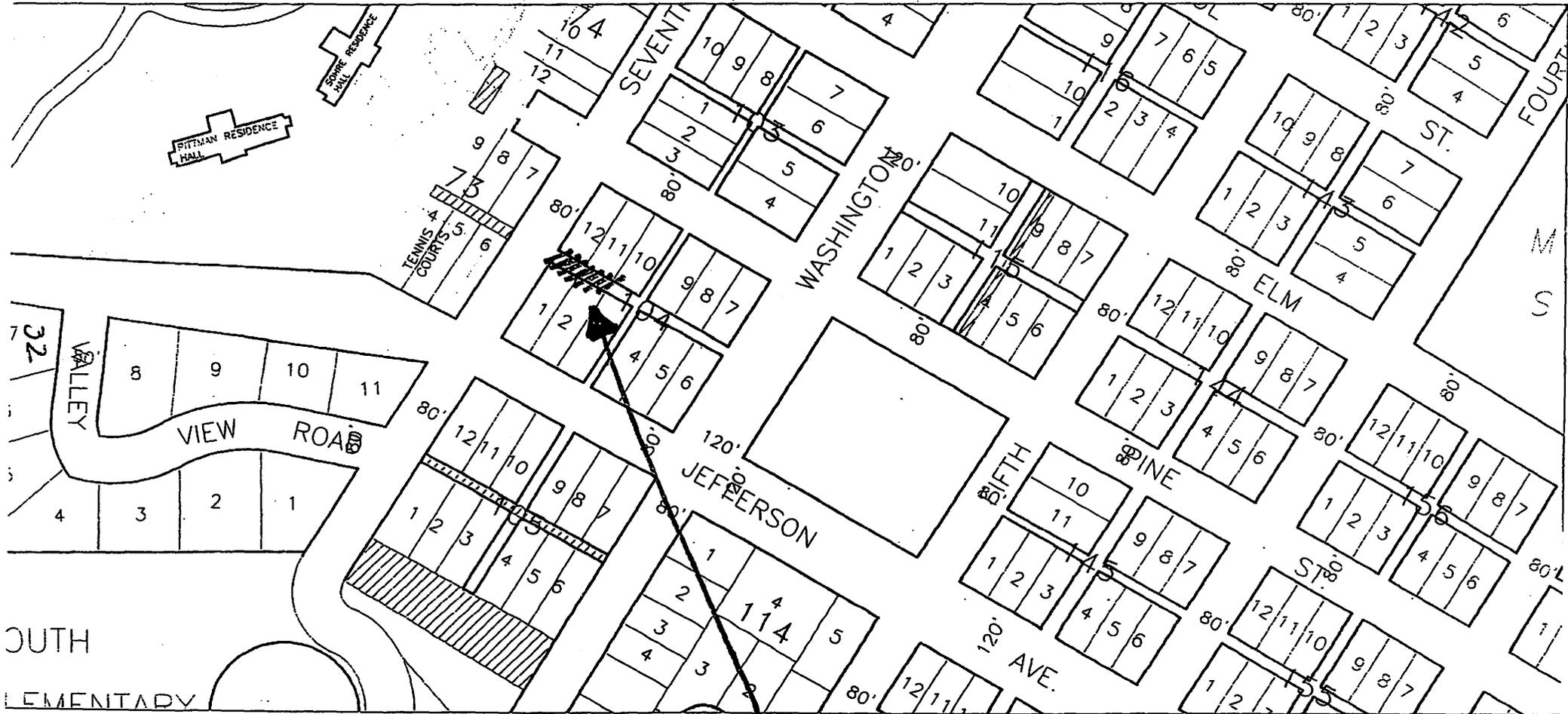
The Petitioner has paid the established \$300 fee for consideration of the vacation. The City would incur an ordinary cost of publishing and mailing the required notice of public hearing.

ALTERNATIVES / VARIATIONS

Adopt. The Community Development Director will record the vacation with Nicollet County.
Deny. The petitioner will be notified of the City Council's denial of the vacation.;
Modification. This would not be an option at this time. The City Council must consider the vacation as petitioned.

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

Brammer Alley Vacation



SCALE 1 : 2,884



*Petitioned
Vacation*

N



**CITY OF SAINT PETER
RESOLUTION NO.**

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

**RESOLUTION APPROVING THE PETITION TO VACATE THAT PORTION OF THE
EAST-WEST ALLEY IN BLOCK 104, PATCH'S ADDITION TO THE CITY OF SAINT
PETER LYING ADJACENT TO LOTS 10 & 11, BLOCK 104, PATCH'S ADDITION**

WHEREAS, a petition has been submitted by the owner of Lots 9-11, Patch's Addition seeking to partially vacate the east-west alley abutting her property at 1209 South Seventh Street; and

WHEREAS, the petitioner was previously granted by deed, the north six (6) feet of the east-west alley in Block 104, Patch's Addition; and

WHEREAS, title objections to the Petitioner's ownership of said portion of the alley have been raised indicating that the alley had not been previously vacated; and

WHEREAS, Petitioner desires to vacate the subject portion of the alley so as to clear the alleged title defect; and

WHEREAS, the mapping maintained by the Saint Peter Community Development office indicates that the alley had been previously vacated; and

WHEREAS, the Nicollet County Recorder's office does not have any official record of a previous vacation of the alley subject to the petition; and

WHEREAS, there are no public or private utilities located within the portion of the alley subject to vacation.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANING AND ZONING COMMISSION OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, that:

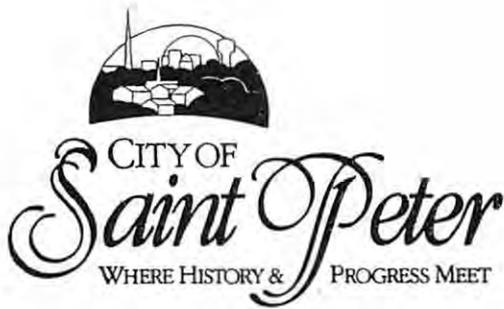
1. That portion of the east-west alley in Block 104, Patch's Addition to the City of Saint Peter lying adjacent to Lots 10 and 11, Block 104, Patch's Addition is hereby vacated.
2. Upon vacation, the north eight (8) feet of the vacated alley right-of-way shall be deeded to the Petitioner and the south eight (8) feet shall be deeded to the abutting property owner(s).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/11/13

FROM: Lewis G. Giesking
Director of Public Works

RE: T-Mobile Lease Modification

ACTION/RECOMMENDATION

Authorize execution of an amendment to the existing lease agreement with T-Mobile providing for the lease space on the Broadway Water Tower.

BACKGROUND

T-Mobile currently has a lease agreement with the City leasing space for existing antennas on the Broadway Water Tower. The lease provides that the City can adjust compensation for space use, should T-Mobile make changes to their equipment. In December 2012, T-Mobile began discussions with the City to add a dish type antenna at the Broadway Water Tower.

Negotiated changes are proposed to amend the existing lease and include: 1). Additional monthly compensation of \$150.00 per month. 2). Adds an additional five years to the contract. 3). A transfer fee of \$2000.00 will be paid to the City if T-Mobile sells their current system. 4). T-Mobile will be required to compensate the City during a tower repainting project or for routine maintenance, if their antennas cause additional cost. T-Mobile will have an option to relocate their antennas to avoid additional costs.

FISCAL IMPACT:

T-Mobile has paid all the necessary fees for the execution of this amendment to the lease agreement. The amendment to the agreement will result in additional compensation for the City.

ALTERNATIVES/VARIATIONS:

Vote in favor: The city Administrator will execute the amendment to the lease agreement.

Negative votes: City 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:bl

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT TO EXISTING LEASE
AGREEMENT WITH T-MOBILE FOR LEASE OF SPACE ON BROADWAY WATER TOWER**

WHEREAS, the City has an existing lease agreement with T-Mobile for lease of space for cellular equipment on the Broadway Water Tower; and

WHEREAS, T-Mobile desires to add a dish type antenna to the Broadway Water Tower; and

WHEREAS, the existing lease agreement sets out the compensation and procedures necessary to make changes to the existing equipment; and

WHEREAS, the existing agreement stipulates an increase in lease payments of \$150.00 per month.

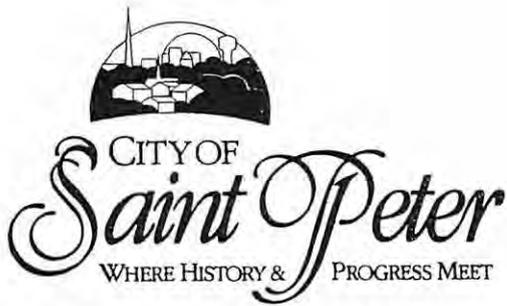
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes the City Administrator to execute an amendment to the existing lease agreement with T-Mobile for changes to equipment located on the Broadway Water Tower.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/11/13

FROM: Lewis G. Giesking
Director of Public Works

RE: AT&T Easement

ACTION/RECOMMENDATION

Execute a utility easement agreement with AT&T for the installation of a fiber-optic conduit on the Broadway Water Tower site.

BACKGROUND

In January 2013, AT&T contacted the City with the intent of upgrading their fiber line feeding the cell tower located on the Broadway Water Tower. City staff worked with AT&T to identify a route for the fiber cable that would coordinate with the many underground utility cables already located on the Broadway Water Tower property. An area located adjacent to the east fence is the best location to install a new fiber cable from Broadway Avenue to the existing AT&T building located near the Broadway Water Tower.

AT&T requested the easement for permanent installation of the fiber cable and for future maintenance purposes. The City Attorney worked with staff to develop a written easement agreement which is attached for your review.

AT&T proposes to install a conduit in the easement by directionally boring, and then will pull a fiber-optic cable through the conduit to their building. This is part of AT&T's plan to upgrade their cellular service in the southern Minnesota service area. AT&T will also upgrade their existing cellular antennas located on the Broadway Water Tower. These improvements are all covered under their existing agreement with the City related to the cellular infrastructure located on the Broadway Water Tower site.

The proposed easement agreement, upon approval by the city Council, would be executed by the City Administrator and the Mayor. The agreement would then be filed with the Nicollet County Courthouse and all fees will be paid from an deposit made by AT&T with the City.

FISCAL IMPACT:

AT&T pays a monthly fee to the City, renting space on the City facilities. AT&T made a deposit with the City to cover the cost of developing the easement and approving the plan for changes on the site. There are no new revenues as a result of this easement. Costs of the City legal and other efforts will be paid by AT&T.

ALTERNATIVES/VARIATIONS:

Vote in favor: The Mayor and City Administrator will execute the easement agreement.

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 concerning this agenda item.

Cell Site Name: St. Peter WT
Cell Site Number: MNL03758
FA#: 10138507

EASEMENT AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, 2013, by and between the City of Saint Peter, a Minnesota municipal corporation, its assigns and successors, ("City" or "Owner"), as Grantor, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, its assigns and successors, ("AT&T" or "Lessee"), as Grantee.

WITNESS:

WHEREAS, City, as Owner and AT&T, as Lessee, are parties to a certain Equipment Location Lease effective August 1, 2002, as amended by a First Amendment dated October 9, 2007, and a Second Amendment dated February 14, 2013 (collectively, the "Equipment Lease") for Lessee's operation of radio antennae facility for wireless communication; and

WHEREAS, City owns and is in possession of certain property in Nicollet County, legally described as follows:

A 5.00 foot wide strip of real estate in the Southwest Quarter of the Northeast Quarter of the Southeast Quarter of Section 17, Township 110 North, Range 26 West, Nicollet County, Minnesota, the centerline of said strip is described as follows:

Commencing at the northeast corner of the Southeast Quarter of said Section 17; thence South 0 degrees 22 minutes 20 seconds East along the East line of said Southeast Quarter, a distance of 1035.72 feet; thence South 89 degrees 36 minutes 17 seconds West, a distance of 741.62 feet to the Point of Beginning of the centerline to be described; thence North 89 degrees 36 minutes 17 seconds East, a distance of 71.15 feet; thence North 0 degrees 23 minutes 30 seconds West, a distance of 344.60 feet to the South right of way line of Broadway Avenue and said centerline there terminating.

The sidelines of said easement shall be shortened or lengthened to terminate at said South right of way line of Broadway Avenue; and

WHEREAS, AT&T desires to obtain an easement under said property for electrical and fiber lines to AT&T's antenna facilities on City's property that is subject to the Equipment Lease; and

WHEREAS, City is agreeable to having the easement through its property.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, both parties covenant and agree as follows:

1. Grant of Easement. The Easement to be granted is a perpetual, permanent Easement and temporary construction principally digging and trenching Easement for electrical and fiber utility lines under and across the property legally described as:

A 5.00 foot wide easement for utility purposes over, under and across the Southwest Quarter of the Northeast Quarter of the Southeast Quarter of Section 17, Township 110 North, Range 26 West, Nicollet County, Minnesota, the centerline of said easement is described as follows:

Commencing at the northeast corner of the Southeast Quarter of said Section 17; thence South 0 degrees 22 minutes 20 seconds East along the East line of said Southeast Quarter, a distance of 1035.72 feet; thence South 89 degrees 36 minutes 17 seconds West, a distance of 741.62 feet to the Point of Beginning of the centerline to be described; thence North 89 degrees 36 minutes 17 seconds East, a distance of 71.15 feet; thence North 0 degrees 23 minutes 30 seconds West, a distance of 344.60 feet to the South right of way line of Broadway Avenue and said centerline there terminating.

