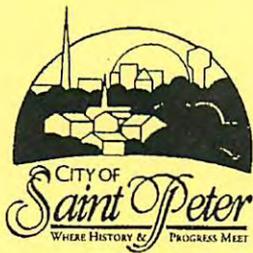


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, February 27, 2012  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. **APPROVAL OF CONSENT AGENDA ITEMS**
- VI. **UNFINISHED BUSINESS**
  - None scheduled
- VII. **NEW BUSINESS**
  - A. Refunding 2003 Wastewater Bonds
  - B. Animal Impound Contract
  - C. Housing Study Update
  - D. Sumner/Swift Street Intersection Repair Project Engineering
  - E. City Assistance Request: St. Patrick's Day Parade
  - F. Wastewater Policy Approval
  - G. Wastewater Treatment Plant Exterior Building Repair Project Bid Award
- VIII. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
- IX. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the February 13, 2011 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 19, 2012 through February 22, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

None scheduled.

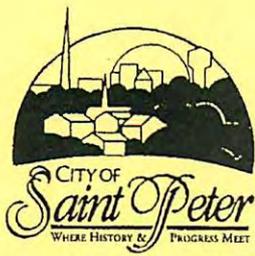
VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION AUTHORIZING NEGOTIATED SALE OF \$1,920,000 IN GENERAL OBLIGATION REFUNDING BONDS**

David Drown Associates has recommended the City consider negotiated sale of \$1,920,000 in general obligation refunding bonds to take advantage of lower interest rates. The proposed resolution allows the Mayor and City Administrator to approve such a sale contingent upon the realized interest savings exceeding \$100,000. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION ADOPTING UPDATED ANIMAL IMPOUND CONTRACT**

The City has entered into a contract with Kind Veterinary Clinic for care and housing of impounded animals. Kind's have requested an increase in their service fees and have proposed an updated contract. Staff recommends approval. Please see the attached staff report and RESOLUTION.



C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF CONTRACT FOR PREPARATION OF UPDATED HOUSING STUDY

Staff recommends authorization be provided for preparation of an updated housing study. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING FOR PROJECT TO REPAIR SUMNER/SWIFT STREET INTERSECTION

Stormwater runs over the curbs at the intersection of Sumner Street and Swift Street during severe rain events. It is recommended Bolton and Menk Engineers be retained to prepare plans, specifications and contract documents and receive bids for a project to reconstruct the intersection. Bolton and Menk, Inc. has indicated their ability to provide these services for a fee not to exceed \$7,200. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE REQUEST FOR ST. PATRICK'S DAY PARADE

The Ambassador's have submitted a request for City assistance for the St. Patrick's Day parade. Staff recommends approval. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING WASTEWATER POLICY

Staff recommends approval of the wastewater policy which has been reviewed by the Council at several workshop sessions. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION AWARDED BID FOR WASTEWATER TREATMENT FACILITY EXTERIOR BUILDING REPAIR PROEJCT

Four bids were received for the repairs to the Wastewater Treatment Plant building. It is recommended the building repair project be awarded to Kue Contracting of Watkins Minnesota in the amount of \$42,000. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

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

IX. ADJOURNMENT

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
FEBRUARY 13, 2012**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on February 13, 2012.

A quorum present, Mayor Strand called the meeting to order at 6:58 p.m. The following members were present: Councilmembers Pfeifer, Eichmann, Carlin, Kvamme, Brand, Zieman, and 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 Pfeifer, seconded by Eichmann, to approve the agenda as modified. With all in favor, the motion carried.

**Approval of Minutes** – A motion was made by Brand, seconded by Carlin, to approve the minutes of the January 23, 2012 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 23, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – In motion by Kvamme, seconded by Eichmann, Resolution No. 2012-12 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-12 is contained in the City Administrator's book entitled Council Resolutions 18.

**2012 Fee Schedule Modification** – City Administrator Prafke recommended some slight modifications to the 2012 fee schedule which were inadvertently omitted from the resolution in January. In motion by Carlin, seconded by Zieman, Resolution No. 2012-13 entitled "Resolution Establishing Year 2012 License Fees, Permit Fees, And Other Charges For Municipal Services", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-13 is contained in the City Administrator's book entitled Council Resolutions 18.

**Hospital Phone System Purchase** – River's Edge Hospital and Clinic CFO Curt Savstrom addressed the Council to request authorization to purchase an NEC SV8300 phone system from Loffler Companies in the amount of \$42,635. Savstrom indicated the Hospital's phone system would no longer have software support from NEC and the Hospital had worked with City staff to receive proposals for a new phone system. Savstrom indicated the Hospital would be able to re-use existing handsets and the new system would provide current technology with the ability to expand in the future. Savstrom also noted the system would be funded with depreciation funds and would have a ten year depreciable life. Councilmember Zieman asked if the purchase was budgeted and Savstrom indicated in the affirmative. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-14 entitled "Resolution Approving Purchase Of NEC Univerge SV8300 Telephone System By River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-14 is contained in the City Administrator's book entitled Council Resolutions 18.

**Greenhill Reservoir Rehabilitation Project Bid Award** – Public Works Director Giesking recommended awarding the bid for the Greenhill Reservoir Rehabilitation Project to Classic Protective Coatings in the amount of \$671,436. Giesking reviewed the "best value contracting" process that was used to make the recommendation for award of the bid and indicated that the process began with each contractor submitting their qualifications to perform the work one week prior to the bid opening. The qualifications were then ranked by a panel to determine the contractor's total weighted score. Giesking indicated the members of the panel included a Bolton and Menk, Inc. engineer, a Bolton and Menk, Inc. contract

inspector who will work on the project and three City staff members. Giesking reported the criteria used for the qualification evaluation included timeliness of completing past contracts, qualifications of the key people who would be involved in the project, the contractor's experience with a project of similar size, technical abilities of the contractor in working with the special paint materials, and references. Water Superintendent Moulton reported two contractors scored substantially higher than the other contractors and the total weighted score for each contractor was then combined with the bids submitted to achieve the final ranking of contractors. Moulton stated that although TMI Coatings, Inc. had submitted the lowest dollar bid, the ranked evaluations resulted in a recommendation to award the bid to Classic Protective Coatings as the "best value" for the project. City Administrator Prafke noted that the best value contracting process, which is allowed for under State law, was used for this contract due to the technical nature of the materials being used and the fact that this project is expected to last 25-30 years. Prafke also noted that the Bolton and Menk, Inc. Engineer involved in the evaluation was certified in the Best Value process.

In motion by Carlin, seconded by Zieman, Resolution No. 2012-15 entitled "Resolution Awarding Bid For Greenhill Reservoir Refurbishing Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-15 is contained in the City Administrator's book entitled Council Resolutions 18.

**Revolving Loan Extension Request: Volk Electric** – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation to approve a request by Brian Grey d.b.a. Volk Electric, for a twenty-four (24) month extension of the balloon payment date for his two revolving loans. Wille reported that Grey had received two revolving loans from the City in 1999 (one at 6% interest and the other at 3% interest), and had made all payments in a timely manner until September 1, 2011. Wille also noted that Mr. Grey had already asked for and received a 24 month extension on the loans in 2009 and in 2011 his business was put into receivership and his assets were sold which left the City with no collateral on his loans except for his personal guarantee. Wille pointed out that since the last payment received in 2011, the balance due on the loans was \$29,987, the EDA was recommending approval of the extension, and the EDA had recommended lowering the interest rate on one of the loans so that the rate for both loans was established at three percent (3%). In motion by Eichmann, seconded by Pfeifer, Resolution No. 2012-16 entitled "Resolution Modifying Terms Of The Two Revolving Loans Previously Provided To Brian Grey D.B.A. Volk Electric", was introduced. Councilmember Zieman questioned if interest was continuing to accrue on the loans and would be figured into the final amounts due. Wille reported interest was continuing to accrue as were 5% penalty amounts for each late payment. A motion was made by Kvamme, seconded by Pfeifer, to lower the interest rate stated in the resolution to 1%. Kvamme stated his belief that most people in Mr. Grey's position would have declared bankruptcy and been done with repayments, but Grey was working to pay off the debt and his spouse was also willing to sign a personal guarantee. Kvamme stated the interest rate should be lowered as a gesture of support for Grey's efforts. With all in favor, the motion carried.

Councilmember Zieman expressed his belief that if the EDA had recommended a 3% interest rate, and if 3% was the going rate for revolving loans, then the interest rate should not be modified further. Councilmember Kvamme pointed out that lowering the interest rate to 1% was a more significant gesture of support and that the interest rate on other revolving loans ranges from 0% to 5% or more. Upon roll call of the modified Resolution, Councilmembers Pfeifer, Kvamme, Eichmann, Carlin, Brand and Mayor Strand voting aye, Councilmember Zieman voting nay, the Resolution was declared passed and adopted as amended. A complete copy of Resolution No. 2012-16 is contained in the City Administrator's book entitled Council Resolutions 18.

**Revolving Loan Extension Request: Beaudry Creative, Inc.** – Community Development Director Wille presented the Economic Development Authority's (EDA) recommendation for approval of a twenty-four (24) month extension on the balloon payment date for the revolving loan provided to Beaudry Creative, Inc. Wille indicated Ms. Beaudry had been timely with and made all payments due on the loan which has a balance of \$28,513.95 and the EDA recommended extending the balloon date to February 1, 2014 at the existing interest rate of five percent (5%). Councilmember Kvamme indicated the EDA had reviewed the company financial statements which showed the company was healthy and profitable.

Councilmember Zieman questioned why the interest rate was not being changed as it had been with the previous agenda item when the applicant had sufficient collateral on the loan. Zieman expressed his belief that the interest rate was inconsistent and indicated he would be voting nay on the resolution. In motion by Brand, seconded by Kvamme, Resolution No. 2012-17 entitled "Resolution Modifying Terms Of A Revolving Loan Previously Provided To Beaudry Creative, Inc.", was introduced. Upon roll call, Councilmembers Pfeifer, Kvamme, Eichmann, Carlin, Brand and Mayor Strand voting aye, Councilmember Zieman voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-17 is contained in the City Administrator's book entitled Council Resolutions 18.

**2012 Equipment Certificate Bid Authorization** – City Administrator Prafke recommended authorization be provided to receive bids for the issuance of \$240,000 in 2012 equipment certificates. Prafke indicated the equipment certificate budget also included an additional \$147,000 in purchases that would be funded by the general fund budget and, depending on the interest rates received for the issuance, approximately \$52,000 in yearly debt would be budgeted for repayment of the certificates. Councilmember Brand questioned why two police squad cars were needed and Prafke indicated that two current squads had excess mileage and need to be replaced. In motion by Kvamme, seconded by Brand, Resolution No. 2012-18 entitled "Resolution Authorizing Solicitation Of Bids For 2012 Equipment Certificate", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-18 is contained in the City Administrator's book entitled Council Resolutions 18.

**Website Upgrade** – City Administrator Prafke recommended acceptance of the quote from Voyageur Web for upgrading the City's website at a cost of \$10,600 to be funded by the 2009 equipment certificate. In motion by Zieman, seconded by Carlin, Resolution No. 2012-19 entitled "Resolution Authorizing Redevelopment Of The City Of Saint Peter Website To Be Funded From The 2009 Equipment Certificate", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-19 is contained in the City Administrator's book entitled Council Resolutions 18.

## **Reports**

**Mayor's Reports** – Mayor Strand reported on his recent activities which included the ACEC awards banquet; attending an Ambassador's meeting and their annual dinner; Winterfest activities and Region Nine Development Commission hiring a new executive director.

**Elected Officials Conference** – City Administrator Prafke asked Councilmembers Carlin, Brand and Zieman to report on the training they received at the League of Minnesota Cities elected officials conferences in January. Councilmember Carlin reported the experienced officials conference included discussion on utilizing social media for public comment and contained an interesting vision of where cities are going. Councilmember Brand indicated the newly elected officials conference was very interesting and he learned a lot about financing and actions the Council can and can't take. Councilmember Zieman indicated he had only attended the first day of the conference and expressed disappointment with the conference. Zieman indicated he felt the sessions were not necessary and redundant.

**Highway 169 Coalition Legislative Breakfast** – Public Works Director Giesking provided copies of a brochure developed by the Highway 169 Coalition that was distributed to legislators at the legislative breakfast event and indicated discussion included the Highway 101 river crossing; grand funding; bonding for four lanes, transit bus lane, access issues along the corridor, flooding issues, and replacing the gas tax with a mileage tax that would be based on the number of miles driven. Giesking also reported the March Coalition meeting would take place in Mankato.

**Sherco 3 Power Plant** – Public Works Director Giesking reported a fire at the Sherco 3 power plant had shut the plant down and caused SMMPA to purchase power on the open market. Giesking noted that SMMPA owned 41% of the Sherco plant and it was expected the shutdown would have minimal impact, if any, on electric rates.

**Water Treatment Plant Award** – Mayor Strand and Public Works Director Giesking reported on the grand award provided to the City, Bolton and Menk, Inc. and Rice Lake Contracting by the American Council of Engineering Companies of Minnesota (ACEC/MN) in recognition of the City's Water Improvement Project (the new water treatment plant and water wells).

**City/School/Gustavus Meeting** – Councilmember Kvamme reported on discussion at the last City/School/Gustavus meeting which included annexation, parking, day care, athletic fields, art venues, off-campus housing, a crosswalk on Jefferson at Arbor View apartments; and a possible trail along Gardner Road.

**MMUA Legislative Conference** – Public Works Director Giesking reviewed information presented as part of the Minnesota Municipal Utilities Association (MMUA) legislative conference.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 8:25 p.m.

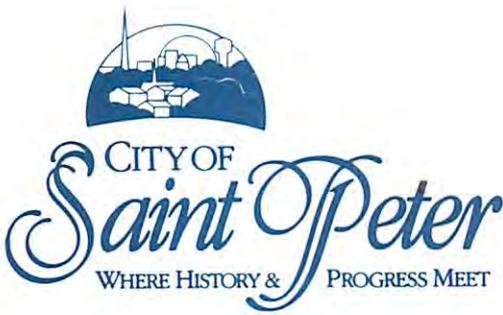
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

To: Pete Moulton  
Water Utilities Superintendent

February 16, 2012

From: Chris Voeltz *CL*  
Water Foreman

RE: Authorization to Repair Well #9

*OK  
PTM  
2-21-12*

### Action/Recommendation

Authorize repairs to Well #9 by **St. Peter Well Drilling, Inc.** of Saint Peter, Minnesota to replace the required equipment necessary (column piping, check valve, pump and motor) to City Well #9 for a price of **\$7,896.99.**

### Background

Well #9 which is located at the Saint Julien Public Works facility contains a submersible pump with steel column piping that was put into service in 1991. The past couple of months staff has noticed a gradual decrease in water production, and on January 24<sup>th</sup> the well failed and doesn't operate. Staff hired Saint Peter Well Drilling to diagnose the cause of the failure. Upon removal of the well components, it was discovered that the well drop pipe and pump assembly was in poor condition and obsolete. An average municipal well that is located in the Jordan aquifer will last 10-15 years. The well components that failed were replaced in October of 1999.

Staff solicited four quotes to prepare a scope of work to install a new motor, pump, & piping. The bids were:

Saint Peter Well Drilling, Inc. – Saint Peter	\$7,896.99
Keys Well Drilling, Inc. – Saint Paul	\$8,884.25
Mark J. Traut Wells, Inc. – Waite Park	\$9,004.50
Bergerson Caswell, Inc. – Maple Plain	\$9,732.50

Staff recommends hiring Saint Peter Well Drilling to replace the failed equipment from Well #9 for a price of \$7,896.99.

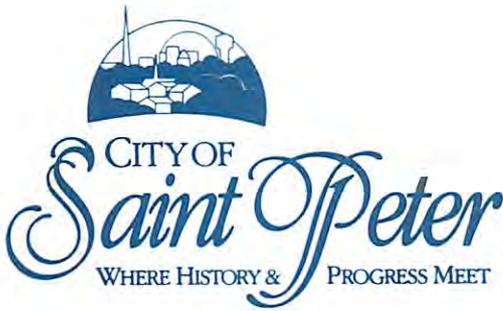
**Fiscal Impact:** There is \$10,000 allocated in the Water Utility Capital budget line item 601.48110.532 for this repair.

### Alternatives and Variations:

Vote in Favor: Staff will authorize work to be completed to the authorized contractor.

Negative Vote: Staff will wait for further instruction

Modification of the Resolution: This is always and option of the Council



# Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 2/21/12

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

**RE:** Purchase of a new Electric Transformer

### ACTION/RECOMMENDATION

It is recommend to purchase a new electric pad mount 3 phase, 300 kva, 480Y/277 transformer from WESCO Distribution in the amount of \$9,367.59.

### BACKGROUND

Exceed Packaging is adding a new processing line to their plant. The machinery will have a substantial electrical load but is constructed to European electrical voltage. Upon evaluation, the unique electric voltage, which will require a "dry" transformer inside the building, is better served with a separate transformer and metered service. A transformer from inventory was used to provide service in a timely manner. It is proposed to replace the transformer in inventory which is anticipated to take ten weeks. The utility keeps one each of larger transformers in inventory for emergency replacements and to meet customer needs in a timely basis. Two quotes were received and evaluated based on purchase price and electrical losses over a thirty year life. WESCO provides the better value over the lifetime with an ABB transformer.

Company	Bid Price	Sales Tax	Total	Capitalized Value
WESCO	\$8,765.00	\$602.59	\$9,367.59	\$20,235.00
Border States	\$10,056.00	\$691.35	\$10,747.35	\$21,219.00

LGG/vwt



## Memorandum

To: Todd Prafke  
City Administrator

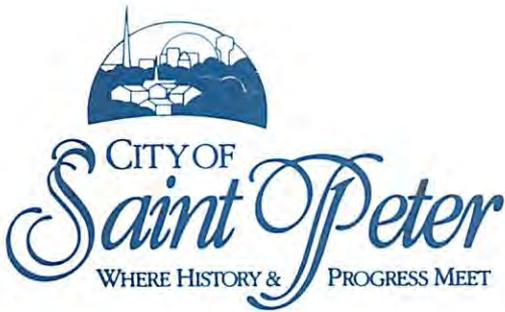
Date: February 22, 2012

Fr: Cindy Moulton   
Administrative Secretary

Re: Temporary Licenses

Pheasants Forever Chapter 763 will be holding their annual fundraiser on April 21, 2012 at the Nicollet County Fairgrounds, 400 Union Street. They have submitted a Temporary On Sale Liquor License and Temporary Gambling (LG220 Application for Exempt Permit) application in order to hold their event.

Please place these items on the February 27, 2012 City Council consent agenda.



## Memorandum

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

**DATE:** 2/24/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointments

### **ACTION/RECOMMENDATION**

Provide for the appointment of advisory board members as a part of the consent agenda.

### **BACKGROUND**

Mayor Strand has recommended the appointment of additional candidates to City Council advisory boards as follows:

#### **HERITAGE PRESERVATION COMMISSION**

Matt Borowy (2012-2014)

#### **PARKS AND RECREATION ADVISORY BOARD**

Mike Meffert (2010-2012)

The candidates have indicated their willingness to be appointed and have committed to making the regular meetings of the boards.

#### **FISCAL IMPACT:**

None.

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

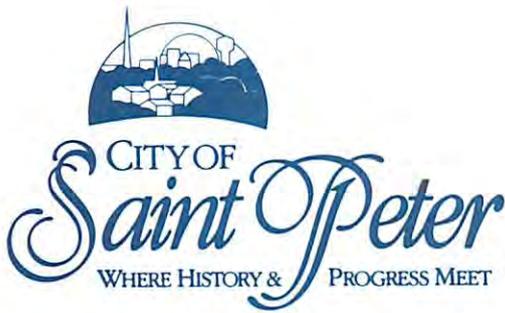
Approval: The candidates will be notified of their appointments.

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

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

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

TP/bal



## Memorandum

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

**DATE:** 2/23/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Acting Mayor Pro Tem Approval

### **ACTION/RECOMMENDATION**

Include designation of an Acting Mayor pro tem for the March 12, 2012 regular meeting

### **BACKGROUND**

The Council has previously taken action to appoint Councilmember Carlin as the Mayor pro tem. Mayor Strand and Councilmember Carlin will both be absent during the March 12th regular Council meeting as they attend the American Public Power Association legislative rally in Washington, D.C.

Staff recommends that action be taken to designate an "acting" Mayor pro tem for the meeting. Mayor Strand has recommended Councilmember Eichmann be so designated.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESAL	concessions	COMMUNITY CENTER	COMMUNITY CENTER	282.91
			TOTAL:	282.91
ALPHA WIRELESS COMMUNICATIONS CO	5 printers in squad cars-r	GENERAL FUND	POLICE	664.85
	battery pack	GENERAL FUND	FIRE	94.91
			TOTAL:	759.76
AMERICAN RED CROSS	'11 swim lesson fees	GENERAL FUND	SWIMMING POOL	905.00
			TOTAL:	905.00
AMERICAN WATER WORKS ASSOCIATION	membership renewal '12 -ch	WATER	ADMIN AND GENERAL	179.00
			TOTAL:	179.00
BEACON ATHLETICS	rollers to remove water	GENERAL FUND	PARKS	337.97
			TOTAL:	337.97
BOBCAT OF MANKATO	hydraulic pump #908	GENERAL FUND	PARKS	2,386.22
			TOTAL:	2,386.22
BOLTON & MENK INC	update maps, data, standar	GENERAL FUND	STREETS	241.00
	169 North estimate	GENERAL FUND	STREETS	1,560.00
	staff meetings 12/10-1/6	GENERAL FUND	STREETS	26.25
	msa st, federal atp, mndot	GENERAL FUND	STREETS	1,548.75
	staff meetings 1/7-1/20	GENERAL FUND	STREETS	52.50
	msa mileage cert,mndot tra	GENERAL FUND	STREETS	917.50
	update maps, data, standar	GENERAL FUND	PARKS	192.80
	staff meetings 12/10-1/6	GENERAL FUND	PARKS	21.00
	staff meetings 1/7-1/20	GENERAL FUND	PARKS	42.00
	comm hosp demo as-built	OLD COMMUNITY HOSP	COMMUNITY HOSPITAL	130.50
	wash ave link 12/10-1/20	PERM IMPROVMENT RE	STREETS	18,584.25
	turnbacks 12/10-1/20	PERM IMPROVMENT RE	STREETS	4,471.00
	mill & overlay 12/10 - 1/2	PERM IMPROVMENT RE	STREETS	800.00
	gardner road	PERM IMPROVMENT RE	STREETS	168.00
	water trmt facility 12/10-	WATER	CAPITAL-WATER TREATMEN	6,547.80
	water trmt 12/10-1/20/12	WATER	CAPITAL-WATER TREATMEN	2,163.40
	greenhill reservoir 12/10-	WATER	CAPITAL-WATER DISTRIBU	927.50
	update watermain base maps	WATER	DISTRIBUTION AND STORA	87.00
	update watermain maps	WATER	DISTRIBUTION AND STORA	162.00
	update maps, data, standar	WATER	ADMIN AND GENERAL	96.40
	staff meetings 12/10-1/6	WATER	ADMIN AND GENERAL	10.50
	staff meetings 1/7-1/20	WATER	ADMIN AND GENERAL	21.00
	wwtf tuckpoint&seal 12/10-	WASTE WATER FUND	CAPITAL-TREATMENT SYST	467.50
	update sanitary sewer maps	WASTE WATER FUND	COLLECTOR/LIFT STAT	391.50
	update maps, data, standar	WASTE WATER FUND	ADMIN AND GENERAL	96.40
	staff meetings 12/10-1/6	WASTE WATER FUND	ADMIN AND GENERAL	10.50
	staff meetings 1/7-1/20	WASTE WATER FUND	ADMIN AND GENERAL	21.00
	update maps, data, standar	ENVIRON SERVICES F	ADMIN AND GENERAL	96.40
	staff meetings 12/10-1/6	ENVIRON SERVICES F	ADMIN AND GENERAL	10.50
	staff meetings 1/7-1/20	ENVIRON SERVICES F	ADMIN AND GENERAL	21.00
	update utility book maps	ELECTRIC FUND	POWER DISTRIBUTION	385.50
	update maps, data, standar	ELECTRIC FUND	ADMIN AND GENERAL	241.00
	staff meetings 12/10-1/6	ELECTRIC FUND	ADMIN AND GENERAL	26.25
	staff meetings 1/7-1/20	ELECTRIC FUND	ADMIN AND GENERAL	52.50
	gault st basin	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,097.50
	update storm sewer maps	STORMWATER FUND	COLLECTIONS/LIFT STATI	652.50
			TOTAL:	42,341.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHN BORNHOLDT	elec term tool kit socket	GENERAL FUND	STREETS	35.81
	elec term tool kit socket	GENERAL FUND	PARKS	28.64
	elec term tool kit socket	WATER	DISTRIBUTION AND STORA	14.32
	elec term tool kit socket	WASTE WATER FUND	SOURCE/TREATMENT	14.32
	elec term tool kit socket	ENVIRON SERVICES F	REFUSE DISPOSAL	14.32
	elec term tool kit socket	ELECTRIC FUND	POWER DISTRIBUTION	<u>35.81</u>
	TOTAL:			143.22
BRAUNS MANUFACTURING & WELDING	hockey rink door hinges	GENERAL FUND	PARKS	<u>215.55</u>
	TOTAL:			215.55
CARGILL	road salt	GENERAL FUND	STREETS	1,717.41
	road salt	GENERAL FUND	STREETS	6,755.30
	road salt	GENERAL FUND	STREETS	3,508.19
	road salt	GENERAL FUND	STREETS	<u>3,846.17</u>
	TOTAL:			15,827.07
CARQUEST AUTO PARTS STORES	hub assy	GENERAL FUND	POLICE	321.12
	epoxy,measure,tape,solvent	GENERAL FUND	STREETS	46.98
	battery	GENERAL FUND	STREETS	52.55
	wipers & hose	GENERAL FUND	STREETS	58.54
	wipers & drink holder	GENERAL FUND	PARKS	25.58
	epoxy,measure,tape,solvent	GENERAL FUND	PARKS	37.58
	radiator hose,engine heate	WATER	SOURCE OF SUPPLY	51.32
	window brush	WATER	PURIFICATION AND TREAT	33.64
	epoxy,measure,tape,thermos	WATER	DISTRIBUTION AND STORA	18.79
	oil	WASTE WATER FUND	BIOSOLIDS	388.73
	oil	WASTE WATER FUND	COLLECTOR/LIFT STAT	106.85
	flasher, oil, grease gun	WASTE WATER FUND	SOURCE/TREATMENT	600.55
	epoxy,measure,tape,solvent	WASTE WATER FUND	SOURCE/TREATMENT	18.79
	epoxy,measure,tape,solvent	ENVIRON SERVICES F	REFUSE DISPOSAL	18.79
	#10 reman starter	ENVIRON SERVICES F	REFUSE DISPOSAL	360.07
	epoxy,measure,tape,thermos	ELECTRIC FUND	POWER DISTRIBUTION	46.98
	grease,belt,oil	STORMWATER FUND	TREATMENT	46.97
	air filter bus #9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>14.04</u>
	TOTAL:			2,247.87
	CENTRAL FIRE PROTECTION INC	extinguisher inspect & rec	GENERAL FUND	POLICE
TOTAL:				68.00
CINTAS CORPORATION #754	uniform cleaning jan '12	ELECTRIC FUND	ADMIN AND GENERAL	<u>493.85</u>
	TOTAL:			493.85
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	STREETS	10.27
	eye wash stations additive	GENERAL FUND	STREETS	11.50
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	24.71
	first aid supplies	GENERAL FUND	PARKS	8.21
	eye wash stations additive	GENERAL FUND	PARKS	9.20
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	24.70
	first aid supplies	WATER	ADMIN AND GENERAL	4.11
	eye wash stations additive	WATER	ADMIN AND GENERAL	4.60
	first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	4.11
	eye wash stations additive	WASTE WATER FUND	ADMIN AND GENERAL	4.60
	first aid supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	4.10
	eye wash stations additive	ENVIRON SERVICES F	ADMIN AND GENERAL	4.60
	first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	10.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	eye wash stations additive	ELECTRIC FUND	ADMIN AND GENERAL	11.50
			TOTAL:	136.48
CITI-CARGO & STORAGE, INC.	trailer rental for oct '11	ELECTRIC FUND	POWER DISTRIBUTION	112.22
	trailer rental pick-up fin	ELECTRIC FUND	POWER DISTRIBUTION	205.74
			TOTAL:	317.96
CITY OF MINNEAPOLIS	annual access fee 2012	GENERAL FUND	POLICE	204.00
			TOTAL:	204.00
COLE PAPERS INC	towels,plates,sppons,knive	GENERAL FUND	STREETS	99.06
	bowl cleaner, knives, fork	GENERAL FUND	STREETS	43.72
	armoral wipes	GENERAL FUND	STREETS	40.08
	motor scrubber, brushes	GENERAL FUND	PARKS	554.00
	towels,plates,sppons,knive	GENERAL FUND	PARKS	79.25
	bowl cleaner, knives, fork	GENERAL FUND	PARKS	34.97
	armoral wipes	GENERAL FUND	PARKS	32.06
	cleaning supplies	LIBRARY FUND	LIBRARY	65.26
	fix windsor sweeper	COMMUNITY CENTER	COMMUNITY CENTER	135.73
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	261.03
	towels,plates,sppons,knive	WATER	DISTRIBUTION AND STORA	39.62
	bowl cleaner, knives, fork	WATER	DISTRIBUTION AND STORA	17.49
	armoral wipes	WATER	DISTRIBUTION AND STORA	16.03
	towels,plates,sppons,knive	WASTE WATER FUND	SOURCE/TREATMENT	39.62
	bowl cleaner, knives, fork	WASTE WATER FUND	SOURCE/TREATMENT	17.49
	armoral wipes	WASTE WATER FUND	SOURCE/TREATMENT	16.03
	towels,plates,sppons,knive	ENVIRON SERVICES F	REFUSE DISPOSAL	39.62
	bowl cleaner, knives, fork	ENVIRON SERVICES F	REFUSE DISPOSAL	17.48
	armoral wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	16.03
	towels,plates,sppons,knive	ELECTRIC FUND	POWER DISTRIBUTION	99.06
	bowl cleaner, knives, fork	ELECTRIC FUND	POWER DISTRIBUTION	43.72
	armoral wipes	ELECTRIC FUND	POWER DISTRIBUTION	40.08
			TOTAL:	1,747.43
CULLIGAN	solar salt & delivery	WASTE WATER FUND	SOURCE/TREATMENT	591.42
	timed refill parts, repair	WASTE WATER FUND	SOURCE/TREATMENT	263.46
			TOTAL:	854.88
CUSHMAN MOTOR COMPANY INC	axle collar	GENERAL FUND	PARKS	111.90
			TOTAL:	111.90
CYBER MARKETING INC.	safety boots - todd m	GENERAL FUND	PARKS	139.99
			TOTAL:	139.99
DAVE'S ELECTRONIC SERVICE	new 2 way	GENERAL FUND	STREETS	692.28
	antenna new 2 way	GENERAL FUND	STREETS	328.43
			TOTAL:	1,020.71
DH ATHLETICS LLC	plates,pitch rubber,bases	GENERAL FUND	PARKS	1,661.91
			TOTAL:	1,661.91
EARL F ANDERSEN INC	street id signs	GENERAL FUND	STREETS	375.94
			TOTAL:	375.94
ECONO FOODS	staff train & ch supplies	GENERAL FUND	CITY ADMINISTRATION	56.59
	food for mtgs, bleach	GENERAL FUND	FIRE	186.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	42.11
	hot chocolate	GENERAL FUND	SKATING RINKS	7.50
	rubbing alcohol	LIBRARY FUND	LIBRARY	4.10
	tide detergent	WASTE WATER FUND	SOURCE/TREATMENT	70.47
			TOTAL:	366.99
ERICKSON OIL PRODUCTS INC	fuel for jan '12	WATER	SOURCE OF SUPPLY	6.41
	fuel for jan '12	WATER	PURIFICATION AND TREAT	9.62
	fuel for jan '12	WATER	DISTRIBUTION AND STORA	48.11
	fuel for jan '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	284.05
			TOTAL:	348.19
FASTENAL COMPANY	pallet rack beams	GENERAL FUND	STREETS	25.51
	cutter set,wheel dresser,b	GENERAL FUND	STREETS	7.82
	pallet rack beams	GENERAL FUND	PARKS	20.41
	cutter set,wheel dresser,b	GENERAL FUND	PARKS	6.25
	pallet rack beams	WATER	DISTRIBUTION AND STORA	10.21
	cutter set,wheel dresser,b	WATER	DISTRIBUTION AND STORA	3.13
	pallet rack beams	WASTE WATER FUND	SOURCE/TREATMENT	10.21
	cutter set,wheel dresser,b	WASTE WATER FUND	SOURCE/TREATMENT	3.13
	pallet rack beams	ENVIRON SERVICES F	REFUSE DISPOSAL	10.20
	cutter set,wheel dresser,b	ENVIRON SERVICES F	REFUSE DISPOSAL	3.12
	spiral point plug taps	ELECTRIC FUND	POWER DISTRIBUTION	14.13
	pallet rack beams	ELECTRIC FUND	POWER DISTRIBUTION	25.51
	cutter set,wheel dresser,b	ELECTRIC FUND	POWER DISTRIBUTION	7.82
			TOTAL:	147.45
FERGUSON ENTERPRISES, INC.	seats	GENERAL FUND	PARKS	181.02
	drinking fountains cart	GENERAL FUND	PARKS	58.10
			TOTAL:	239.12
FIRST NATIONAL BANK	elec connect scoreboards j	RESTRICTED CONTRIB	PARKS	9,100.00
			TOTAL:	9,100.00
LEWIS GIESKING	mileage to mndot - mankato	GENERAL FUND	STREETS	15.65
	mileage to 169 mtg-shakope	GENERAL FUND	STREETS	23.20
	mileage to smmpa mtg - aus	ELECTRIC FUND	ADMIN AND GENERAL	102.84
	mileage to mmua bloomingto	ELECTRIC FUND	ADMIN AND GENERAL	77.76
			TOTAL:	219.45
GREATER MANKATO GROWTH	1st qtr econ dvp svc agree	GENERAL FUND	ECONOMIC DEVMT	6,287.50
			TOTAL:	6,287.50
HACH COMPANY	salt solution	WATER	PURIFICATION AND TREAT	160.36
	mercuric & ferric solution	WATER	PURIFICATION AND TREAT	80.19
			TOTAL:	240.55
HAWKINS CHEMICAL	caustic soda, chlorine	WATER	PURIFICATION AND TREAT	2,022.18
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,382.58
			TOTAL:	7,404.76
HD SUPPLY WATERWORKS, LTD.	hex nuts & bolts gaskets	WATER	DISTRIBUTION AND STORA	615.82
			TOTAL:	615.82
HILLYARD/HUTCHINSON	vac parts	LIBRARY FUND	LIBRARY	42.21
	vac parts	COMMUNITY CENTER	COMMUNITY CENTER	168.86