The sidelines of said easement shall be shortened or lengthened to terminate at said South right of way line of Broadway Avenue;

reserving, however, to the Grantor all rights not inconsistent with the Easement use. The foregoing Easement is depicted and described in more detail on Exhibit 2 attached hereto.

2. Easement Purpose. The Easement is for the construction, installation and maintenance of underground electrical and fiber utility lines and related equipment for the operation of AT&T's antenna facility on City's property.
3. Construction. The utilities shall be constructed and installed at the sole cost of AT&T, which will also obtain all permits or other approvals necessary for the construction and installation.

AT&T shall give City two (2) days' notice before commencing any work, and it shall complete the work within two (2) days after commencement, causing no unreasonable interference or obstruction with the business operations of City.

4. Drainage. Any and all cuts, fills, excavations or embankments necessary in the construction, maintenance or future alteration of any utility or related equipment shall be made and maintained to provide adequate drainage of and from the property owned by City.

5. Ingress-Egress. AT&T agrees that ingress-egress to the City facility shall not be disrupted without the prior written permission of City.
6. Damage and Destruction. If AT&T, its contractors, subcontractors or agents damage or destroy any of the property or any personal property of City or others, as a result of the construction, installation or maintenance of the utility or related equipment, such damage or destruction shall be corrected by AT&T in the event the responsible contractors, subcontractors or agent fails to repair, restore or otherwise remedy the damage or destruction.
7. Quality of Title. City does not warrant its title to the property subject to the Easement, nor undertake to defend AT&T in its use, and the grant made by the Easement is subject to all outstanding rights or interest of others, including but not limited to other utility easements. City does warrant that it does have corporate authority to issue this easement and has passed all necessary corporate resolutions authorizing this easement.

AT&T has prepared the Section 1 legal description and AT&T represents and warrants that the legal description in Section 1 matches up with the site plan (which AT&T prepared) of the described area, attached as Exhibit 2.

8. Indemnification. AT&T shall defend, indemnify and hold harmless City, their directors, officers, employees and agents from and against any and all claims, demands, judgments, lawsuits, costs and expenses arising from or growing out of AT&T, its contractors, subcontractors or agents entry upon, construction, use or occupancy of the property subject to the Easement.
9. Limited Grant. Nothing provided in this Agreement shall be construed to be a grant or conveyance by City to AT&T of any kind of property right or easement except within the area legally describing the property subject to the Easement.
10. Termination of Easement. The Easement granted shall be perpetual and shall run with the land, inuring to the benefit of successors and assigns of the City and AT&T.
11. Entire Understanding. This Agreement contains the entire understanding between the parties, and all prior understandings or other agreements, whether written or oral, are both merged into this Agreement and have no further force or effect to the extent they may conflict with the terms of this Agreement or expand upon them.
12. Waiver. None of the conditions of this Agreement shall be considered waived by City unless given in writing, and no such written waiver shall be a waiver of any past or future (i) default, or (ii) breach; nor shall it be considered a modification of any of the conditions of this Agreement, unless expressly stipulated in the waiver.

13. Amendment. Any amendment or modification to this Agreement must be in writing and signed by all parties, and any purported amendment or modification not both in writing and signed shall be void.
14. Limitation of Liability. Except for the indemnity obligations set forth in this Agreement, and otherwise notwithstanding anything to the contrary in this Agreement, City and AT&T each waives any claims that each may have against the other with respect to consequential, incidental or special damages, however caused, based on any theory of liability.
15. Notices. Any notice or demand required or permitted to be given hereunder will be given by first class certified or registered mail, return receipt requested, or by recognized overnight courier providing proof of service, or by first class mail, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notice will be addressed to the parties at the following addresses:

If to Grantor: City of Saint Peter
Attn: City Administrator
405 West Saint Julien Street
St. Peter, MN 56082

If to Grantee: New Cingular Wireless PCS, LLC
Attn: Network Real Estate Administration
Re: Cell Site #: MNL03758; Cell Site Name: St. Peter WT
Fixed Asset No: 10138507
575 Morosgo Dr. NE
13-F West Tower
Atlanta, GA 30324

With a copy to: New Cingular Wireless PCS, LLC
Attn.: AT&T Legal Department
Re: Cell Site #: MNL03758; Cell Site Name: St. Peter WT
Fixed Asset No: 10138507
208 S. Akard Street
Dallas, Texas, 75202-4206

[Signatures appear on the following page]

AT&T

NEW CINGULAR WIRELESS PCS, LLC
a Delaware limited liability company

By: AT&T Mobility Corporation

Its: Manager

By: _____

Print Name: _____

Its: Real Estate & Construction Manager

Constante L. Hall
Constante L. Hall

STATE OF Minnesota)

) ss

COUNTY OF ~~Hennepin~~ Ramsey

On this 19 day of September 2013, before me the undersigned, a Notary Public in and for the State of Minnesota, personally appeared Constante Hall and to me personally known, who being by me duly sworn, did say that he/she is the Real Estate Manager of AT&T Mobility Corporation, the Manager of New Cingular Wireless PCS, LLC, which is executing the within and foregoing instrument to which this is attached, and acknowledged under oath, that he executed the same in his stated capacity as the voluntary act and deed of AT&T for the purposes therein contained.

Kathy Lynn Leners

Notary Public

This Instrument Drafted by:
James W. Brandt
219 W. Nassau, P.O. Box 57
Saint Peter, MN 56082



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION AUTHORIZING EXECUTION OF EASEMENT AGREEMENT WITH AT&T ON
THE BROADWAY WATER TOWER SITE

WHEREAS, AT&T has an existing agreement with the City for the use of space on the Broadway water tower site renting space for cellular equipment; and

WHEREAS, AT&T is proposing to upgrade their cellular equipment to improve cellular service in the southern Minnesota area; and

WHEREAS, the upgrade will require the installation of the new fiber cable on the Broadway water tower site; and

WHEREAS, an easement will be necessary to install the new fiber cable; and

WHEREAS, AT&T provided a deposit, as per their existing agreement, to cover the cost of plan review and preparation of documents for the upgrades.

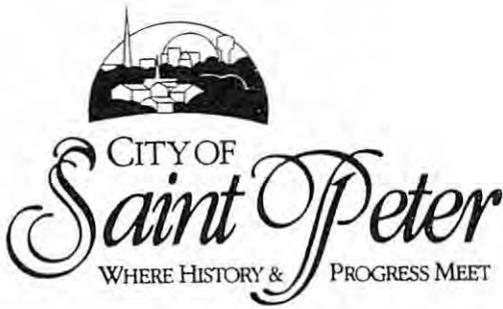
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: City Council hereby authorizes the Mayor and City Administrator to execute an easement agreement with AT&T for the purposes of installing an underground utility on the Broadway Water Tower site. .

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 8, 2013

FROM: Paula O'Connell
Director of Finance

RE: Order preparation of assessments and call for a Public Hearing on Water, Wastewater and Miscellaneous Improvements.

ACTION/RECOMMENDATION

Approve the attached resolutions to order preparation of assessments and to set a public hearing on November 11, 2013, to discuss the proposed assessments of water, wastewater and miscellaneous improvements.

BACKGROUND

Staff in the Public Works Department have worked with property owners to correct water and sewer services and make improvement to sidewalks or drainage abutting specific properties. While most of this work was completed through agreement for assessment with the abutting property owners one sidewalk project was completed under your Ordinance when the property owner failed to make the required corrections.

The cost of the work will be assessed to the properties according to our assessment policy.

Water and sewer service lines have been repaired for seven properties with project costs totaling \$39,742.67.

Drainage/Sidewalk improvements have also been completed for a total cost of \$45,176.64.

FISCAL IMPACT:

The Water, Wastewater, and PIR fund reserves will fund these costs until recouped over the term of the assessments for a total of \$84,919.31.

ALTERNATIVES AND VARIATIONS:

Do not Act: Staff will pursue other methods of collection.

Negative vote: Other funding sources will need to be found to fund the assessable costs of the projects.

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.

| | | | | |
|-------------------------------|---------------------|-----------|------------------------------|-------------------|
| Drainage Improvements | 109 Grace St | 1,298.85 | KVC Building Partnership LLC | Dennis Rossiter |
| Sanitary Sewer Line | 522 Minnesota Ave N | 4,930.15 | Flowers | Sharon |
| Drainage Improvements | 325 Minnesota Ave S | 6,696.11 | Blaschko | Terry |
| Drainage Improvements | 209 Nassau St W | 532.88 | Loeffler | LaVonne |
| Drainage Improvements | 213 Nassau St W | 1,520.93 | Loeffler | LaVonne |
| Drainage Improvements | 105 Third St S | 6,771.45 | Detlefsen | David F |
| Drainage Improvements | 125 Third St S | 26,684.70 | Mayer | John T |
| sidewalk repair | 516 Third St S | 117.01 | HUD | |
| water service line disconnect | 405 Mulberry | 3,300.00 | Floren | Gerald Jr & Susan |
| water line repair | 511 Fifth St | 3,500.00 | Trinity Lutheran Church | |
| Sanitary Sewer line | 1445 Loren St | 2,996.91 | Hobart | Kathleen E |
| Sanitary Sewer line | 404 Broadway | 3,722.25 | Rieger | Benjamin |
| Sanitary Sewer line | 417 Nassau | 9,813.83 | May | Kathleen May |
| water line repair | 1420 Third St N | 11,479.53 | Hunt | Kari L |
| sidewalk repair | 211 Nassau | 1,554.71 | Olson | Richard & Delores |

84,919.31

CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2013-

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

A RESOLUTION DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT OF WATER, WASTEWATER,
AND MISCELLANEOUS IMPROVEMENTS

WHEREAS, the contractors have completed the improvements according to contract; and

WHEREAS, all costs have been finalized.

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

1. The City Finance Director, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and also file a copy of such proposed assessment in the Finance Office for public inspection.
2. Upon the completion of such proposed assessment, the City Administrator shall notify the City Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2013-

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

**A RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED
ASSESSMENTS OF WATER, WASTEWATER, AND MISCELLANEOUS IMPROVEMENTS**

WHEREAS, by a resolution passed by the City Council on October 14, 2013, the City Finance Director was directed to prepare the proposed assessments for Water, Wastewater, and Miscellaneous Improvements; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in his office for public inspection.

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

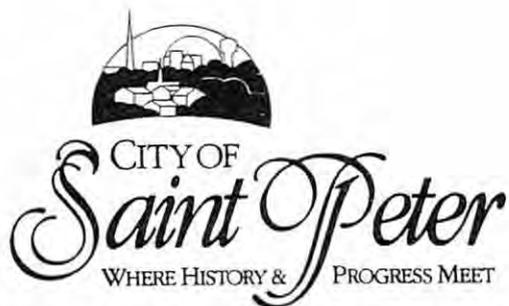
1. A hearing shall be held on the 11th day of November 2013 in the Governor's Room of the St. Peter Community Center at 7:00 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper once prior to the hearing, and he shall state in the notice the hearing time, date, place, overall project description, area to be assessed, a description of a landowners right to appeal the assessment, the total cost of the improvement, and any deferment options available. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
 City Administrator

 DATED: October 8, 2013

FROM: Paula O'Connell
 Finance Director

RE: Order preparation of assessments and call for a Public Hearing on Miscellaneous Charges

ACTION/RECOMMENDATION

Approve the resolutions ordering the preparation of assessments, and calling for a Public Hearing on Miscellaneous Charges.

BACKGROUND

The miscellaneous charges listed for consideration at the November 11th public hearing include unpaid snow and weed removal charges. These past due sums have been billed out to the appropriate landowners and have not been paid.

Pat due amounts that stem from accidents (an example is light pole getting run into and knocked over) and recreation program use fees that have gone unpaid are proposed to be written off as a part of this request. We will continue with collections on these accounts, however I believe it is best to remove them from our accounts receivable due to the uncertainty of collection.

| | <u>Assess</u> | <u>Write Off</u> |
|---------------|--------------------|--------------------|
| Accident | \$.00 | \$ 5,573.64 |
| Recreation | \$.00 | \$ 208.00 |
| Lawn Mowing | \$ 3,000.00 | \$.00 |
| Snow Removal | \$ 135.00 | \$.00 |
| TOTALS | \$ 3,135.00 | \$ 5,781.64 |

It is appropriate at this time to declare unpaid charges to be assessed, order preparation of proposed assessment, and call for a public hearing to assess these unpaid miscellaneous charges on November 11th at 7 p.m.

FISCAL IMPACT:

The charges to consider for assessment include 13 parcels and one subdivision for a total of \$3,135.00. The terms of the assessment will follow the City's Assessment Policy and will be determined at the time of accepting the assessment role on November 11th.

ALTERNATIVES AND VARIATIONS:

Do not Act: Staff will pursue other methods of collection.

Negative vote: Charges cannot be assessed until a public hearing is set.
Modification of the resolution: This is always an option of the Council.

Please contact me if you have any questions or concerns.

PO:

med. ...



[Faint, illegible text]

| Date | PROJECT | years | rate | CUSTOMER NAME | HOUSE # | STREET ADDRESS | ASSESS | WRITE OFF |
|--------------------------|-----------------------------|-------|------|----------------------------|-------------|-----------------|-------------------|-------------------|
| 2012 | ACCIDENT 07/23/212 | | | JOHNNY PIERCE | | | \$ - | \$ 780.23 |
| 2012 | ACCIDENT 12/31/2012 | | | GAMBELLA MAJIOK | | | \$ - | \$ 4,793.41 |
| 2008 | SWIMMING LESSONS | | | JAMIE ELY | | | | \$ 9.00 |
| 2009 | ZUMBA | | | JULIE MILLER | | | | \$ 66.00 |
| 2010 | TAE KWON DO | | | DANIEL MARROQUIN | | | | \$ 65.00 |
| 2010 | VOLLEYBALL | | | CRYSTAL BERRY | | | | \$ 40.00 |
| 2012 | SWIMMING LESSONS | | | VALERIE SCHUGEL | | | | \$ 28.00 |
| 2012 | LAWN MOWING 05/30/2012 | 1 | | MELISSA WASYLIK | 484 | UNION ST W | \$ 150.00 | |
| 2012 | LAWN MOWING 07/25/2012 | 1 | | WELCO DEVELOPMENT LLC | | WELCO WEST SUBD | \$ 450.00 | |
| 2012 | LAWN MOWING 08/01/2012 | 1 | | MELISSA WASYLIK | 484 | UNION ST W | \$ 150.00 | |
| 2012 | LAWN MOWING 08/01/2012 | 1 | | LYNKA HELFMAN | 324 | EIGHTH ST N | \$ 150.00 | |
| 2012 | LAWN MOWING 08/01/2012 | 1 | | WELLS FARGO BANK | 601 | FRONT ST S | \$ 150.00 | |
| 2012 | LAWN MOWING 08/28/2012 | 1 | | WELCO DEVELOPMENT LLC | | WELCO WEST SUBD | \$ 450.00 | |
| 2013 | LAWN MOWING 06/18/2013 | 1 | | MELISSA WASYLIK | 484 | UNION ST W | \$ 150.00 | |
| 2013 | LAWN MOWING 06/18/2013 | 1 | | ESTATE OF DON DUOOS | 507 | ELM ST W | \$ 150.00 | |
| 2013 | LAWN MOWING 06/18/2013 | 1 | | JESSE SHETKA | 519 | MEDARY | \$ 150.00 | |
| 2013 | LAWN MOWING 06/18/2013 | 1 | | KEITH HUNTER | 1716 | FIFTH ST N #4 | \$ 150.00 | |
| 2013 | LAWN MOWING 06/18/2013 | 1 | | BTI, LLC | 412 | WALNUT STW | \$ 150.00 | |
| 2013 | LAWN MOWING 06/18/2013 | 1 | | RON JOHNSON | 110 | BROADWAY AVE W | \$ 150.00 | |
| 2013 | LAWN MOWING 07/25/2013 | 1 | | ESTATE OF DON DUOOS | 507 | ELM ST W | \$ 150.00 | |
| 2013 | LAWN MOWING 08/26/2013 | 1 | | SMD VENTURES LLC | 1319 & 1321 | SEVENTH ST S | \$ 150.00 | |
| 2013 | LAWN MOWING 08/26/2013 | 1 | | BTI, LLC | 412 | WALNUT STW | \$ 150.00 | |
| 2013 | LAWN MOWING 08/26/2013 | 1 | | CHRISTOPHER SKILLMAN | 1749 | RIGGS RD | \$ 150.00 | |
| 2012 | SNOW/ICE REMOVAL 01/26/2012 | 5(| 1 | BUSHARD DALE & TODD BUSHAR | 1939 | ROCK RIDGE LN | \$ 65.00 | |
| 2012 | SNOW/ICE REMOVAL 01/04/2013 | 93 | 1 | AMY SEHAM | 803 | FIFTH ST S | \$ 70.00 | |
| TOTAL ASSESSMENTS | | | | | | | \$3,135.00 | \$5,781.64 |

| | | |
|--------------|--------------------|--------------------|
| ACCIDENT | \$ - | \$ 5,573.64 |
| RECREATION | \$ - | \$ 208.00 |
| LAWN MOWING | \$ 3,000.00 | \$ - |
| SNOW REMOVAL | \$ 135.00 | \$ - |
| | \$ 3,135.00 | \$ 5,781.64 |

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CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2013 –

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

**RESOLUTION DECLARING UNPAID CHARGES TO BE ASSESSED AND ORDERING
PREPARATION OF PROPOSED ASSESSMENT OF MISCELLANEOUS CHARGES**

WHEREAS, various charges levied by the City for furnishing the removal of snow and weeds, and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor to be extended on the tax rolls against the premises receiving the benefit of said charges in the same manner as taxes and collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges levied by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall forthwith calculate the proper amount of unpaid charges due to the City for fire service, and removal of snow/weeds against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners, and the Director of Finance/Treasurer shall file a copy of such proposed assessment in the administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2013 -

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

RESOLUTION CALLING FOR PUBLIC HEARING ON ASSESSMENT OF
MISCELLANEOUS CHARGES

WHEREAS, by as resolution passed by the City Council on October 14, 2013, the City Finance Director was directed to prepare a proposed assessment for fire services and removal of snow and weeds; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in his office for public inspection.

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

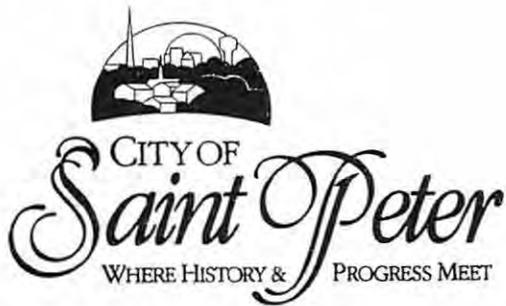
1. A public hearing shall be held on such proposed assessments on November 11, 2013, in the Governor's Room of the St. Peter Community Center at 7:00 p.m.. To pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
 City Administrator

DATED: October 8, 2013

FROM: Paula O'Connell
 Finance Director

RE: Order preparation of assessments and call for a Public Hearing on Delinquent Utility Accounts

ACTION/RECOMMENDATION

Approve the resolutions ordering the preparation of assessments and calling for a public hearing on delinquent utility accounts.

BACKGROUND

Annually the City Council considers the delinquent utilities for assessment to the County Auditor. It is appropriate at this time to declare unpaid charges for municipal utilities to be assessed, order preparation of proposed assessments and call for a public hearing on assessment of delinquent utility accounts.

History of past delinquent amounts:

| | Sales (1,000) | # of delinquent Accounts | Assessable charges | Non- assessable charges | Total Charges | Non- assessable % of Sales |
|------|------------------|--------------------------------|-----------------------|-------------------------------|------------------|----------------------------------|
| 2005 | \$11,243 | 59 | \$ 4,699.41 | \$ 8,142.46 | \$12,841.87 | .072% |
| 2006 | \$13,283 | 93 | \$ 8,140.11 | \$ 8,904.27 | \$17,044.38 | .067% |
| 2007 | \$14,695 | 76 | \$14,800.87 | \$ 7,142.00 | \$21,942.87 | .049% |
| 2008 | \$14,097 | 84 | \$15,350.66 | \$15,516.27 | \$30,866.93 | .110% |
| 2009 | \$14,093 | 85 | \$14,031.43 | \$19,626.86 | \$33,658.29 | .139% |
| 2010 | \$14,943 | 95 | \$14,115.13 | \$13,387.85 | \$27,502.98 | .090% |
| 2011 | \$15,907 | 74 | \$15,324.54 | \$17,408.77 | \$32,733.31 | .109% |
| 2012 | \$16,613 | 91 | \$16,867.21 | \$23,541.19 | \$40,408.40 | .141% |
| 2013 | \$16,512 | 81 | \$22,058.51 | \$13,986.35 | \$36,044.86 | .085% |

Assessable amounts are all amounts billed to our customers except tenant electrical charges, balances under \$10, discharged bankruptcies, and death.

Our first step for collection, is when an account is one month delinquent and the customer is sent a notice. The notice includes a date of disconnection, at which point they would be two months past due (if no payments had been made). Those occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is

submitted to the collection agency after 3 months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

There are two resolution included. One to call for the preparation of the assessments and one to set a public hearing for November 11, 2013.

FISCAL IMPACT:

Delinquent Utility customer accounts as of May 15, 2013 have been compiled for review. The amount of \$36,044.86 is the amount of unpaid utility accounts within this time period, which is down from last year. The 2005 to 2013 total delinquent trend line goes up and down but is generally up in total dollars. This year's assessable total is significantly impacted by a couple business accounts that make up approximately \$8,000. It appears we are having more business unpaid accounts than we have had prior to 2008 and again this year we have business accounts in the listing.

ALTERNATIVES/VARIATIONS:

Do not act: Charges will remain with our current collection process.

Negative Vote: Charges can not be assessed until a public hearing is set and future action is taken by council.

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

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

SCHEDULE FOR ASSESSMENTS

- Oct 14TH Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- Oct 15TH Property owners are sent a notification of the hearing date and the amount of their assessment by mail.
- Oct 24TH and 31st Notice of a public hearing is published in the St. Peter Herald.
- Nov 11th Public Hearing
Approve the resolution adopting assessments for unpaid utility accounts.
- Nov 12th Notice of assessment is mailed to property owners.
- Dec 13th Certification of the assessment is given to the County Auditor for assessment to affected property owners.

Property owners have thirty (30) days from the day the assessment was adopted to pay the assessment without interest.

If after 30 days the assessment has not been paid, interest will be charged from the day the assessment was adopted to December 31st of the succeeding year.