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>211.07</u>
INFRATECH	gas monitor	GENERAL FUND	FIRE	661.51
			TOTAL:	<u>661.51</u>
INGRAM BOOK COMPANY	books & dvds	LIBRARY FUND	LIBRARY	432.21
			TOTAL:	<u>432.21</u>
JOHNSON AGGREGATES	coarse washed sand	GENERAL FUND	STREETS	1,186.00
			TOTAL:	<u>1,186.00</u>
THE JOURNAL	2012 renewal	LIBRARY FUND	LIBRARY	174.00
			TOTAL:	<u>174.00</u>
RICHARD KERN	daddy daughter entertainme	GENERAL FUND	RECREATION/LEISURE SER	200.00
			TOTAL:	<u>200.00</u>
KIND VETERINARY CLINIC PA	pound cats & dogs jan '12	GENERAL FUND	COMMUNITY SERVICE	486.84
	paws for jan '12	RESTRICTED CONTRIB	COMMUNITY SERVICE	315.35
			TOTAL:	<u>802.19</u>
KNOWBUDDY RESOURCES	children's books	LIBRARY FUND	LIBRARY	82.80
			TOTAL:	<u>82.80</u>
JEFF KNUTSON	cell phone reimbursement	STORMWATER FUND	ADMINISTRATION AND GEN	100.00
	meals for concrete cert.	STORMWATER FUND	ADMINISTRATION AND GEN	13.24
	hotel for mndot concrete c	STORMWATER FUND	ADMINISTRATION AND GEN	112.49
			TOTAL:	<u>225.73</u>
LEAGUE OF MINNESOTA CITIES	patrol subscription 2012	GENERAL FUND	POLICE	1,275.00
	safety&loss wksp-tim mayo	GENERAL FUND	PUBLIC WORKS ADMIN	20.00
			TOTAL:	<u>1,295.00</u>
LEAGUE OF MN CITIES INSURANCE TRUST	semi-annual workcomp premi	GENERAL FUND	MAYOR & COUNCIL	27.26
	semi-annual workcomp premi	GENERAL FUND	CITY ADMINISTRATION	322.13
	semi-annual workcomp premi	GENERAL FUND	CITY CLERK	136.30
	semi-annual workcomp premi	GENERAL FUND	FINANCE	374.73
	semi-annual workcomp premi	GENERAL FUND	MUNICIPAL BUILDING	417.73
	semi-annual workcomp premi	GENERAL FUND	POLICE	12,761.89
	semi-annual workcomp premi	GENERAL FUND	FIRE	6,756.50
	semi-annual workcomp premi	GENERAL FUND	FIRE	334.41
	semi-annual workcomp premi	GENERAL FUND	BUILDING INSPECTOR	233.82
	semi-annual workcomp premi	GENERAL FUND	COMMUNITY SERVICE	602.79
	semi-annual workcomp premi	GENERAL FUND	PUBLIC WORKS ADMIN	335.95
	semi-annual workcomp premi	GENERAL FUND	STREETS	8,709.37
	semi-annual workcomp premi	GENERAL FUND	RECREATION/LEISURE SER	1,937.76
	semi-annual workcomp premi	GENERAL FUND	SWIMMING POOL	1,391.03
	semi-annual workcomp premi	GENERAL FUND	SKATING RINKS	34.55
	semi-annual workcomp premi	GENERAL FUND	PARKS	4,585.82
	semi-annual workcomp premi	GENERAL FUND	ECONOMIC DEVMT	142.44
	volunteer insurance premiu	GENERAL FUND	INSURANCE-UNALLOCATED	1,056.00
	semi-annual workcomp premi	LIBRARY FUND	LIBRARY	606.25
	semi-annual workcomp premi	PUBLIC ACCESS	PUBLIC ACCESS	16.51
	semi-annual workcomp premi	COMMUNITY CENTER	COMMUNITY CENTER	1,153.74
	semi-annual workcomp premi	WATER	SOURCE OF SUPPLY	361.29
	semi-annual workcomp premi	WATER	PURIFICATION AND TREAT	1,018.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	semi-annual workcomp premi	WATER	DISTRIBUTION AND STORA	2,560.52
	semi-annual workcomp premi	WATER	ADMIN AND GENERAL	277.59
	semi-annual workcomp premi	WATER	CUSTOMER ACCOUNTS	42.62
	semi-annual workcomp premi	WASTE WATER FUND	BIOSOLIDS	621.99
	semi-annual workcomp premi	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,520.80
	semi-annual workcomp premi	WASTE WATER FUND	SOURCE/TREATMENT	3,500.79
	semi-annual workcomp premi	WASTE WATER FUND	ADMIN AND GENERAL	355.53
	semi-annual workcomp premi	WASTE WATER FUND	CUSTOMER ACCOUNTS	42.62
	semi-annual workcomp premi	ENVIRON SERVICES F	REFUSE DISPOSAL	1,859.44
	semi-annual workcomp premi	ENVIRON SERVICES F	ADMIN AND GENERAL	357.07
	semi-annual workcomp premi	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	28.41
	semi-annual workcomp premi	ELECTRIC FUND	POWER PRODUCTION	162.41
	semi-annual workcomp premi	ELECTRIC FUND	POWER DISTRIBUTION	3,912.77
	semi-annual workcomp premi	ELECTRIC FUND	ADMIN AND GENERAL	959.86
	semi-annual workcomp premi	ELECTRIC FUND	CUSTOMER ACCOUNTS	198.88
	semi-annual workcomp premi	STORMWATER FUND	COLLECTIONS/LIFT STATI	574.00
	semi-annual workcomp premi	STORMWATER FUND	TREATMENT	165.86
	semi-annual workcomp premi	STORMWATER FUND	ADMINISTRATION AND GEN	1,953.50
	semi-annual workcomp premi	STORMWATER FUND	CUSTOMER ACCOUNTS	28.41
	semi-annual workcomp premi	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,755.94
			TOTAL:	65,195.50
LJP ENTERPRISES INC	refuse disposal & pickup	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	refuse disposal & pickup	WATER	PURIFICATION AND TREAT	94.69
	refuse disposal & pickup	WASTE WATER FUND	SOURCE/TREATMENT	211.93
	refuse disposal & pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	578.35
			TOTAL:	1,316.48
LUBRICATION TECHNOLOGIES, INC.	moibl oil	GENERAL FUND	STREETS	383.89
	moibl oil	GENERAL FUND	PARKS	307.11
	moibl oil	WATER	DISTRIBUTION AND STORA	153.56
	moibl oil	WASTE WATER FUND	SOURCE/TREATMENT	153.56
	moibl oil	ENVIRON SERVICES F	REFUSE DISPOSAL	153.55
	moibl oil	ELECTRIC FUND	POWER DISTRIBUTION	383.89
			TOTAL:	1,535.56
MATT PARROTT AND SONS CO	del/disc notic paper	WATER	CUSTOMER ACCOUNTS	41.11
	del/disc notic paper	WASTE WATER FUND	CUSTOMER ACCOUNTS	41.11
	del/disc notic paper	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	41.09
	del/disc notic paper	ELECTRIC FUND	CUSTOMER ACCOUNTS	41.11
			TOTAL:	164.42
JIM MCMILLEN	vb ref for 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	68.00
			TOTAL:	68.00
KAIJA MCMILLEN	vb ref for 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	119.00
			TOTAL:	119.00
MENARDS	ladders 4' & 2'	GENERAL FUND	PARKS	104.71
	clean out tee & pvc	GENERAL FUND	PARKS	27.89
			TOTAL:	132.60
METRO FIRE	fire helmet fronts	GENERAL FUND	FIRE	166.81
			TOTAL:	166.81
MALINDA MEYER	paws walk items	RESTRICTED CONTRIB	COMMUNITY SERVICE	29.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	29.96	
MID-AMERICA BUSINESS SYSTEMS	repair kardex lektriever	GENERAL FUND	POLICE	1,378.04	
			TOTAL:	1,378.04	
MID-AMERICA SPORTS ADVANTAGE	field drag	GENERAL FUND	PARKS	213.05	
			TOTAL:	213.05	
MII LIFE	monthly admin fee	GENERAL FUND	CITY ADMINISTRATION	6.80	
	monthly admin fee	GENERAL FUND	CITY CLERK	4.25	
	monthly admin fee	GENERAL FUND	FINANCE	7.22	
	monthly admin fee	GENERAL FUND	MUNICIPAL BUILDING	4.66	
	monthly admin fee	GENERAL FUND	POLICE	42.46	
	monthly admin fee	GENERAL FUND	BUILDING INSPECTOR	8.49	
	monthly admin fee	GENERAL FUND	COMMUNITY SERVICE	4.25	
	monthly admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	4.64	
	monthly admin fee	GENERAL FUND	STREETS	5.78	
	monthly admin fee	GENERAL FUND	RECREATION/LEISURE SER	4.25	
	monthly admin fee	GENERAL FUND	PARKS	17.54	
	monthly admin fee	GENERAL FUND	ECONOMIC DEVMT	4.25	
	monthly admin fee	LIBRARY FUND	LIBRARY	0.42	
	monthly admin fee	COMMUNITY CENTER	COMMUNITY CENTER	6.38	
	monthly admin fee	PERM IMPROVMENT RE	STREETS	2.76	
	monthly admin fee	WATER	DISTRIBUTION AND STORA	8.49	
	monthly admin fee	WATER	ADMIN AND GENERAL	2.76	
	monthly admin fee	WATER	CUSTOMER ACCOUNTS	0.86	
	monthly admin fee	WASTE WATER FUND	SOURCE/TREATMENT	12.97	
	monthly admin fee	WASTE WATER FUND	ADMIN AND GENERAL	3.02	
	monthly admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.86	
	monthly admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	4.25	
	monthly admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	1.51	
	monthly admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.86	
	monthly admin fee	ELECTRIC FUND	POWER DISTRIBUTION	16.98	
	monthly admin fee	ELECTRIC FUND	ADMIN AND GENERAL	14.13	
	monthly admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.55	
	monthly admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.55	
	monthly admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	8.49	
	monthly admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	2.83	
	monthly admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.42	
	monthly admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.35	
	monthly admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	4.25	
			TOTAL:	212.28	
MIKE'S COUNTRYSIDE BODY SHOP INC	repair to '99 expedition	GENERAL FUND	POLICE	3,522.94	
	repair to 2009 charger	GENERAL FUND	POLICE	751.10	
			TOTAL:	4,274.04	
MISC VENDOR	HOLLERICH, TRENT	refund bb league cancelled	GENERAL FUND	NON-DEPARTMENTAL	100.00
	KENNEDY, PAULA	refund gymnastics	GENERAL FUND	NON-DEPARTMENTAL	80.00
	PETERSON, LYNDON	entertain senior dance 2/1	GENERAL FUND	SENIOR COORDINATOR	125.00
	WILSON, DIANE	author presentation 2/28/1	LIBRARY FUND	LIBRARY	500.00
	YOUNG, AMANDA	YOUNG, AMANDA: sewed patch	GENERAL FUND	POLICE	12.83
			TOTAL:	817.83	
MN DEPT OF LABOR & INDUSTRY	boiler license (2) com cen	COMMUNITY CENTER	COMMUNITY CENTER	20.00	
	jeff knutson license 2012	STORMWATER FUND	ADMINISTRATION AND GEN	25.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	45.00
MN IRON & METAL COMPANY	door repair	GENERAL FUND	STREETS	93.52
	door repair	GENERAL FUND	STREETS	74.81-
	door repair	GENERAL FUND	PARKS	74.81
	door repair	GENERAL FUND	PARKS	59.85-
	door repair	WATER	ADMIN AND GENERAL	37.41
	door repair	WATER	ADMIN AND GENERAL	29.93-
	door repair	WASTE WATER FUND	ADMIN AND GENERAL	37.41
	door repair	WASTE WATER FUND	ADMIN AND GENERAL	29.93-
	door repair	ENVIRON SERVICES F	ADMIN AND GENERAL	37.39
	door repair	ENVIRON SERVICES F	ADMIN AND GENERAL	29.92-
	door repair	ELECTRIC FUND	ADMIN AND GENERAL	93.52
	door repair	ELECTRIC FUND	ADMIN AND GENERAL	74.81-
			TOTAL:	74.81
MN SOCIETY OF ARBORICULTURE	2012 msa renewal - dan k.	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
	2012 msa renewal - raoul b	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
			TOTAL:	80.00
MTI DISTRIBUTING CO	irrigation class - todd&ja	GENERAL FUND	PARKS	260.00
	arm rest kit	GENERAL FUND	PARKS	188.10
			TOTAL:	448.10
NELSON PRINTING COMPANY	park shelter/facility perm	GENERAL FUND	RECREATION/LEISURE SER	276.97
			TOTAL:	276.97
NICOLLET COUNTY SENIOR SERVICES	jan contract for sylvia pe	GENERAL FUND	SENIOR COORDINATOR	2,161.00
	wine tasting event	GENERAL FUND	SENIOR COORDINATOR	53.80
			TOTAL:	2,214.80
DAVE NIXON	vb ref for 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	102.00
			TOTAL:	102.00
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	3.09
	filters	GENERAL FUND	NON-DEPARTMENTAL	18.74
	mud flaps	GENERAL FUND	STREETS	37.40
			TOTAL:	59.23
NORTHERN SAFETY CO., INC	shoe covers,eyewear,econ s	WASTE WATER FUND	ADMIN AND GENERAL	127.65
			TOTAL:	127.65
NORTHWESTERN POWER EQUIPMENT CO INC	check valve & screen	WATER	SOURCE OF SUPPLY	165.08
			TOTAL:	165.08
NUTTER CLOTHING CO	clothing allowance - link	GENERAL FUND	POLICE	30.00
			TOTAL:	30.00
OVERHEAD DOOR COMPANY OF MANKATO INC	repair east side 2nd door	WASTE WATER FUND	SOURCE/TREATMENT	161.05
			TOTAL:	161.05
WAYNE PASSON	replacement cell phone	COMMUNITY CENTER	COMMUNITY CENTER	50.00
			TOTAL:	50.00
PLANT & FLANGED EQUIPMENT CO	a&v valve	WATER	SOURCE OF SUPPLY	869.09
			TOTAL:	869.09

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TODD PRAFKE-PETTY CASH	meals	GENERAL FUND	BUILDING INSPECTOR	32.59
	meals & mileage	GENERAL FUND	ECONOMIC DEVTM	81.47
	postage	GENERAL FUND	ECONOMIC DEVTM	20.25
	postage	PUBLIC ACCESS	PUBLIC ACCESS	9.39
	postage	WATER	ADMIN AND GENERAL	14.23
	meals & mileage	STORMWATER FUND	ADMINISTRATION AND GEN	26.13
	cell phone	STORMWATER FUND	ADMINISTRATION AND GEN	1.07
			TOTAL:	185.13
QUILL	ink cartridges	GENERAL FUND	FINANCE	34.00
	ink cartridges	WATER	ADMIN AND GENERAL	8.50
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	8.50
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	8.49
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	8.50
			TOTAL:	67.99
RECREATION SUPPLY COMPANY	chemical pump	GENERAL FUND	SWIMMING POOL	1,261.46
			TOTAL:	1,261.46
RICHARDS' SEAMLESS GUTTER, INC.	gutter & downspout install	GENERAL FUND	STREETS	256.00
	gutter & downspout install	GENERAL FUND	PARKS	204.80
	gutter & downspout install	WATER	ADMIN AND GENERAL	102.40
	gutter & downspout install	WASTE WATER FUND	ADMIN AND GENERAL	102.40
	gutter & downspout install	ENVIRON SERVICES F	ADMIN AND GENERAL	102.40
	gutter & downspout install	ELECTRIC FUND	ADMIN AND GENERAL	256.00
			TOTAL:	1,024.00
RYAN ELECTRIC OF ST PETER	lights,switches,circuit	GENERAL FUND	MUNICIPAL BUILDING	508.77
	ck float systems, pump con	WASTE WATER FUND	SOURCE/TREATMENT	140.00
			TOTAL:	648.77
SCHWICKERT'S, INC.	burner head cleaned	WATER	PURIFICATION AND TREAT	276.25
	replaced freeze stats	WASTE WATER FUND	SOURCE/TREATMENT	820.00
			TOTAL:	1,096.25
SOUTH CENTRAL COLLEGE	2012 firefighter training	GENERAL FUND	FIRE	4,000.00
			TOTAL:	4,000.00
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power jan 2012	ELECTRIC FUND	POWER SUPPLY	573,202.51
			TOTAL:	573,202.51
SPRINT SOLUTIONS, INC.	phone bill for feb '12	GENERAL FUND	POLICE	279.93
	phone bill for feb '12	GENERAL FUND	FIRE	17.52
	phone bill for feb '12	WATER	ADMIN AND GENERAL	25.94
	phone bill for feb '12	ELECTRIC FUND	ADMIN AND GENERAL	25.94
			TOTAL:	349.33
ST CROIX RECREATION CO INC	vandal proof swing seats	GENERAL FUND	PARKS	254.36
			TOTAL:	254.36
ST PETER RENTAL CENTER	chainsaw boring bars	ENVIRON SERVICES F	REFUSE DISPOSAL	38.42
			TOTAL:	38.42
STREICHER'S	clothing allowance	GENERAL FUND	POLICE	357.89
	clothing allowance	GENERAL FUND	POLICE	16.02
	clothing allowance	GENERAL FUND	POLICE	332.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	uniform allowance	GENERAL FUND	POLICE	<u>53.42</u>
			TOTAL:	759.33
TRAVERSE DES SIOUX LIBRARY SYSTEM	1st half for 2012 contract	LIBRARY FUND	LIBRARY	<u>12,481.67</u>
			TOTAL:	12,481.67
US AUTO FORCE	tires #1	STORMWATER FUND	TREATMENT	<u>517.96</u>
			TOTAL:	517.96
USA BLUE BOOK	msds binders	WATER	ADMIN AND GENERAL	<u>173.14</u>
			TOTAL:	173.14
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	200.00
	mount & balane	GENERAL FUND	POLICE	36.00
	tow bus #9 to pw	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>70.00</u>
			TOTAL:	306.00
VOSS LIGHTING	ceiling light bulbs	LIBRARY FUND	LIBRARY	869.18
	light bulbs	LIBRARY FUND	LIBRARY	290.65
	credit on account	COMMUNITY CENTER	COMMUNITY CENTER	<u>49.96-</u>
			TOTAL:	1,109.87
WERNER ELECTRIC SUPPLY	candela jc 6v/20w/g4	WASTE WATER FUND	SOURCE/TREATMENT	<u>32.86</u>
			TOTAL:	32.86
WESTERN LIME CORPORATION	pebble lime	WASTE WATER FUND	BIOSOLIDS	<u>3,274.48</u>
			TOTAL:	3,274.48
LYNN WILMES	vb ref 1/27-2/9/12	GENERAL FUND	RECREATION/LEISURE SER	<u>68.00</u>
			TOTAL:	68.00
WILSON DEVELOPMENT SERVICES, LLC	summit park acq & relocate	PERM IMPROVMENT RE	STREETS	<u>789.93</u>
			TOTAL:	789.93
WOLF MOTOR COMPANY, INC.	fuel pump bus #11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>369.19</u>
			TOTAL:	369.19
ZIEGLER INC	front cover oil leak repai	ELECTRIC FUND	POWER PRODUCTION	<u>2,806.90</u>
			TOTAL:	2,806.90

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

101	GENERAL FUND	99,731.57		
211	LIBRARY FUND	15,548.75		
213	PUBLIC ACCESS	25.90		
217	COMMUNITY CENTER	2,484.90		
231	OLD COMMUNITY HOSPITAL	130.50		
401	PERM IMPROVMENT REVOLVING	24,815.94		
601	WATER	19,554.37		
602	WASTE WATER FUND	19,942.91		
603	ENVIRON SERVICES FUND	3,877.54		
604	ELECTRIC FUND	584,046.23		
606	STORMWATER FUND	5,326.72		
610	HEARTLAND TRANSIT	3,213.42		
820	RESTRICTED CONTRIBUTIONS	9,445.31		

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 GRAND TOTAL: 788,144.06  
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TOTAL PAGES: 11

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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 \$5,000 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Saint Peter Well Drilling	Well #9 repair	\$7,896.99	Water
Wesco Distribution	3 phase Transformer	\$9,367.59	Electric

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

<u>Temporary On Sale Liquor</u> Pheasants Forever Chapter 763	400 Union St	4/21/12
<u>LG220 Application for Exempt Permit</u> Pheasants Forever Chapter 763	400 Union St	4/21/12

3. The following advisory board appointments are approved for the terms indicated:

HERITAGE PRESERVATION COMMISSION  
Matt Borowy (2012-2014)

PARKS AND RECREATION ADVISORY BOARD  
Mike Meffert (2010-2012)

4. Councilmember Eichmann is hereby appointed as "Acting Mayor pro tem" for the March 12, 2012 regular meeting due to the absence of Mayor Strand and Mayor pro tem Carlin.
5. he schedule of disbursements for February 9, 2012 through February 22, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27th day of February, 2012.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



Waconia Office  
2078 Feather Circle  
Waconia, MN 55387  
Phone: (952) 442-5821  
Fax: (952) 442-8838  
Email: shannon@daviddrown.com

February 21, 2012

City of Saint Peter  
Attn: Todd Prafke, City Administrator  
Attn: Paula O'Connell, Finance Director  
227 South Front Street  
Saint Peter, MN 56082

**RE: Refunding of 2003C Rural Development Loan**

Honorable Mayor, Council members, Mr. Prafke, and Ms. O'Connell:

As a result of very low interest rates presently available in the bond market, we have been reviewing the potential refunding (refinance) of the 2003C Rural Development loan used to finance a City utility improvement. It is presently estimated that market conditions would produce approximately \$168,000 in savings over the remaining life of the loan if the principal balance of approximately \$1,830,000 is refinanced. The loan presently has a fixed interest rate of 4.25% through the final maturity in 2043. The net interest cost on the proposed refunding is presently estimated at 3.43% through the same term.

Because a refunding such as this is sensitive to changes in interest rates, it is an advantage to be able to act quickly to changing market conditions. To this end, if it is ultimately determined to be appropriate to proceed, the Council may wish to consider the use of a "triggering resolution." A triggering resolution approves the issuance of refunding bonds by negotiation and authorizes the Mayor and City Administrator to sign a bond purchase agreement, but only if a certain target level of savings can be achieved. If savings targets are met, the Council then ratifies this action at the next regular council meeting. I have prepared a triggering resolution for Council consideration if it is determined to be appropriate to pursue this refinance. The net present value of savings that I have used in the resolution is \$100,000 (net of issuance cost). The Council may determine that a higher or lower level of savings is necessary to trigger a sale.

A risk that should be considered if it is determined to be appropriate to proceed, is that associated with the expense of having the bonds rated. A bond rating will need to be obtained in advance of a pricing commitment for the purchase of bonds. If interest rates were to go up in the time period between the completion of the rating process and securing the pricing commitment, the City would still likely be obligated to pay for the rating which would be approximately \$8,500. By using a triggering resolution, this risk is reduced as the pricing would occur very soon after the rating is obtained (likely within a day or two).

Please feel free to contact me in the interim if I can be of any assistance in answering questions regarding this information. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Shannon Sweeney'.

Shannon Sweeney  
David Drown Associates, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING ISSUANCE OF UP TO \$1,920,000 IN G.O. REFUNDING BONDS  
SUBJECT TO APPROVAL OF MAYOR AND ADMINISTRATOR AND RATIFICATION BY CITY  
COUNCIL**

WHEREAS, the City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered general obligation refunding bonds in the total aggregate principal amount of not to exceed \$1,920,000, (herein, the "Bonds"); and

WHEREAS, the proceeds of the Bonds will be used together with any additional funds of the City which are required for the refinancing of the outstanding maturities of the 2003C Rural Development Loan.