| NAME | TOTAL | ASSESS | NON-ASSESS |
|----------------------------|-----------|-----------|------------|
| BEASLEY, VALERIE | 102.68 | 5.34 | 97.34 |
| BEIRNE, ERIN M /ACS | 75.44 | - | 75.44 |
| BENAVINEZ, RENE /ACS | 862.48 | 278.00 | 584.48 |
| BRAUCH, WAYNE E /ACS | 29.35 | - | 29.35 |
| CHASE, NATHANE V /ACS | 284.74 | 71.90 | 192.84 |
| CLAEYS, EMILY M /ACS | 160.10 | 87.14 | 72.96 |
| CLOBES, JESSICA L /ACS | 349.70 | 4.96 | 344.74 |
| COLLINS, BURNELL | 387.32 | - | 387.32 |
| COLLINS, JEREMY M | 32.18 | - | 32.18 |
| CONWAY, STACY L /ACS | 742.65 | 344.08 | 398.57 |
| DALGAARD, KRIS R /ACS | 317.02 | 209.82 | 107.20 |
| DETLEFSEN, KEITH A | 14.04 | 14.04 | - |
| DILLON, MALLORY M /ACS | 690.75 | 407.47 | 283.28 |
| FARTHING, VICTORIA H | 38.17 | - | 38.17 |
| FERNANDEZ, HEATHER M /ACS | 640.75 | 391.50 | 249.25 |
| FIFER, LARROY D /ACS | 682.14 | 74.33 | 607.81 |
| FILZEN, DAVID A. | 25.89 | 25.89 | - |
| FLETCHER, HEATHER L /ACS | 497.88 | 470.04 | 27.84 |
| FLORES, CLAUDIA A /ACS | 246.31 | 215.39 | 30.92 |
| FLORES, ELEANOR J | 42.63 | 5.31 | 37.32 |
| FLORES, VICENTE JR/AC | 181.27 | 66.96 | 114.31 |
| FLYNN, SYDNEY P | 277.35 | 9.00 | 268.35 |
| FREDERICK, ZACHARY T /ACS | 121.82 | - | 121.82 |
| GAGNON, PIERRE J | 84.03 | 9.55 | 74.48 |
| GARRISON, DANIELL H | 7.82 | 0.44 | 7.38 |
| GMACH, RACHELLE L | 415.74 | - | 415.74 |
| GREEN HILL CEMETERY ASSOC | 135.50 | 135.50 | - |
| GUTIERREZ, DANIEL /ACS | 187.21 | 110.24 | 76.97 |
| HAYES, KAYSTELLA C | 2,701.14 | 1,631.61 | 1,069.63 |
| HAYNES, CHANS J /ACS | 438.84 | 214.92 | 223.92 |
| HELFMAN, LYNN M. | 1,589.09 | 1,589.09 | - |
| HENTGES, SETH P /ACS | 528.00 | 117.67 | 410.33 |
| HOOD, MARIKO /ACS | 763.31 | 494.16 | 269.15 |
| HOUSE, CRAIG A /ACS | 86.51 | 45.12 | 41.39 |
| JILLO, BIFTU A /ACS | 15.18 | 5.55 | 9.63 |
| JOHNSON, LINDA L | 43.75 | - | 43.75 |
| JONES, TIFFANY N /ACS | 325.87 | 4.87 | 321.00 |
| LINK, BRIAN J | 315.18 | 315.18 | - |
| LUEDEMAN, REBECCA M /ACS | 109.91 | - | 109.91 |
| LUPTAK, JOANN M | 171.15 | 3.33 | 167.82 |
| LYONS, REBECCA A /ACS | 221.05 | 75.02 | 146.03 |
| MANKO, HANNAH M /ACS | 231.98 | 82.53 | 149.45 |
| MAPLEWOOD PROP. OF ST PETE | 15.57 | 15.57 | - |
| MARTINEZ, ELVA O /ACS | 289.91 | 118.79 | 181.12 |
| MARTINEZ, TAWNIE L | 139.17 | 6.10 | 133.07 |
| MENSINK, MELISSA J | 211.09 | 78.66 | 132.43 |
| MILLER, JAMES L /ACS | 762.34 | 530.00 | 232.34 |
| MOREY, STEPHANIE A | 290.25 | 6.05 | 284.19 |
| MUNDT, TYLOR L /ACS | 275.64 | 109.68 | 165.96 |
| MURPHY, MICHAEL B. /ACS | 29.98 | - | 29.98 |
| MYERS, HEATHER A | 29.95 | - | 29.95 |
| NYGARD, LYNDA | 151.60 | 151.60 | - |
| PAGE, JANICE E /ACS | 90.72 | 90.72 | - |
| PALMQUIST, CRYSTAL J /ACS | 173.83 | 83.43 | 90.40 |
| PEHLING, CHASE A /ACS | 81.49 | 1.08 | 80.41 |
| PEHLING, DAYNA R /ACS | 156.86 | 140.21 | 16.65 |
| PEHLING, DAYNA R /ACS | 498.94 | 4.30 | 494.64 |
| PETERSEN, DEANNA L | 233.84 | 175.78 | 58.06 |
| PHILLIPS, DAVE L | 236.36 | 100.48 | 135.88 |
| PIEDRA, ANGEL A /ACS | 934.89 | 833.44 | 101.45 |
| POWELL, KRISTINA L | 206.61 | - | 206.61 |
| QUINCY, ASHLEY A /ACS | 1,729.06 | 972.64 | 756.42 |
| QUIRAM, KASSY F | 199.15 | 8.22 | 190.93 |
| REYES, YESSICA M /ACS | 200.05 | 92.96 | 107.09 |
| RICE, TAMMY T /ACS | 100.44 | - | 100.44 |
| ROMBOUGH, MELISSA A | 28.84 | 1.36 | 27.48 |
| SALINAS, TODD J /ACS | 734.64 | 210.59 | 524.05 |
| SCHUGEL, NANCY L /ACS | 576.59 | 430.80 | 145.79 |
| SENSATION TANNING, LLC/ACS | 149.86 | - | 149.86 |
| SMITH, MICHAEL /ACS | 55.16 | 55.16 | - |
| SNUSTAD, THERISA M /ACS | 274.86 | 114.66 | 160.20 |
| SQUIRES, MARK W /ACS | 2,336.52 | 1,780.74 | 555.78 |
| ST PETER GREENHOUSE | 7,911.12 | 7,911.12 | - |
| STOKER, PATRICIA G /ACS | 161.12 | 2.62 | 158.50 |
| STOLTZMAN, RACHEL R /ACS | 664.62 | 385.31 | 279.31 |
| SUNNYVALE COURT APARTMENTS | 5.62 | 5.62 | - |
| VONESCHEN, CASEY A. /ACS | 210.73 | 4.09 | 206.64 |
| VOSS, DOUGLAS J /ACS | 387.09 | 98.98 | 288.11 |
| WHITE, VANESSA S | 152.13 | 18.16 | 133.97 |
| WICK, CARRIE J /ACS | 134.25 | 3.73 | 130.52 |
| WOODS, STEVEN P /ACS | 60.25 | - | 60.25 |
| | 36,044.86 | 22,058.51 | 13,986.35 |

SCHEDULE FOR ASSESSMENTS

- Oct 14TH Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- Oct 15TH Property owners are sent a notification of the hearing date and the amount of their assessment by mail.
- Oct 24TH and 31st Notice of a public hearing is published in the St. Peter Herald.
- Nov 11th Public Hearing
Approve the resolution adopting assessments for unpaid utility accounts.
- Nov 12th Notice of assessment is mailed to property owners.
- Dec 13th Certification of the assessment is given to the County Auditor for assessment to affected property owners.

Property owners have thirty (30) days from the day the assessment was adopted to pay the assessment without interest.

If after 30 days the assessment has not been paid, interest will be charged from the day the assessment was adopted to December 31st of the succeeding year.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

**RESOLUTION DECLARING UNPAID CHARGES FOR MUNICIPAL UTILITIES TO BE
ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT**

WHEREAS, various charges levied by the City for furnishing municipal utilities to residents and owners of property have not been paid and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor. Charges to be extended on the tax rolls against the premises receiving the benefit of said utilities in the same manner as taxes and collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges levied by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall calculate the proper amount of unpaid charges due to the City for municipal utilities against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners. The Director of Finance/Treasurer shall file a copy of such proposed assessment in the administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION CALLING FOR A PUBLIC HEARING DECLARING UNPAID CHARGES FOR
MUNICIPAL UTILITIES TO BE ASSESSED**

WHEREAS, by resolution passed by the City Council on October 14, 2013, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

WHEREAS, the Director of Finance/Treasurer has notified the Council that such proposed assessment has been completed and filed in the administrator's office for public inspection.

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

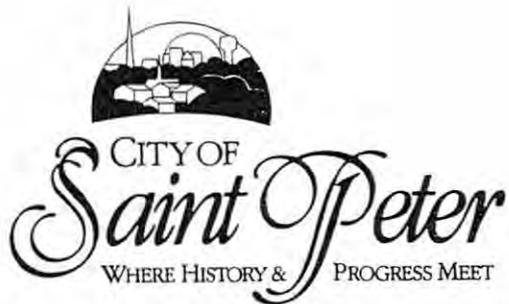
1. The City Council will consider the assessment of unpaid utility bills as of May 15, 2013.
2. A hearing shall be held on the 11th day of November, 2013, in the Governor's Room of the St. Peter Community Center at 7:00 P.M. To pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/11/13

FROM: Todd Prafke
City Administrator

RE: Hospital Commission Policy Approval

Action/Recommendation

Approve the attached resolution ratifying the Hospital Policy changes that are recommended by the Hospital Commission.

Background

This is part of a regular review of the Policies by the Commission. No changes are viewed as substantive nor do they change or supersede the City Ordinance on Hospital governance or operations.

A redline version has been attached and the document has been reviewed by your City Attorney.

Fiscal Impact

There is no fiscal impact of adoption of the resolution.

Alternatives and variations

Do not act. The Commission and Staff will wait for additional direction and continue to operate under the current policy.

Negative vote. The Commission will assume you do not wish to adopt any changes proposed and will continue to operate under the current policy.

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.

TP/bal

**Hospital Commission Policies
River's Edge Hospital & Clinic**

HOSPITAL COMMISSION POLICIES RIVER'S EDGE HOSPITAL & CLINIC

ST. PETER, MINNESOTA

| Revised January, 2009 September, 2013

Revised ~~January 2009~~ September, 2013

Hospital Commission Policies

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RIVER'S EDGE

Hospital & Clinic
Merging Streams of Health Care

Mission/Vision

River's Edge Hospital & Clinic provides quality health services that value all dimensions of health including mind, body and spirit. Our goal is to improve the health of all individuals we serve through continuous, measurable improvement in patient satisfaction, clinical quality, patient safety and operational effectiveness.

Values

Compassionate Care

- ❖ Treat individuals and one another with dignity and respect
- ❖ Create a healing environment in partnership with caregivers, patients and family
- ❖ Advocate for our patients

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Collaboration

- ❖ Recognize and strengthen relationships with all who are committed to serving our patients
- ❖ Advocate for and with the communities we serve
- ❖ Encourage patients to participate in their care to make well-informed decisions

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Stewardship

- ❖ Devote our resources to delivering quality, safe and cost-effective health services
- ❖ Ensure access to health care services regardless of ability to pay
- ❖ Lead innovation in health care reform

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Integrity

- ❖ Honor our commitments to patients, families and community
- ❖ Communicate openly and honestly
- ❖ Demonstrate reliability and consistency in all we do
- ❖ Use these values as a collective guide for our actions

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PREAMBLE

~~St. Peter Community Hospital~~ River's Edge Hospital & Clinic (the "Hospital"), a provider of physician, hospital, ambulance and clinic services to residents of St. Peter and the surrounding communities, hereby adopts the following Commission Policies:

ARTICLE I

NAME

The name Hospital shall mean River's Edge Hospital & Clinic and River's Edge Ambulance Service.

ARTICLE II

PURPOSES

The Hospital is organized and shall be operated exclusively as a public, not-for-profit hospital, clinic and ambulance service as set forth by ordinance of the City of St. Peter. In furtherance of this purpose, the Hospital may:

- A. Establish and maintain an institution or institutions with permanent facilities that include inpatient beds and medical services to provide diagnosis and treatment for patients and associated services such as (but not limited to) outpatient care, and rehabilitative services, as well as an area ambulance service.
- B. Carry on educational activities related to rendering care to the sick and injured, or to the promotion of health.
- C. Participate in any activity designed and carried on to promote the general health of the community.
- D. Otherwise operate exclusively as a public, not-for-profit hospital in the course of which operation:
 1. The Hospital shall not afford pecuniary gain, incidentally or otherwise, to its Commission members, and no part of the net income or net earnings of the Hospital shall inure to any Commission member or individual, except that reasonable compensation may be paid for services rendered to or for the Hospital in respect of one or more of its purposes, including services by a Commission member or officer. Except as authorized by law, the Hospital shall not lend any of its assets to a Commission member or officer of the Hospital, nor guarantee to any other person the payment of a loan to a Commission member or officer of the Hospital.
 2. The Hospital shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III
COMMISSION MEMBERS

Section 3.1 General Powers. The Hospital Commission shall have the following roles and responsibilities:

- A. Oversee management of the Hospital business, property and funds, taking into account community needs;
- B. Appoint a Chief Executive Officer responsible for the management of the Hospital;
- C. Review and approve capital, operating, and strategic budgets and plans;
- D. Appoint members of the medical staff and approve clinical privileges after considering the recommendations. Evaluate and approve appointments, reappointments and credentialing recommendations of the Hospital's Medical Staff Executive/Credentialing Committee, ensure that the medical staff is accountable to the Commission for the quality of care provided to patients, and maintain relationships between the Commission and the Medical Staff;
- E. Monitor the Hospital's implementation of a Quality Management System – a planned, systematic approach to designing, measuring, assessing and improving performance related to patient care and safety (Continuous Quality Improvement), risk management and the competency of all health care providers including contract service providers; and assure adequate resources to effectively implement the Hospital's approach to quality improvements;
- F. Evaluate the Hospital's performance against plans and budgets;
- G. Submit after annual audit each year a "state-of-the-business" report to the St. Peter City Council to provide an assessment of progress against the Hospital's goals and objectives;
- H. Ensure that the Hospital abides by all legal and regulatory requirements, including but not limited to, the federal regulations regarding COBRA/EMTALA, ensure accreditation requirements are met, and ensure the provision of a consistent level of patient care throughout the Hospital.
- I. Evaluate Hospital Commission and individual Commission member performance;
- J. Approve capital expenditures up to limits established by the City of St. Peter;
- K. Exercise such other powers as are delegated to the Commission by the City Ordinance, which provides for the creation of the Hospital Commission.
- L. Ensure that the Hospital is in compliance with the Conditions of Participation for Critical Access Hospitals.

Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota

Section 3.2 Number, Appointment and Tenure. The Commission shall consist of seven (7) persons who are legal voters of the City of St. Peter, plus any nonvoting ex-officio members.

- A. Appointments of six (6) members to the Commission shall be made by the City Council by a majority vote of all its members for terms of five (5) years. No reappointments shall be made for more than one additional five (5) year term and no appointment to fill an unexpired vacancy shall count as a term for purposes of reappointment.
- B. One member of the Commission shall be a member of the City Council. The City Council member shall be appointed for a term of two (2) years and may be reappointed, but shall not be reappointed for more than five (5), two (2) year terms including any partial term to which he/she was initially appointed.
- C. The CEO, CFO or Director of Finance, Medical Director and President of the Medical Staff of the Hospital shall be ex officio members without vote and their presence at a meeting shall not count towards a quorum.

Section 3.3 Selection Criteria for Commission Members. The following criteria should be considered for appointment of Commission members for the Hospital.

- A. The Hospital Commission shall be made up of individuals with a variety of competencies including but not limited to:
 - 1. Health Care experience.
 - 2. Managerial experience (both large and small).
 - 3. Financial experience.
 - 4. Legal experience.
 - 5. Community service experience.
 - 6. Demonstrated knowledge or interest in political process.
 - 7. Planning and marketing experience.
- B. In appointing members, the City Council should strive to appoint members from varying age groups, both male and female, with a wide spectrum of backgrounds.
- C. Individuals selected shall have a strong desire to learn more about health care and be willing to openly participate in the Hospital Commission's processes.
- D. Individuals must be willing to devote appropriate amounts of time for the Hospital Commission meetings, committee meetings, educational opportunities, and other appropriate duties as requested by the Hospital Commission.
- E. All members shall be legal voters of the City of St. Peter.