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

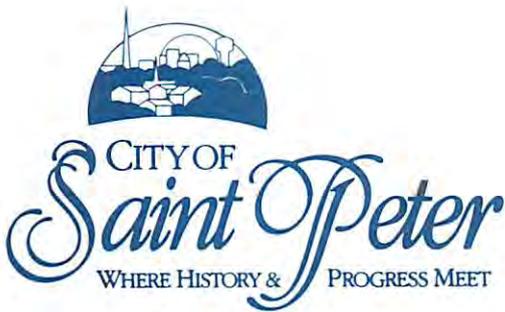
1. The City Council desires to proceed with the sale of the Bonds by direct negotiation and hereby authorizes David Drown Associates, Inc. (herein, "DDA") to negotiate on behalf of the City.
2. The Mayor and the City Administrator are hereby authorized to approve the sale of all or a portion of the Bonds and to execute a bond purchase agreement for the purchase of the Bonds provided the total net present value savings is at least a total of \$100,000.
3. Upon approval of the sale of the Bonds by the Mayor and the City Administrator, the City Council will take action at its next regularly scheduled meeting thereafter to adopt the necessary approving resolution(s) as prepared by the City's bond counsel.
4. DDA is authorized to prepare an Offering Memorandum related to the sale of the Bonds and to apply for a bond rating from Standard & Poor's, Inc.
5. If the Mayor and City Administrator have not approved the sale of the bonds and executed the related bond purchase agreement by May 1, 2012 this resolution shall expire.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2012.

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

ATTEST:

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



## Memorandum

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

**DATE:** 2/23/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Animal Impound Contract

### **ACTION/RECOMMENDATION**

Provide authorization for execution of an updated animal impound contract with Kind Veterinary Clinic P.A.

### **BACKGROUND**

Kind Veterinarian Clinic has partnered with the City for many years to provide housing and medical services for impounded animals. Kind has proposed an updated contract with slightly higher prices. The contract is substantially similar to the contract we currently have in place and the cost changes they are proposing are modest.

While Kind has not provided the notice required as part of the current contract, they have been excellent partners and have provided wonderful service. The proposed contract is attached for your review and includes four fee increases:

- \$0.50 increase per day for boarding
- \$0.50 increase per day for quarantine
- \$1.80 increase for euthanasia for cats
- \$2.25 increase for euthanasia for dogs

We have not re-bid the contract, nor done a request for other proposals due in part to the nature of the service, Kind's location within the City, and the other costs we would likely incur with a location that was outside the City.

### **FISCAL IMPACT:**

I do not believe these fee increases will be a substantial negative driver in our budget, but it will necessitate a small change in adoption fees for the 2013 year. And while this will cost more, I believe the fees may cover the cost for this year if we continue the high adoption rates. The current program operates at a very low cost to the City as adoption fees largely pay for any costs.

### **ALTERNATIVES/VARIATIONS:**

Approval: Staff will proceed with execution of the contract.

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

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

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

TP/bal

Kind Veterinary Clinic  
109 West Grace  
St. Peter, MN 56082  
January 26, 2012



All of our clinic's prices have gone up after the first of the year. These increases include our boarding fee, euthanasia fee, and impound fee. These price increases are effective immediately. We have included with this letter an updated Impound Agreement. Please sign it and return it to the clinic as soon as possible. Thank you for your business. We greatly enjoy working with you.

Doctor Rossiter

Doctor Beran

Dr. Reicks

Dr. Feder

**Agreement for Impoundment Services**  
Kind Veterinary Clinic  
109 W. Grace St.  
St. Peter, MN 56082

This agreement, made and entered into by and between the City of St. Peter, hereinafter referred to as "City" and Kind Veterinary Clinic, PA, a Minnesota professional corporation, hereinafter referred to as "Veterinarian". Now, therefore, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties hereby agree as follows:

**I. Services to be Performed by Veterinarian**

**A. Impound Services.** Veterinarian shall perform animal impound services for the City on a non-exclusive basis. Such impound services shall include:

1. Adequate and sanitary facilities for the clean and humane impoundment of dogs and cats which have been impounded by the City.
2. Provide for the impound animal's nutritional and exercise needs.

**B. Impound Period.** The Veterinarian shall impound the animal for a period of five business days during which the Veterinarian's place of business has been open to the public for at least four consecutive hours on each day. Thus, the actual impound period may be longer than five days when the impound period extends over a day in which Kind Vet Clinic is not open for business. In the event the impounded animal has not been claimed by its owner during the impound period, the Veterinarian shall be allowed to euthanize the animal.

**C. Adoption.** After the applicable redemption period has expired, the Veterinarian, in its discretion, may hold the animal for adoption rather than euthanizing the animal. In the event the animal is held for adoption, the Veterinarian shall hold the animal at the Veterinarian's expense.

**D. Required Vaccination.** Before any animal over the age of 12 weeks is released to an owner by the Veterinarian, there must be proof of valid rabies vaccination. If proof cannot be provided, the animal must be rabies vaccinated at the owner's expense

**E. Records.** The City shall complete a form, provided for and initiated by a City of Saint Peter Police Officer or Community Service Officer, detailing the date, time, and location of pick-up, as well as ICR number, description of animal, and name of complainant.

**F. Invoices and Payment.** The Veterinarian shall submit a monthly accounting of their activities and the charges against the City for services performed. The City shall pay the Veterinarian for such services within 30 days of receipt of billing.

**G. Access to Impound Facilities.** The Veterinarian shall provide the Saint Peter Police Department with access to the impound facilities on a 24 hour a day basis to allow police officers to deposit found/seized animals.

**H. Law Compliance.** The Veterinarian shall comply with all applicable State

law and City ordinances governing the impound of animals, their redemption, destruction, and adoption.

**I. Release of Impounded Animal.** The Veterinarian will not release any animal unless all applicable charges are paid. The Veterinarian shall immediately release any impounded animal to its owner upon receipt of payment from the owner of pound boarding charges for each day that the animal has been impounded, an impound fee, and proof of current rabies vaccination.

**J. Additional Veterinary Services.** The Veterinarian will not provide any medical treatment to impounded animals except on the written authorization of the Saint Peter Police Chief or his designee for specific treatment. In cases of emergency treatment where written authorization would unduly delay treatment, the Veterinarian may accept verbal authorization. If verbal authorization is used for the provision of emergency medical treatment, it shall be followed with written authorization on the next scheduled working day.

## **II. Responsibilities of City**

**A. Posting Notices.** The City shall post the notices of impoundment required by State Statute, which notices shall include information describing the animal, location where the animal was found, the date of the animal's apprehension, the license number of the animal (if any), where the animal is being impounded, and the steps required to redeem the animal. The City shall supply the Veterinarian with copy of the posted notice for each animal.

**B. Delivery of Impounded Animals.** During the term of this agreement, the City shall deliver all impounded animals to the Veterinarian.

## **III. Fees**

**A. Boarding Fee.** The City shall agree to pay the Veterinarian a fee of \$11.50 per day for each dog and cat that has been impounded and not redeemed by its owner or another person within five business days of its impoundment and applicable notices. The boarding fee shall cover all expenses owed to the Veterinarian for the provision of services to the City, which shall include examination and impoundment.

**B. Euthanasia Fee.** The City shall pay the Veterinarian a humane euthanasia/cremation fee of \$61.80 for cats and \$77.25 for dogs not adopted or claimed within the five business days, provided the veterinarian euthanizes the animal.

**C. Litter of Animals.** A group or litter of related animals under four months of age shall be deemed as one animal for every three animals in the litter or group for billing purposes.

**D. Taxes.** The City shall pay all required sales and use taxes on the charges for services which are the responsibility of the City.

**E. Fee Increases.** The fees listed shall increase in a manner consistent with all other price increases for services rendered by Kind Veterinary Clinic.

## **IV. Term**

**A. Term and termination.** This Agreement shall be automatically renewed for additional periods of one year, unless a Party gives the other party at least six

months prior written notice of the intention not to renew the Agreement.

**B. Other Events Permitting Termination.** Notwithstanding anything to the contrary contained herein, this Agreement may be terminated in accordance with the following provisions.

1. This Agreement may be terminated by the non-breaching Party on written notice if the other Party shall be in material breach of its obligations under this Agreement and shall have failed to cure such breach within thirty days after receipt of written notice thereof from the non-breaching Party.

2. This Agreement may be terminated by a Party on six months written notice to the other party.

**V. Indemnification.** Each Party agrees to defend, indemnify, and hold the other Party, their officer, agents, and employees harmless from any and all liability, claims, suits, damages, judgments, costs or expenses, including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof, resulting directly or indirectly from or caused by any negligent act and/or omission of its officers, agents, contractors or employees in the performance of this Agreement.

**VI. Independent Contractor.** Nothing contained in this contract shall be interpreted as creating a partnership, joint venture or relationship of principal and agent between the City and Veterinarian. In fulfilling its obligations pursuant to this Agreement, each Party hereto shall act as an independent contractor.

**VII. Quarantine for Rabies.** In the event the animal is suspected of rabies, the Veterinarian is required to hold the animal for a ten day period. The Veterinarian shall be paid per diem rate of \$11.50 per day for each day of the holding period. Said payment shall be made by the owner if known. In the event the owner is unknown and depending upon the circumstances (i.e. animal bite, animal behavior, etc.) treatment or disposition will be determined by the City.

**VIII. Entire Agreement.** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

**CITY OF ST.PETER  
A MINNESOTA MUNICIPAL  
CORPORATION**

BY: \_\_\_\_\_

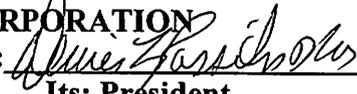
Its: Mayor

BY: \_\_\_\_\_

Its: City Administrator

DATE: \_\_\_\_\_

**KIND VETERINARY CLINIC  
A MINNESOTA PROFESSIONAL  
CORPORATION**

BY:  \_\_\_\_\_

Its: President

DATE: 11/26/12

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING EXECUTION OF UPDATED ANIMAL IMPOUND CONTRACT**

WHEREAS, the City of Saint Peter contracts with Kind Veterinary Clinic, P.A. to provide services to impounded animals; and

WHEREAS, Kind Veterinary Clinic has proposed modification to the existing contract to reflect increasing costs of service; and

WHEREAS, the Kind/City partnership has been very effective in dealing with impounded animals; and

WHEREAS, the cooperative venture has worked well and has resulted in an increased number of animals adopted to new homes and ensuring medical care and housing for lost or abandoned animals; and

WHEREAS, staff believes the cooperative venture has reduced overall costs by minimizing the cost of euthanasia for animals that are impounded by the Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are authorized to execute an updated animal impound contract with Kind Veterinary Clinic, P.A.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2012.

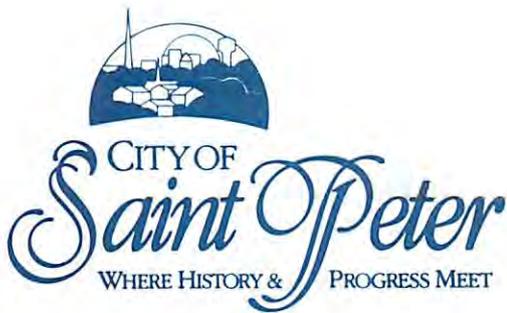
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 16, 2012

**FROM:** Russ Wille  
Community Development Director

**RE:** Housing Study

### **ACTION/RECOMMENDATION**

Provide authorization for preparation of an updated housing study by Community Partners Research (CPR) for a fee not to exceed \$11,900.

### **BACKGROUND**

In 1999, the City of Saint Peter contracted with Community Partners Research (CPR) for the production of a comprehensive study of the Saint Peter housing market. The 1999 study was updated by CPR in 2002 and once again in 2005. At this time, it is suggested that the City enter into a contract with CPR for the development of a new study of the Saint Peter housing market.

Previous housing studies have proven to be invaluable. The proposed study would be expected to guide the City Council as they determine the acceptable municipal role in residential development. Past City Councils have used the results in determining the need for additional single family home ownership opportunities which were then addressed through the development and sale of lots within Nicollet Meadows and then Washington Terrace.

The study will also provide a comprehensive analysis of the 2010 U.S. Census data currently being released. As was done in 2005, the census data within the housing study would be incorporated into the comprehensive plan currently being developed on behalf of the Planning and Zoning Commission.

This study benefits the City and community in a number of ways. It helps us make decisions on investing in the community, including whether we encourage development in both the single family and multi-family market place. It also helps us understand what sub-sectors of the housing market we may have deficiencies in.

We have treated past studies as free information and have typically sent copies to local realtors and provide it free to all that ask. Having baseline data about our community that assists private developers and property owners is good and helps them in making their decisions as well.

Some Councilmembers may also recall that this data is used by others and specifically we have discussed it being completed prior to the School District completing a study on student population and trends. We believe that these studies can work in concert with the Housing Study providing much of the data that populates the School District #508 study.

Rather than getting quotes for this work, I contacted CPR about preparing an updated housing study so that there is continuity in how the study is prepared and the methodology that is used.

**FISCAL IMPACT:**

CPR proposes to complete the housing study at a cost of \$11,900. The 2012 Community Development budget was developed in anticipation of the study. Sufficient funds are available within the departmental operating budget.

**ALTERNATIVES/VARIATIONS:**

Approval: Staff will proceed with execution of the contract.

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

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

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

RW/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 –**

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

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT WITH COMMUNITY  
PARTNERS RESEARCH, INC. FOR COMPLETION OF COMPREHENSIVE HOUSING  
STUDY**

WHEREAS, in 1999, 2002 and 2005, the City retained Community Partners Research, Inc. to complete studies of the Saint Peter housing market; and

WHEREAS, the completed studies provided recommendations regarding the need for various types of housing developments; and

WHEREAS, the city is seeking justification and documentation of the needs for future housing developments serving the various housing markets within Saint Peter; and

WHEREAS, Community Partners Research, Inc. has indicated their willingness and ability to prepare a new housing market study at a cost of \$11,900; and

WHEREAS, the completed study would assist the City Council in making future decisions regarding the appropriate municipal role in the promotion of life cycle housing options; and

WHEREAS, funds have been budgeted in the Community Development budget for this work.

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

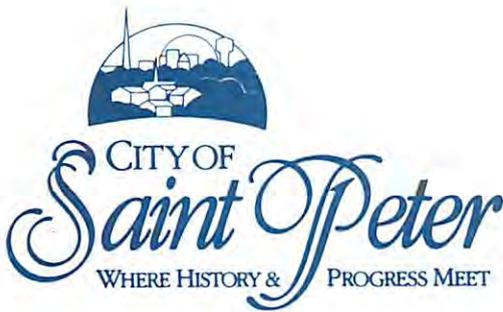
1. The Mayor and City Administrator are hereby authorized to enter into a contract in an amount not to exceed \$11,900 with Community Partners Research, Inc. for the completion of a comprehensive study of the Saint Peter housing market.
2. Funding for the housing study shall be from the General Fund budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of February, 2012.

ATTEST:

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

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 02/23/12

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Drainage Improvements on Sumner Street and Swift Street Intersection

### **ACTION/RECOMMENDATION**

Authorize Bolton and Menk Engineering to develop plans, specifications and to receive bids for drainage improvements on Sumner Street and Swift Street Intersection in the amount of \$7,200.00

### **BACKGROUND**

The intersection located at Sumner and Swift Streets has been identified as an intersection unable to handle stormwater flows during significant rain events. The business located at 907 Swift Street has experienced water flowing onto their property during these events causing significant damage. Staff has taken precautionary measures by sandbagging the boulevard, but a more permanent solution is needed.

Staff has contacted Bolton and Menk and reviewed the needs for the area. A preliminary cost estimate has been developed for the anticipated work, including engineering. The estimated cost is \$64,614.23. The scope of work includes removing and replacing old catch basins, plus adding additional structures, reshaping the crown of Swift Street to divert flows, and removal and correction of curb and gutter in the area.

The entire scope of improvements will be the responsibility of the City of Saint Peter. We have undertaken similar projects, one per year, over the last three or four years.

Staff recommends authorization be provided to retain Bolton and Menk, Inc. to prepare plans, specifications and contract documents for the receipt of bids for the Sumner Street/Swift Street intersection improvement project.

### **FISCAL IMPACT:**

\$65,000 is budgeted in the Stormwater budget or this improvement to the drainage system

### **ALTERNATIVES/VARIATIONS:**

Approval: Staff will work with Bolton and Menk to develop plans and specifications and to receive bids.

Denial: Staff will seek further direction.

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

Please contact me should you have any concerns or questions about this information.



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900  
Phone (507) 625-4171 • FAX (507) 625-4177

## MEMORANDUM

**DATE:** January 23, 2012

**TO:** Amy Kamm  
Stormwater Foreman

**FROM:** Jeffrey A. Domras, P.E.  
Project Manager

**SUBJECT:** Proposal for Improvements at the Intersection of Sumner and Swift Streets

The intersection of Sumner and Swift Street has three storm water catch basins. The catch basins and outlet pipe running to the east were constructed in 1967. During heavy rain the catch basins are unable to handle the water flowing from the west on Sumner Street and the south on Swift Street. Stormwater not collected by the catch basins continues to flow east and pond on the south end of the MS & GS Enterprises building located at 907 Swift Street. During some rain events, stormwater has ponded high enough to enter the building.

Being the intersection storm sewer system is old and undersized it is proposed to be upgraded to improve stormwater capture. At the same time, the condition of watermain and a hydrant within the intersection will be reviewed for possible replacement. Water utilities were installed in this intersection in the early 1960's. There is no sanitary sewer located within the intersection and therefore, no sanitary sewer improvements are proposed.

To prepare plans for the improvements it will be necessary to perform a survey and gather information for both public and private utilities. The design goal will be to improve stormwater capture by adding catch basins, upsizing the storm sewer pipe as necessary to meet a 10-year design and upgrade any deficient water utilities within the intersection. City review comments will be incorporated into the final plans and a final cost estimate provided.

It is my understanding that the proposed improvements would be completed similar to this past summer's Swift and North 4<sup>th</sup> Street improvements. Plans and specifications would be prepared, the project advertised, bids opened, and contracts prepared. If the project is awarded, construction staking is anticipated to be needed. We understand City Staff will perform the necessary construction observation duties and track pay quantities for work completed. We will then prepare and route pay estimates to the City and contractor for approval. Estimates of costs are:

Prepare and Submit Gopher One Call.....	\$ 200
Survey site and draft existing conditions .....	\$1,600
Prepare design plans and specifications.....	\$2,700
Advertise for bids .....	\$ 200
Open and review bids / prepare award recommendation ..	\$ 300
Construction Staking .....	\$ 900
Construction Administration.....	<u>\$1,300</u>
<b>Total</b>	<b>\$7,200</b>

We propose to perform the above work at our normal hourly rates for a fee not to exceed \$7,200. Upon your authorization to proceed, a survey and preliminary plan can be completed within the next month. Please let me know if you have any questions. Thank you.

**Sumner and Swift Intersection  
Storm Sewer Corrections  
City of Saint Peter**

**Estimate**

VIEWED WITH: JSK

CONTRACTOR:

PHONE#

FAX#

ADDRESS:

SIGNATURE:

37

ITEM NO.	ITEM	Plate Number	Approximate Quantity	Unit	UNIT PRICE	Total Amount
1	MOBILIZATION		1	LS	\$ 2,000.00	\$ 2,000.00
2	TRAFFIC CONTROL		1	LS	\$ 1,500.00	\$ 1,500.00
3	EXCAVATION PERMIT		1	LS	\$ 150.00	\$ 150.00
4	REMOVE CURB AND GUTTER DES.B624	7002	128	LF	\$ 3.00	\$ 384.00
5	REMOVE 2' PEDESTRIAN SIDEWALK		104	LF	\$ 3.00	\$ 312.00
6	REMOVE CATCH BASINS		3	EA	\$ 200.00	\$ 600.00
7	REMOVE PIPE DRAIN (STORM)		118	LF	\$ 4.00	\$ 472.00
8	COMMON EXCAVATION		157	CY	\$ 5.75	\$ 902.75
9	REMOVE BITUMINOUS PAVEMENT (ESTIMATED 4" THICK)		824	SY	\$ 1.00	\$ 824.00
10	REMOVE EXISTING DRIVEWAY ENTRANCE		22	LF	\$ 3.00	\$ 66.00
11	REMOVE PARKING LOT BITUMINOUS		409	SY	\$ 1.00	\$ 409.00
12	REMOVE. SALVAGE, & REINSTALL SIGN AND POST		6	LS	\$ 100.00	\$ 600.00
13	STABILIZING AGGREGATE (CV)		50	CY	\$ 21.00	\$ 1,050.00
14	15" RCP STORM SEWER PIPE		118	LF	\$ 50.00	\$ 5,900.00
15	CATCH BASIN SD-1 (3' X 2')	4029	3	LF	\$ 180.00	\$ 540.00
16	CASTING ASSEMBLY (STORM)	4111	3	LF	\$ 550.00	\$ 1,650.00
17	CHIMNEY SEAL (STORM)		3	EA	\$ 250.00	\$ 750.00
18	CONNECT TO EXISTING STORM SEWER 15"		1	EA	\$ 200.00	\$ 200.00
19	100% CRUSHED LIMESTONE		275	CY	\$ 21.00	\$ 5,775.00
20	CONCRETE CURB & GUTTER, DES. B624	7002	128	LF	\$ 19.50	\$ 2,496.00
21	BITUMINOUS PATCH (10-TON)	1002	824	SY	\$ 30.00	\$ 24,720.00
22	INLET PROTECTION	3016	4	EA	\$ 100.00	\$ 400.00
23	FILTER LOG, TYPE COMPOST 12"	3015	8	LF	\$ 10.00	\$ 80.00
24	SODDING. TYPE LAWN		138	SY	\$ 3.00	\$ 414.00

Estimated Construction Cost	\$ 52,194.75
Engineering Cost	\$ 7,200.00
Contingency	\$ 5,219.48
Estimated Project Cost	\$ 64,614.23



To see all the details that are visible on the screen, use the "Print" link next to the map.



**Stormwater Intersection Projects Completed to Date**





To see all the details that are visible on the screen, use the "Print" link next to the map.



**Stormwater Intersection Projects Completed to Date**

We're changing our privacy policy and terms. This stuff affects all the details that are visible on the screen, use the "Print" link next to the map.



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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 –**

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

**RESOLUTION RETAINING ENGINEERS TO PREPARE PLANS, SPECIFICATIONS AND CONTRACT DOCUMENTS AND RECEIVE BIDS FOR A PROJECT TO RECONSTRUCT THE INTERSECTION OF SUMNER STREET AND SWIFT STREET**

WHEREAS, the City has a program in place to reconstruct intersections to solve stormwater problems; and

WHEREAS, the intersection of Sumner Street and Swift Street has ongoing issues with stormwater running over the curb during extreme events and impeding on local businesses; and

WHEREAS, by reshaping the intersection, stormwater will be controlled on the street, being directed into catch basins; and

WHEREAS, Bolton and Menk Engineers have been effective in developing similar projects for the city in the past.

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

1. The City Council hereby retains Bolton and Menk Engineers to prepare plans, specifications and contract documents and receive bids for a project to reconstruct the intersection of Sumner Street and Swift Street for a fee not to exceed \$7,200.
2. Funding for the work shall be from Stormwater funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of February 2012.

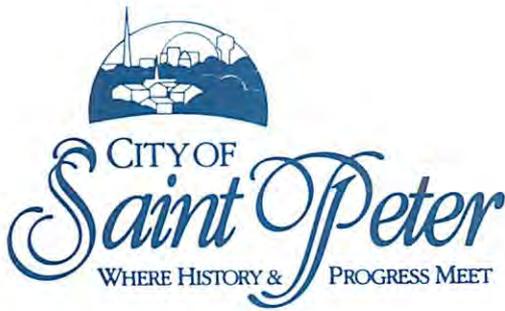
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 2/23/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Request For City Assistance

### ACTION/RECOMMENDATION

Provide authorization for City assistance associated with the St. Patrick's Day parade.

### BACKGROUND

The Saint Peter Ambassadors have requested City assistance for the annual St. Patrick's Day parade on March 17, 2011. The requested assistance includes:

- Traffic control along the parade route from approximately 5:00 p.m. until the parade has ended
- Use of South Third Street from one block north of Broadway Avenue for parade line-up and then south to Mulberry Street for the parade itself.
- City staff putting up "No Parking" signs on South Third Street from Broadway Avenue to Mulberry Street.

### Fiscal Impact:

The fiscal impact for approval of this request would be minimal. Police Reserves will be used to supplement licensed Officers providing traffic control.

### Alternatives/Variations:

Approval: Staff will work with the Ambassadors to provide the requested assistance.

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

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

TP/bal

**ST. PETER AMBASSADORS, INC.**  
**P.O. Box 301**  
**St. Peter, MN 56082**

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February 7, 2012



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

Re: St. Patrick's Day Parade

Dear Todd:

Well, the Annual St. Patrick's Day Parade is coming up fast. We would respectfully request the assistance of the City of St. Peter with providing "No Parking" signs on Third Street from Third and Broadway to Mulberry Street during the parade. The parade is scheduled for Saturday, March 17, 2012, at 3:00 p.m. Lineup will start at 2:30 p.m. at the corner of Third and Broadway.

If you have any questions, please do not hesitate to contact one of the undersigned chairpersons. Thank you.

**ST. PETER AMBASSADORS PARADE COMMITTEE**

Michael K. Riley, Sr.

John Mayer

Joe Kienlen

Dan Welp

Greg Borchert

Chad DeBlicck

Mike Volk

Arlo Lehtinen

A handwritten signature in blue ink, appearing to be "AP".

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION AUTHORIZING CITY SERVICES FOR ST. PATRICK'S DAY PARADE**

WHEREAS, the St. Patrick's Day parade is scheduled for March 17, 2012; and

WHEREAS, the St. Patrick's Day parade is an event that provides entertainment for our community members and brings others to our community; and

WHEREAS, the City has assisted the St. Patrick's Day parade organizers in past years; and

WHEREAS, the St. Patrick's Day parade continues to be a successful event in the community; and

WHEREAS, staff has spoken with and received correspondence from the St. Peter Ambassadors, Inc., organizers of the St. Patrick's Day parade, as to the need for City of Saint Peter assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City will provide assistance to the Saint Peter Ambassadors, Inc. for the St. Patrick's Day parade as follows:

1. Police Officers and Police Reserves will assist with traffic control.
2. Traffic control will be provided from approximately 5:00 p.m., on March 17th until the parade has ended.
3. "NO PARKING" designations shall be provided for the following areas on March 17th:
  - Along the parade staging area along North Third Street from Broadway Avenue to West Madison Street.
  - Along the parade route from West Broadway Avenue to West Mulberry Street from 12:00 noon until the conclusion of the parade.
4. The Public Works Department will provide traffic direction cones and "No Parking" signs as needed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2012.

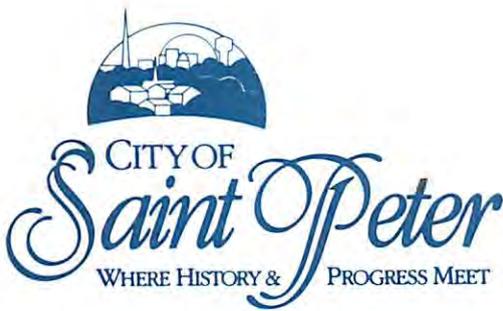
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 2/24/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Wastewater Policy

### ACTION/RECOMMENDATION

Approve the attached resolution adopting and Wastewater Maintenance Policy.

### BACKGROUND

Staff has worked on developing a wastewater policy to specify planned maintenance on the wastewater system. The policy was developed, in part, to decrease the City's liability insurance costs through the League of Minnesota Cities Insurance Trust (LMCIT). In order to receive the discount on the insurance costs, the League requires adoption of a policy and allocation of adequate staffing to complete the work.

The LMCIT guidelines for wastewater policies are very similar to the informal guidelines that have been used by staff for maintenance of the City's system. Some of the key issues of the proposed policy are as follows:

- Purpose – describes our system and establishes that the City fully intends to follow the policy guidelines.
- Routine maintenance goals – describes the maintenance objectives for main lines, lift stations and private laterals; records to be kept and the processes to deal with contractors who perform work in the right-of-way; and describes the detail and maintenance that staff will perform on problem areas and addresses how staff will respond to inflow and infiltration issues.
- Personnel – describes the expectations of our staff, the training they are to receive and their expected work schedules and identifies limiting factors which may affect staff.
- Documentation – identifies what records will be kept and where they will be kept.
- Public education – offers insight as to how the City plans to inform customers of the policies
- Other – describes drivers in the operation and maintenance of the City's program and where customers can go to find additional information.

The proposed policy was reviewed by the Council in December of 2011 and February of 2012. The changes suggested during those meetings have been incorporated into the proposed document. Additionally some sentence structure modifications have been made in an effort to make this a bit more user friendly. This draft version of the policy was reviewed by the loss control staff at the League of Minnesota Cities Insurance Trust and please note that some of the verbiage is language suggested by them. That language has been left largely untouched.

At this time I am recommending adoption of the policy as proposed.

**FISCAL IMPACT**

There is no anticipated cost to the adoption of this policy.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction. As discussed earlier this policy is written to reflect our current practices so even if you decide not to adopt the policy or practice will not change. Failure to adopt the policy may impact your insurance savings.

Negative vote. Staff will wait for additional direction.

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

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

TP/bal

## CITY OF SAINT PETER, MINNESOTA

### WASTEWATER MAINTENANCE POLICY

February 27, 2012

#### Purpose

The City of Saint Peter is responsible for compliance with all applicable State and Federal regulatory requirements and is committed to providing effective and efficient maintenance of its wastewater system in a fair and non-discriminatory way while considering overall economic conditions and social goals established by the City Council.

Procedures identified in this policy are intended to maintain the wastewater system, to prevent wastewater backups and to extend the life of the wastewater system. The wastewater system contains 16 zones that are divided according to gravity flow patterns. The City will divide these zones into four quadrants and maintain one quadrant annually. There are approximately 250,000 linear feet (47 miles) of wastewater mains ranging in size from 4" to 33"; 1,035 manholes; and four lift/pump stations within the wastewater system. This maintenance policy takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will utilize its employees, equipment and/or private contractors to provide this service.

There may be times when the City is unable to follow the guidelines due to budget constraints, critical equipment failure, weather and/or other emergencies. In those instances the Public Works Director may override provisions established within this policy. Reasons for overriding the policy will be documented.

This policy also applies to wastewater maintenance activities that are provided by a contractor or a party other than the City.

#### Routine Maintenance and Inspection Goals

**Wastewater Mains** - The City will maintain the components of the public wastewater system which includes wastewater mains, manholes, lift stations, connections to the mains, wastewater treatment plants, and other components.

**Wastewater Services** - Wastewater services that are multiple services,(one service serving more than one building) are the responsibility of the private property owner(s). Maintenance of the wastewater components from the private property owner's building up to and including the connection to the public system are at the private property owner's cost. If deemed necessary by City staff, the City is responsible for repair or replacement of the service line that is located in the right-of-way if the individual wastewater service has been installed to City specifications after January 6, 1984. The homeowner is responsible for routine maintenance from the house to the main.

Wastewater services within the right of way that meet City specifications will be owned and maintained by the City. Those that do not meet City specifications are the responsibility of the property owner.

**Schedule** – The City's goal is to inspect and maintain one fourth of the wastewater system on an annual basis.

Cleaning Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff. Generally this equipment will include a high pressure jet and vacuum.

Wastewater Main Television Inspection – The City's wastewater mains will be inspected by television camera within 30-days of the scheduled cleaning. Wastewater mains located on a street where a street reconstruction project is planned will be inspected before and after the project. Wastewater mains in a new development must be televised and approved by staff before the City will accept ownership of the mains. Television inspection may also be used to inspect the system where there are possible problems. The City may require any main near a construction site to be televised before and after the construction (i.e. near blasting, digging, other activities that might disrupt the main, etc.)

A visual recording of wastewater main televising will be required of any vendor performing this service. A written report summarizing and interpreting the findings of the televising will also be required. The records will be kept on file according to the City's records retention schedule.

Private Wastewater Service Line Television Inspection – The City will provide an inspection of the wastewater service lines for verification of service line problems or prior to a sale of the property. The City will provide one free inspection over a 30-day window on any service line where an exterior cleanout has been installed to City specifications. For homes with interior clean outs, the City will provide one free inspection over a 30-day window if the wastewater line has been installed to City specifications, the homeowner makes the cleanout available, and the homeowner acknowledges that the City is not liable for damage to property in the house as a result of the televising. If a problem in the wastewater line is identified, the owner will have 30-days to make the correction. If the correction is not completed within the 30-days, the property owner will be billed for the labor and materials used during the televising.

Underground contractors will follow the rules of the Gopher State One Call (GSOC) system when working near a wastewater service. Verification of locations and inspections for damage will be billed to companies doing work near known private service lines.

A visual recording of wastewater service televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. Information on known private laterals will be kept in the "master file" address mapping system to be located on the City's computer system at Public Works.

Problems Areas - The Wastewater Foreman will determine whether a wastewater main or facility will be maintained more often than once every four years. Based on the Foreman's assessment and judgment, the maintenance schedule will be adjusted.

Wastewater Lift Stations - The City maintains lift stations using procedures that are reasonable and recommended. The number of lift stations, locations, date of installation, and capacity of each lift station shall be kept on record. Maintenance for each lift station is reflected within the following components:

- Easy availability of original manuals with manufacture's recommended maintenance schedules
- Operating procedures for manipulating operation (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stop
- Cleaning wet well

- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and back up pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all activities, including inspections
- Clean force mains
- Identify problem areas/components
- Routine maintenance will be recorded in the City's computerized maintenance program

Inflow and Infiltration - It is the City's goal to remove known sources of inflow and infiltration. Inflow and infiltration occurs when clear water or ground water gets into the wastewater system through cracks or leaks in the wastewater pipes, manholes and through sump pumps illegally connected to the wastewater system. Inflow and infiltration can lead to backups, overflows, and unnecessary and expensive treatment of clear water.

City employees will inspect manholes once every four years to identify any issues that may contribute to inflow or infiltration. These records will be documented in the City's computerized maintenance program.

### **Personnel Responsibilities and Requirements**

City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. In emergency situations City staff will be required to use their best judgment based on public and employee safety, the potential for damage to private property and the City wastewater system, and environmental concerns.

- Training and Education - Training will be provided to all employees responsible for maintenance and emergency response for issues with the wastewater system. Training of employees will include education necessary to earn and maintain appropriate Operator's certifications as administered by the Minnesota Pollution Control Agency. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by State and Federal agencies. Employees will follow the City safety program to ensure their personal safety and all training will be documented.
- Work Schedule - Full-time City employees in the Public Works Wastewater Utility generally work a 40-hour week. In emergencies, employees may be required to work in excess of their regular schedule. Budget and safety concerns may limit the length of time an employee is permitted to work.
- Weather Conditions - Regular and routine wastewater maintenance operations will be conducted when weather conditions do not endanger City employees and equipment. Severe cold, severe heat, flooding, rain, snow, are example of conditions that may delay maintenance operations.

### **Documentation**

The City will document all of its inspections, maintenance activities and emergency responses for its wastewater system. The City will also document circumstances that limit its ability to comply with this policy. An annual report will be prepared by the Wastewater Foreman that evaluates maintenance activities and for determining goals for the future. These records will be kept at Public Works in accordance with the City's records retention schedule.

**Public Information**

City staff will provide annual information to the City Council and the residents about activities related to wastewater services from the City of Saint Peter. This information may be provided at a public meeting, through articles published on the City's website or by direct mailing.

**Other Wastewater System Policies**

The City has a number of other policies and/or regulations that are important to the operation of the City's wastewater system. The following document/references are available on City's website, the internet, or at the Public Works Department.

- Saint Peter City Code (User Requirements)
- Minnesota Pollution Control Agency (NPDES Permit)

Adopted: \_\_\_\_\_, 2010

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ADOPTING WASTEWATER MAINTENANCE POLICY**

WHEREAS, the City operates a wastewater utility; and

WHEREAS, the City's insurer will reduce liability insurance costs if the City adopts a wastewater maintenance policy; and

WHEREAS, a policy has been developed by staff and reviewed and approved by loss control staff at the League of Minnesota Cities Insurance Trust; and

WHEREAS, the policy specifies the purpose of the policy; routine maintenance goals; personnel; documentation, public education and other components of the policy.

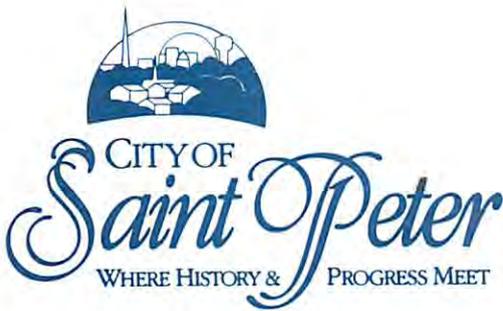
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Wastewater Maintenance Policy of the City of Saint Peter is hereby adopted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of February, 2012.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 22, 2012

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Wastewater Treatment Plant Building Exterior Improvements Bid Award

### ACTION/RECOMMENDATION

It is recommended the City Council award the bid for the exterior building repairs to the Wastewater Treatment Plant in the amount of \$42,000 to KUE Contracting of Watkins Minnesota.

### BACKGROUND

The wastewater plant was constructed in 2002/2003 and went online in February 2004. During the construction of the facility, the work was inspected and completed to approved standards and specifications.

In 2009, staff noticed that the tuck point mortar in the top two feet of the brick face was showing signs of deterioration. Staff reviewed the situation with our consulting engineer (Bolton and Menk). Since wastewater plants which are constructed like ours with interior waste processing can have humid interior conditions, moisture can leach into the walls during cold weather and can freeze causing failure of the mortar.

We continue to see a steady increase in the number of minor mortar failures in the top two feet of the brick face so corrective action has been planned. Bolton and Menk, Inc. developed bid specifications and four bids were received from companies that are very good at this type of work. They are also familiar with the building. The bids were as follows:

<u>Company Name</u>	<u>Amount Bid</u>
KUE Contracting	\$ 42,000.00
Salonek Construction	\$ 52,700.00
Rice Lake Construction	\$ 58,600.00
OMNI Construction	\$ 71,875.00

KUE Contracting is the lowest bidder and after checking their references I recommend awarding the bid for this project to KUE Contracting. This information was prepared by Water Utilities Superintendent Moulton.

### FISCAL IMPACT:

This is a budgeted purchase in the Wastewater Capital budget funds.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: Staff will notify the contractor and ask that all bids be rejected.

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

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



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

VIA EMAIL

February 21, 2012

Mr. Pete Moulton, Wastewater Superintendent  
City of Saint Peter  
405 W. St. Julien Street  
Saint Peter, MN 56082

RE: Saint Peter Wastewater Treatment Facility  
Building Exterior Improvements – Bid Evaluation  
BMI Project Number: M21.103887

Dear Mr. Moulton,

Bids were received at City Hall at 10:00 a.m. on Thursday, February 16, 2012, and are summarized below:

BIDDERS	AMOUNT BID	BID BOND
1. KUE Contractors, Inc.	\$42,000	X
2. Salonek Concrete & Construction, Inc.	\$52,700	X
3. Rice Lake Construction Group	\$58,600	X
4. OMNI Construction Services, Inc.	\$71,875	X

The engineer's estimate for this project was \$60,000 (based on previous quotes taken).

The specification and bid documents did not contain any wording or ambiguities so as to force the Contractor to build in additional contingencies. The number of bids received indicated there was significant interest in this project and the close proximity of the prices indicate the prices were appropriate. KUE Contracting indicated, after the bid, that they are working for Gustavus, and were able to provide an excellent value to the City because they had other work in the City. Therefore, we feel that the bids received were competitive and responsive and rebidding of the project would not provide any cost saving.

KUE Contractors, Inc. of Watkins, Minnesota is the lowest responsive and responsible bidder. A bid bond for 5 percent of the bid was included with their bid, and there was no addendum to acknowledge.

KUE Contractors, Inc. has been the general contractor for one project engineered by Bolton & Menk, Inc., the Litchfield, Minnesota Fire Hall, and numerous projects for other cities including:

- Alexandria Park Maintenance Building
- Kandiyohi County Mental Health Facility
- MnSCU – Allied Health Center Renovation Project
- City of Belle Plaine Episcopal Church



Mr. Pete Moulton  
February 21, 2012  
Page 2

We recommend that the contract be awarded to KUE Contractors, Inc. of Watkins, Minnesota for the total amount of \$42,000. If you should have any questions, please feel free to contact me.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read "Kristopher J. Swanson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kristopher J. Swanson, P.E.  
Principal Engineer

cc: File

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION AWARDING BID FOR WASTEWATER TREATMENT FACILITY EXTERIOR BUILDING  
IMPROVEMENT PROJECT**

WHEREAS, the Wastewater Treatment Plant building was placed into service in 2004; and

WHEREAS, the plant operates with very humid conditions inside some rooms in the plant; and

WHEREAS, repairs and sealing are needed to reduce the moisture problems; and

WHEREAS, four bids were received to complete the project;

<u>Company Name</u>	<u>Amount Bid</u>
KUE Contracting	\$ 42,000.00
Salonek Construction	\$ 52,700.00
Rice Lake Construction	\$ 58,600.00
OMNI Construction	\$ 71,875.00

WHEREAS, KUE is the lowest responsible bidder; and

WHEREAS, KUE has successfully completed similar work in a number of cities.

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

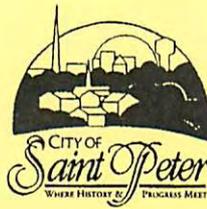
1. The City Council hereby awards the bid for the Wastewater Treatment Facility Exterior Building Improvement Project to KUE Contracting of Watkins, Minnesota in the amount of \$42,000.
2. Funding for the project shall be from wastewater funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of February 2012.

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

ATTEST:

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

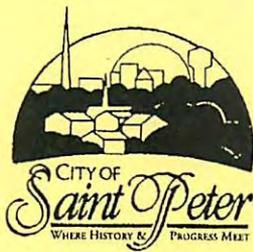


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, February 13, 2012  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. **APPROVAL OF CONSENT AGENDA ITEMS**
- VI. **UNFINISHED BUSINESS**
  - A. 2012 Fee Schedule Modification
- VII. **NEW BUSINESS**
  - A. Hospital Phone System Purchase
  - B. Greenhill Reservoir Rehabilitation Project Bid Award
  - C. Revolving Loan Extension Request: Volk Electric
  - D. Revolving Loan Extension Request: Beaudry Creative, Inc.
  - E. 2012 Equipment Certificate Bid Authorization
  - F. Website Upgrade
- VIII. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. Elected Officials Conference
    - 2. Highway 169 Coalition Legislative Breakfast
    - 3. Sherco 3 Power Plant
    - 4. Water Treatment Plant Award
    - 5. City/School/Gustavus Adolphus College Meeting
    - 6. Others
- IX. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the January 9, 2011 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 5, 2012 through January 18, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. **ADOPTION OF A RESOLUTION MODIFYING 2012 MUNICIPAL FEE SCHEDULE**

When the Council was asked to establish municipal fees for 2012, a few changes related to Public Works fees were inadvertently left out of the resolution. Staff recommends adoption of the modified fees as indicated on the resolution. Please see the attached staff report and RESOLUTION.

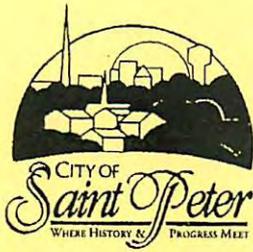
VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING PURCHASE OF TELEPHONE SYSTEM FOR RIVER'S EDGE HOSPITAL AND CLINIC**

As required by City Code regulations, the Hospital Commission is asking for approval of an expenditure exceeding \$15,000. The Hospital wishes to replace its' NEC 2000 phone system which will not longer have software support from NEC. Proposals were received from NEC dealers for a replacement system and the Hospital is recommending accepting the low proposal from Loffler Companies. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION AWARDDING BID FOR GREENHILL RESERVOIR REFURBISHMENT PROJECT**

The Greenhill Reservoir Refurbishing Project was bid as a "best value procurement" project. Five contractors qualified to bid and five contractors bid the project. The best value performance contractor was Classic Protective Coatings, Inc. of Menominee,



Wisconsin based on the combination of the technical weighted score and the bid price. It is recommended the City Council award the project to Classic Protective Coatings of Menominee, Wisconsin in the amount of \$671,436.00. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO REVOLVING LOAN TERMS FOR VOLK ELECTRIC**

The EDA recommends approval of a request by Brian Grey dba Volk Electric to extend the balloon payment on his revolving loans to February 1, 2014 and to lower the interest rate on the loans to three percent (3%). Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO REVOLVING LOAN TERMS FOR BEAUDRY CREATIVE, INC.**

The EDA recommends approval of a request by Beaudry Creative, Inc. to extend the balloon payment on their revolving loan to February 1, 2014. Please see the attached staff report and RESOLUTION.

E. **ADOPTION OF A RESOLUTION APPROVING RECEIPT OF BIDS FOR 2012 EQUIPMENT CERTIFICATES**

Staff recommends action be taken to authorize receipt of bids for \$240,000 in equipment certificates. Please see the attached staff report and RESOLUTION.

F. **ADOPTION OF A RESOLUTION APPROVING PURCHASE OF WEBSITE DESIGN SERVICES FUNDED BY 2009 EQUIPMENT CERTIFICATE**

Staff recommends authorization be provided for purchase of website design services from Voyageur Web to be funded by 2009 equipment certificate funds. Please see the attached staff report and RESOLUTION.

VIII. **REPORTS**

A. **MAYOR**

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

B. **CITY ADMINISTRATOR**

1. **REPORT ON ELECTED OFFICIALS CONFERENCE**

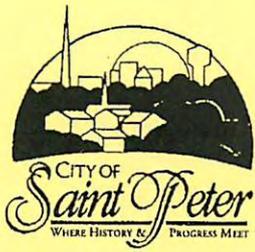
Councilmembers Carlin, Brand and Zieman will provide a report at this time on their attendance at the LMC Elected Officials conferences.

2. **REPORT ON HIGHWAY 169 COALITION LEGISLATIVE BREAKFAST**

A report will be provided at this time on discussion at the Highway 169 Coalition Legislative Breakfast.

3. **REPORT ON SHERCO 3 POWER PLANT**

A report will be provided at this time on the Sherco 3 plant.



4. REPORT ON WATER TREATMENT PLANT AWARD

A report will be provided at this time on the award given to the City, Bolton and Menk, Inc. and Rice Lake Construction for the City's water treatment plant.

5. REPORT ON CITY/SCHOOL/GUSTAVUS MEETING

A report will be provided at this time on discussion at the February City/School/Gustavus meeting.

6. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**JANUARY 23, 2012**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on January 23, 2012.

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

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

**Approval of Minutes** – A motion was made by Brand, seconded by Carlin, to approve the minutes of the January 9, 2012 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 9, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – In motion by Kvamme, seconded by Zieman, Resolution No. 2012-09 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Zieman questioned the value of the tree brush materials that was being declared as surplus property (\$9,000-\$12,000) and Councilmember Kvamme asked whether the purchase to replace ballasts and bulbs would conclude replacement of ballasts to the T12 size. Prafke indicated that a few older ballasts would remain and would be replaced as they failed. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-09 is contained in the City Administrator's book entitled Council Resolutions 18.

**State Cooperative Purchase Venture Contract** – Public Works Director Giesking requested authorization for execution of a joint powers agreement with the State of Minnesota Materials Management Division that would allow the City to participate and purchase under the State bid contracts for thousands of items. Giesking pointed out that the contract was previously done on an annual basis for a small fee and the State was changing to the ongoing agreement for no cost. Giesking also noted that the City could opt out of the agreement at any time with thirty days written notice. In motion by Pfeifer, seconded by Carlin, Resolution No. 2012-10 entitled "Resolution Authorizing Execution Of A Joint Powers Agreement With The State Of Minnesota For A Cooperative Purchasing Venture", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-10 is contained in the City Administrator's book entitled Council Resolutions 18.

**Union Street Project ATP Funding Request** – Public Works Director Giesking requested adoption of a resolution of support for a grant application to the Minnesota Department of Transportation (MNDOT) District 7 Area Transportation Partnership (ATP) grant program for funds to finance a portion of the City's cost for improvements to the intersection of Union Street and Highway 169. Giesking reported the City was seeking opportunities to work with MNDOT to enhance safety along the Highway corridor and this project would work well with the other flood mitigation projects MNDOT has planned along Highway 169 north of Union Street. Giesking indicated the project cost, the actual design of which had not yet been determined, was expected to be \$700,000 and ATP funding could be up to \$560,000 of that cost with the remainder funded by the City's Municipal State Aid (MSA) funds. Giesking also noted the proposed intersection improvements would help with future development along Old Minnesota Avenue and allow the City to keep the Union Street intersection with the Highway open. In motion by Kvamme, seconded by Eichmann, Resolution No. 2012-11 entitled "Resolution Of Support For An Area Transportation Partnership Grant Application For Improvements Of The Union Street/Trunk Highway 169 Intersection",

was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-11 is contained in the City Administrator's book entitled Council Resolutions 18. Giesking also pointed out that it was important to note that should the project move forward, the City would not be required to maintain the improvements as is normally required from joint MNDOT/City projects.

### Reports

**"Congenital Heart Defect Awareness Week" Proclamation** – Mayor Strand proclaimed February 7-14, 2012 as "Congenital Heart Defect Awareness Week" in the City.

**Mayor's Reports** – Mayor Strand reported on his recent activities which included attending Region Nine Development Commission meetings, an Ambassador's meeting and a League of Minnesota Cities Board meeting and holiday event.

**Ice Skating Rink Development** – City Administrator Prafke reported the ice rinks at Veteran's Park were open for business. Prafke thanked all of the volunteers and City staff who worked so hard to make ice during a warm winter.

**Advisory Board/Commission Vacancies** – City Administrator Prafke reviewed the list of vacancies on City Council advisory boards and commissions and encouraged residents interested in being appointed to a board or commission to contact the City Administrator's office for an application.

**Mayor's Task Force on Minnesota Square Park Pavilion Project** – City Administrator Prafke reported that citizens interested in being appointed to the "at large" positions on the Mayor's Task Force should submit a written interest letter to the City Administrator's office by no later than February 8th.

**Winterfest Medallion Hunt** – City Administrator Prafke reminded residents who might participate in the hunt for the Winterfest Medallion that the item would be hidden so searchers did not have to enter restricted areas, climb fences or gates, dig on public property or damage any property. Prafke asked all who participate to be respectful of the public property they are searching.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn the meeting. With all in favor, the motion carried and the meeting was adjourned at 7:26 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



To: Todd Prafke  
City Administrator

Date: February 6, 2012

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

Re: Replacement Streetlight Poles

### Action/Recommendation

It is recommended the City Council authorize purchase of eight black stainless steel streetlight poles in the amount of \$6,549.30.

### Background

The City has installed area lights in the Mill Pond area of Riverside Park for nighttime use. The lights originally installed in the park in the early 1990's were cast iron poles salvaged from Gustavus Adolphus College. These were the original poles installed in the downtown. The poles are failing on the top where globes are falling off. The only solution is to begin replacing poles. The new standard for "historic" pole replacement is the black stainless steel poles. It is proposed to use them in the park without the decorative arm. It reduces the number of inventory options needed and will be a long life pole. It is proposed to purchase eight poles at this time. Two quotes were received:

	<u>Unit Price</u>	<u>Total for Eight</u>	<u>Total Plus Tax</u>
Border States	\$766.00	\$6,128.00	\$6,549.30
JT Services	\$809.00	\$6,472.00	\$6,916.95

LGG:bl



To: Todd Prafke  
City Administrator

Date: February 6, 2012

From: Lewis G. Giesking *LGG*  
Director of Public Works

Re: Replacement Streetlight Globes

**Action/Recommendation**

It is recommended eleven streetlight globes be purchased from JT Services in the amount of \$8,344.59.

**Background**

It is proposed to purchase replacement globes for LED streetlights which are acrylic Washington style. The same globes will be used on Highway 169 and in the Mill Pond area of Riverside Park for consistency. The globes are unique to the Holophane LED streetlight so one manufacturer currently makes them. Two quotes were obtained:

	<u>Each</u>	<u>Total for Eleven</u>	<u>Total with Tax</u>
JT Services	\$709.80	\$7,807.80	\$8,344.59
Wesco	\$713.00	\$7,843.00	\$8,382.21

LGG:bl



TO: Todd Prafke  
City Administrator

DATE: February 8, 2012

FROM: Lewis Giesking *Lew*  
Director of Public Works

Tim Mayo  
Maintenance Superintendent

RE: Repairs to unit # 45

#### ACTION/RECOMMENDATION

It is recommended the City Council approve repairs to tandem truck # 45 box and frame by Crysteel Truck Equipment in the amount of \$9,033.68.

#### BACKGROUND

The City's tandem truck # 45 box has had major corrosion issues the past few years which have been addressed such as rust holes in the air tanks, fuel tank, hydraulic tank, and brake components. The new issues are dump box corrosion problems include the following:

- Lower rub rail seam bubbled opened from rust
- Both end gate pillars have holes rusted through on inside and outside faces
- Radius at inside bottom corner rusted through and filled with material from loads
- Some areas on side panels and support structure rusted through

This truck #45 is a 2001 Sterling with 97,000 miles. It is the fourth oldest truck in our fleet and replacement is not planned for well over ten years. It is proposed to repair the truck box and have the entire truck chassis behind the cab, sand basted, painted, and undercoated to save from future corrosive action. If conditions are not repaired now, the dump box will continue to deteriorate and possibly lead to a dangerous failure. A new dump box installed will cost between \$20,000.00 to \$23,000.00 along with a wait time of about one year. Staff is recommending these specialized repairs be done by Crysteel as they have done this type of work for the City in the past. They will provide a full warranty on their work for one (1) year. Crysteel quoted \$9,033.68 for the work.

#### Fiscal Impact:

The 2012 Streets Budget provides \$35,000 for equipment repairs.

#### Alternatives and Variations:

Vote in favor: Staff will proceed with repairs.

Negative Vote: Staff will await direction.

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

TM:bll



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 7, 2012

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

Tim Mayo  
Maintenance Superintendent

**RE:** Truck # 47 Engine Emergency Repairs

### **ACTION/RECOMMENDATION**

It is recommended the City Council authorize North Central International Inc. to make emergency repairs to the City's tandem dump truck in the amount of \$12,386.63.

### **BACKGROUND**

The City's 1998 tandem dump Truck #47 currently has 93,200 miles and 8,150 hours of service. The City's use of truck # 47 is year round for a large variety of activities. This truck is used heavily by all departments for such things as snow plowing, salt brine application, and hauling blacktop for the Street Section, Environmental Services for leaf and grass hauling from the City's drop-off site to the ponds for composting, fall leaf pickup, and Wastewater hauling of bio-solids from the wastewater treatment facility in the spring and fall. The engine failure was an o-ring seal failure on one of the cylinder liners. This caused engine coolant to leak into the crankcase oil causing cylinder overheating and bearing damage. Considering the age of the truck (14 years), minimal number of extra parts needed, and the price of having a new engine installed (\$18,990.19), It is recommended to have the engine overhauled. Only one bid was received due to the fact that the nearest competitive International dealer is fifty miles away and the truck was already in North Central's shop torn apart for trouble shooting. An International dealer needs to do the repair due to tooling requirements and the ability to warranty for one year, the parts and labor of the repair

### **Fiscal Impact:**

This repair will be funded from the Streets and Environmental Services budget.

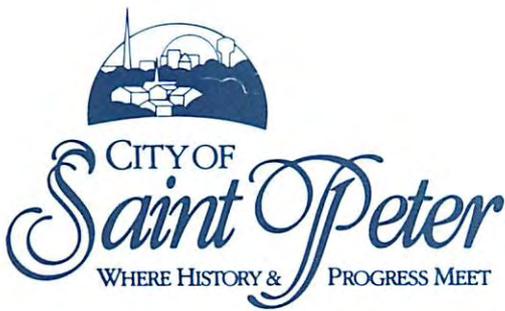
### **Alternatives and Variations:**

Vote in favor: Staff will proceed with repairs for Truck # 47.

Negative Vote: Staff will seek direction from the City Council.

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

LGG:TM:bl



## Memorandum

To: Todd Prafke  
City Administrator

February 1, 2012

From: Lewis Giesking *Lew*  
Public works Director

RE: 2012 Potassium Permanganate Blanket Purchase Order – DPC Industries

### Recommendation:

Authorize DPC Industries, Inc. of Rosemount MN to furnish and deliver potassium permanganate to be used in the water treatment process in the amount of \$8,000 in the calendar year 2012.

### Background:

Staff solicited bids for purchase and delivery of potassium permanganate for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount. The bid tabulation is as follows:

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Potassium Permanganate (KMNO4)	\$3.85 per pound	\$2.90 per pound

Based on 2011 water pumping records, staff estimates for chemical usage for 2012 to be:

<u>Chemical</u>	<u>2011 Usage</u>	<u>2012 price</u>	<u>Estimate cost</u>
Potassium Permanganate	2701 lbs	\$2.90 per pound	\$7,832.90

The 2012 bid price of \$2.90 per pound is a reduction of \$.85 per pound from 2011 in which the utility paid \$3.75 per pound.

Staff was unable to solicit a third bid due as these are the only two companies which manufacture and produce this chemical needed in our water treatment process. Any other bids would be from delivery companies that purchase product from one of these two companies, and they would add their markup after purchasing and delivering the product. Staff recommends purchasing potassium permanganate from DPC Industries, Inc. This report was prepared by Water Foreman Voeltz and Water Utilities Superintendent Moulton

### FISCAL IMPACT:

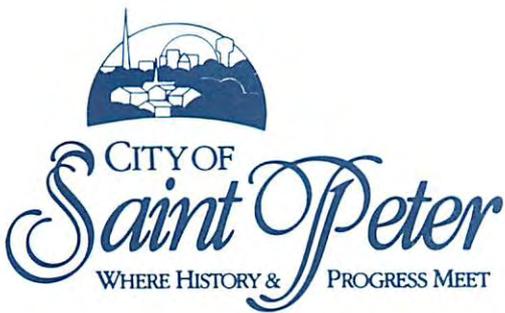
This is a budgeted purchase as there are funds allocated in line item 601.49420.210.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough KMNO4 after March 1<sup>st</sup> to adequately treat the water.