Section 3.4 Vacancies. Any vacancy occurring shall be filled by the City Council in accordance with the provisions of Section 3.2 A., B. & C. above.

Section 3.5 Removal. The Commission by majority vote may recommend to the City Council removal of a Commission member with or without just cause. No vote for removal of a Commission member shall take

**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

place unless the notice of the meeting at which removal is to be considered states such removal as the purpose or one of the purposes of the meeting. When any Commission member has been removed, a new Commission member shall be selected by the City Council to serve for the unexpired term.

Section 3.6 Resignation. Any Commission member may resign at any time by giving written notice of such resignation to the Chairperson of the Commission. Such resignation shall take effect at the time specified therein and acceptance of the resignation is not necessary for the resignation to be effective. If any Commission member shall be absent from four (4) consecutive regular and special meetings of the Commission, duly called and noticed, said Commission member shall be deemed to have submitted a resignation to the Commission which the Commission may, upon consideration of the reason(s) for said absences, accept or reject in its sole discretion.

Section 3.7 Commission Fees and Expenses. No member of the Commission shall receive any compensation for acting as such. However, a Commission member shall be entitled to receive reimbursement for expenses actually incurred.

Section 3.8 Procedure at Meetings. Roberts Rules of Order Revised (latest edition) shall govern procedure at all meetings of the Commission, and the Commission Committees, where not covered expressly by these Policies.

ARTICLE IV

OFFICERS OF THE HOSPITAL COMMISSION

The Officers of the Commission shall be selected at the annual meeting in January by nomination from members of the Commission.

Section 4.1 Elected Officers. The officers of the Hospital Commission shall include a Chairperson, a Vice-Chairperson, a Secretary, and such other officers as the Commission may determine to be necessary from time to time. All of the elected officers of the Hospital Commission shall be members of the Commission. The Officers shall be elected by the Commission at the Commission's annual meeting and shall not have been a Commission member for a period of less than one (1) year. Any vacancy of an elected office resulting from removal, resignation or death may be filled by the Commission at any meeting thereof.

Section 4.2 Qualifications and Duties of the Board Chairperson. The Chairperson shall have all the duties which that position would customarily require, including chairing all meetings of the Commission and the Executive Committee and all other duties assigned to him/her under these Policies or by Commission resolution.

Section 4.3 Qualifications and Duties of the Vice-Chairperson. The Vice-Chairperson shall be a person with the experience and ability to perform the duties which that position would customarily require. In the absence of the Chairperson or in the event of his/her inability to act, the Vice-Chairperson shall chair meetings of the Commission or the Executive Committee and shall perform such other duties as may be delegated from time to time by the Commission.

Section 4.4 Duties of the Secretary. The Secretary shall act as secretary of the Commission and shall send or cause to be sent appropriate notices or waivers of notice regarding Commission meetings; shall prepare, or cause to be prepared, agenda and other materials for all meetings of the Commission; shall perform or delegate duties and responsibilities required as the official custodian of all records, reports and minutes of the Hospital Commission and committees; including responsibility for the keeping of proper records of all transactions of the Commission. He or she shall have and may exercise any and all other duties pertaining to law, regulation or practice of the office of secretary or imposed by these Policies. He or she shall also perform such other duties as may be assigned from time to time by the Commission.

ARTICLE V

COMMITTEES

Section 5.1 Executive Committee. The Commission may authorize the formation of an Executive Committee, consisting of the Chairperson, the Vice-Chairperson, the Secretary and the CEO. The Executive Committee shall act only during intervals between meetings of the Commission and shall at all times be subject to the control and direction of the Commission. During such intervals and subject to such control and direction, the Executive Committee shall have and may exercise all of the authority and powers of the Commission in the management of the business of the Hospital, subject to such limitations as the Commission may impose from time to time.

Section 5.2 Other Committees. The Commission may create one or more other standing or special committees from time to time, and may adopt such regulations as it deems advisable with respect to the membership, authority and procedures of such committees. In addition, the Commission Chairperson may also appoint special or ad hoc committees as he or she may deem advisable. Committee members shall continue as such until the next annual meeting of the Commission or until their successors are appointed, unless the committee shall be sooner terminated, unless they shall be removed from such committee, or unless they shall cease to qualify as a member of such committee.

Section 5.3 Commission Committee Procedures Generally. Every committee shall consist of at least three (3) persons. All committee chairpersons and committee members shall be appointed by the Commission Chairperson. All standing committee chairpersons shall be Commission members, but other committee members need not be Commission members, except as otherwise expressly required by these Policies. Each committee shall record minutes of its deliberations, recommendations and conclusions and shall promptly deliver a copy of such minutes to the Secretary of the Hospital Commission or designee.

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Section 5.4 Amendments. Any resolution or policy statements adopted by the Commission pertaining to committee functions, responsibilities and structure may be amended from time to time by the Commission without prior notice.

ARTICLE VI
MEETINGS OF THE COMMISSION

All meetings of the Hospital Commission are open to the public in accordance with Minnesota Law.

Section 6.1 Annual Meeting of the Commission. An annual meeting of the Hospital Commission shall be held in January at such place within the City limits of St. Peter and at such time as designated by resolution of the Commission for the purpose of electing officers and transacting such other business as appropriate.

Section 6.2 Regular Meetings. Regular meetings of the Commission may be held from time to time at such time and place as the Commission may designate, provided however, that twelve regular meetings be held during the fiscal year.

Section 6.3 Notice of Regular Meetings. Written notice of each regular meeting of the Commission, with the starting time and place, shall be delivered, mailed, e-mailed or faxed not less than three (3) days nor more than thirty (30) days prior to the meeting, to each Commission member at the Commission member's address according to the last available records of the Hospital. Notice of the regular meetings shall be posted on the Official Notices Board of the Municipal Building. Agendas must include any non-emergency capital equipment expenditure that is greater than \$15,000. Any capital equipment expenditure that is greater than \$15,000 that is not on the agenda may not be considered by the Commission until properly noticed at a future meeting.

Section 6.4 Special Meetings. Special meetings may be called according to the following guidelines:

- A. Upon no less than seventy-two (72) hours notice given by telephone, e-mail, facsimile transmission, in person or in writing of any form upon all Commission members. Notice and purpose of Special Meeting must be posted on the Official Notices Board of the Municipal Building.
- B. Written confirmation of any oral notice and a summary of the action taken at such meeting shall be mailed to each Commission member within five (5) days following the meeting. All notices of special meetings shall state the purpose of the special meeting and no business other than that referred to in the notice shall be transacted at such meeting. Special meetings of the Commission shall be held at the Hospital or such other place as the Commission may designate.
- C. Emergency meetings may be convened based on the rules set by the Open Meetings Law MS 474.705 MS 13D.01 – 13D.08.

Section 6.5 Closed Meetings. A meeting, or a portion of a meeting, of the Commission may be closed to the public according to rules set by the Open Meetings Law – MS 13D.01 – 13D.08. A closed meeting, with the exception of a closed meeting as permitted by attorney-client privileges, shall be electronically recorded, with the recordings preserved as per statute.

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- A. A meeting, or a portion of a meeting, must be closed

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Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota

- 1. If expressly required by law:
- 2. If the following types of data are discussed:
 - a. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults:
 - b. Active investigative data as defined in MS section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;
 - c. Educational data, health data, medical data, welfare data, or mental health data that are not public data according to Minnesota statute.
 - d. An individual's medical records governed by MS 144.291-144.298.
- 3. For preliminary consideration of allegations or charges against an individual subject to the Commission's authority. A meeting must also be open at the request of the individual who is the subject of the meeting. Formatted: Indent: Left: 0", Hanging: 1.5"
- B. A meeting may be closed** Formatted: Font: Bold
 - 1. If expressly authorized by statute or permitted by the attorney-client privilege. Formatted: Indent: Left: 0", Hanging: 1.5"
 - 2. To evaluate the performance of an individual who is subject to the Commission's authority. The meeting must be open at the request of the individual who is the subject of the meeting.
 - 3. To discuss strategy and proposals for labor negotiations conducted under the Public Employment Labor Relations Act. Formatted: Indent: Left: 0", Hanging: 1.5"
 - 4. To address security issues if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
 - 5. To discuss certain issues relating to government property sales or purchases.
 - 6. To discuss specific marketing activity and contracts that might be entered into pursuant to the marketing activity in cases where the Hospital is in competition with health care providers that offer similar goods or services, and where disclosure of information pertaining to those matter would cause harm to the competitive position of the Hospital, provided that the goods or services do not require a tax levy. Formatted: Font: Not Bold

Section 6.65 Attendance. Each member of the Commission is required to attend the Annual meeting unless excused by the Chairperson. Each member of the Commission is required to attend 75% of the regular meetings unless excused by the Chairperson. Failure to meet this requirement may be cause for removal and selection of a new Commission member in accordance with Section 3.5.

**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

Section 6.76 Quorum. At each meeting of the Commission, the presence in person of at least fifty percent (50%) of the Commission members entitled to vote thereat shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time. After a quorum has been duly established, the Commission members present may transact business until adjournment.

Section 6.87 Voting. Except as otherwise provided in these Policies, all questions at a meeting of the Commission at which a quorum is present shall be decided by majority vote of the Commission members entitled to vote and present in person at the meeting. A Commission member shall not appoint a proxy or vote by proxy.

ARTICLE VII

MEDICAL STAFF

Section 7.1 Organization. The Commission shall cause to be created a medical staff organization, to be known as the Medical Staff of the River's Edge Hospital & Clinic. The Medical Staff of the River's Edge Hospital & Clinic shall be composed of such physicians and dentists (and other categories of licensed, independently practicing health professionals designated by the Commission), who are appointed to membership and granted privileges to provide care, diagnosis, treatment and rehabilitation to patients in the Hospital by action of the Commission. Appointment to this Medical Staff shall be a prerequisite to the exercise of clinical privileges in the Institution for which privileges are granted, except as otherwise specifically provided for in the Medical Staff Bylaws. Recommendations from the Executive/Credentials Committee of the Medical Staff to the Commission called for herein shall be presented to the Commission (or any committee designated by the Commission) by the President of the Medical Staff, Medical Director, or CEO.

Section 7.2 Responsibilities.

- A. **Quality Review.** The Commission shall delegate to the Medical Staff the responsibility and authority to evaluate, under the direction and supervision of the President of the Medical Staff, the quality of medical care provided by the ~~St. Peter Community Hospital~~ River's Edge Hospital & Clinic. In fulfilling its responsibility, the Medical Staff, through its committees and services, shall conduct necessary retrospective and continuing review of the quality of performance and clinical practice of the members of the Medical Staff and make evaluations relating thereto. The Medical Staff, under the direction and supervision of the President of the Medical Staff, shall conduct patient care evaluations.

- B. **Evaluation of Health Care Professionals.** The Commission shall delegate to the Medical Staff the responsibility to investigate and evaluate, under the direction and supervision of the CEO and the President of the Medical Staff, all matters relating to Medical Staff membership status, clinical privileges, and corrective action and the Medical Executive Committee shall make recommendations to the Commission relating thereto.

Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota

- C. Compliance with Ethical and Professional Standards. The Medical Staff shall seek to achieve compliance with all ethical principles and standards of professional medical practice. There shall be an appropriately licensed physician responsible for the care and treatment of each patient at the River's Edge Hospital & Clinic at all times. Patients shall be admitted to the River's Edge Hospital & Clinic only by a Medical Staff member with admitting privileges, and a physician shall be on duty or on call at all times. The Commission shall provide appropriate procedures to enable it to be regularly and fully apprised of matters of concern to and the viewpoints of the Medical Staff.

Section 7.3 Bylaws, Rules and Regulations. The Medical Staff organization shall formulate and adopt Bylaws, Rules and Regulations for its internal governance, and amendments thereto from time to time, and the CEO, Medical Director, or President of the Medical Staff shall present said Bylaws, Rules and Regulations to the Commission. Such shall be effective only when approved by the Commission. Neither body may unilaterally amend the Medical Staff Bylaws. These Bylaws, Rules and Regulations shall create an administrative organization to discharge the functions and responsibilities assigned to the Medical Staff by the Commission. The Bylaws, Rules and Regulations shall state the purposes, functions and organization of the Medical Staff and shall set forth the policies by which the Medical Staff exercises and accounts for delegated authority and responsibilities. The Medical Staff Bylaws shall provide for a due process mechanism for the proper review, when requested (and when such review is permitted by the Medical Staff Bylaws), of situations in which membership on the staff or privileges of members of the Medical Staff is denied, reduced, altered or otherwise modified.

Section 7.4 Membership and Clinical Privileges. The Medical Staff of River's Edge Hospital & Clinic shall be composed of qualified physicians and dentists (and such other categories of licensed independently practicing health professionals designated by the Commission) who are licensed to practice in the State of Minnesota. Membership on the Medical Staff shall be a prerequisite to the exercise of clinical privileges in the Hospital and Clinic, except as otherwise specifically provided in the Medical Staff Bylaws.