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



## Memorandum

To: Todd Prafke  
City Administrator

February 1, 2012

From: Lewis Giesking *Lew*  
Public Works Director

RE: 2012 Corrosion Inhibitor Blanket Purchase Order – DPC Industries

### Recommendation:

Authorize DPC Industries, Inc. of Rosemount MN to furnish and deliver corrosion inhibitor to be used in the water treatment process in the amount of \$6,000 in the calendar year 2012.

### Background:

Staff solicited bids for purchase and delivery of corrosion inhibitor for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount. Corrosion inhibitor is a chemical that makes your water less corrosive in the distribution system.

The bid tabulation is as follows.

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Corrosion Inhibitor	\$7.866 per pound	\$7.39 per pound

Based off of the 2011 water pumping records, staff estimates for chemical usage for 2012 to be:

<u>Chemical</u>	<u>2011 Usage</u>	<u>2012 Price</u>	<u>Estimate Cost</u>
Corrosion Inhibitor	738 gallons	\$7.39 per gallon	\$5,453.82

The 2012 bid price of \$7.39 per gallon is a reduction of \$2.87 per gallon from 2011 which the utility paid \$10.26 per gallon.

Staff was unable to solicit a third bid due as these are the only two companies which manufacture and produce this chemical needed in our water treatment process. Any other bids would be from delivery companies that purchase product from one of these two companies, and they would add their markup after purchasing and delivering the product. Staff recommends purchasing corrosion inhibitor from DPC Industries, Inc. This report was prepared by Water Foreman Voeltz and Water Utilities Superintendent Moulton

### FISCAL IMPACT:

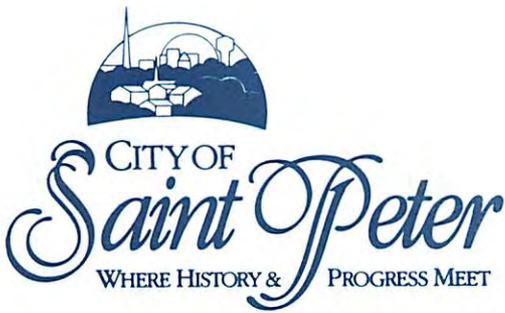
This is a budgeted purchase as there are funds allocated in line item 601.49420.210.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough corrosion inhibitor after March 1<sup>st</sup> to adequately treat the water.

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



## Memorandum

To: Todd Prafke  
City Administrator

January 27, 2012

From: Lewis Giesking *Lew*  
Director of Public Works

RE: Wastewater Treatment - Ultra Violet Replacement Bulbs and Repair parts

### Recommendation/Action

Authorize Engineering America, Inc. (EAI) of Vadnais Heights, Minnesota to supply 36 ultra violet bulbs with a 10,000 hour life expectancy along with repair parts for the existing bulbs for a total price of \$24,029.78

### Background

Wastewater Utility disinfects the wastewater stream using a Trojan – Model 4000 Plus. The Model 4000 contains 72 bulbs in two banks that vary in intensity to complete the bacteria kill. The request is for replacement of one bank of bulbs (36 lamps) with a newly designed bulb, bearings and ballast replacement kits to operate the Trojan 4000 plus. The “new” bulbs will provide a life expectancy of 10,000 hours (2-years) where as the existing “old” style bulb has a 5,000 hour (1-year) life. The reason staff recommends the new style is that Trojan is phasing out the older style bulb because of its inefficiency.

Staff proposes to replace 36 bulbs, replace 24 canister plugs, install 144 new seal collars, install 12 new bearings and replace the ballast. Engineering America Inc. (EAI) supplied the original Model 4000 Plus and provides sales and service to the upper Midwest area. The UV Trojan Model 4000 Plus is specialty item equipment within the wastewater treatment process and EAI supplies parts for this equipment. Quotes from other companies were not obtained for this reason and an itemized quote from EAI is attached for review.

This report was prepared by Water Utilities Superintendent Pete <sup>^</sup>oulton

### FISCAL IMPACT:

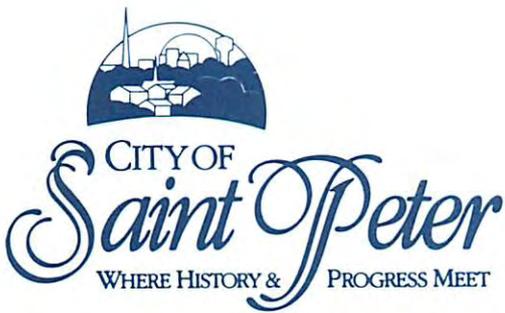
This is a budgeted purchase and there are funds allocated in line item 602.48210.520.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: Staff will need further direction to meet permit guidelines for disinfection.

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



## Memorandum

To: Todd Prafke  
City Administrator

February 1, 2012

From: Lewis Giesking *Lew*  
Public Works Director

RE: 2012 Fluoride Blanket Purchase Order – Hawkins Inc.

### Recommendation:

Authorize Hawkins Inc. of Minneapolis MN to furnish and deliver fluoride to be used in the water treatment process in the amount of \$7,000 in the calendar year 2012.

### Background:

Staff solicited bids for purchase and delivery of fluoride for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount.

The bid tabulation is as follows:

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Fluoride	\$ .365 per pound	\$ .365 per pound

Based off of the 2011 water pumping records, staff estimates for chemical usage for 2012 to be:

<u>Chemical</u>	<u>2011 Usage</u>	<u>2012 price</u>	<u>Estimate cost</u>
Fluoride	19055 lbs	\$.365 per pound	\$6,955.00

The 2012 bid price of \$.365 per pound is a reduction of \$.038 per pound from 2011 which the utility paid \$.4037 per pound.

Both companies provided the same price for delivery of fluoride. DPC will be unable to provide adequate service for delivery of fluoride because they only travel through Saint Peter once per month. Hawkins Inc. travels through Saint Peter weekly which allows for a short notification period (less than 48 hours) in which they can deliver fluoride.

Staff was unable to solicit a third bid due to these are the only two companies that manufacture production of the chemical products needed in our water treatment process. Any other bids would be from delivery companies that purchase product from these companies, and they would add their markup after purchasing and delivering the product from these suppliers. Staff recommends purchasing fluoride from Hawkins Inc. This report was prepared by Water Foreman Voeltz and Water Utilities Superintendent Moulton

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### FISCAL IMPACT:

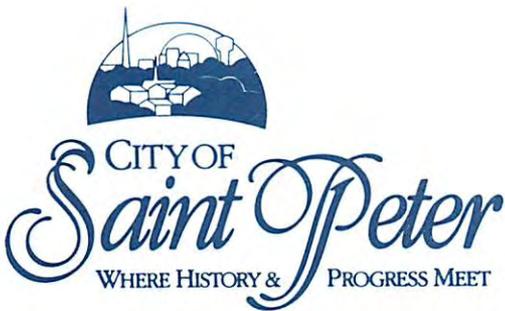
This is a budgeted purchase as there are funds allocated in line item 601.49420.210.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough Fluoride after March 10<sup>th</sup> to adequately treat the water.

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



## Memorandum

To: Todd Prafke  
City Administrator

February 1, 2012

From: Lewis Giesking *Lew*  
Public Works Director

RE: 2012 Caustic Soda Blanket Purchase Order – Hawkins Inc.

### Recommendation:

Authorize Hawkins Inc. of Minneapolis MN to furnish and deliver caustic soda to be used in the water treatment process in the amount of \$32,000 in the calendar year 2012.

### Background:

Staff solicited bids for purchase and delivery of caustic soda for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount. Caustic Soda is used to raise the pH of the water to decrease corrosiveness.

The bid tabulation is as follows:

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Caustic Soda	\$3.95 per gallon	\$4.04 per gallon

Based off of the 2011 water pumping records, staff estimates for chemical usage for 2012 to be:

<u>Chemical</u>	<u>2011 Usage</u>	<u>2012 price</u>	<u>Estimate cost</u>
Caustic Soda	7787 gallons	\$3.95 per gallon	\$31,758.65

The 2012 bid price of \$3.95 per gallon is the same price the utility paid in 2011.

Staff was unable to solicit a third bid due to these are the only two companies that manufacture production of the chemical products needed in our water treatment process. Any other bids would be from delivery companies that purchase product from these companies, and they would add their markup after purchasing and delivering the product from these suppliers.

Staff recommends purchasing caustic soda from Hawkins Inc. This report was prepared by Water Foreman Voeltz and Water Utilities Superintendent Moulton

### FISCAL IMPACT:

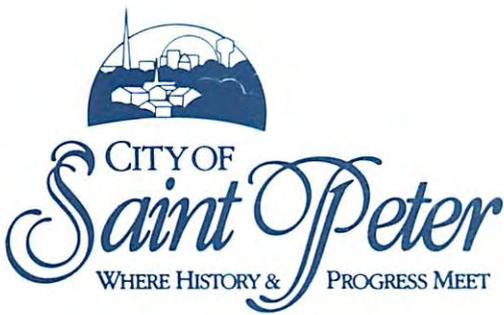
This is a budgeted purchase as there are funds allocated in line item 601.49420.210.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough Caustic Soda after March 10<sup>th</sup> to adequately treat the water.

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



## Memorandum

To: Todd Prafke  
City Administrator

February 1, 2012

From: Lewis Giesking *Lew*  
Public Works Director

RE: 2012 Sodium Metabisulfite Blanket Purchase Order – Hawkins Inc.

### Recommendation:

Authorize Hawkins Inc. of Minneapolis MN to furnish and deliver sodium metabisulfite to be used in the water treatment process in the amount of \$21,000 in the calendar year 2012.

### Background:

Staff solicited bids for purchase and delivery of sodium metabisulfite for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount. Sodium metabisulfite is a chemical used to clean the reverse osmosis membranes.

The bid tabulation is as follows:

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Sodium Metabisulfite	\$1.45 per pound	not available

Based off of the 2011 water pumping records, staff estimates for chemical usage for 2012 to be:

<u>Chemical</u>	<u>2011 Usage</u>	<u>2012 price</u>	<u>Estimate cost</u>
Sodium Metabisulfite	14,200 lbs	\$1.45 per pound	\$20,590.00

The 2012 bid price of \$1.45 per pound is the same price that the utility paid per pound in 2011.

Staff was unable to solicit a second and third bid due to the infrequent demand of this chemical and its use in Minnesota. Any other bids would be from delivery companies that purchase product from Hawkins Inc. and they would add their markup after purchasing and delivering the product from these suppliers.

Staff recommends purchasing metabisulfite from Hawkins Inc. This report was prepared by Water Foreman Voeltz and Water Utilities Superintendent Moulton

### FISCAL IMPACT:

This is a budgeted purchase as there are funds allocated in line item 601.49420.210.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough sodium metabisulfite after April 1<sup>st</sup> to adequately treat the water.

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



Memorandum

TO: Todd Prafke  
City Administrator

DATE: 1/26/2012

FROM: Lewis Giesking *Lew*  
Director of Public Works

Tim Mayo  
Maintenance Superintendent

RE: 2012 Blanket Maintenance Fluid Purchase

POTENTIAL ACTION

It is recommended the City Council approve a blanket purchase order for maintenance fluids from Lubrication Technologies Inc. in an amount not to exceed \$9,000.00

BACKGROUND

Maintenance Fluids are a large expense for the successful operation of the city's fleet of vehicles and equipment. With the increasing amount of emission equipment on vehicles and more finicky fluid specifications, a wider variety of fluids are needed to maintain our fleet. Through the use of multi-use and extended change interval fluids (synthetic), savings can be realized through minimum downtime and inventory. Public Works staff has acquired bids for the various fluids needed to maintain the city's fleet from the two oil suppliers that service our area. The quoted prices are as follows:

Oil	UFC	Lubetech	Anticipated amount(gallons)
5W20	\$9.98/gallon	\$8.34/gallon	165
15W40	\$10.18/gallon	\$6.92/gallon	320
Universal hydraulic	\$10.95/gallon	\$6.64/gallon	165
Ultra clean hydraulic	\$8.39/gallon	Same product	110
30wt transmission	\$11.31/gallon	\$8.69/gallon	55
Multi-vehicle ATF	\$13.65/gallon*	\$12.52/gallon*	55
coolant	Not available	\$10.53/gallon	110
* Synthetic blend			

When the anticipated dollar amount is calculated the result is UFC: \$9006.75, Lubetech: \$6583.05; showing a difference of \$2423.70. With the addition of the price of coolant (\$1053), diesel exhaust fluid (required for new streets truck), and some small quantity specialty oils, the anticipated total is expected to not exceed \$9000.00.

**Fiscal Impact:**

The 2012 Budget includes funding for this purchase under a Public Works split.

LGG/vwt



## Memorandum

To: Todd Prafke  
City Administrator

Date: February 6, 2012

From: Lewis G. Giesking *LGG*  
Director of Public Works

Re: Mandated Changes To The Oil Ventilation System On Generator Engines At The Generation Plant

### Action/Recommendation

It is recommended the City Council authorize purchase of parts from Ziegler – CAT in the amount of \$5,368.74.

### Background

The Environmental Protection Agency (EPA) is requiring the crank case oil ventilation system to be reconstructed on engines in generation plants to be reconstructed to be "closed" systems. The oil filter system on existing generator engines have been vented to the air and these units must be capped. Caterpillar Company has designed a filter system that recycles the oil "fumes" back through the engine. The lineman crew installed the "recycle kit" on one engine, about four hours for a two man crew, successfully; therefore, the crew will install the "kits" on the remaining engines. There are six engines to be done by 2013 to meet mandate requirements. One engine is complete, and it is proposed to purchase parts for three more engines. The remaining two engines will done later this year. The parts are proprietary; therefore, there is only one vendor.

LGG:bl



## Memorandum

To: Todd Prafke  
City Administrator

Date: February 7, 2012

Fr: Cindy Moulton *Cindy*  
Administrative Secretary

Re: Licenses

The Knights of Columbus is holding their annual fish boil on March 16, 2012 at the Church of Saint Peter, 1801 Broadway. They have submitted a Temporary On-Sale Beer license application in order to sell 3.2 beer at the event.

Michael Callahan dba Sneaky Productions, LLC has submitted a Show License application in order to perform magic shows at 212 Grace Street. The application will be in effect from February 4, 2012 – December 31, 2012.

Please place these items on the February 13, 2012 City Council consent agenda.



TO: Todd Prafke  
City Administrator

DATE: January 31, 2012

FROM: Lewis Giesking *Lew*  
Director of Public Works

RE: Declaration of Surplus Item

#### ACTION/RECOMMENDATION

It is recommended the City Council declare the 2004 STIHL Chain Saw listed below surplus and to place this item on the state auction website.

#### BACKGROUND

This item is recommended to be declared surplus as it was replaced with a newer light weight higher CC Motor STIHL Chain Saw. The forestry department updates their saws every five or six years to keep up with the ever changing chain saw industry. Staff is recommending the chain saw go on the State Auction Website with an estimated value between \$175.00 and \$300.00 and a trade in value of only \$75.00.

#### Fiscal Impact:

Funds generated would be returned to the Environmental Services Budget.

#### Alternatives and Variations:

Vote in favor: Staff will place this item on the state auction website.

Negative Vote: Staff will await further direction regarding Surplus item.

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



**TO:** Todd Prafke  
City Administrator

**DATE:** January 19, 2012

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

**RE:** Declaration of Surplus Item

#### **ACTION/RECOMMENDATION**

It is recommended the City Council declare the 1994 Cable Glider listed below surplus and to place this item on the state auction website.

#### **BACKGROUND**

This item is recommended to be declared surplus as it is no longer needed for the installing wire in conduit in our distribution system. The 1994 Condux Cable Glider was purchased back in July of 1996 and was used a few times in the couple of years leading up to the 1998 tornado. In 2001, the electric utility purchased a new Digger Derek Truck which is now used to pull all of our wire in conduit in our distribution system. Staff is recommending that this Cable Glider serial # 08674680 be sold on the state auction website. The estimated value is \$14,000.00 new and estimated now to be \$6,000.00.

#### **Fiscal Impact:**

Funds generated would be returned to the Electric utility.

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

Vote in favor: Staff will place this item on the state auction.

Negative Vote: Staff will await further direction regarding Surplus item.

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



TO: Todd Prafke  
City Administrator

DATE: February 7, 2012

FROM: Lewis Giesking *Lew*  
Director of Public Works

Tim Mayo  
Maintenance Superintendent

RE: Declaration of items for Surplus

#### ACTION/RECOMMENDATION

It is recommended the Council declare the items listed below as surplus as per City Code.

#### BACKGROUND

The following items are no longer needed for service within the city's departments due to age and/or the condition. Staff is recommending items be placed on the State Action Web site for sale with their proceeds going to the proper departments.

- |  |  |
|--|--|
| 1 – 6 Door metal locker                | 1 – Lincoln 7 ton bumper jack                    |
| 1 – 7 Door metal locker                | 1 – Campbell Hausfeld generator                  |
| 1 – 4 Door metal cabinet               | 1 – 30 gallon drum air greaser                   |
| 3 – Glass door metal cabinets          | 1 – 21" self propelled Toro lawn mower           |
| 2 – Glass door metal hanging cabinets  | 1 – 21" push lawn boy mower                      |
| 4 – Wood hanging cabinets              | 1 – 3.5 hp Yard Machine side walk edger          |
| 1 – Counter top with small sink        | 1 – 6' 6" 3 door pickup topper                   |
| 1 – Counter top with drawers and doors | 1- 60 gallon Broyhill 3 point hatch tank sprayer |
| 1 – Multi leveled cabinet              | 1 – 1996 3.0 YD Stepp Mfg. tack trailer          |

#### Fiscal Impact:

The income that would be generated from the sale of these items would go to the appropriate departments.

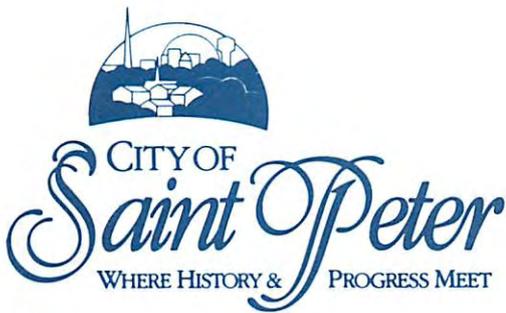
#### Alternatives and Variations:

Vote in favor: Staff will place these items on auction sometime this spring.

Negative Vote: Staff will await further direction regarding surplus items

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

TM



## Memorandum

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

**DATE:** 2/8/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointments

### **ACTION/RECOMMENDATION**

Provide for the appointment of advisory board members as a part of the consent agenda.

### **BACKGROUND**

Mayor Strand has recommended the appointment of additional candidates to City Council advisory boards as follows:

#### **CIVIL SERVICE COMMISSION**

Kimberly Spriggs (2012-2014)

#### **PARKS AND RECREATION ADVISORY BOARD**

Charles Burgess (2012-2014)

Larry Potts (2012 – 2014)

#### **HOUSING AND REDEVELOPMENT AUTHORITY**

Ed Wetherill (2011-2015)

The candidates have indicated their willingness to be appointed and have committed to making the regular meetings of the boards.

#### **FISCAL IMPACT:**

None.

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

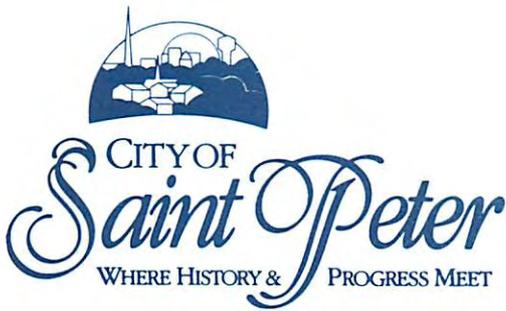
Approval: The candidates will be notified of their appointments.

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

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

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**FROM:** Paula O'Connell  
Director of Finance/Treasurer

**RE:** Part-time Transit Driver Appointment

**DATE:** January 31, 2012

### **Action/Recommendation**

Approve the hiring of a part-time Transit Driver.

### **Background**

After advertising in the Saint Peter Herald, 10 applications were received that met the minimum qualifications and as a result, two interviews were conducted.

I would like to recommend the appointment of Frank DeBill for part-time transit driver at \$13.52 per hour (Classification D).

### **Fiscal Impact:**

There will be additional training expenses necessary for additional personnel, but the transit system is still providing the same amount of operational hours.

If you have any questions, please contact me.

### **Alternatives and Variations:**

Vote in favor: Contact will be made to offer the position.

Negative vote: Staff will wait for further direction.

Modification of the resolution: This is always an option.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON	books, dvds	LIBRARY FUND	LIBRARY	117.45
			TOTAL:	117.45
AUDIO EDITIONS	adult audio	LIBRARY FUND	LIBRARY	16.00
			TOTAL:	16.00
AUTOMATIC SYSTEMS CO.	3 workstations hardware up	WASTE WATER FUND	CAPITAL-TREATMENT SYST	24,175.08
	plc alarm failure - labor	WASTE WATER FUND	SOURCE/TREATMENT	694.73
	lift repair labor & materi	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	11,591.09
			TOTAL:	36,460.90
COPIER BUSINESS SOLUTIONS	copier maint for dec '11	GENERAL FUND	RECREATION/LEISURE SER	14.24
	copier maint for dec '11	COMMUNITY CENTER	COMMUNITY CENTER	14.24
			TOTAL:	28.48
COURT SPORTS AND MORE	clothing allowance - amy k	STORMWATER FUND	ADMINISTRATION AND GEN	50.00
			TOTAL:	50.00
DAVE'S ELECTRONIC SERVICE	radio repair #38	GENERAL FUND	STREETS	680.53
	install tk8180 radio #312	GENERAL FUND	STREETS	448.49
			TOTAL:	1,129.02
DAVID DROWN ASSOCIATES, INC.	cont disclosure annual rep	GENERAL FUND	FINANCE	750.00
	bond fee - 2011b	WATER	ADMIN AND GENERAL	11,250.00
	cont disclosure annual rep	WATER	ADMIN AND GENERAL	187.50
	cont disclosure annual rep	WASTE WATER FUND	ADMIN AND GENERAL	187.50
	cont disclosure annual rep	ENVIRON SERVICES F	ADMIN AND GENERAL	187.50
	cont disclosure annual rep	ELECTRIC FUND	ADMIN AND GENERAL	187.50
			TOTAL:	12,750.00
DEWILD GRANT RECKERT & ASSOCIATES CO	sub improvements 12/31/11	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,376.38
	12/31/11 map updates	ELECTRIC FUND	POWER DISTRIBUTION	123.00
			TOTAL:	2,499.38
GOPHER SPORT	dodge balls & basketballs	YOUTH CENTER GRANT	YOUTH CENTER	142.36
			TOTAL:	142.36
HEWLETT-PACKARD CO	hp 9050 printer annual mai	GENERAL FUND	FINANCE	287.60
	hp 9050 printer annual mai	WATER	ADMIN AND GENERAL	71.90
	hp 9050 printer annual mai	WASTE WATER FUND	ADMIN AND GENERAL	71.90
	hp 9050 printer annual mai	ENVIRON SERVICES F	ADMIN AND GENERAL	71.90
	hp 9050 printer annual mai	ELECTRIC FUND	ADMIN AND GENERAL	71.90
			TOTAL:	575.20
IMPACT	printing december utility	WATER	CUSTOMER ACCOUNTS	124.27
	postage for dec bills	WATER	CUSTOMER ACCOUNTS	337.01
	printing december utility	WASTE WATER FUND	CUSTOMER ACCOUNTS	124.27
	postage for dec bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	337.01
	printing december utility	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	124.27
	postage for dec bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	337.01
	printing december utility	ELECTRIC FUND	CUSTOMER ACCOUNTS	124.25
	postage for dec bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	337.01
			TOTAL:	1,845.10
INFRATECH	304 s 4th cipp repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,485.00
	jefferson ave repair cipp	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,895.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>5,380.00</u>
INGRAM BOOK COMPANY	books for 2011	LIBRARY FUND	LIBRARY	<u>293.76</u>
			TOTAL:	<u>293.76</u>
JT SERVICES	replacement globe #791	ELECTRIC FUND	NON-DEPARTMENTAL	1,015.31
	led streetlight fixture	ELECTRIC FUND	CAPITAL-GENERAL PLANT	<u>972.56</u>
			TOTAL:	<u>1,987.87</u>
MARCO, INC.	copier maint oct-dec	GENERAL FUND	BUILDING INSPECTOR	24.98
	copier maint oct-dec	GENERAL FUND	ECONOMIC DEVMT	<u>24.99</u>
			TOTAL:	<u>49.97</u>
MARY'S FLOWERS	christmas decorations	LIBRARY FUND	LIBRARY	<u>161.39</u>
			TOTAL:	<u>161.39</u>
NELSON PRINTING COMPANY	ups	ELECTRIC FUND	ADMIN AND GENERAL	<u>19.21</u>
			TOTAL:	<u>19.21</u>
NICOLLET COUNTY TREASURER	return of 2010 tif collect	JEFFERSON AVE TIF	NON-DEPARTMENTAL	<u>272.22</u>
			TOTAL:	<u>272.22</u>
NUTTER CLOTHING CO	clothing allowance - mike	GENERAL FUND	STREETS	<u>235.00</u>
			TOTAL:	<u>235.00</u>
RIVER'S EDGE HOSPITAL & CLINIC	'11 hospital share of pera	GENERAL FUND	NON-DEPARTMENTAL	28,750.00
	drug & alcohol testing	GENERAL FUND	POLICE	79.35
	drug & alcohol testing	WASTE WATER FUND	ADMIN AND GENERAL	<u>188.00</u>
			TOTAL:	<u>29,017.35</u>
RYAN ELECTRIC OF ST PETER	south lift - new ballasts	WASTE WATER FUND	COLLECTOR/LIFT STAT	115.34
	xmas lights 169 median	ENVIRON SERVICES F	REFUSE DISPOSAL	94.24
	xmas lights 169 median	ENVIRON SERVICES F	REFUSE DISPOSAL	118.48
	install recep for equipmen	ELECTRIC FUND	POWER DISTRIBUTION	<u>105.07</u>
			TOTAL:	<u>433.13</u>
S&S THERMO DYNAMICS	hvac service	COMMUNITY CENTER	COMMUNITY CENTER	<u>491.71</u>
			TOTAL:	<u>491.71</u>
SCHWICKERT'S, INC.	sealed each seam of gutter	WASTE WATER FUND	SOURCE/TREATMENT	<u>900.00</u>
			TOTAL:	<u>900.00</u>
ST PETER AREA TOURISM & VISITORS BUREA	dec lodging tax proceeds	GENERAL FUND	NON-DEPARTMENTAL	<u>1,883.82</u>
			TOTAL:	<u>1,883.82</u>
ST PETER INSULATED GLASS	replace broken door glass	COMMUNITY CENTER	COMMUNITY CENTER	<u>164.59</u>
			TOTAL:	<u>164.59</u>
ST PETER LUMBER CO	vending miser rebate	ELECTRIC FUND	NON-DEPARTMENTAL	<u>50.00</u>
			TOTAL:	<u>50.00</u>
ST PETER POLICE RESERVES	oktoberfest	GENERAL FUND	POLICE	358.11
	oktoberfest	GENERAL FUND	POLICE	<u>10.38</u>
			TOTAL:	<u>368.49</u>
TELIN TRANSPORTATION GROUP	hub cap bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	86.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	86.40
JANE TIMMERMAN-PETTY CASH	senior center supplies 201	GENERAL FUND	SENIOR COORDINATOR	17.72
			TOTAL:	17.72
TYLER TECHNOLOGIES	incodc/itron handhled intf	WATER	CUSTOMER ACCOUNTS	440.86
	incodc/itron handhled intf	WASTE WATER FUND	CUSTOMER ACCOUNTS	440.86
	incodc/itron handhled intf	ELECTRIC FUND	CUSTOMER ACCOUNTS	881.72
			TOTAL:	1,763.44
VISA	disk cloning software upgr	GENERAL FUND	CITY ADMINISTRATION	12.81
	flowers for funeral	GENERAL FUND	CITY ADMINISTRATION	74.81
	disk cloning software upgr	GENERAL FUND	CITY CLERK	12.81
	disk cloning software upgr	GENERAL FUND	FINANCE	8.54
	disk cloning software upgr	GENERAL FUND	POLICE	6.83
	icop memory upgrade	GENERAL FUND	POLICE	87.65
	disk cloning software upgr	GENERAL FUND	BUILDING INSPECTOR	3.42
	disk cloning software upgr	GENERAL FUND	PUBLIC WORKS ADMIN	1.71
	meal with Russ	GENERAL FUND	STREETS	23.64
	disk cloning software upgr	GENERAL FUND	ECONOMIC DEVMT	0.85
	disk cloning software upgr	WATER	ADMIN AND GENERAL	7.69
	disk cloning software upgr	WASTE WATER FUND	ADMIN AND GENERAL	7.67
	disk cloning software upgr	ELECTRIC FUND	ADMIN AND GENERAL	23.06
	airfare to dc - appa rally	ELECTRIC FUND	ADMIN AND GENERAL	605.40
			TOTAL:	876.89
VON ESSEN TOWING	tow	GENERAL FUND	POLICE	70.00
	tire repairs	GENERAL FUND	POLICE	63.00
	tire tube	GENERAL FUND	PARKS	27.71
			TOTAL:	160.71
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	change in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	dec 2011 refuse pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	18,440.55
			TOTAL:	18,445.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESale	concessions	COMMUNITY CENTER	COMMUNITY CENTER	200.23
	concessions	COMMUNITY CENTER	COMMUNITY CENTER	106.28
	TOTAL:			306.51
AFFILIATED CREDIT SERVICES	collections for jan '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	14.34
	TOTAL:			14.34
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radios feb '1	GENERAL FUND	MUNICIPAL BUILDING	58.53
	antenna	GENERAL FUND	POLICE	15.76
	maint on ltr radios feb '1	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	repair to radio	WATER	ADMIN AND GENERAL	44.09
	maint on ltr radios feb '1	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radios feb '1	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	repairs to radio	ELECTRIC FUND	ADMIN AND GENERAL	12.02
	maint on ltr radios feb '1	ELECTRIC FUND	ADMIN AND GENERAL	50.73
TOTAL:			369.87	
AMAZON	video & cassette tapes	PUBLIC ACCESS	PUBLIC ACCESS	25.08
	TOTAL:			25.08
AMERICAN EXPRESS	credit from using rewards	ELECTRIC FUND	ADMIN AND GENERAL	0.18-
	2012 card fee	ELECTRIC FUND	ADMIN AND GENERAL	15.00
	TOTAL:			14.82
AMERICAN EXPRESS TRAVEL	rewards allocation 2011	GENERAL FUND	NON-DEPARTMENTAL	354.29-
	hotel for conference - dea	GENERAL FUND	BUILDING INSPECTOR	51.68
	rewards allocation 2011	WATER	NON-DEPARTMENTAL	1,050.52-
	rewards allocation 2011	WASTE WATER FUND	NON-DEPARTMENTAL	1,122.63-
	rewards allocation 2011	ENVIRON SERVICES F	NON-DEPARTMENTAL	2,707.55-
	2 hotels for appa rally	ELECTRIC FUND	ADMIN AND GENERAL	4,177.54
	airfare for appa rally-car	ELECTRIC FUND	ADMIN AND GENERAL	393.30
	airfare for appa rally-str	ELECTRIC FUND	ADMIN AND GENERAL	612.30
	adjustment to airfare on a	ELECTRIC FUND	ADMIN AND GENERAL	0.18
	adjustment to credit on am	ELECTRIC FUND	ADMIN AND GENERAL	0.01-
TOTAL:			0.00	
ARROW ACE HARDWARE INC	screws, batteries	GENERAL FUND	POLICE	15.79
	bar & chain oil, bolts, gl	GENERAL FUND	FIRE	13.76
	air filter	GENERAL FUND	STREETS	1.87
	safety racks, drill bit	GENERAL FUND	STREETS	24.77
	lock nut	GENERAL FUND	STREETS	10.14
	pry bar, rollers, paint, k	GENERAL FUND	PARKS	78.49
	air filter	GENERAL FUND	PARKS	1.49
	safety racks, drill bit	GENERAL FUND	PARKS	19.82
	ice melt	LIBRARY FUND	LIBRARY	12.81
	ice melt	COMMUNITY CENTER	COMMUNITY CENTER	51.26
	parts	COMMUNITY CENTER	COMMUNITY CENTER	25.05
	liquid nails	COMMUNITY CENTER	COMMUNITY CENTER	7.46
	valve, nipple	WATER	SOURCE OF SUPPLY	26.16
	filters,pump,pusher,steel	WATER	PURIFICATION AND TREAT	318.05
	air filter	WATER	DISTRIBUTION AND STORA	0.75
	safety racks, drill bit	WATER	DISTRIBUTION AND STORA	9.91
	ice scraper	WATER	CUSTOMER ACCOUNTS	3.20
	air filter	WASTE WATER FUND	SOURCE/TREATMENT	0.75
	safety racks, drill bit	WASTE WATER FUND	SOURCE/TREATMENT	9.91
	pvc,nipple,acid	WASTE WATER FUND	SOURCE/TREATMENT	35.30

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	masking tape	WASTE WATER FUND	SOURCE/TREATMENT	6.39
	ice scraper	WASTE WATER FUND	CUSTOMER ACCOUNTS	3.20
	air filter	ENVIRON SERVICES F	REFUSE DISPOSAL	0.74
	safety racks, drill bit	ENVIRON SERVICES F	REFUSE DISPOSAL	9.91
	ice scraper	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	3.21
	ballast	ELECTRIC FUND	POWER PRODUCTION	33.12
	boxes, bolts,screws,filter	ELECTRIC FUND	POWER DISTRIBUTION	181.94
	shield handles,shields	ELECTRIC FUND	POWER DISTRIBUTION	60.27
	air filter	ELECTRIC FUND	POWER DISTRIBUTION	1.87
	safety racks, drill bit	ELECTRIC FUND	POWER DISTRIBUTION	24.77
	ice scraper	ELECTRIC FUND	CUSTOMER ACCOUNTS	3.20
			TOTAL:	995.36
AUTOMATIC SYSTEMS CO.	hmi interface license upgr	WASTE WATER FUND	CAPITAL-TREATMENT SYST	20,547.79
			TOTAL:	20,547.79
BAKER & TAYLOR INC	book lease service 2012	LIBRARY FUND	LIBRARY	5,130.30
			TOTAL:	5,130.30
JEFF BRAND	lmc conf mileage	GENERAL FUND	MAYOR & COUNCIL	89.91
	lmc conf - hotel	GENERAL FUND	MAYOR & COUNCIL	112.14
	lmc conf - meal	GENERAL FUND	MAYOR & COUNCIL	8.25
			TOTAL:	210.30
BRANDT LAW OFFICE	january civil services	GENERAL FUND	LEGAL SERVICES	1,897.50
	january criminal services	GENERAL FUND	LEGAL SERVICES	11,394.75
	volk electric	REVOLVING LOAN FUN	ECONOMIC DEVMT	467.50
	green valley	WATER	ADMIN AND GENERAL	27.50
	data practices	WATER	ADMIN AND GENERAL	41.25
	contract review	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	137.50
	dwi vehicle forfeiture 11-	RESTRICTED CONTRIB	NON-DEPARTMENTAL	69.00
	work w/ LeSueur Cty	RESTRICTED CONTRIB	PARKS	41.25
			TOTAL:	14,076.25
C & S SUPPLY CO INC	clothing allowance - josh	GENERAL FUND	STREETS	51.98
	#310 jacks	GENERAL FUND	STREETS	114.61
	boots - dillon d	GENERAL FUND	PARKS	98.65
	clothing allowance - tim f	COMMUNITY CENTER	COMMUNITY CENTER	206.93
	clothing allowance-scot p	WASTE WATER FUND	ADMIN AND GENERAL	125.98
	clothing allowance-john h	WASTE WATER FUND	ADMIN AND GENERAL	174.96
	pruner	ENVIRON SERVICES F	REFUSE DISPOSAL	650.39
	clothing allowance - raoul	ENVIRON SERVICES F	ADMIN AND GENERAL	88.58
			TOTAL:	1,260.12
CARTEGRAPH SYSTEMS, INC.	2012 license and support	GENERAL FUND	POLICE	685.65
	2012 license and support	GENERAL FUND	FIRE	391.80
	2012 license and support	GENERAL FUND	STREETS	1,469.25
	2012 license and support	GENERAL FUND	PARKS	489.75
	2012 license and support	WATER	DISTRIBUTION AND STORA	1,861.05
	2012 license and support	WASTE WATER FUND	ADMIN AND GENERAL	1,861.05
	2012 license and support	ENVIRON SERVICES F	ADMIN AND GENERAL	391.80
	2012 license and support	ELECTRIC FUND	ADMIN AND GENERAL	2,252.85
	2012 license and support	STORMWATER FUND	ADMINISTRATION AND GEN	391.80
			TOTAL:	9,795.00
CENTERPOINT ENERGY MINNEGASCO	gas for jan 2012	GENERAL FUND	FIRE	407.35

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gas for jan 2012	GENERAL FUND	STREETS	328.08
	gas for jan 2012	GENERAL FUND	SWIMMING POOL	19.24
	gas for jan 2012	GENERAL FUND	PARKS	262.46
	gas for jan 2012	LIBRARY FUND	LIBRARY	832.34
	gas for jan 2012	COMMUNITY CENTER	COMMUNITY CENTER	2,213.10
	gas for jan 2012	WATER	PURIFICATION AND TREAT	250.41
	gas for jan 2012	WATER	ADMIN AND GENERAL	131.23
	gas for jan 2012	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for jan 2012	WASTE WATER FUND	SOURCE/TREATMENT	6,045.63
	gas for jan 2012	WASTE WATER FUND	ADMIN AND GENERAL	131.23
	gas for jan 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	131.22
	gas for jan 2012	ELECTRIC FUND	ADMIN AND GENERAL	328.08
			TOTAL:	11,093.19
CHEMISOLV CORP	over charged on 3 deliveri	WASTE WATER FUND	SOURCE/TREATMENT	1,628.16-
	phosphorous removal materi	WASTE WATER FUND	SOURCE/TREATMENT	5,490.72
			TOTAL:	3,862.56
CINTAS FIRST AID & SAFETY	vehicle kits	GENERAL FUND	STREETS	38.24
	first aid supplies	GENERAL FUND	STREETS	26.68
	1st aid supplies	GENERAL FUND	RECREATION/LEISURE SER	17.45
	vehicle kits	GENERAL FUND	PARKS	30.59
	first aid supplies	GENERAL FUND	PARKS	21.35
	1st aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	17.45
	vehicle kits	WATER	ADMIN AND GENERAL	15.30
	first aid supplies	WATER	ADMIN AND GENERAL	10.67
	vehicle kits	WASTE WATER FUND	ADMIN AND GENERAL	15.30
	first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	10.67
	vehicle kits	ENVIRON SERVICES F	ADMIN AND GENERAL	15.29
	first aid supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	10.68
	vehicle kits	ELECTRIC FUND	ADMIN AND GENERAL	38.24
	first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	26.68
			TOTAL:	294.59
COLE PAPERS INC	garbage bags	GENERAL FUND	CITY ADMINISTRATION	20.87
	garbage bags	GENERAL FUND	CITY CLERK	20.87
	garbage bags	GENERAL FUND	FINANCE	13.91
	garbage bags	GENERAL FUND	POLICE	11.13
	garbage bags	GENERAL FUND	BUILDING INSPECTOR	5.56
	garbage bags	GENERAL FUND	PUBLIC WORKS ADMIN	2.78
	disp coveralls	GENERAL FUND	STREETS	46.86
	garbage bags	GENERAL FUND	STREETS	37.79
	disp coveralls	GENERAL FUND	PARKS	37.49
	garbage bags	GENERAL FUND	PARKS	30.23
	garbage bags	GENERAL FUND	ECONOMIC DEVMT	1.39
	cleaning supplies	LIBRARY FUND	LIBRARY	12.99
	cleaning supplies	LIBRARY FUND	LIBRARY	275.13
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	51.94
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	1,100.56
	mats	WATER	PURIFICATION AND TREAT	271.55
	disp coveralls	WATER	DISTRIBUTION AND STORA	18.74
	garbage bags	WATER	DISTRIBUTION AND STORA	15.11
	garbage bags	WATER	ADMIN AND GENERAL	12.52
	disp coveralls	WASTE WATER FUND	SOURCE/TREATMENT	18.74
	garbage bags	WASTE WATER FUND	SOURCE/TREATMENT	15.11
	garbage bags	WASTE WATER FUND	ADMIN AND GENERAL	12.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	disp coveralls	ENVIRON SERVICES F	REFUSE DISPOSAL	18.74
	garbage bags	ENVIRON SERVICES F	REFUSE DISPOSAL	15.11
	disp coveralls	ELECTRIC FUND	POWER DISTRIBUTION	46.86
	garbage bags	ELECTRIC FUND	POWER DISTRIBUTION	37.79
	garbage bags	ELECTRIC FUND	ADMIN AND GENERAL	37.56
			TOTAL:	2,189.85
COMPUTER TECHNOLOGY SOLUTIONS, INC.	dvd rw drive	GENERAL FUND	POLICE	188.10
	phone cable - library&com	2012 EQUIPMENT CER	MUNICIPAL BUILDING	1,870.31
			TOTAL:	2,058.41
CRYTEEL TRUCK EQUIPMENT INC	#47 gate pins	GENERAL FUND	STREETS	149.52
			TOTAL:	149.52
CULLIGAN	muni bldg rental for feb '	GENERAL FUND	MUNICIPAL BUILDING	26.72
	solar salt & delivery	COMMUNITY CENTER	COMMUNITY CENTER	16.38
			TOTAL:	43.10
CYBER MARKETING INC.	safety shoes - Jen	WASTE WATER FUND	ADMIN AND GENERAL	109.99
			TOTAL:	109.99
DAKOTA PUMP & CONTROL	ss chains, ss shackles	WASTE WATER FUND	COLLECTOR/LIFT STAT	264.56
	tear down pump	WASTE WATER FUND	COLLECTOR/LIFT STAT	190.00
			TOTAL:	454.56
LANCE DLOUHY	job fair incentives	GENERAL FUND	RECREATION/LEISURE SER	14.34
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	12.89
	ice rink supplies	GENERAL FUND	SKATING RINKS	6.61
			TOTAL:	33.84
EARL F ANDERSEN INC	bolt, stablizer, stop sign	GENERAL FUND	STREETS	477.70
			TOTAL:	477.70
ENERGY SALES INC	electrode co-ray heater	GENERAL FUND	STREETS	71.29
	electrode co-ray heater	GENERAL FUND	PARKS	57.03
	electrode co-ray heater	WATER	ADMIN AND GENERAL	28.52
	electrode co-ray heater	WASTE WATER FUND	ADMIN AND GENERAL	28.52
	electrode co-ray heater	ENVIRON SERVICES F	ADMIN AND GENERAL	28.50
	electrode co-ray heater	ELECTRIC FUND	ADMIN AND GENERAL	71.29
			TOTAL:	285.15
ERICKSON OIL PRODUCTS INC	fuel for jan '12	GENERAL FUND	POLICE	57.84
			TOTAL:	57.84
FASTENAL COMPANY	washers,pins,nuts,cap scre	GENERAL FUND	STREETS	89.40
	ear plugs	GENERAL FUND	STREETS	25.01
	batteries	GENERAL FUND	STREETS	82.37
	safety eyewear	GENERAL FUND	STREETS	42.79
	grinding wheel	GENERAL FUND	STREETS	29.06
	carriage bolts	GENERAL FUND	STREETS	4.22
	washers,pins,nuts,cap scre	GENERAL FUND	PARKS	71.52
	ear plugs	GENERAL FUND	PARKS	20.01
	batteries	GENERAL FUND	PARKS	65.89
	safety eyewear	GENERAL FUND	PARKS	34.23
	grinding wheel	GENERAL FUND	PARKS	23.24
	carriage bolts	GENERAL FUND	PARKS	3.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	vac parts	COMMUNITY CENTER	COMMUNITY CENTER	86.15
	cable ties, tapcon	COMMUNITY CENTER	COMMUNITY CENTER	99.66
	washers,pins,nuts,cap scre	WATER	DISTRIBUTION AND STORA	35.76
	batteries	WATER	DISTRIBUTION AND STORA	32.95
	grinding wheel	WATER	DISTRIBUTION AND STORA	11.62
	carriage bolts	WATER	DISTRIBUTION AND STORA	1.69
	ear plugs	WATER	ADMIN AND GENERAL	10.00
	safety eyewear	WATER	ADMIN AND GENERAL	17.11
	washers,pins,nuts,cap scre	WASTE WATER FUND	SOURCE/TREATMENT	35.76
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	32.95
	grinding wheel	WASTE WATER FUND	SOURCE/TREATMENT	11.62
	jobber drill bits	WASTE WATER FUND	SOURCE/TREATMENT	28.59
	carriage bolts	WASTE WATER FUND	SOURCE/TREATMENT	1.69
	ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	10.00
	safety eyewear	WASTE WATER FUND	ADMIN AND GENERAL	17.11
	washers,pins,nuts,cap scre	ENVIRON SERVICES F	REFUSE DISPOSAL	35.75
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	32.94
	grinding wheel	ENVIRON SERVICES F	REFUSE DISPOSAL	11.62
	carriage bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	1.68
	ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	10.01
	safety eyewear	ENVIRON SERVICES F	ADMIN AND GENERAL	17.11
	washers,pins,nuts,cap scre	ELECTRIC FUND	POWER DISTRIBUTION	89.40
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	82.37
	grinding wheel	ELECTRIC FUND	POWER DISTRIBUTION	29.06
	carriage bolts	ELECTRIC FUND	POWER DISTRIBUTION	4.22
	ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	25.01
	safety eyewear	ELECTRIC FUND	ADMIN AND GENERAL	42.79
			TOTAL:	1,305.74
GENESIS	diesel for jan '12	GENERAL FUND	FIRE	170.61
	diesel for jan '12	GENERAL FUND	STREETS	3,077.11
	diesel for jan '12	GENERAL FUND	PARKS	841.87
	diesel for jan '12	WATER	DISTRIBUTION AND STORA	127.47
	diesel for jan '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	253.79
	diesel for jan '12	ENVIRON SERVICES F	REFUSE DISPOSAL	843.41
	diesel for jan '12	ELECTRIC FUND	POWER DISTRIBUTION	432.10
	diesel for jan '12	STORMWATER FUND	TREATMENT	131.33
	diesel for jan '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,119.93
			TOTAL:	6,997.62
LEWIS GIESKING	mileage to becker	ELECTRIC FUND	ADMIN AND GENERAL	118.60
			TOTAL:	118.60
GOPHER STATE ONE-CALL INC	jan. locates	WATER	DISTRIBUTION AND STORA	2.90
	jan. locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	2.90
	jan. locates	ELECTRIC FUND	POWER DISTRIBUTION	2.90
			TOTAL:	8.70
GRAYBAR ELECTRIC COMPANY INC	ballasts - gen plant	ELECTRIC FUND	POWER PRODUCTION	30.86
			TOTAL:	30.86
GUSTAVUS ADOLPHUS COLLEGE-DINING	meal for jan all staff mtg	GENERAL FUND	CITY ADMINISTRATION	1,049.90
			TOTAL:	1,049.90
HACH COMPANY	reagent set	WATER	PURIFICATION AND TREAT	591.50
			TOTAL:	591.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,197.25
	sodium metab hydro acid dr	WATER	PURIFICATION AND TREAT	3,233.35
	muriatic acid	WASTE WATER FUND	SOURCE/TREATMENT	2,542.90
	aqua hawk, drum credits	WASTE WATER FUND	SOURCE/TREATMENT	5,778.67
			TOTAL:	12,752.17
HICKORY TECH	phone bill for feb '12	GENERAL FUND	CITY ADMINISTRATION	82.93
	phone bill for feb '12	GENERAL FUND	CITY CLERK	16.41
	phone bill for feb '12	GENERAL FUND	FINANCE	129.11
	phone bill for feb '12	GENERAL FUND	MUNICIPAL BUILDING	7.66
	phone bill for feb '12	GENERAL FUND	POLICE	356.93
	phone bill for feb '12	GENERAL FUND	FIRE	153.24
	phone bill for feb '12	GENERAL FUND	BUILDING INSPECTOR	48.13
	phone bill for feb '12	GENERAL FUND	PUBLIC WORKS ADMIN	85.20
	phone bill for feb '12	GENERAL FUND	STREETS	55.79
	phone bill for feb '12	GENERAL FUND	SENIOR COORDINATOR	5.47
	phone bill for feb '12	GENERAL FUND	RECREATION/LEISURE SER	131.43
	phone bill for feb '12	GENERAL FUND	SWIMMING POOL	31.12
	phone bill for feb '12	GENERAL FUND	PARKS	79.50
	phone bill for feb '12	GENERAL FUND	ECONOMIC DEVMT	31.73
	phone bill for feb '12	LIBRARY FUND	LIBRARY	93.04
	phone bill for feb '12	PUBLIC ACCESS	PUBLIC ACCESS	16.41
	phone bill for feb '12	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	phone bill for feb '12	WATER	ADMIN AND GENERAL	292.87
	phone bill for feb '12	WASTE WATER FUND	ADMIN AND GENERAL	193.76
	phone bill for feb '12	ENVIRON SERVICES F	ADMIN AND GENERAL	35.44
phone bill for feb '12	ELECTRIC FUND	ADMIN AND GENERAL	157.77	
phone bill for feb '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	50.59	
			TOTAL:	2,101.75
HOLIDAY COMMERCIAL	fuel from jan 2012	GENERAL FUND	POLICE	253.19
	merch purchase jan '12	GENERAL FUND	POLICE	8.54
	fuel for jan '12	GENERAL FUND	BUILDING INSPECTOR	51.94
	jan fuel	GENERAL FUND	STREETS	72.57
	jan fuel	GENERAL FUND	PARKS	226.73
	jan fuel	WATER	SOURCE OF SUPPLY	30.16
	jan fuel	WATER	PURIFICATION AND TREAT	45.23
	jan fuel	WATER	DISTRIBUTION AND STORA	226.16
	jan fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	83.53
	jan fuel	ELECTRIC FUND	POWER DISTRIBUTION	222.72
	jan fuel	STORMWATER FUND	TREATMENT	171.14
			TOTAL:	1,391.91
INGRAM BOOK COMPANY	books & dvds	LIBRARY FUND	LIBRARY	262.66
			TOTAL:	262.66
JAVENS MECHANICAL CONTRACTING CO.	glove valve, mip adapters	WATER	PURIFICATION AND TREAT	253.77
			TOTAL:	253.77
JT SERVICES	led st lights, fixture	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,917.69
			TOTAL:	2,917.69
KENDELL DOORS & HARDWARE, INC.	von bottom fitting	COMMUNITY CENTER	COMMUNITY CENTER	354.00
			TOTAL:	354.00
LAB SAFETY SUPPLY, INC	knee boots	WATER	PURIFICATION AND TREAT	123.13