- A. Recommendation to the Commission. The Medical Staff, under the direction and supervision of the ~~Medical Staff Executive Committee~~ CEO, Medical Director and the President of the Medical Staff, shall investigate and evaluate matters related to Medical Staff membership status, clinical privileges, and corrective action, and the Medical Staff Executive Committee shall make recommendations to the Commission thereon. Final action on all matters relating to Medical Staff status, clinical privileges, and adverse action as defined in the Medical Staff Bylaws shall be taken by the Commission after considering the recommendations of the Medical Staff Executive Committees, provided that the Commission shall act in any event if the Medical Staff Executive Committee fails to submit any such recommendation within the time periods required by the Medical Staff Bylaws. Any such Commission action without the recommendation of the Medical Staff Executive Committee shall be based on the same kind of documented investigation and evaluation of current ability, judgment, and character as is required for recommendations of the Medical Staff.
- B. Medical/-Administrative Positions. For any physician or such other categories of licensed independently practicing health professionals designated by the Commission whose engagement by River's Edge Hospital & Clinic in a medical/-administrative capacity requires membership on the Medical Staff, the termination of such contract or employment shall not constitute a resignation of such Member's privileges unless provided for in his/her employment agreement.
- C. Procedure for Appointment. The procedure to be followed by the Medical Staff and the Commission in acting on matters of membership status, clinical privileges, and corrective

**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

action shall be specified in the Medical Staff Bylaws. All appointments to the Medical Staff shall be for the term set forth in the Medical Staff Bylaws.

- D. Application for Appointment. All applications for appointment to the Medical Staff shall be in writing. Applications shall contain full information as required by the Medical Staff Bylaws. This information shall be verified by the Medical Staff pursuant to its credentialing function.
- E. Selection Criteria. In acting on matters of Medical Staff membership status, the Commission shall consider the recommendations of the Medical Staff Executive/Credentials Committee and the Hospital's administration, the needs of River's Edge Hospital & Clinic and community, and such other criteria as are set forth in the Medical Staff Bylaws. In granting and defining the scope of clinical privileges that is to be exercised by each professional providing health care services at the Hospital and Clinic, the Commission shall consider the recommendation of the Medical Staff Executive/Credentials Committee, the supporting information on which it is based, and such criteria as are set forth in the Medical Staff Bylaws. Important criteria for Medical Staff membership and clinical privileges, among others, are professional ability, clinical competence, judgment and rapport, community needs, the Hospital's needs and capacity to provide support, license, and ability to provide good patient care at the Hospital and Clinic. Notwithstanding the above, for a physician or dentist (or other categories of licensed independently practicing health professional designated by the Commission) to be favorably considered for Medical Staff membership, it will be necessary to assure compatibility with the purposes, objectives, philosophies, programs, and staff of the Hospital and Clinic.
- F. No Unlawful Discrimination. No aspect of membership status nor specific clinical privileges shall be limited or denied to an applicant who otherwise meets the criteria for becoming a member of the Medical Staff on the basis of ~~sex, race, creed, color or national origin~~; race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

Section 7.5 Fair Hearing. The Commission shall require that any action taken concerning a member of the Medical Staff, the effect of which is to deny, revoke, suspend or reduce a member's staff appointment, reappointment, staff category, admitting prerogatives or clinical privileges, shall, except under circumstances where a specific provision is made in the Medical Staff Bylaws, be accomplished in accordance with procedures and in a manner designed to assure fair treatment and afford opportunity for the presentation of all pertinent information. These procedures shall be stated in the Medical Staff Bylaws Hearing and Appellate Review Procedure Section.

ARTICLE VIII
QUALITY OVERSIGHT

Section 8.1 Quality Management System. The Hospital Commission shall establish, maintain, support and exercise oversight of an ongoing Quality Management System that includes specific and effective review, evaluation and monitoring mechanisms to assess, preserve and improve the overall quality and efficiency of patient care in the Hospital. The Quality Management System shall ensure that corrective and preventive actions taken by the Hospital are implemented, measured and monitored.

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Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota

Section 8.2 Delegation to Administration and to the Medical Staff. The Hospital Commission delegates to the Administration and the Medical Staff the responsibility and accountability for developing, implementing and maintaining a system for managing quality, performance and patient safety, periodically evaluating the processes, functions and areas of the Hospital to determine the appropriate utilization of services, ensure that policies have been followed, and that necessary changes are made when identified. The Quality Management System will also provide mechanisms for quality assessment and performance improvement efforts, including, but not limited to:

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- A. Evaluation of all patient care services and other services provided affecting patient health and safety.
- B. Evaluation of nosocomial infections and medication therapy.
- C. The quality and appropriateness of the diagnosis and treatment provided by nurse practitioners, clinical nurse specialists and physician assistants.
- D. The quality and appropriateness of the diagnosis and treatment provided by doctors of medicine or osteopathy, dentists and other licensed independent allied health professionals credentialed to provide services at the Hospital.
- E. Development and implementation of an information technology system designed to improve patient safety and quality of care.

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Section 8.3 Quality Management Committee. The Quality Management Committee is established by agreement of the Hospital Commission, Administration and the Medical Staff for the purpose of ensuring that the hospital implements and maintains an effective quality management system. The Quality Management Committee functions as a management committee and oversees all quality, performance and patient safety activities within the Medical Staff and Hospital Committees and throughout the hospital departments and service areas. Membership on the Quality Management Committee will include two members of the Hospital Commission. A report of Quality Management Committee activities will be provided to the Hospital Commission.

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ARTICLE IX

INDEMNIFICATION

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Section 9.1 Insurance. The City of St. Peter shall purchase and maintain insurance on behalf of a person who is or was a trustee, officer, or agent of the Hospital, or who, while a trustee, officer, employee, or agent of the Hospital, is or was serving at the request of the City of St. Peter, against any liability asserted against and incurred by the person in or arising from that capacity, whether or not the City of St. Peter would have been required to indemnify the person against the liability under the provisions of Section 9.1 of these Policies.

ARTICLE IX

CONFLICTS OF INTEREST

Section 10.91. Conflict of Interest Policy. Each officer and trustee shall adhere to the City of St. Peter's policy on conflicts of interest.

ARTICLE XI

FISCAL MATTERS

Section 110.1 Fiscal Year. The fiscal year of the Hospital shall be the twelve-month period ending December 31 in each year.

Section 110.2 Audit. River's Edge Hospital & Clinic shall cause the books of account of the Hospital to be audited at least once in each fiscal year and at such other times as the Commission may deem necessary or appropriate.

Section 110.3 Execution of Instruments. All deeds, mortgages, bonds, notes, checks, drafts, contracts and other instruments shall be signed on behalf of the Hospital by such person or persons and up to such limits or authority as may be designated from time to time by the City of St. Peter. No Commission member, agent, or officer of the Hospital shall have power or authority to borrow money on behalf of the Hospital.

Section 110.4 Loans. No loan shall be granted to an officer or Commission member of the Hospital except to the extent permitted by applicable law.

Section 110.5 Budgets. The Commission of the Hospital shall prepare or have prepared the annual budgets of the Hospital.

Section 110.6 Deposits. All funds of the Hospital not otherwise employed shall be deposited from time to time to such banks, trust companies or other depositories as the Commission may indicate and the Hospital and Clinic shall have full authority to invest and reinvest those funds pursuant to policies in effect for the City of St. Peter.

Section 110.7 Maintenance of Records. The Hospital shall keep correct and complete books and records of account and other records of the activities of the Hospital as may be appropriate. All such records shall be open to inspection upon the reasonable request of any member of the Commission.

ARTICLE XII

AFFILIATED ORGANIZATIONS

Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota

Section 124: Affiliated Organizations. The commission may authorize and direct the formation of other organizations, such as one or more auxiliaries of the Hospital, to assist in fulfilling the purposes, objectives, and philosophies of the Hospital. Each such affiliated organization shall have Bylaws, Rules and Regulations for the government of its activities, which are consistent with the policies of the Hospital. Any such affiliated organizations shall serve at the pleasure of the Commission and authority to approve, administer and amend such Bylaws and Rules and Regulations shall be retained by the Commission.

ARTICLE XIII

AMENDMENTS

Section 132: Policies. These Policies have been approved and adopted by the City Council of St. Peter. These Policies may be amended, repealed, or altered at any regular meeting of the Commission or at any special meeting called for that purpose by an affirmative majority vote. Any amendments thereto proposed by the Commission shall be similarly adopted and approved by the City Council of St. Peter. These policies shall be reviewed by the Commission at least every three years.

These Policies of the River's Edge Hospital & Clinic were approved and adopted as follows:

Approved by the Commission of the River's Edge Hospital & Clinic on ~~January 28, 2009~~ September 25, 2013.

Gil Carlson
Chairperson of the Hospital Commission

Approved by the St. Peter City Council on _____, ~~2009~~2013.

St. Peter City Council

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION APPROVING UPDATED HOSPITAL COMMISSION POLICIES

WHEREAS, the City of Saint Peter owns River's Edge Hospital and Clinic; and

WHEREAS, the City Council appoints a Hospital Commission to oversee River's Edge Hospital and Clinic; and

WHEREAS, the Commission has adopted policies with the approval of the City Council; and

WHEREAS, the policies are required to be reviewed and reapproved by the City Council every three years; and

WHEREAS, the policies were last reviewed by the City Council on February 9, 2009; and

WHEREAS, the Hospital Commission has recommended modifications to the policies and presented the updated document to the Council for approval.

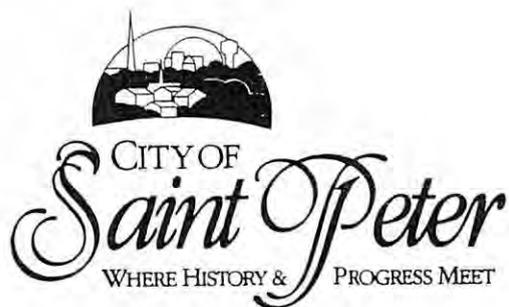
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated policies of the Saint Peter Hospital Commission are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/11/2013

FROM: Todd Prafke
City Administrator

RE: Firefighter Position Description

ACTION/RECOMMENDATION

Adopt a position description for the position of Firefighter.

BACKGROUND

As you know, the City has adopted position descriptions for each job within the City. The Fire Department had in place a description that was used during the recruitment process, but the document had never been officially adopted by the Council. With recruitment for Firefighters set to begin in the near future, the Department reviewed the description and recommended changes to the document. My office converted the never adopted description to the City approved style which outlined essential functions of the position, required physical and psychological attributes as well as minimum and desired qualifications for the position.

A memo from Chief Quade is also attached.

Please find included a red-line version of the modified description. Since the existing description is more than 25 years old and since a change of format was also implemented almost the entire document shows in red-line therefore we included a clean version for easier use.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will wait for further direction from the Council before beginning the recruitment process for Firefighters.

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

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

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

TP/bal



*Saint Peter Volunteer Fire Department
227 West Mulberry Street, Saint Peter, Minnesota 56082
507-934-1120
Office of the Fire Chief- Ronald D. Quade*

TO: Todd Prafke
City Administrator
Mr. Mayor, City Council

DATE: 9/17/13

FROM: Ronald D. Quade
Fire Chief

RE: Approval of job description for new member hiring
procedure

ACTION/RECOMMENDATION

The Saint Peter Fire Department would like to request the city council adopt the **attached job** description for the hiring of new members for probationary membership.

BACKGROUND

In reviewing procedures for new member recruitment it was found the job description used had not been approved by the city council. The ROG committee has reviewed the following description and recommends it for approval

Respectfully:

A handwritten signature in cursive script that reads "Ronald D. Quade".

Ronald D. Quade
Fire Chief
Saint Peter Fire Department
227 Mullberry
Saint Peter, Mn 56082

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Job Title: Volunteer Firefighter

~~Division~~DEPARTMENT: Fire

SUPERVISION: Works under the close supervision of Fire Officers.

Date: 9/1/05 Location: St. Peter Fire Station

~~GENERAL PURPOSE/MISSION~~Overview of Position:

Under the general direction of Fire Chief and Fire Officers protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

~~The firefighters are hired through the established hiring process and recommended to the Fire Chief for final approval by the City Council. These are on-call volunteer positions. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous environments.~~

~~SUPERVISION RECEIVED:~~ Works under the close supervision of the Board of Fire Officers.

~~SUPERVISION EXERCISED:~~ None.

~~ESSENTIAL EMERGENCY RESPONSE DUTIES AND RESPONSIBILITIES~~JOB FUNCTIONS:

- Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks.
- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
- Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
- Selects, drags, lifts and carries equipment depending on the type of emergency, and correctly uses equipment to assist in responding to emergency.
- Uses appropriate equipment to perform extrication, hazardous material clean up and search and rescue as directed.
- Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
- Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.

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CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and deodorants.
- Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.
- ~~C~~able to communicate with two-way communications systems.

~~PERIPHERAL STAFF DUTIES At direction of the Company Captain(s):~~

- Participates in fire drills, attends classes in firefighting, extraction, emergency medical, hazardous materials, and related subjects.
- Attends regular and assigned training sessions to maintain and upgrade firefighting skills.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintains fire equipment, apparatus and facilities.
- Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Presents programs to the community on safety and fire prevention topics if trained.