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	123.13
LAGER'S INC	#108 retainer	GENERAL FUND	POLICE	35.70
			TOTAL:	35.70
LOCATORS & SUPPLIES, INC.	vests, rain jackets, pants	GENERAL FUND	PUBLIC WORKS ADMIN	47.00
	vests, rain jackets, pants	GENERAL FUND	STREETS	69.60
	vests, rain jackets, pants	GENERAL FUND	STREETS	73.50
	vests, rain jackets, pants	GENERAL FUND	PARKS	55.68
	vests, rain jackets, pants	GENERAL FUND	PARKS	169.00
	vests, rain jackets, pants	WATER	ADMIN AND GENERAL	27.84
	vests, rain jackets, pants	WATER	ADMIN AND GENERAL	70.50
	vests, rain jackets, pants	WASTE WATER FUND	ADMIN AND GENERAL	27.84
	vests, rain jackets, pants	WASTE WATER FUND	ADMIN AND GENERAL	169.00
	vests, rain jackets, pants	ENVIRON SERVICES F	ADMIN AND GENERAL	27.85
	vests, rain jackets, pants	ENVIRON SERVICES F	ADMIN AND GENERAL	44.00
	vests, rain jackets, pants	ELECTRIC FUND	ADMIN AND GENERAL	69.60
	vests, rain jackets, pants	ELECTRIC FUND	ADMIN AND GENERAL	245.81
	vests, rain jackets, pants	STORMWATER FUND	ADMINISTRATION AND GEN	22.00
			TOTAL:	1,119.22
LUBRICATION TECHNOLOGIES, INC.	mobil & chevron oil	GENERAL FUND	POLICE	845.13
	mobil & chevron oil	GENERAL FUND	STREETS	453.49
	used antifreeze drum picku	GENERAL FUND	STREETS	8.75
	mobil & chevron oil	GENERAL FUND	PARKS	362.79
	used antifreeze drum picku	GENERAL FUND	PARKS	7.00
	mobil & chevron oil	WATER	DISTRIBUTION AND STORA	181.39
	used antifreeze drum picku	WATER	DISTRIBUTION AND STORA	3.50
	mobil & chevron oil	WASTE WATER FUND	SOURCE/TREATMENT	181.39
	used antifreeze drum picku	WASTE WATER FUND	SOURCE/TREATMENT	3.50
	mobil & chevron oil	ENVIRON SERVICES F	REFUSE DISPOSAL	181.39
	used antifreeze drum picku	ENVIRON SERVICES F	REFUSE DISPOSAL	3.50
	mobil & chevron oil	ELECTRIC FUND	POWER DISTRIBUTION	453.49
	used antifreeze drum picku	ELECTRIC FUND	POWER DISTRIBUTION	8.75
	mobil & chevron oil	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	563.42
			TOTAL:	3,257.49
MARCO, INC.	copier maint for 46018	GENERAL FUND	CITY ADMINISTRATION	12.23
	copier maint for 46018	GENERAL FUND	CITY CLERK	12.23
	copier maint for 46018	GENERAL FUND	FINANCE	8.15
	copier maint for 46018	GENERAL FUND	POLICE	6.52
	copier maint for 46018	GENERAL FUND	BUILDING INSPECTOR	3.26
	copier maint for 46018	GENERAL FUND	PUBLIC WORKS ADMIN	1.63
	copier maint for 46018	GENERAL FUND	ECONOMIC DEVMT	0.82
	copier maint for 46018	WATER	ADMIN AND GENERAL	7.34
	copier maint for 46018	WASTE WATER FUND	ADMIN AND GENERAL	7.34
	copier maint for 46018	ELECTRIC FUND	ADMIN AND GENERAL	22.01
			TOTAL:	81.53
TIM MAYO	mileage to chanhassen	GENERAL FUND	PUBLIC WORKS ADMIN	59.94
			TOTAL:	59.94
JIM MCMILLEN	vb ref for 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	85.00
			TOTAL:	85.00
KAIJA MCMILLEN	vb ref for 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	136.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>136.00</u>
MENARDS	thermostats & lock boxes	GENERAL FUND	STREETS	25.03
	thermostats & lock boxes	GENERAL FUND	PARKS	20.02
	thermostats & lock boxes	WATER	DISTRIBUTION AND STORA	10.01
	thermostats & lock boxes	WASTE WATER FUND	SOURCE/TREATMENT	10.01
	thermostats & lock boxes	ENVIRON SERVICES F	REFUSE DISPOSAL	10.01
	thermostats & lock boxes	ELECTRIC FUND	POWER DISTRIBUTION	<u>25.03</u>
			TOTAL:	<u>100.11</u>
METRO FIRE	16" cobalt bar	GENERAL FUND	FIRE	168.01
	calibration of gas detecto	GENERAL FUND	FIRE	<u>58.79</u>
			TOTAL:	<u>226.80</u>
METRO JANITORIAL SUPPLY INC.	cleaning products	COMMUNITY CENTER	COMMUNITY CENTER	<u>803.13</u>
			TOTAL:	<u>803.13</u>
MISC VENDOR	5.11 TACTICAL SERIES	GENERAL FUND	POLICE	134.93
	5.11 TACTICAL SERIES	GENERAL FUND	POLICE	49.99
	5.11 TACTICAL SERIES	GENERAL FUND	POLICE	20.00-
	FRESHWATER SOCIETY	GENERAL FUND	STREETS	62.50
	LA QUINTA	WASTE WATER FUND	ADMIN AND GENERAL	390.42
	SUREFIRE	GENERAL FUND	POLICE	<u>129.16</u>
			TOTAL:	<u>747.00</u>
MN CRIME PREVENTION ASSOCIATION	2012 membership-matt peter	GENERAL FUND	POLICE	<u>45.00</u>
			TOTAL:	<u>45.00</u>
MN DNR WATERS	dnr water use report 2011	WATER	SOURCE OF SUPPLY	<u>4,910.00</u>
			TOTAL:	<u>4,910.00</u>
MN GOVERNMENT FINANCE OFFICERS ASSOC	2012 membership dues	GENERAL FUND	FINANCE	<u>60.00</u>
			TOTAL:	<u>60.00</u>
MN IRON & METAL COMPANY	metal	GENERAL FUND	STREETS	45.42
	metal	GENERAL FUND	PARKS	36.34
	metal	WATER	DISTRIBUTION AND STORA	18.17
	metal	WASTE WATER FUND	SOURCE/TREATMENT	18.17
	metal	ENVIRON SERVICES F	REFUSE DISPOSAL	18.17
	metal	ELECTRIC FUND	POWER DISTRIBUTION	<u>45.42</u>
			TOTAL:	<u>181.69</u>
MN MUNICIPAL UTILITIES ASSOCIATION	ken k nesc update wrkshp	ELECTRIC FUND	ADMIN AND GENERAL	<u>190.00</u>
			TOTAL:	<u>190.00</u>
MN PIPE & EQUIPMENT	2" meter flange, 2" disc w	WATER	NON-DEPARTMENTAL	558.33
	meters w/rr	WATER	NON-DEPARTMENTAL	<u>946.38</u>
			TOTAL:	<u>1,504.71</u>
MN POLLUTION CONTROL AGENCY	ww conf scot,jen,steve,tom	WASTE WATER FUND	ADMIN AND GENERAL	<u>1,200.00</u>
			TOTAL:	<u>1,200.00</u>
MN WASTE PROCESSING	jan waste processing	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>12,795.35</u>
			TOTAL:	<u>12,795.35</u>
MN WASTEWATER OPERATORS ASSOCIATION	mtg - terry & eric	WATER	ADMIN AND GENERAL	40.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mtg - terry & eric	WASTE WATER FUND	ADMIN AND GENERAL	60.00
			TOTAL:	100.00
MTI DISTRIBUTING CO	fountain controller mill p	GENERAL FUND	PARKS	1,872.04
	#311 thermostat asmbly gas	GENERAL FUND	PARKS	53.93
			TOTAL:	1,925.97
MVTL LABORATORIES INC	testing	WATER	PURIFICATION AND TREAT	333.00
			TOTAL:	333.00
NAPA AUTO PARTS OF ST PETER	wiper blades,light bulbs	GENERAL FUND	POLICE	53.53
	brakes	GENERAL FUND	POLICE	529.59
	solenoids, tune up	GENERAL FUND	FIRE	83.33
	cleaner, oil	GENERAL FUND	STREETS	172.88
	cleaner, oil	GENERAL FUND	PARKS	138.30
	cleaner, oil	WATER	DISTRIBUTION AND STORA	69.15
	core deposit credit	WATER	DISTRIBUTION AND STORA	237.48
	cleaner, oil	WASTE WATER FUND	SOURCE/TREATMENT	69.15
	cleaner, oil	ENVIRON SERVICES F	REFUSE DISPOSAL	69.14
	honda gen battery	ENVIRON SERVICES F	REFUSE DISPOSAL	158.01
	cleaner, oil	ELECTRIC FUND	POWER DISTRIBUTION	172.88
	wiper blades bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	24.56
	brakes	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	239.32
			TOTAL:	1,542.36
NELSON PRINTING COMPANY	2 planners	GENERAL FUND	POLICE	30.46
	calendars	GENERAL FUND	STREETS	21.33
	ups	WASTE WATER FUND	SOURCE/TREATMENT	30.88
	bushman business cards	WASTE WATER FUND	ADMIN AND GENERAL	49.11
	markers	ELECTRIC FUND	ADMIN AND GENERAL	2.67
	ups	ELECTRIC FUND	ADMIN AND GENERAL	13.06
			TOTAL:	147.51
NEW PIG CORPORATION	haz0mat hi-vis kits	WATER	PURIFICATION AND TREAT	803.06
	spill kit hi-vis	WATER	PURIFICATION AND TREAT	244.95
			TOTAL:	1,048.01
NICOLLET COUNTY TREASURER	2012 tabs	GENERAL FUND	BUILDING INSPECTOR	32.00
	2012 tabs	GENERAL FUND	PUBLIC WORKS ADMIN	16.00
	2012 tabs	GENERAL FUND	STREETS	272.00
	2012 tabs	GENERAL FUND	RECREATION/LEISURE SER	16.00
	2012 tabs	GENERAL FUND	PARKS	112.00
	2012 tabs	WATER	DISTRIBUTION AND STORA	80.00
	2012 tabs	WATER	CUSTOMER ACCOUNTS	12.00
	2012 tabs	WASTE WATER FUND	SOURCE/TREATMENT	112.00
	2012 tabs	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.00
	2012 tabs	ENVIRON SERVICES F	REFUSE DISPOSAL	48.00
	2012 tabs	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.00
	2012 tabs	ELECTRIC FUND	POWER DISTRIBUTION	160.00
	2012 tabs	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.00
	2012 tabs	STORMWATER FUND	TREATMENT	80.00
	2012 tabs	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	64.00
			TOTAL:	1,040.00
NICOLLET COUNTY BANK	ach for jan payroll/ap	GENERAL FUND	FINANCE	6.86
	ach for jan payroll/ap	WATER	ADMIN AND GENERAL	1.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ach for jan util bills	WATER	CUSTOMER ACCOUNTS	11.31
	ach for jan payroll/ap	WASTE WATER FUND	ADMIN AND GENERAL	1.71
	ach for jan util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.31
	ach for jan payroll/ap	ENVIRON SERVICES F	ADMIN AND GENERAL	1.71
	ach for jan util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.31
	ach for jan payroll/ap	ELECTRIC FUND	ADMIN AND GENERAL	1.71
	ach for jan util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.32
			TOTAL:	58.95
DAVE NIXON	vb ref 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	68.00
			TOTAL:	68.00
NORTH CENTRAL INTERNATIONAL	filters invty	GENERAL FUND	NON-DEPARTMENTAL	34.28
	filters	GENERAL FUND	NON-DEPARTMENTAL	4.48
	filters invty	GENERAL FUND	NON-DEPARTMENTAL	25.50
	filter invty	GENERAL FUND	NON-DEPARTMENTAL	9.37
	#45 brake chamber	GENERAL FUND	STREETS	77.67
	6' airline	GENERAL FUND	STREETS	0.68
	6' airline	GENERAL FUND	PARKS	0.54
	6' airline	WATER	DISTRIBUTION AND STORA	0.27
	6' airline	WASTE WATER FUND	SOURCE/TREATMENT	0.27
	6' airline	ENVIRON SERVICES F	REFUSE DISPOSAL	0.26
	6' airline	ELECTRIC FUND	POWER DISTRIBUTION	0.68
			TOTAL:	154.00
NORTH CENTRAL LABORATORIES	calibration set, filters,	WASTE WATER FUND	SOURCE/TREATMENT	620.93
	refillable triode, nalgene	WASTE WATER FUND	SOURCE/TREATMENT	356.62
			TOTAL:	977.55
NUTTER CLOTHING CO	patch - arpin	GENERAL FUND	POLICE	9.00
			TOTAL:	9.00
PEPSI-COLA OF MANKATO INC	pop for concessions	COMMUNITY CENTER	COMMUNITY CENTER	487.20
			TOTAL:	487.20
PERMITWORKS, LLC	annual software support	GENERAL FUND	BUILDING INSPECTOR	1,515.56
			TOTAL:	1,515.56
PET EXPO DIST.	aquarium maint.	LIBRARY FUND	LIBRARY	95.99
			TOTAL:	95.99
MATTHEW PETERS-PETTY CASH	frams, vehicle tabs	GENERAL FUND	POLICE	48.15
	frams, vehicle tabs	GENERAL FUND	POLICE	42.57
	meals	GENERAL FUND	POLICE	32.40
			TOTAL:	123.12
RONALD D. QUADE	southcentral reg. fire mtg	GENERAL FUND	FIRE	92.48
			TOTAL:	92.48
QUICK MART ST PETER	fuel for jan '12	GENERAL FUND	POLICE	439.53
			TOTAL:	439.53
QUILL	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	14.25
	ink cartridges	GENERAL FUND	CITY CLERK	14.25
	ink cartridges	GENERAL FUND	FINANCE	9.50
	ink cartridges	GENERAL FUND	POLICE	7.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	GENERAL FUND	POLICE	154.39
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	3.80
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	1.90
	ink cartridges	GENERAL FUND	STREETS	23.85
	ink cartridges	GENERAL FUND	STREETS	41.11
	ink cartridges	GENERAL FUND	STREETS	34.07
	ink cartridge	GENERAL FUND	SENIOR COORDINATOR	49.29
	ink cartridge	GENERAL FUND	RECREATION/LEISURE SER	72.24
	ink cartridges	GENERAL FUND	PARKS	19.08
	ink cartridges	GENERAL FUND	PARKS	32.89
	ink cartridges	GENERAL FUND	PARKS	27.26
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	0.95
	ink cartridges	WATER	ADMIN AND GENERAL	9.54
	ink cartridges	WATER	ADMIN AND GENERAL	16.44
	ink cartridges	WATER	ADMIN AND GENERAL	8.55
	ink cartridges	WATER	ADMIN AND GENERAL	13.63
	ink cartridges	WATER	CUSTOMER ACCOUNTS	18.75
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	9.54
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	16.44
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	8.54
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	13.63
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	18.75
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	9.52
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	16.44
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	13.63
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	18.75
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	23.85
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	41.11
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	25.64
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	34.07
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	18.75
			TOTAL:	842.00
RECREATION SUPPLY COMPANY	flange baskets - pool	GENERAL FUND	SWIMMING POOL	129.68
	filter, tie rod - vac wadi	GENERAL FUND	SWIMMING POOL	103.47
			TOTAL:	233.15
RYAN ELECTRIC OF ST PETER	70w mh lamps- tunnel	GENERAL FUND	PARKS	131.00
	lift stat-ck pump-seal bad	WASTE WATER FUND	COLLECTOR/LIFT STAT	140.00
	reroute wires - 1139 menk	ELECTRIC FUND	POWER DISTRIBUTION	144.00
			TOTAL:	415.00
SAM'S CLUB	cups & plates	GENERAL FUND	SENIOR COORDINATOR	33.00
	popcorn oil	GENERAL FUND	RECREATION/LEISURE SER	9.98
	cups, hot cocoa	GENERAL FUND	SWIMMING POOL	23.84
	candy for machines	COMMUNITY CENTER	COMMUNITY CENTER	96.80
	tables	COMMUNITY CENTER	COMMUNITY CENTER	171.79
	coin sorter	COMMUNITY CENTER	COMMUNITY CENTER	96.49
			TOTAL:	431.90
SGC HORIZON LLC	ww bldg exterior -bid ad	WASTE WATER FUND	SOURCE/TREATMENT	278.25
	ww bldg exterior improvmt	WASTE WATER FUND	SOURCE/TREATMENT	278.25
			TOTAL:	556.50
SHORTY'S TIRE ONE	32a trailer tube	ELECTRIC FUND	POWER DISTRIBUTION	25.45
			TOTAL:	25.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
THE SIGN DEPT	city ord sign-dumping	ENVIRON SERVICES F	REFUSE DISPOSAL	92.00
			TOTAL:	92.00
SKROVE AUTOMOTIVE	resurface brake rotors	GENERAL FUND	POLICE	92.89
			TOTAL:	92.89
SOUTH CENTRAL REGIONAL FIRE DEPT. ASSN	2012 dues	GENERAL FUND	FIRE	50.00
			TOTAL:	50.00
SPRINT SOLUTIONS, INC.	phone bill for jan '12	GENERAL FUND	POLICE	279.93
	phone bill for jan '12	GENERAL FUND	POLICE	430.84
	phone bill for jan '12	GENERAL FUND	FIRE	17.70
	phone bill for jan '12	WATER	ADMIN AND GENERAL	25.94
	phone bill for jan '12	ELECTRIC FUND	ADMIN AND GENERAL	25.94
			TOTAL:	780.35
ST PETER AREA CHAMBER OF COMMERCE	2012 annual membership	GENERAL FUND	MAYOR & COUNCIL	581.00
	2012 annual membership	WATER	ADMIN AND GENERAL	145.25
	2012 annual membership	WASTE WATER FUND	ADMIN AND GENERAL	145.25
	2012 annual membership	ENVIRON SERVICES F	ADMIN AND GENERAL	145.25
	2012 annual membership	ELECTRIC FUND	ADMIN AND GENERAL	145.25
			TOTAL:	1,162.00
ST PETER GREENHOUSE & FLORAL	funeral plant	GENERAL FUND	STREETS	12.97
	funeral plant	GENERAL FUND	PARKS	10.38
	funeral plant	WATER	DISTRIBUTION AND STORA	5.19
	funeral plant	WASTE WATER FUND	SOURCE/TREATMENT	5.19
	funeral plant	ENVIRON SERVICES F	REFUSE DISPOSAL	5.19
	funeral plant	ELECTRIC FUND	POWER DISTRIBUTION	12.97
			TOTAL:	51.89
ST PETER HERALD	ww trmt facility exterior	WASTE WATER FUND	SOURCE/TREATMENT	106.88
	ticket books	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	371.39
			TOTAL:	478.27
ST PETER INSULATED GLASS	cabinet door lexan	ELECTRIC FUND	POWER DISTRIBUTION	52.37
			TOTAL:	52.37
ST PETER LUMBER CO	welding shop wood	GENERAL FUND	STREETS	23.39
	white paint shop	GENERAL FUND	PARKS	29.91
	welding shop wood	GENERAL FUND	PARKS	18.71
	hook	WATER	PURIFICATION AND TREAT	5.32
	welding shop wood	WATER	DISTRIBUTION AND STORA	9.36
	welding shop wood	WASTE WATER FUND	SOURCE/TREATMENT	9.36
	welding shop wood	ENVIRON SERVICES F	REFUSE DISPOSAL	9.35
	2x4, tapr	ENVIRON SERVICES F	REFUSE DISPOSAL	17.79
	knob	ELECTRIC FUND	POWER DISTRIBUTION	14.86
	welding shop wood	ELECTRIC FUND	POWER DISTRIBUTION	23.39
			TOTAL:	161.44
ST PETER RENTAL CENTER	pole saw repair	ENVIRON SERVICES F	REFUSE DISPOSAL	149.04
	screw	ENVIRON SERVICES F	REFUSE DISPOSAL	1.00
			TOTAL:	150.04
STREICHER'S	clothing allowance	GENERAL FUND	POLICE	94.49
	clothing allowance	GENERAL FUND	POLICE	60.91

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	clothing allowance	GENERAL FUND	POLICE	338.77
	clothing allowance	GENERAL FUND	POLICE	212.02
	flashlight holder	GENERAL FUND	POLICE	14.95
	ammunition	GENERAL FUND	POLICE	49.16
			TOTAL:	770.30
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	POWER DISTRIBUTION	85.36
			TOTAL:	85.36
TIGERDIRECT.COM	duster, wrist pads	GENERAL FUND	CITY ADMINISTRATION	5.31
	mouse pads	GENERAL FUND	CITY ADMINISTRATION	3.74
	duster, wrist pads	GENERAL FUND	CITY CLERK	5.31
	mouse pads	GENERAL FUND	CITY CLERK	3.74
	duster, wrist pads	GENERAL FUND	FINANCE	3.54
	mouse pads	GENERAL FUND	FINANCE	2.49
	usb hubs	GENERAL FUND	POLICE	48.48
	duster, wrist pads	GENERAL FUND	POLICE	2.83
	shipping and handling	GENERAL FUND	POLICE	7.43
	mouse pads	GENERAL FUND	POLICE	2.00
	ups	GENERAL FUND	POLICE	42.99
	duster, wrist pads	GENERAL FUND	BUILDING INSPECTOR	1.42
	mouse pads	GENERAL FUND	BUILDING INSPECTOR	1.00
	duster, wrist pads	GENERAL FUND	PUBLIC WORKS ADMIN	0.71
	mouse pads	GENERAL FUND	PUBLIC WORKS ADMIN	0.50
	duster, wrist pads	GENERAL FUND	ECONOMIC DEVMT	0.35
	mouse pads	GENERAL FUND	ECONOMIC DEVMT	0.25
	duster, wrist pads	WATER	ADMIN AND GENERAL	3.19
	mouse pads	WATER	ADMIN AND GENERAL	2.24
	backups	WASTE WATER FUND	ADMIN AND GENERAL	109.99
	duster, wrist pads	WASTE WATER FUND	ADMIN AND GENERAL	3.17
	shipping and handling	WASTE WATER FUND	ADMIN AND GENERAL	7.43
	mouse pads	WASTE WATER FUND	ADMIN AND GENERAL	2.25
	ups	WASTE WATER FUND	ADMIN AND GENERAL	42.99
	duster, wrist pads	ELECTRIC FUND	ADMIN AND GENERAL	9.56
	mouse pads	ELECTRIC FUND	ADMIN AND GENERAL	6.73
			TOTAL:	319.64
JANE TIMMERMAN	iphone reimbursement	GENERAL FUND	RECREATION/LEISURE SER	33.33
	iphone reimbursement	LIBRARY FUND	LIBRARY	33.33
	iphone reimbursement	COMMUNITY CENTER	COMMUNITY CENTER	33.34
			TOTAL:	100.00
JANE TIMMERMAN-PETTY CASH	mileage to sam's	COMMUNITY CENTER	COMMUNITY CENTER	13.32
			TOTAL:	13.32
TIRE ASSOCIATES	tire repair #207	GENERAL FUND	STREETS	46.61
	#408 dismount/mount valve	GENERAL FUND	STREETS	21.82
			TOTAL:	68.43
TITAN MACHINERY	case parts, handle&latch	WATER	SOURCE OF SUPPLY	40.15
			TOTAL:	40.15
TOPPERS PLUS INC	cutting edges, warr-snowpl	GENERAL FUND	PARKS	438.19
			TOTAL:	438.19
TOTAL ENTERTAINMENT	cd repair	LIBRARY FUND	LIBRARY	40.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	40.00
UNITED RENTALS AERIAL EQUIPMENT	training on scissor lift	GENERAL FUND	STREETS	27.00
	training on scissor lift	GENERAL FUND	PARKS	69.00
	training on scissor lift	COMMUNITY CENTER	COMMUNITY CENTER	27.00
	training on scissor lift	WATER	ADMIN AND GENERAL	54.00
	training on scissor lift	WASTE WATER FUND	ADMIN AND GENERAL	69.00
	training on scissor lift	ELECTRIC FUND	ADMIN AND GENERAL	54.00
			TOTAL:	300.00
UNITED SURFACE PREPARATION	sandblaster gloves	GENERAL FUND	STREETS	11.47
	rubber bumper valve-sandbl	GENERAL FUND	STREETS	32.35
	dust bag sandblaster	GENERAL FUND	STREETS	33.93
	sandblaster gloves	GENERAL FUND	PARKS	9.17
	rubber bumper valve-sandbl	GENERAL FUND	PARKS	25.88
	dust bag sandblaster	GENERAL FUND	PARKS	27.14
	sandblaster gloves	WATER	DISTRIBUTION AND STORA	4.59
	dust bag sandblaster	WATER	DISTRIBUTION AND STORA	13.57
	rubber bumper valve-sandbl	WATER	ADMIN AND GENERAL	12.94
	sandblaster gloves	WASTE WATER FUND	SOURCE/TREATMENT	4.59
	dust bag sandblaster	WASTE WATER FUND	SOURCE/TREATMENT	13.57
	rubber bumper valve-sandbl	WASTE WATER FUND	ADMIN AND GENERAL	12.94
	sandblaster gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	4.58
	dust bag sandblaster	ENVIRON SERVICES F	REFUSE DISPOSAL	13.58
	rubber bumper valve-sandbl	ENVIRON SERVICES F	ADMIN AND GENERAL	12.92
	sandblaster gloves	ELECTRIC FUND	POWER DISTRIBUTION	11.47
	dust bag sandblaster	ELECTRIC FUND	POWER DISTRIBUTION	33.93
	rubber bumper valve-sandbl	ELECTRIC FUND	ADMIN AND GENERAL	32.35
			TOTAL:	310.97
UNIVERSITY OF MINNESOTA	asphalt preserv mayo mccar	GENERAL FUND	STREETS	150.00
	shade tree short course (2	ENVIRON SERVICES F	ADMIN AND GENERAL	350.00
			TOTAL:	500.00
USA BLUE BOOK	flow switches	WATER	SOURCE OF SUPPLY	109.54
	coupling, nozzle for fire	WATER	PURIFICATION AND TREAT	72.48
	fire hose adapter, coupler	WATER	PURIFICATION AND TREAT	54.93
			TOTAL:	236.95
VALLEY NATIONAL GASES, LLC	welding shop acetylene	GENERAL FUND	STREETS	21.58
	welding shop acetylene	GENERAL FUND	PARKS	17.27
	welding shop acetylene	WATER	ADMIN AND GENERAL	8.63
	welding shop acetylene	WASTE WATER FUND	ADMIN AND GENERAL	8.63
	welding shop acetylene	ENVIRON SERVICES F	ADMIN AND GENERAL	8.64
	welding shop acetylene	ELECTRIC FUND	ADMIN AND GENERAL	21.58
			TOTAL:	86.33
VERIPIC	2012-2013 renewal	GENERAL FUND	POLICE	1,487.50
			TOTAL:	1,487.50
VISA	mcfoa membership	GENERAL FUND	CITY ADMINISTRATION	255.00
	sota tactical conf	GENERAL FUND	POLICE	520.00
	meals for mn green expo	GENERAL FUND	PUBLIC WORKS ADMIN	15.43
	parking for mn green expo	GENERAL FUND	STREETS	9.00
	reg-jeff m,mike m,dave o,n	GENERAL FUND	STREETS	100.00
	meals for mn green expo	GENERAL FUND	STREETS	61.72

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	smrpa workshop 1/25/12	GENERAL FUND	RECREATION/LEISURE SER	20.00
	meals for mn green expo	GENERAL FUND	PARKS	77.16
	meals for mn green expo	ENVIRON SERVICES F	ADMIN AND GENERAL	30.86
			TOTAL:	1,089.17
VOYAGEUR WEB	website hosting fee 2012	GENERAL FUND	CITY ADMINISTRATION	48.00
	website hosting fee 2012	GENERAL FUND	CITY CLERK	48.00
	website hosting fee 2012	GENERAL FUND	FINANCE	32.00
	website hosting fee 2012	GENERAL FUND	POLICE	25.60
	website hosting fee 2012	GENERAL FUND	BUILDING INSPECTOR	12.80
	website hosting fee 2012	GENERAL FUND	PUBLIC WORKS ADMIN	6.40
	website hosting fee 2012	GENERAL FUND	ECONOMIC DEVMT	3.20
	stpeteradvantage domain	GENERAL FUND	ECONOMIC DEVMT	180.00
	website hosting fee 2012	LIBRARY FUND	LIBRARY	15.00
	website hosting fee 2012	WATER	ADMIN AND GENERAL	28.80
	website hosting fee 2012	WASTE WATER FUND	ADMIN AND GENERAL	28.80
	website hosting fee 2012	ELECTRIC FUND	ADMIN AND GENERAL	86.40
	website hosting fee 2012	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	15.00
			TOTAL:	530.00
WATER ENVIRONMENT FEDERATION	membership 4/30/12 moulton	WATER	ADMIN AND GENERAL	113.00
			TOTAL:	113.00
WESCO DISTRIBUTION INC	photo control #637	ELECTRIC FUND	NON-DEPARTMENTAL	1,255.78
	lamps 100 hps 250 hps	ELECTRIC FUND	NON-DEPARTMENTAL	641.89
	traditionaire led heads	ELECTRIC FUND	CAPITAL-GENERAL PLANT	4,018.50
	meter socket 169 lights	ELECTRIC FUND	POWER DISTRIBUTION	58.78
			TOTAL:	5,974.95
LYNN WILMES	vb ref for 1/12-1/26/12	GENERAL FUND	RECREATION/LEISURE SER	17.00
			TOTAL:	17.00
WOLF MOTOR COMPANY, INC.	tire repair bus 9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	797.59
			TOTAL:	797.59
WRITE ON	anniversary gift - police	GENERAL FUND	POLICE	53.50
	anniversary gifts-water	WATER	ADMIN AND GENERAL	52.12
	anniversary gifts-stormwat	STORMWATER FUND	ADMINISTRATION AND GEN	29.31
			TOTAL:	134.93
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	55.39
			TOTAL:	55.39
ZAHL EQUIPMENT SERVICE	heater coil	ELECTRIC FUND	POWER PRODUCTION	102.24
			TOTAL:	102.24
ZIEGLER INC	wheel #408	GENERAL FUND	STREETS	102.03
			TOTAL:	102.03

COUNCIL BILL LIST TOTAL  
FOR 12/30/2011 & 2/13/2012

FUND TOTALS

101	GENERAL FUND	77,244.62
211	LIBRARY FUND	7,392.19
213	PUBLIC ACCESS	41.49
217	COMMUNITY CENTER	6,983.28
230	REVOLVING LOAN FUND	467.50
266	JEFFERSON AVE TIF #17	272.22
472	2012 EQUIPMENT CERTIFICAT	1,870.31
601	WATER	29,663.30
602	WASTE WATER FUND	78,356.30
603	ENVIRON SERVICES FUND	33,386.30
604	ELECTRIC FUND	27,908.25
606	STORMWATER FUND	12,466.67
610	HEARTLAND TRANSIT	3,469.70
820	RESTRICTED CONTRIBUTIONS	110.25
824	YOUTH CENTER GRANT	142.36

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GRAND TOTAL: \$ 279,774.74

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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 \$5,000 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Border States Electric	8 - 12' Black streetlight poles	\$6,549.30	Electric
JT Services	11 LED Streetlight globes	\$8,344.59	Electric
Crysteel Truck Equipment	2001 Sterling truck repair (#45)	\$9,033.68	Streets
North Central International	1998 tandem truck repair (#47)	\$12,386.63	General
DPC Industries	Chemicals Not to Exceed.....	\$8,000.00	Water
DPC Industries	Chemicals Not to Exceed.....	\$6,000.00	Water
Engineering America Inc.	36 ultra violet bulbs with repair parts	\$24,029.78	Wastewater
Hawkins Water Treatment	Chemicals Not to Exceed.....	\$7,000.00	Water
Hawkins Water Treatment	Chemicals Not to Exceed.....	\$32,000.00	Water
Hawkins Water Treatment	Chemicals Not to Exceed.....	\$21,000.00	Water
Lubrication Technologies	Various maintenance fluids Not to Exceed...	\$9,000.00	Various
Ziegler – Cat	Generation plant filter system for generators	\$5,368.74	Electric

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

<u>Temporary On Sale Beer</u>		
Knights of Columbus	1801 West Broadway Avenue	3/16/12
<u>Show License</u>		
Sneaky Productions, LLC	212 West Grace Street	2/4/12 – 12/31/12

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

2004 STIHL Chainsaw	1994 Cable Glider
6 Door metal locker	Lincoln 7 ton bumper jack
7 Door metal locker	Campbell Hausfeld generator
4 Door metal cabinet	30 gallon drum air greaser
3 Glass door metal cabinets	21" self propelled Toro lawn mower
2 Glass door metal hanging cabinets	21" push lawn boy mower
4 Wood hanging cabinets	3.5 hp Yard Machine side walk edger

Counter top with small sink  
Counter top with drawers and doors  
Multi leveled cabinet

6' 6" 3 door pickup topper  
60 gallon Broyhill 3 point hatch tank sprayer  
1996 3.0 YD Stepp Mfg. tack trailer

4. The following advisory board appointments are approved for the terms indicated:

**CIVIL SERVICE COMMISSION**

Kimberly Spriggs (2012-2014)

**PARKS AND RECREATION ADVISORY BOARD**

Charles Burgess (2012-2014)

Larry Potts (2012 – 2014)

**HOUSING AND REDEVELOPMENT AUTHORITY**

Ed Wetherill (2011-2015)

5. The following employee appointment is hereby approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Frank DeBill	Part-time Bus Driver	\$13.52/hour

6. The schedule of disbursements for January 19, 2012 through February 8, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of February, 2012.

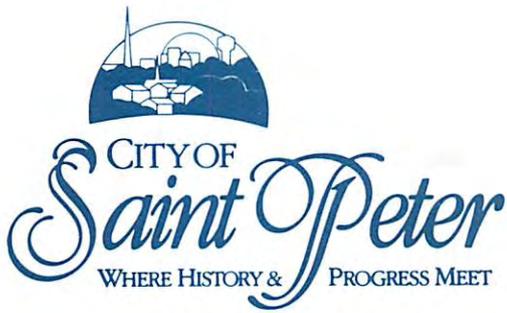
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/31/12

**FROM:** Todd Prafke  
City Administrator

**RE:** Fee Schedule Modifications

### **ACTION/RECOMMENDATION**

Provide for adoption of a resolution modifying the City's 2012 fee schedule.

### **BACKGROUND**

At the first meeting in January the Council approved a fee schedule for the 2012 year. Three fees were inadvertently left off the schedule. They are contained in #116 F-G. In addition, the removal of #129 is proposed because that fee is now included in #116.

Lastly, a change in hours is proposed for item #117 so that it matches our work schedule. It is important that this matches our work schedule as the pricing is based on non-overtime costs.

Please see the attached resolution. If adopted, portions of the fee schedule will be renumbered to accommodate elimination of item #129.

### **FISCAL IMPACT:**

There are no additional costs to the City for these changes. Revenues may see a slight increase, but the amount will be minimal.

### **ALTERNATIVES/VARIATIONS:**

Approval: Staff will begin implementation of the modified fees immediately.

Denial: No further action will be taken without additional direction from the Council. The current fee schedule will continue to be utilized.

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

Please contact me if you have any questions.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ESTABLISHING YEAR 2012 LICENSE FEES, PERMIT FEES, AND OTHER CHARGES  
FOR MUNICIPAL SERVICES**

WHEREAS, pursuant to the Saint Peter City Code, license fees, permit fees and other charges for municipal services required by and provided for in said Code shall be adopted by resolution of the Council, which resolution, bearing the effective date thereof, shall be kept on file in the office of the City Administrator, and such fees, when so adopted, shall be uniformly enforced; and

WHEREAS, said resolution shall be in effect from the date set forth therein until amended or revised by subsequent resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following modifications to the City's municipal fee schedule shall be effective commencing February 13, 2012 as follows:

106. Sewer Televising

A. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

B. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.40 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

C. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.70 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

D. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).

E. Contractor requesting televising of new sanitary sewer main or storm sewer lines \$1.50/linear foot

F. Private sanitary lateral televising \$100.00

G. Copy of Televising DVD \$25.00

117. Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by \$40.00 for each meter)

A. 5/8" - 3/4" meters 125.00

B. 1" meters 170.00

C. 2" and larger meters

Labor and materials  
expense

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of February, 2012.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

Memo To: Honorable Mayor Strand and Members of the City Council  
From: Curtis P. Savstrom, CFO/CIO  
Re: NEC UNIVERGE SV8300 Communication Server

**ACTION/RECOMMENDATION**

Approve the attached resolution allowing River's Edge Hospital & Clinic to purchase a NEC UNIVERGE SV8300 VOIP Communication Server phone system including hardware, software, licenses and additional IP phone handsets and training from Loffler Companies at a price of \$42,635.

**BACKGROUND**

The current NEC phone system is eight years old and will no longer be supported by the manufacturer. The phone system is critical to Hospital operations.

The City of St. Peter and Hospital have the same phone system, therefore we teamed together to select one vendor to meet the needs, take advantage of economies of scale and ensure compatibility between the City and Hospital for disaster planning.

The City and Hospital met with two vendors, Loffler Companies and Matrix Communications. Both vendors have established relationships with the City and Hospital. Multiple solutions were evaluated. The system selected will allow the Hospital to continue to use most of the handsets already installed while taking advantage of new phone system technology and the ability to upgrade handsets as replacements are needed. Proposals for the system and support were submitted by both companies and Loffler submitted the lowest cost proposal. We recommend the proposal from Loffler Companies be accepted for purchase of the phone system.

The proposals received were in the following amounts:

Loffler Companies	\$42,635
Matrix Communications	\$48,075

**FISCAL IMPACT:**

The operating cost impact is as follows:

UNIVERGE SV8300 VOIP System	\$42,635 / 10 yrs = \$4,264 annual deprec expense
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The phone system is estimated to have a depreciable life of ten years:

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further direction. A prolonged wait might mean inability to have a new system in place prior to the time the current system is no longer serviced.

Negative vote: Staff will wait for additional direction.

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012-**

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

**RESOLUTION APPROVING PURCHASE OF NEC UNIVERGE SV8300 TELEPHONE SYSTEM BY  
RIVER'S EDGE HOSPITAL AND CLINIC**

WHEREAS, the City Code requires City Council approval for purchases by the Hospital in excess of \$15,000; and

WHEREAS, the software for the current phone system is no longer supported and should a problem occur the Hospital would be without a working phone system; and

WHEREAS, the telephone system is critical to Hospital operations; and

WHEREAS, purchase of a new NEC system would allow the Hospital to re-use existing handsets which would drastically reduce the price of a new system; and

WHEREAS, proposals were received from two NEC dealers; and

WHEREAS, Loffler Companies submitted the lowest of the two proposals; and

WHEREAS, the Hospital will fund the capital cost from funded depreciation.

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

1. The request by Hospital officials for approval of the purchase of a NEC UNIVERGE SV8300 Communication Server, including associated hardware, software, licenses and additional IP phone handsets in the amount of \$42,635, with an annual operating cost impact of \$4,264 annual depreciation expense, is hereby approved.
2. Funding for the purchase shall be from Hospital reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13<sup>th</sup> day of February, 2012.

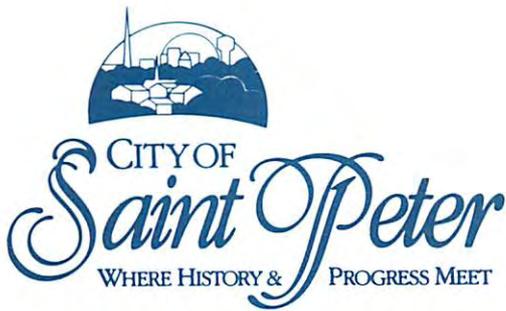
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 1, 2012

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Greenhill Reservoir Refurbishing Project Bid Award

### **ACTION/RECOMMENDATION**

Adopt a resolution awarding the bid for the Greenhill Reservoir Refurbishing project to Classic Protective Coatings of Menomonee, Wisconsin in the amount of \$671,436.00.

### **BACKGROUND**

Seven contractors requested and received bidding documents and specifications for the project. Five contractors filled out the forms to be "pre-qualified" which means they submitted performance criteria references so their bids would be considered in the "Best Value Procurement Process". In the performance criteria section the contractor submitted information that would describe or explain their qualifications and abilities to perform the work in our specification. These documents needed to be submitted 7-days before the opening of the second phase of the bid which was the cost to complete the work.

Each of the five contractors submitted the required documents in Section 00412 – Project References /Technical Scoring Sheet. The performance criteria was reviewed by the selection panel (Water Utilities Superintendent, Water Foreman, Stormwater Foreman, Project Inspector and Design Engineer (from Bolton and Menk)). Each performance criteria area was given a weighted score based upon its importance to our project.

Performance Criteria included:

- 1) Five References – who can describe the contractors "timeliness of contractor performance" (x30%)
- 2) Name of contractor's "key personnel" and their qualifications using the "Polybrid Coating System" (x25%)
- 3) Five References – who can describe the contractors experience with a similar sized or larger project (x15%)
- 4) Five References that can describe "customer satisfaction with contractor performance" (x15%)
- 5) Five References – who can describe the "contractors technical capability to apply Polybrid Coating System" (x15%)

Each of the five members of the selection panel would rate the contractor's submittal using the following scale.

- Excellent: Rating scores - 1.0 to 0.95 (Best in the Business)
- Good: Rating scores - 0.94 to 0.85 (Efficient and Effective)
- Acceptable Rating scores - 0.84 to 0.80 (Adequate)
- Poor Rating scores - 0.79 to 0.00 (less than Adequate)

The total of all five performance criteria multiplied by their weighted score equals their multiplier which is calculated against their cost bid in order to determine the "best value". The contractor with the best value would be awarded the project at their "bid price".

The evaluations of "Best Value Prices" were as follows:

Contractor	TW Score	Bid price	Ranking of Bid Price = Bid Price/TW Score	Rank
Champion Coatings, Inc.	0.82	\$759,000	925,609.76	5
Classic Protective Coatings	0.90	\$671,436	746,040.00	1
M.K. Painting, Inc.	0.92	\$767,500	834,239.13	4
Superior Industrial Maintenance Co.	0.84	\$684,000	814,285.71	2
TMI Coatings, Inc.	0.79	\$651,400	824,556.96	3

The preliminary cost estimate for this project completed in October 2011 was \$722,000.00. It is the recommendation of staff that Classic Protective Coatings be authorized to complete the work as specified for the amount of \$671,436.00. This memo was assembled by Water Utilities Superintendent Moulton.

**FISCAL IMPACT:**

This is a budgeted and planned 2012 project, funds allocated in line item 601.48130.520.

**ALTERNATIVES/VARIATIONS:**

Approve: Staff will execute a contract with Classic Protective Coatings

Table / Do Not Act: Staff will wait for further direction.

Negative Vote: If received, an option would be to reject all bids at which time staff will seek additional input and direction from Council.

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

Please contact me if you have any questions or concerns.



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

February 8, 2012

Honorable Mayor and City Council Members  
City of Saint Peter  
227 S. Front St.  
Saint Peter, MN 56082

RE: Bid Evaluation – Greenhill Reservoir Rehabilitation  
Saint Peter, Minnesota – BMI Project No. M21.100120

Honorable Mayor and City Council Members,

Five (5) bids were received on January 25, 2012 for the Greenhill Reservoir Rehabilitation project. The bids, as shown in the enclosed Bid Tabulation, ranged from \$651,400 to \$767,500. The engineer's estimate was \$700,000.

The contract documents instructed the bidders that the award would be made using the "Best Value Procurement Process" allowed under Minnesota Statute 16.C.02. The bidders were ranked using the prequalification information submitted by the bidders and by contacting references provided by the bidders. Each bidder was given a "Total Weighted Score" (TWS) by each evaluator. The average score of each bidder is shown in the Bid Tabulation. The bid price was divided by TWS to determine the ranking bid price. Based on this method, the bid submitted by Classic Protective Coatings for \$671,436 is judged to be the "Best Value Bid".

Classic Protective Coatings, Inc. is based in Menomonie, Wisconsin and has performed the painting subcontractor work on some Bolton & Menk engineered projects.

I have reviewed their qualifications and experience, and it is my professional opinion that Classic Protective Coatings, Inc. is qualified to do the Greenhill Reservoir Rehabilitation project.

I recommend that the project be awarded to Classic Protective Coatings, Inc. for a bid price of \$671,436.00.

Respectfully Submitted,

BOLTON & MENK, INC.

Herman Dharmarajah, Ph.D., P.E.  
Senior Principal Engineer

HD:bj

Enclosure – Bid Tabulation

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION AWARDING BID FOR GREENHILL RESERVIOR REFURBISHING PROJECT**

WHEREAS, the coating on the Greenhill Reservoir is at the end of its' useful life; and

WHEREAS, some metal repairs are needed to prolong the life; and

WHEREAS, some upgrades are proposed to comply with current standards; and

WHEREAS, five contractors submitted materials for ranking for a “best value performance” bid; and

WHEREAS, five contractors bid the project as follows; and

CONTRACTOR	TW SCORE	BID PRICE	RANKING OF BID PRICE = BID PRICE/TW SCORE	RANK
Champion Coatings, Inc.	0.82	\$759,000	925,609.76	5
Classic Protective Coatings	0.90	\$671,436	746,040.00	1
M.K. Painting, Inc.	0.92	\$767,500	834,239.13	4
Superior Industrial Maintenance Co.	0.84	\$684,000	814,285.71	2
TMI Coatings, Inc.	0.79	\$651,400	824,556.96	3

WHEREAS, Classic Protective Coatings, Inc. is the “best value performance” contractor for this project.

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

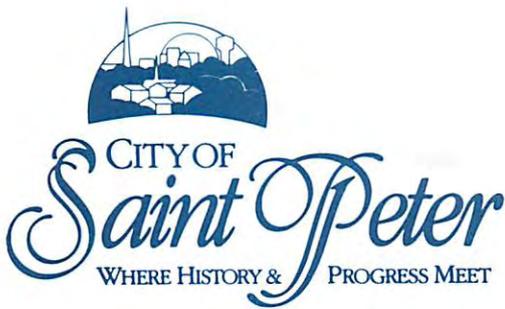
1. The City Council hereby awards the bid for the Greenhill Reservoir Refurbishing Project to Classic Protective Coatings, Inc. of Menomonee, Wisconsin in the amount of \$671,436.
2. Funding for the project will be from Water Funds debt issuance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13<sup>th</sup> day of February 2012.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 8, 2012

**FROM:** Russ Wille  
Community Development Director

**RE:** Brian Grey Revolving Loan(s) – Balloon Extension

### **ACTION/RECOMMENDATION**

Adopt the attached resolution approving extension of the balloon payment date for a revolving loan previously made to Brian Grey and altering the interest rate applied to the loan.

### **BACKGROUND**

In 1999, the City made two revolving loans to Brian Grey (d.b.a. Volk Electric) to partially finance the purchase of the real estate located at 969 Old Minnesota Avenue. The loans are secured by a second mortgage subordinated to principal project financing provided by First National Bank. In 2004, the City's mortgage was further subordinated to the security position of Nicollet County Bank.

The outstanding balance of the two loans total \$29,987.46 as of receipt of the last payment on September 1, 2011. The notes continue to accrue interest and penalties. One note bears interest at a rate of 3% while the other is charged 6% interest.

The loans were originally due on November 1, 2009 through the scheduled balloon payment. In 2009, the City Council granted a twenty-four month extension of the balloon payments as requested by Brian Grey. Subsequently the notes were to be repaid in full on November 1, 2011 via the revised balloon payment date.

Brian Grey has indicated that he is unable to honor the balloon payment as due and has asked for a second, 24 month extension of the balloon payment that was due on November 1<sup>st</sup>.

In April, 2011, First National Bank filed suit in District Court seeking a judgment against Grey. The bank also sought receivership of the secured Grey assets. On September 30, 2011, Judge Krehbiel signed an order appointing Jay Dailey of Pro-formance Realty as the receiver of the secured real estate and other assets. The appointment of the receiver resulted in the closure of the electrical contracting business.

Prior to First National Bank action, the Brian Grey repayment history with the City of Saint Peter was exceptional and indicated no late or missing payments over the proceeding 10 years.

The EDA considered Mr. Grey's request at their January meeting. The EDA has recommended that the City Council grant the requested extension. The EDA also recommended that the interest rate on both loans be set at 3%.

## **FISCAL IMPACT**

The recommendation of the Economic Development Authority is to provide the 24 month extension of the Brian Grey balloon payment as requested. The extension will provide Mr. Grey with the opportunity to re-establish monthly loan payments to the City of Saint Peter.

Given that First National Bank has been granted the judgment against Grey and that Judge Krehbiel has appointed the receiver, the note will be effectively unsecured. The real estate and equipment will no longer effectively serve as collateral. The remaining security will consist of a personal guarantee executed by Mr. Grey. Mr. Grey's spouse will also join in the execution of the new personal guarantee of the loan. Mr. Grey has indicated a sincere desire to retire the note in full.

Failure to extend the balloon would cause the City/EDA to actively pursue collection of the past due loan. Given the appointment of the receiver, the only meaningful collateral available to the City would be the personal guarantee executed in 2007. Such action could reasonably be expected to cause Grey to seek bankruptcy protection from his creditors.

## **ALTERNATIVES/VARIATIONS**

Approval: The balloon will be extended by 24 months as requested by Mr. Grey and recommended by the Economic Development Authority.

Denial: Should the Council deny the extension request, staff would proceed with collection of the debt.

Modification of the Resolution: This is always an option of the Council. The Council could consider an extension of an alternative length or propose additional amendments to the terms of the 2007 note.

Please contact me should you have any questions or concerns, please don't hesitate to contact me.

RW/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION MODIFYING TERMS OF THE TWO REVOLVING LOANS PREVIOUSLY PROVIDED TO BRIAN GREY D.B.A. VOLK ELECTRIC**

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

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, in 1999 the provided two loans to Brian Grey doing business as Volk Electric for a total principal amount of \$110,000 to partially finance the acquisition of the real estate located at 969 Old Minnesota Avenue; and

WHEREAS, in 2009, the City Council granted Grey a two year extension of the balloon payments required to pay off the loans in full; and

WHEREAS, Grey has continued to make loan payments on the two loans and the combined balance of the two loans is calculated to be \$29,987.46 as of receipt of the September, 2011 payment from Grey; and

WHEREAS, repayment of the notes was due on November 1, 2011 via the extended balloon payment date; and

WHEREAS, First National Bank had initiated collection as per the terms of their note with Grey and the court has ordered the appointment of a receiver; and

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

WHEREAS, Grey has requested a second extension of the due date of the balloon payments as he attempts to reorganize the business and re-establish operations; and

WHEREAS, Brian Grey would re-establish monthly payments on the note during the extension; and

WHEREAS, the EDA has reviewed the requested modification and has made a recommendation to extend the balloon repayment date by an additional twenty-four (24) months from the date of Council approval.

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

1. The terms of the revolving loans previously provided to Volk Electric shall be amended to extend the date of the balloon payment by an additional twenty-four (24) months as requested by Brian Grey. The balloon payments shall be due on February 1, 2014.
2. The interest rate of the two loans shall be amended to reflect a rate of 3%.

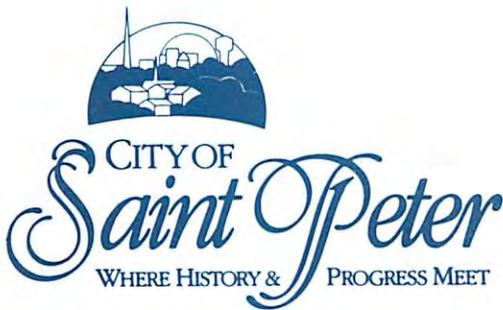
Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13<sup>th</sup> day of February, 2012.

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

ATTEST:

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

56



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 8, 2012

**FROM:** Russ Wille  
Community Development Director

**RE:** Beaudry Creative, Inc. (Envision, Design that Works) – Balloon Extension Request

### **ACTION/RECOMMENDATION**

Adopt the attached resolution modifying the terms of a 2007 revolving loan made to Beaudry Creative, Inc. and extending the balloon payment date of the loan by 24 months as requested.

### **BACKGROUND**

In 2007, the City Council approved a \$50,000 loan to Beaudry Creative, Inc. to partially finance the acquisition of the Envision, Design That Works' business, equipment, furnishings and client roster.

The note was scheduled to be paid in full via balloon payment on February 1, 2012. At this time Beaudry Creative, Inc. has indicated that they are not able to honor the scheduled balloon payment as due. Liz Beaudry, on behalf of her company, has requested that the balloon payment be extended for an additional 24 months.

As the general economy has struggled, many Envision clients, or potential clients have pulled back on business promotions and advertising expenses. As a result, Envision's annual revenue has not met the income levels projected in the 2007 business plan. The current financial condition of Beaudry Creative, Inc. would not allow for repayment of the balloon without creating additional cash flow burdens. Correspondence from the primary project lender suggests that the bank is not able to advance additional credit to Beaudry Creative, Inc. in an amount sufficient to repay the balloon as scheduled.

The Beaudry Creative, Inc. note was to be repaid in full via balloon payment on February 1, 2012. The balance of the note has been calculated to be \$28,513.95 upon receipt of the January 1, 2012 payment. Without a single exception, Beaudry Creative, Inc has regularly provided for prompt payment of the note as per the terms of the 2007 promissory note.

In correspondence dated January 3, 2012, Liz Beaudry has requested that the EDA/City Council grant an extension of the balloon payment due date. Beaudry Creative, Inc. would continue to provide monthly payments and all other terms of the note would remain unchanged. The loan would continue to be collateralized in the original manner. Liz Beaudry and I have discussed his request and have agreed to seek a two year (24 month) extension of the balloon payment date.

The EDA has considered Ms Beaudry's requested 24 month balloon extension. The EDA has recommended that the City Council grant the extension as requested.

### **FISCAL IMPACT:**

The due date of the balloon payment would be extended to February 1, 2014. Monthly loan payments would continue to be provided by the borrower. All other security and collateral would remain in place as per the original note.

**ALTERNATIVES/VARIATIONS:**

Approval: The Community Development Director will administer the balloon extension as per Council action.

Denial: The balloon payment would be immediately due and payable as per the terms of the 2007 promissory note.

Modification of the Resolution: The Council could grant an extension of an alternative length or recommend the other changes to the terms of the 2007 note.

Please contact me if you have any questions or concerns regarding this agenda item.

RW/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION MODIFYING TERMS OF A REVOLVING LOAN PREVIOUSLY PROVIDED TO  
BEAUDRY CREATIVE, INC.**

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

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, in 2007 the City provided a \$50,000 loan to Beaudry Creative, Inc. to partially finance the acquisition of the equipment, fixtures, furnishings and client roster of Envision, Design that Works; and

WHEREAS, loan payments have been made by Beaudry Creative, Inc. on a regular basis and the outstanding balance of the loan is calculated to be \$28,513.95; and

WHEREAS, repayment of the note was due on February 1, 2012 via balloon payment at the conclusion of the fifth year of the note; and

WHEREAS, Beaudry Creative, Inc. has unsuccessfully attempted to conventionally refinance the note with the primary project lender; and

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

WHEREAS, Beaudry Creative, Inc. has requested that the City provide an extension of the due date of the balloon payment; and

WHEREAS, Beaudry Creative, Inc. would continue to make monthly payments on the note during the extension; and

WHEREAS, the EDA has reviewed the requested modification and has recommended extension of the balloon payment date by twenty-four months.

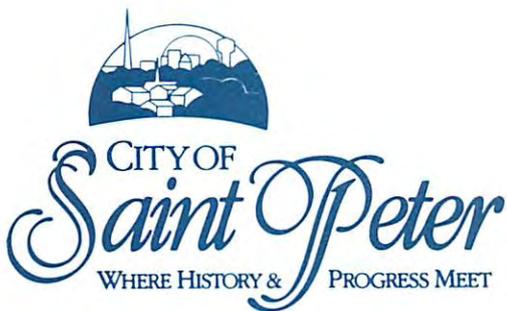
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the terms of the revolving loan previously provided to Beaudry Creative, Inc. shall be amended to extend the date of the balloon payment to February 1, 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13<sup>th</sup> day of February, 2012.

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

ATTEST:

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



## Memorandum

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

**DATE:** 01/19/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** 2012 Equipment Certificate Debt Issuance

### ACTION/RECOMMENDATION

Provide approval for solicitation of the debt for the 2012 equipment certificate in the amount of \$240,000

### BACKGROUND

Each year for the past 20+ years, the City has issued equipment certificates for the purchase of larger capital equipment with an expected life span of more than 5 years. There are a number of different ways to look at the rationale for use of equipment certificate debt. If the Council would like to have that discussion I am happy to provide you information about that, but my memo today relates primarily to the approved budget and purchases, as well as soliciting bids for the debt.

The general fund budget anticipated a certain level of expenditures on equipment totaling about \$356,969. Of that sum, \$240,000 would be funded through equipment certificate debt, plus the use of \$119,000 (this is that driver for your expenditure increase in the General Fund) in cash from the general fund budget (paid by this year's levy). This is the same list you saw as a part of the budgeting process that took place last summer and early fall. The purchases, which are not prioritized in any particular order, are:

• Phone System (General Fund Share Committed)	\$ 23,983	
• Tandem Truck (Committed Net Cost)	\$ 198,986	
• Police Radio upgrade (Interoperability)	\$ 15,000	
Subtotal Equipment Certificate Purchases		\$ 237,969
• 2 Squad Cars	\$ 58,000	
• Emergency Management Siren upgrades	\$ 40,000	
• Asphalt Slot Cutter	\$ 13,000	
• Picnic Tables	\$ 8,000	
Subtotal General fund Purchases		<u>\$ 119,000</u>
The resulting total purchases would be:		<u>\$ 356,969</u>

Breakdown of the purchases looks like this:

- The phone system and tandem truck have already been committed for the 2012 year.
- The police radio upgrade is to ensure interoperability with the new mandated ARMR system or what we sometimes refer to as the 800mghz system. We will need to make a purchase, however it may be pushed to 2013, but I believe we should plan for the purchase in 2012. If it is not made, those dollars will be available for when the purchase will be required. If the mandate is rescinded, those dollars will be held to repay the debt.
- Squad Cars. The Police Department goal, which is usually not met, has always been to replace vehicles at about the 75,000 mile range. This is the point that these vehicles, based on their use, begin to require extensive maintenance which exceeds the value of the vehicle. In the past we have been forced to make major repairs to two vehicles including an engine in one car and transmission in another which have been replaced. This means that both cars were down for extensive periods of time. As you know we have also reduced our total fleet by two vehicles in the

past 10 years. We intend to replace two front line cars which are both 2008 model years. One of the vehicles has approximately 110,000 miles; while the other has approximately 108,000 miles. Two cars will then move out of our overall City fleet.

- Emergency Management Siren upgrades relate to interoperability requirements as well. Although the timing could see a change, the purchase will need to take place. The \$40,000 is a rough estimate of cost.
- The Asphalt Slot Cutter will help to improve efficiency while doing street repairs and will improve the quality of the repair.
- Picnic tables are on the list as we purchase some new ones every couple of years to keep up with those that are damaged and taken out of service and to increase our numbers. Requests for their use during our many festival and community events continue to go up.

**Process** - The first step should be that the Council takes action to approve the list of purchases and authorize receipt of bids for the equipment certificate debt issuance. Then, maybe during multiple meetings, you would authorize the purchase of those items based on the rules contained in the Purchasing Policy.

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

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

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

**FISCAL IMPACT:**

We anticipate the total yearly debt to be about \$52,400 in each of the next five years based on a sale of debt at 3%. Again, that amount was planned for as a part of the 2012 budget. The exact amount would be determined after receipt of bids.

**ALTERNATIVES/VARIATIONS:**

Approval: Staff will proceed with requesting bids from financial institutions.

Denial: No further action will be taken without additional direction from the Council. However, the Council should note that you have already taken action to approve purchase of the tandem truck and phone system and other funding for those items would need to be determined should the equipment certificates not be issued.

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

Please contact me if you have any questions or concerns.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012-

STATE OF MINNESOTA  
COUNTY OF NICOLLET  
CITY OF SAINT PETER

**RESOLUTION AUTHORIZING SOLICITATION OF BIDS FOR 2012 EQUIPMENT CERTIFICATE**

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

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

WHEREAS, the Council contemplates issuing General Obligation Equipment Certificates, Series 2012 (the "Certificates") for said purposes in an amount which does not exceed 0.25% of the market value of the City, excluding money and credits; and

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

WHEREAS, the Council will also authorize the purchases included in the 2012 Equipment Certificate budget.

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

1. Necessity to Issue Certificates. It is necessary, and expedient for the City Council to issue the Certificates, pursuant to Minnesota Statutes, Section 412.301 in the amount of \$240,000 for the purpose of financing the acquisition of certain capital equipment for the City.
2. Certificates NOT in Excess of 0.25% of Market Value of City. The amount of said Certificates is hereby determined and declared to be less than 0.25% of the market value of the City, excluding money and credits.
3. The Director of Finance is hereby instructed to solicit bids on a competitive basis for a 2012 Equipment Certificate of Indebtedness in the amount of \$240,000 to fund a portion of the following equipment purchases
4. 

<u>Equipment</u>	<u>Amount</u>
Phone System (General Fund Share Committed)	\$ 23,983
Tandem Truck (Committed Net Cost)	\$ 198,986
Police Radio upgrade (Interoperability)	\$ 15,000
Equipment Certificate Purchases	\$ 237,969
2 Squad Cars	\$ 58,000
Emergency Management Siren upgrades	\$ 40,000
Asphalt Slot Cutter	\$ 13,000
Picnic Tables	\$ 8,000
General fund Purchases	\$ 119,000
2012 Equipment purchases would be	<u>\$ 356,969</u>
5. The Equipment Certificate shall be repaid over a period not to exceed five (5) years.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of February, 2012.

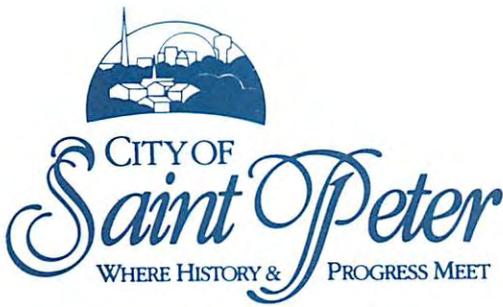
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**FROM:** Paula O'Connell  
Director of Finance/Treasurer

**RE:** Website Redesign

**DATE:** February 8, 2012

### ACTION/RECOMMENDATION

Please approve the purchase of services from Voyageur Web in the amount of \$10,600 for redesigning and developing a site map for the City website.

### BACKGROUND

Susan Brunz, Computer Service Technician, has been researching and working on the redesign of our official website. Our goal is to develop an updated website for the City that displays a new look and professional design, and allows staff to easily manage pages and information on the site. Navigation will be self maintaining and our search feature enhanced.

Although the content on our website is rich, our website layout is outdated, hard to maintain, and difficult to display current information. The updated site will contain a professional custom look, current information on the home page, and be designed to work on all major mobile devices. The website should be completed within 45 working business days after the receipt of a signed contract

Quotations for the development of a new website design and transferring all of our current content were received from two vendors as follows:

Voyageur Web	-\$10,600.00
Envision	\$15,060.00

Both companies provide good customer service and have won awards for their work. Voyageur Web is our original website creator and has hosted our website for several years. I recommend taking the low quote from Voyageur Web and using their professional services to develop our new website and transfer all current content at a cost of \$10,600.

The traffic on the City of Saint Peter website, [www.saintpetermn.gov](http://www.saintpetermn.gov), increases every year. The site provides helpful information for our residents, helps promote our community and is a cornerstone information tool for the City. It is also used by City staff to share information with each other and to provide answers to citizen's questions.

Please find below a sample of some of our most viewed pages. This does not give you a full picture as to website use, but it does illustrate the increase in hits and a bit about what people are looking at. In addition it illustrates that an investment will likely have a broad reach.

	<u>2009</u>	<u>2010</u>	<u>2011</u>
/recreation/	16446	19889	<b>21585</b>
/library/	10184	10886	<b>11844</b>

/city/hotsheet	3683	5626	<b>11372</b>
/city/employmentad	5987	5678	<b>5986</b>
/recreation/adultleagues	3407	4460	<b>4947</b>
/publicworks/parksboardminutes	1852	2340	<b>1694</b>
/city/minutes	1499	1463	<b>1526</b>
/nixle		767	<b>852</b>
/building/rental		155	<b>417</b>
/recreation/seniornewsletter		320	<b>410</b>

**FISCAL IMPACT:**

Funding is available in the 2009 equipment certificate, which originally included funding for the website redesign.

**ALTERNATIVES/VARIATIONS:**

Approval: Staff will proceed and work with Voyageur Web to update the website.

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

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

If you have any questions or need additional information, please contact me.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012-**

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

**RESOLUTION AUTHORIZING REDEVELOPMENT OF THE CITY OF SAINT PETER WEBSITE TO BE FUNDED FROM THE 2009 EQUIPMENT CERTIFICATE**

WHEREAS, the City's website layout is outdated, hard to maintain, and difficult to display current information; and

WHEREAS, staff recommends development of an updated website that displays a new look, professional design, and allows staff to easily manage pages and information on the site; and

WHEREAS, quotations for the development of a new website design and transferring all of current content were received from two vendors; and

WHEREAS, the lowest cost proposal was received from Voyager Web, the company that currently assists with the City's website; and

WHEREAS, the 2009 Equipment Certificate budget included allocations for updating the website and funding remains available to do this work.

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

1. The proposal from Voyager Web for redevelopment of the City's website by creation of a new custom design, with enhanced navigation, content population, and staff training for use of the new website is hereby accepted in the amount of \$10,600.
2. Funding for the work shall be from the 2009 equipment certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of February, 2012.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

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