~~DESIRED-MINIMUM QUALIFICATIONS: Education and Experience:~~

- Graduation from high school or GED equivalent.
- Must be eighteen (18) years of age or older and resident of a (6) minute response time of the Saint Peter Fire Station.
- Must possess a valid State Driver's License without record of suspension or revocation in any state. ??????????
- Ability to read and write the English language.

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- ~~Completion of the NFPA-1001 Fire Fighter Training Objectives within 12 months of hire.~~
- ~~Necessary knowledge, skills and abilities:~~

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- ~~e—Working knowledge of driver safety; working knowledge of first aid;~~
- ~~e—Ability to successfully learn the operation of the listed tools and equipment;~~
- ~~e—Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques;~~
- ~~e—Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;~~
- ~~e—Ability to act effectively in emergency and stressful situations;~~
- ~~e—Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing;~~
- ~~e—Ability to establish effective working relationships with employees, other agencies, and the general public;~~
- ~~e—Ability to meet the special requirements listed below.~~

SPECIAL REQUIREMENTS/DESIRED QUALIFICATIONS:

- ~~• Completion of the NFPA1001 Fire Fighter Training~~
- ~~• Completion of other Firefighter training Classes.~~

~~Greater than 1 year of service in Fire Department or other Emergency Services department including but not limited to EMS, Law Enforcement.~~

- ~~• First Aide or other emergency medical certifications including but not limited to CPR Certification.;~~

~~o _____~~

~~o _____~~

~~o _____~~

~~o _____~~

~~o _____~~

- ~~• Must be eighteen (18) years of age or older at time of hire and resident of a (6) minute response area of the Saint Peter Fire Station.~~

- ~~• Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.~~

- ~~• No felony convictions or disqualifying criminal histories within the past seven years.~~

- ~~• Ability to read and write the English language.~~

- ~~• Ability to meet current Departmental Standard Operating Guidelines pertaining to attendance at meetings, drills, and alarms.~~

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

TOOLS AND EQUIPMENT USED:

~~Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, extraction equipment, ladders, first aid equipment, radio, pager, personal computer, phone.~~

ESSENTIAL PHYSICAL REQUIRMENTSDEMANDS:

The Firefighter is required to be capable of performing the following physical functions or a combination for any work day:

Legend: BARB FILL IN FROM SHEET

~~Actions: BARB FILL IN FROM SHEETThe physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.~~

WORK ENVIRONMENT:

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~Work is performed primarily in vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.~~

~~The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.~~

~~The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.~~

SELECTION GUIDELINES:

~~Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a~~

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CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

~~standard 12-month probationary period.~~

~~The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.~~

~~The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

JOB TITLE: FIREFIGHTER

DEPARTMENT: FIRE DEPARTMENT

SUPERVISOR: FIRE CHIEF/FIRE OFFICERS

OVERVIEW OF POSITION:

Under the general direction of Fire Chief and Fire Officers protects life and property by performing firefighting, materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

ESSENTIAL JOB FUNCTIONS:

- Performs firefighting activities including, laying hose, and performing fire combat, containment and extinguishment tasks.
- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
- Selects, drags, lifts and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
- Selects, drags, lifts and carries equipment depending on the type of emergency, and correctly uses equipment to assist in responding to emergency.
- Uses appropriate equipment to perform extrication, hazardous material clean up and search and rescue as directed.
- Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
- Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
- Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and deodorants.
- Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.
- Communicates with two-way communications systems.
- Participates in fire drills, attends classes in firefighting, extraction, emergency medical, hazardous materials, and related subjects.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Attends regular and assigned training sessions to maintain and upgrade firefighting skills.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintains fire equipment, apparatus and facilities.
- Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Presents programs to the community on safety and fire prevention topics if trained.

ESSENTIAL PHYSICAL REQUIRMENTS:

The Firefighter is required to be capable of performing the following physical functions or a combination for any work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating.

Strength: Continuously carry up to fifty (50) pounds and lift up to sixty (60) pounds; frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than minus ten (-10) degrees centigrade to in excess of thirty seven (37) degrees centigrade; Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including turnout gear, hard hat, steel-toed shoes, safety goggles, and safety vests.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Fire Chief by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Fire Chief is required to be capable of performing the following psychological, situational, and functional functions: Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to maintain confidentiality when needed; tact, ability to deal with the public.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Must be eighteen (18) years of age or older and resident of a six (6) minute response time of the Saint Peter Fire Station.
- Must possess a valid Driver's License.
- Ability to read and write the English language.

DESIRED QUALIFICATIONS:

- Completion of the NFPA1001 Fire Fighter Training
- Completion of other Firefighter training classes.
- More than one (1) year of service in a Fire Department or other Emergency Services department such as EMS and law enforcement.
- First Aide or other emergency medical certifications such as CPR Certification

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION ADOPTING FIREFIGHTER POSITION DESCRIPTION

WHEREAS, the City has adopted position descriptions for each employee position; and

WHEREAS, the Firefighter position description was never formally adopted by the City Council;
and

WHEREAS, the position description has been developed in the same format as descriptions for
other positions within the City; and

WHEREAS, staff recommends approval of the Firefighter position description.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA, THAT: the position description for the position of
Firefighter is hereby approved.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/11/13

FROM: Lewis G. Giesking
Director of Public Works

RE: Approval of plan for Construction of a Bicycle Trail in Traverse des Sioux Park

ACTION/RECOMMENDATION

Approve the Parks and Recreation Advisory Board recommended plan for bicycle trails at Traverse des Sioux Park and authorizing construction of the trail.

BACKGROUND

A Gustavus Adolphus College group approached the City beginning November 16, 2009, with a proposed concept to develop a variety of bicycle trails in Traverse des Sioux Park. A plan was developed, over a two year period, with bicycle trails which could meet the needs of varying levels of expertise of riders. Three levels of trails are proposed for construction including a beginners trail, an intermediate trail, and an expert trail.

The Parks Board and City Council have seen this improvement as a way to enhance the use of and access to Traverse des Sioux Park. Both Board and Council have supported the college group in development of the plan. Issues were identified relating to State Historical Society property which adjoins Traverse des Sioux Park in the northwest corner, and with potential impacts on wetlands relating to the Minnesota Pollution Control Agency. The college group and others have been working on these issues over the past year and now are at a point where construction of the trail can proceed. Representatives of the group will attend the City Council meeting to present the plan in its current form for City Council consideration.

The City has extended the sidewalk on the east side of Highway 169 into the floodplain at the intersection with Union Street. It connects to a sand/dirt trail which is used, for snowmobiles in the winter and bicycles in the summer, to travel from the city to the history center. This trail will provide a connection from the city proper to the proposed trail system.

FISCAL IMPACT:

Gustavus Adolphus College is proposing to fund the construction and development of the trails through grants, donations, and volunteer labor. The City may provide some minimal labor assistance, tools and equipment.

ALTERNATIVES/VARIATIONS:

Vote in favor: Staff will work with Gustavus to develop a plan for construction of the trails.

Negative vote: Staff will seek 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:bl

Traverse des Sioux
Multi Use Recreational Trail

Presented Before:

St. Peter City Council

Submitted by:

David Newell

Paul Hanson

Dan Oachs

July 1st, 2013

The purpose of this document is to provide information regarding the development of a multi-use recreational trail at Traverse des Sioux Park. The document outlines the construction process and impact for a natural surface Multi-Use Recreational Trail, the sustainability and maintenance of such a trail, safety measures and liability, funding options, and potential use of the trail.

Trail Information:

The trail at Traverse des Sioux Park will be a stacked loop trail system. This means separate trails, all one directional with varying usages and levels of difficulty, will operate as one trail system. The usages that are included are: mountain biking, walking, jogging, snow shoeing, and cross country skiing. Please see attached map for suggested trail routes and directions.

The trail has multiple constituents and backers, including but not limited to: St. Peter Park Board, St. Peter residents, Gustavus Adolphus College, Gustavus students, Minnesota Off Road Cyclists, Trail Source LLC, Mankato Area Mountain Bikers, Nicollet Bike Shop, and others yet to be identified.

Potential Use of the Trail:

As mentioned before, the trail will be open to users of all types, including: mountain biking, hiking, jogging, snowshoeing, and cross country skiing. The trail will not allow use of motorized vehicles or equine. At this point, the level of use is difficult to predict. However, it is expected that the trail will bring several users from outside of the St. Peter area as well as many local users. For example, another trail that was designed by Tim Wegner, Lebanon Hills in Eagan, MN, went from 10,000 users prior to the trail development to 40,000 users after the development of the trail. However, Lebanon Hills has a greater access to users as it is located in the metro area, but the correlation between adding trails and increased use remains.

Construction Process:

Step 1: Flagging the trail. This process involves measuring the grade of the trail as well as laying out the route. This is perhaps the most important part of the process since it will determine how the trail sheds water and maintains sustainability. This design process also serves the purpose of working to ensure that the trail flow is correct and will maintain the interest of the user. If the trail is interesting and flowing well it will keep the interest of the user on the trail and will discourage any "off trail" activity. This step has been completed.

Step 2: Building the trail. There are two methods of construction, mechanical and hand-built. Although mechanical is a faster build, it has more of an impact on the area surrounding the trail corridor. Hand-built will create a more intimate trail and will give the user a more natural feel when using the trail as well as limiting the impact. This trail will be built by hand using low-impact tools, such as a pick axe, McCloud, Pulaski, loppers, and hand saws.

The trail will be built by Gustavus Adolphus College students and residents of St. Peter who will be guided by individuals trained in trail construction. The students and residents will form work teams led by "trail bosses" and will work together to construct the trail.

Step 3: Construction Process. The builders will follow the designed trail corridor working with hand tools to clear the trail corridor of overhanging trees, downed trees and other brush that will

impede the construction. This trail corridor is normally no more than 5' in width, and no more than 6'-8' in height. The next step will be for the builders to use hand tools to move soil creating a trail tread. This tread will be about 24"-30" in width. The backslope will be cut at a 45 degree angle to the trail tread and will usually extend about 12" above the trail tread. The soils that are removed to create the trail tread will be disbursed below the trail tread and "disappear" into the existing vegetation. Inspection will be done of the trail tread to ensure that it has about a 5% outslope.

Once the outslope is correct the trail tread and the backslope will be compacted to provide a packed surface for the users and prevent any erosion from the trail. During the construction process no foreign material will be imported into the trail corridor. In the final step, the trail manager will walk, ride or run the final trail checking for any impediments to the final user. Once this step has been completed the trail is ready to be reviewed by the land manager. Once the land manager approves the finished trail, the trail is ready to be opened to the general public.

The above section was prepared by Tim Wegner, co-owner of Trail Source LLC, a Minnesota Off Road Cyclist Board Member, and an International Mountain Biking Association Representative. Tim's contact information is as follows: 612-845-1345, or twegner50@yahoo.com.

Sustainability and Maintenance:

Sustainability of the trail involves two major areas: 1) design, and 2) maintenance. As mentioned earlier, the trail has been designed to minimize erosion, "off trail" use, and will not use foreign material. The trail designers, Mankato Area Mountain Bikers, Gustavus students, and the City of Saint Peter will work together to maintain the trail. The identified parties will be charged with monitoring the trail during and after the construction process. After the construction, the trail will periodically and regularly be monitored for potholes, fallen debris, erosion, and other impediments to safe trail use. The trail will be cleared of any of the aforementioned impediments.

Safety Measures:

A Trail Head sign will be placed at the beginning of the trail and will indicate important information regarding the use of the trail. Each section of the trail will have signs that indicate level of difficulty, type of use, mileage, direction, and safety precautions. The Trail Head sign will state that users "travel at their own risk," provide trail maps and trail directions, and safety information such as local hospital and police contact information.

Sections of the trail that may cause injury, obstacles such as log rides and jumps, will have an alternate route around the obstacles for those that do not have the experience or ability to use such obstacles. Also, landing areas for the obstacles will be created so that if a user were to fall, they would be clear of rocks and debris that could cause further injury.

Liability:

The Liability information is located in attachment A.

Expenses and Funding Options:

To date, the Gustavus has supplied over \$3,000 in jumpstarting the initiative. These costs were for basic printing and design materials in addition to hiring Tim Wegner as the trail designer. The City of St. Peter has supplied additional support through the hiring of Bolton & Menk to map the trail.

The expected cost for the trail is roughly \$8,000 total. This cost does not include on-going maintenance of the trail. Those costs will be absorbed by the College, procured through individual donations, or funded through grant opportunities. Several funding options exist for covering the potential expenses of the trail, including but not limited to: local business support/sponsorships, grants, state and federal funding, or local individual support. As the process moves forward, the options will be explored in greater detail. However, the City of St. Peter is not and will not be responsible for procuring the funds necessary for the construction of the trail.

Goals

- Provide a variety of trail types ranging from easy/beginner to advanced with most of the trail being in the intermediate level.
- Have easy trails near all entry points.
- Be able to connect all the trails together into one easy to follow very long loop.
- Don't have any trails end at a road or other location where the rider won't know where to go next.
- Consider how an event course could be laid out using the trails, roads, snowmobile trails etc.
- On the intermediate and advanced trails, have a few alternate lines that challenge some riders but not too many.
- Try to keep most of the trails "fast and flowy" as that is what we hear most riders are looking for.

A - Intermediate / Advanced

Due to the topography this trail may be our best chance to use the elevation and rocks to build a slightly advanced trail. It will require one small bridge in the middle when the river is high.

A1 - Easy / Intermediate

This would be a later expansion added when we had time. It might be really nice to have during floods as it is on the highest ground around. It would require one small bridge. Should be able to get a mile or so of trail in there.

B - Beginner / Easy

This should be a fairly easy trail. Gentle curves, no scary features, or anything like that. Maybe split it into B1 and B2 where it crosses the road. Try to make the road crossing as obvious as possible so when you come out of B1 you know where to find B2 without getting lost. Beginner riders can use the gravel road to get to either B1 or B2. It may require special care to avoid wet areas or create boardwalks over the very wet areas when the water level is high or just be closed when too wet.

C - Difficulty uncertain.

Most likely a fairly easy trail as I don't think there is anything in this area that would be useful for creating an advanced trail so we might as well make it a good beginner level trail. This section will require a lot of work to remove all the brush that is in the way.

D Intermediate / Advanced

This trail segment contains quite a few small but sharp and fun gullies that can challenge intermediate riders. There is also a bit of sand and some rolling dunes that make it a good location for riders with the skills to ride that kind of terrain. It is also the farthest away from either entry point and thus makes a good location for advanced trails and features. The connection between D and E will require a bridge for when water levels are high.

E - Intermediate

This loop is fairly easy and the only real difficulty comes from going at high speed but may include a couple of places where riders will ride or walk over fallen logs. This section will need a bridge near the south end.

F - Easy

This loop acts as the gateway to the trail system for anyone riding from town into the trails. As such it should be kept on the easy side with wide trails, no sharp corners, and no extra features. We will need to be extra careful to keep away from the sandy areas.



Attachment B

Liability

Three Tasks to Manage Risks:

1. Design and build trails appropriately
2. Manage and maintain them consistently and responsibly
3. Acquire the protection of a sound insurance policy (or other risk transference strategy)

The key to avoiding lawsuits: Run a tight operation.

Understanding Risks vs. Hazards

Risk is the voluntary taking of a chance. An individual can look down an expert-level ski slope and decide to go for it. It is his choice, a risk he is willing to take. Hazards are hidden, unexpected dangers.

Who is Potentially Liable?

If someone is hurt riding trails in your community, who can be found liable? Generally speaking, every organization involved in the trail's design, construction, and maintenance could potentially be named as a defendant in a lawsuit. This would include the landowner, the trail management agency, and even related non-profit groups... potentially everyone involved in the trail.

Types of Trail-Related Lawsuits

The most common lawsuits faced by trail managers are related to negligence. They occur when an injured visitor claims that a trail manager failed to design, construct, manage or maintain the trail with reasonable and prudent care.

Negligence: In legal terms, negligence is defined as, "the failure to use that degree of care that an ordinary person of reasonable prudence would use under the given circumstances."

Elements of Negligence

In order for a negligence lawsuit to be successful, the person filing the suit (the plaintiff) must prove all of the following four elements:

Duty of Care: They must prove that you or your organization could reasonably have foreseen that your actions would affect them - that the plaintiff is owed a duty of care. If you are responsible for the safety of a trail and the plaintiff is invited to ride it, you owe a duty of care.

Breach of that duty: They must prove that you failed to perform a required task according to certain criteria, known as the expected Standard of Care.

Injury or loss: They must prove the incident resulted in loss or damages.

Proximate cause: They must prove that this breach of duty was the direct cause of their injury or loss.

What is Your Duty of Care?

- A moving target
- Different in every scenario
- Based on common sense
- What is reasonable and prudent?

Duty of Care: Four Tasks

1. Design and construct the trail appropriately
2. Inspect and maintain the trail appropriately
3. Address unreasonable hazards and post warnings
4. Anticipate foreseeable activities and take reasonable steps to protect users

Defenses When Negligence is Asserted

- Failure to Prove - Plaintiff must prove all four elements of negligence
- Inherent Risk - Risks that are an integral part of the activity
- Assumption of Risk - Rider has full knowledge of the risk and chooses to encounter it
- Comparative Negligence - Compares trail user's carelessness with the trail manager's
- Government Immunity - Immune from ordinary lawsuits, especially discretionary functions. Still liable for negligence in some cases
- Recreational Use Immunity - Laws that protect landowners from liability claims resulting from recreation
- Occupier's Liability Acts (Canada) - Canadian statutes that limit duty of care owed to recreational visitors
- Waivers and Participant Agreements - Written contract in which rider agrees not to sue and/or acknowledges risks

CITY OF SAINT PETER, MINNESOTA
Parks & Recreation Advisory Board

RESOLUTION 2013 - 01

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

**A RESOLUTION RECOMMENDING APPROVAL OF THE
FINAL BICYCLE TRAIL PLAN FOR TRAVERSE DES SIOUX PARK
AND AUTHORIZING CONSTRUCTION OF THE TRAIL**

Whereas, Travers des Sioux Park is a 380 acre park in an existing floodplain; and

Whereas, the park was developed with Law con grant funding which includes restrictions on the type of development that may occur in the park; and

Whereas, there are zoning limitations on what may develop in the park as it is located in a floodplain area; and

Whereas, there is a single roadway into the park available to vehicles and a bicycle trail extending from the community proper to the park; and

Whereas, currently, the park is utilized for some hiking activity, cross country skiing activity, some snowmobile activity in the winter months; and

Whereas, the park is underutilized; and

Whereas, bicycle trails are an acceptable use under the Lawccon grant guidelines and under the zoning limitations for a floodplain; and

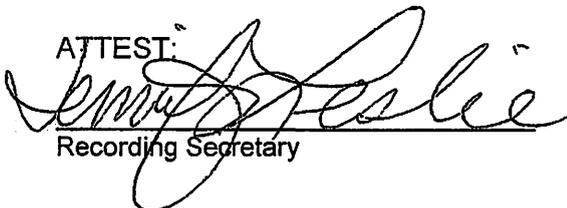
Whereas, bicycle trails in the park would greatly expand the access to the park and the general use of the park; and

Whereas, Gustavus Adolphus College is proposing to fund development and construct the bicycle trails in the park.

The Parks and Recreation Advisory Board hereby recommends approval of the proposed bicycle trail system for Traverse des Sioux Park and recommends Gustavus Adolphus College be authorized to develop and construct the trails.

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 16th day of September, 2013.


Chairperson

ATTEST:

Recording Secretary

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION RECOMMENDING APPROVAL OF BICYCLE TRAIL PLAN FOR
TRAVERSE DES SIOUX PARK AND AUTHORIZING CONSTRUCTION OF TRAIL

WHEREAS, Traverse des Sioux Park is a 380 acre park in an existing floodplain; and

WHEREAS, the park was developed with Law-con grant funding which includes restrictions on the type of development that may occur in the park; and

WHEREAS, there are land use limitations on what may be developed in the park as it is located in a floodplain area; and

WHEREAS, there is a single roadway into the park available to vehicles and a bicycle trail extending from the Union Street, on the east side of the highway 169 to the park; and

WHEREAS, currently, the park is utilized for some hiking activity, cross-country skiing activity, and some snowmobile activity in the winter months; and

WHEREAS, bicycle trails are an acceptable use under the Law-con grant guidelines and under the zoning limitations for a floodplain; and

WHEREAS, bicycle trails in the park would greatly expand the access to the park and the general use of the park; and

WHEREAS, Gustavus Adolphus College is proposing to fund development and construct the bicycle trails in the park; and

WHEREAS, the Parks and Recreation Advisory Board is recommending approval of the bicycle plan for Traverse des Sioux Park and is recommending construction of the trail.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: City Council hereby approves the plan for a bicycle trail system for Traverse des Sioux Park and recommends Gustavus Adolphus College be authorized to develop and construct the trails.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October, 2013.

Timothy Strand, Mayor

ATTEST:

Todd Prafke, City Administrator



Memorandum

To: Todd Prafke
City Administrator

Date: October 9, 2013

From: Lewis G. Giesking
Director of Public Works

Re: Approve Plans and Authorize Receipt of Bids for the Broadway Generation Plant
Catalyst Project

Action/Recommendation

Approve the plans for the installation of catalysts at the Broadway Generation Plant and authorize the receipt of bids on November 13, 2013 at 2:00 PM.

Background

The United States Environmental Protection Agency (EPA) has mandated that reciprocal engines must be fitted with catalysts to reduce carbon dioxide emissions - called the "Mac ZZZZ rule". EPA, in 2012, set the deadline for installation of catalysts on May 3, 2013; however, the EPA did not issue the final requirements until January 2013. The City requested an extension of time to comply with the requirements and the EPA has set the new deadline as May 3, 2014. The City is on schedule to comply with the new deadline.

The project involves the installation of catalysts above all of the existing six engines at the Broadway Generation Plant. There are a variety of catalysts that can meet the requirements available from vendors; therefore, the decision was made to bid out and purchase the catalyst materials, then determine what was necessary to install the catalyst. On May, 13, 2013, the City Council authorized purchase of six catalysts from Ziegler, Inc. These materials were delivered to the Broadway Generation Plant on August 16 of this year.

The City's engineers, DGR, have been working with the supplier of the catalysts to develop a structural support system for the catalysts. It was determined the best course of action is to hang the catalysts from the ceiling joists rather than provide a floor stand surrounding the engines. A floor stand would require columns on both sides of each engine and would increase the difficulty of providing routine maintenance for the engines. A floor stand would also make it much more difficult, complicated, and costly in the event an engine or generator would need to be replaced in the future. The original ceiling joists were not designed to carry additional weight and will need to be reinforced. The structural engineers have determined the existing joists can be reinforced in-place by adding rods and angle-iron to various portions of each joist. Three I-beams will be installed below the joists with a series of hangers to support the new equipment.

City staff has reviewed the proposed plans and specifications and is recommending approval. The plans and specifications will be available for City Council and Public review at the City Administrator's Office.

The weight of the proposed catalysts is greater than originally anticipated; therefore, the support system is an added cost to the original cost estimate for the project. The total project was originally estimated to cost \$500,000.00. The city has committed \$185,492.00 for the purchase of equipment and \$14,500.00 for professional services to date. DGR Engineers have updated the cost estimate for the remaining installation work which is estimated to be \$.

The proposed schedule for completing the installation of catalysts is as follows:

- The city Council approves plans and authorizes the receipt of bids October 14, 2013
- Bid opening – construction contract November 13, 2013
- The City Council award the work – construction contract November 25, 2013
- Construction begins December 19, 2013
- Release formal stack testing RFP November 8, 2013
- Release 60 day performance testing notice to EPA December 30, 2013
- Construction complete – installation ready for testing February 28, 2014
- EPA formal stack testing complete – units operational March 7, 2014
- Final project cleanup complete March 31, 2014
- Mandated compliance date from EPA May 3, 2014

The specifications require the catalyst installer to only have two generators out of service at any given time during the installation process. City staff will coordinate the generator operation issues with SMMPA. Installers may come from out-of-state and typically will desire to work 12 hour days to complete the installation as quickly as possible. It is anticipated that there will be staff overtime involved in monitoring the work.

Fiscal impact:

The project will be funded from the electric utility fund.

Alternatives/Variations:

Do not act. Staff will wait for your direction. You should note that if you wish to use the generators in the future to meet your contractual obligations and revenue needs these changes are needed to meet the new EPA requirements. Failure to act will mean that we will not be able to use the generators after May of 2014..

Negative vote: City staff will seek City Council direction.

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING PLANS FOR INSTALLATION OF CATALYSTS AT THE
BROADWAY GENERATION PLANT AND AUTHORIZING RECEIPT OF BIDS**

WHEREAS, the United States Environmental Protection Agency (EPA) has mandated that reciprocal engines must be fitted with catalysts to reduce carbon dioxide emissions; and

WHEREAS, the original deadline for the reduction in carbon dioxide emission was May 3, 2013; and

WHEREAS, the City requested an extension of time to complete the work and was granted an extension to May 3, 2014; and

WHEREAS, the new catalysts have been purchased and delivered to the Broadway Generation Plant; and

WHEREAS, structural modifications will be made to the existing ceiling joists to accommodate the added weight of new catalysts; and

WHEREAS, the City electric utility is obligated to work with EPA to perform emissions tests to confirm compliance with the EPA mandate; and

WHEREAS, receiving bids on November 13, 2013, will keep the project on schedule for completion by May 3, 2014; and

WHEREAS, the project will be funded through the Electric Utility Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City Council hereby approves the plans for the installation of catalysts including structural modifications at the Broadway Generation Plant and authorizes the receipt of bids at 2:00 PM, on November 13, 2013.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of October, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes 13D.03 Subd.1 provides for Closed Session of the Council for discussion. of specific issues including labor negotiations.

WHEREAS, the City of Saint Peter is currently in negotiations with LELS 241 (Police Officers) and LELS 242 (Communications) and,

WHEREAS, the Council wishes to discuss those labor negotiations in the Traverse des Sioux Room in closed session.

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 under Minnesota Statutes 13D.03 Subd.1 for discussion of labor negotiations with LELS 241 (Police Officers) and LELS 242 (Communications)

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator