

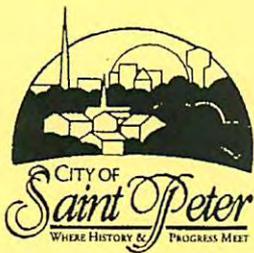
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 23, 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. State Cooperative Purchasing Venture Contract
 - B. Union Street Project ATP Funding Request
- VIII. **REPORTS**
 - A. **MAYOR**
 - 1. "Congenital Heart Defect Awareness Week" Proclamation
 - 2. Others
 - B. **CITY ADMINISTRATOR**
 - 1. Ice Skating Rink Development
 - 2. Advisory Board/Commission Vacancies
 - 3. Mayor's Task Force on MN Square Park Pavilion Project
 - 4. 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

None scheduled.

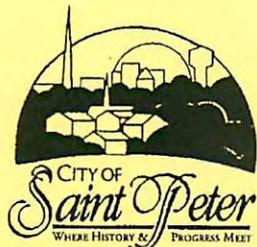
VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING EXECUTION OF JOINT POWERS AGREEMENT FOR STATE COOPERATIVE PURCHASING VENTURE**

The City has been a participant in the State Cooperative Purchasing Venture for more than fifteen years. The State is now proposing the relationship change for a membership to a joint powers agreement. It is recommended the City Council approve execution of a Joint Powers Agreement for Cooperative Purchasing. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION OF SUPPORT FOR ATP FUNDING APPLICATION FOR UNION STREET/HIGHWAY 169 INTERSECTION PROJECT**

The Minnesota Department of Transportation (MnDOT) is planning major work on Trunk Highway 169 in 2014. The City has an opportunity to work with MnDOT at city cost to improve intersection access. The City has an opportunity to obtain grant funds to improve the Union Street/Trunk Highway 169 intersection. It is recommended the City Council support the grant application for reconstruction of the intersection. Please see the attached staff report and RESOLUTION.



VIII. REPORTS

A. MAYOR

1. REPORT ON "CONGENITAL HEART DEFECT AWARENESS WEEK"
PROCLAMATION

Mayor Strand will proclaim February 7-14, 2012 as "Congenital Heart Defect Awareness Week". A report will be provided at this time.

2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON ICE RINK DEVELOPMENT

A report will be provided at this time on attempts to create ice skating rinks.

2. REPORT ON ADVISORY BOARD AND COMMISSION VACANCIES

A report will be provided at this time on the vacancies that exist on City Council advisory boards and commissions.

3. REPORT ON MAYOR'S TASK FORCE ON MINNESOTA SQUARE PARK
PAVILION PROJECT

A report will be provided at this time on the Mayor's Task Force on Minnesota Square Park Pavilion project..

4. 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 9, 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 9, 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, Mayor Strand and Councilmembers-elect Brand and Zieman. Absent was Councilmember Kvamme. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

Oath of Office – City Attorney Brandt administered the Oath of Office to newly elected Councilmembers Chuck Zieman and Jeff Brand. Following the oath of office ceremony, the meeting recessed at 7:03 p.m. so the new Councilmembers could take photos with family members.

The meeting resumed at 7:10 p.m.

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 Carlin, seconded by Zieman, to approve the minutes of the December 12, 2011 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the December 12, 2011 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Eichmann, seconded by Carlin, Resolution No. 2012-01 entitled "Resolution Approving Consent Agenda" was introduced with the addition of the appointment of Steven Alger to serve on the Parks and Recreation Advisory Board as the representative for School District #508. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2012-01 is contained in the City Administrator's book entitled Council Resolutions 18.

City Assistance Request: Polar Bear Plunge – City Administrator Prafke recommended approval of a request by Sheriff Lange for City staff to cut the hole in the ice for the Special Olympics Polar Bear plunge event in February. Prafke indicated the organization had already submitted the required certificate of insurance and City staff had provided the labor for cutting the hole for this event in previous years. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-02 entitled "Resolution Authorizing City Assistance For Polar Bear Plunge", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-02 is contained in the City Administrator's book entitled Council Resolutions 18.

Phone System Purchase – City Administrator Prafke recommended approval be provided for purchase of an NEC SV8300 phone system from Loffler Companies in the amount of \$34,967 and related cabling services from CTS in the amount of \$12,157.03. Prafke reported the City's current NEC phone system would no longer be supported and if the phone system failed, the City would be left without operating phones. Prafke also reported River's Edge Hospital has the same phone system so staff worked jointly with Hospital staff to accept proposals for replacement phone systems hoping to realize economies of scale on the purchases. Prafke also indicated that only NEC proposals were accepted so that the handsets currently in use could be re-used with the new system which would save tens of thousands of dollars on the purchase. Prafke noted Loffler and CTS submitted the lowest cost proposals for both parts of the project which would be funded by the General Fund and each of the utility funds. In motion by Brand, seconded by Carlin, Resolution No. 2012-03 entitled "Resolution Approving Telephone System

Replacement Purchase", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-03 is contained in the City Administrator's book entitled Council Resolutions 18.

Spill Prevention Plan Engineering – Public Works Director Giesking recommended DeWild, Grant and Reckert engineers be retained on a time and expense basis not to exceed \$6,500 to update and certify the City's spill prevention plan. Giesking reminded Councilmembers the plan is mandated by the Environmental Protection Agency and must be updated every five years or when additional facilities are constructed. Giesking reported additional documentation will be required in the future and City staff must be present and document each time fuel is delivered and the plan will come into play if a spill occurs. Giesking also stated the plan must be adopted by December 2012. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-04 entitled "Resolution Providing For Engineering Services For Updating Of The City's Spill Prevention Control And Countermeasures Plan", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-04 is contained in the City Administrator's book entitled Council Resolutions 18.

MEI Wastewater Treatment Agreement – Public Works Director Giesking requested authorization be provided for execution of another agreement with Minnesota Elevator, Inc. (MEI) of St. Clair for the City to treat wastewater from their facility. Giesking reported 2011 had been a one year trial period for the process to ensure that the effluent brought for treatment did not have an adverse impact on the City's wastewater treatment plant. Giesking reviewed the agreement which was developed to provide for automatic renewal of the contract unless either party provides a sixty day notice to terminate. Giesking noted approximately 6,000-9,000 gallons would be treated per month with 2-3 semi-loads being delivered to the plant per week resulting in approximately \$10,000 in gross revenue. Councilmember Ziemann questioned whether the charge for the wastewater treatment was competitive. City Administrator Prafke indicated that there aren't many facilities capable of treating wastewater to compare our charges with, but as far as staff could determine the charges are competitive. In motion by Ziemann, seconded by Brand, Resolution No. 2012-05 entitled "Resolution Authorizing Execution Of An Agreement With Minnesota Elevator Incorporated For Wastewater Treatment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-05 is contained in the City Administrator's book entitled Council Resolutions 18.

Business License Application – City Administrator Prafke recommended approval of a soft drink license application for Chad Guentzel dba Anytime Fitness. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-06 entitled "Resolution Approving New Soft Drink License Application", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-06 is contained in the City Administrator's book entitled Council Resolutions 18.

Minnesota Square Park Pavilion Project – City Administrator Prafke presented the recommendation for development of a Mayor's Task Force for the Minnesota Square Park Pavilion Project as per the previous workshop discussion by the City Council. Prafke outlined the mission of the Task Force which would be to, "*Bring additional community input into the development of a vision for the future of the pavilion. (What purpose(s) do we want a pavilion to serve? How do we want it to look? Work with an architectural firm to develop rehabilitation, construction and/or enhancements based on the vision and see that vision transformed into a concept rendering.*" Prafke indicated the members of the Task Force would include all of the City Councilmembers, and representatives from community groups, stakeholders, the Parks and Recreation Advisory Board, Chamber of Commerce, City staff and community volunteers for a total membership of 32 individuals. Prafke also pointed out that the proposed resolution directed staff to develop and solicit proposals from architectural firms to work with the Task Force and that ultimately a facilitator will be retained to work with the group. In motion by Carlin, seconded by Eichmann, Resolution No. 2012-07 entitled "Resolution Approving Development Of Mayor's Task Force for Minnesota Square Park Pavilion Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-07 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Municipal Fee Schedule – City Administrator Prafke reviewed the proposed changes to the 2012 municipal fee schedule and recommended adoption. Prafke also asked for item #25 to be removed from the schedule because it was a duplicate of item #10. Councilmember Zieman asked for clarification on the fees related to rental of park shelters and Prafke reviewed those fees. In motion by Carlin, seconded by Zieman, Resolution No. 2012-08 entitled "Resolution Establishing Year 2012 License Fees, Permit Fees, And Other Charges For Municipal Services", was introduced with the correction. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-08 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 a busy holiday season and several meetings with the Region Nine Development Commission for replacement of the Executive Director.

Office Closures – City Administrator Prafke reported all non-emergency City offices would be closed for staff training on January 11th until 1:30 p.m. and offices would be closed all day for the Dr. Martin Luther King Jr., holiday with the workshop moving to Tuesday evening.

Goal Session Discussion – City Administrator Prafke indicated discussion at the December 15th workshop had been quite comprehensive and the meeting lasted from 3:00 p.m. until 9:30 p.m.

City/School/Gustavus Meeting Schedule – City Administrator Prafke reminded Councilmembers of the next City/School/Gustavus meeting on February 8th at 6:30 p.m.

Highway 169 Coalition – City Administrator Prafke reported on the next Highway 169 Coalition meeting that will take place on January 12, 2011 at Belle Plaine City Hall.

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 7:50 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 6, 2012

FROM: Lewis Giesking
Director of Public Works

RE: Fluorescent Bulb and Ballast Replacement

ACTION/RECOMMENDATION

It is recommended the City Council approve the unit price quote of \$39.85 for two lamp ballast and two T-8 lamps for 120 units and a unit price quote of \$47.75 for four lamp ballast and four T-8 lamps for 19 units from Steffen Electric, with a total cost of \$6,366.70 to replace all the T12 ballast and bulbs in the city.

BACKGROUND

Department of Energy rules expand on efficiency requirements and were established by the Energy Policy Act of 1992. It does not allow manufactures to sell T-12 ballast and bulbs to the public any longer requiring the city to make some changes. SMMPA is offering rebates to change to energy efficient lighting. The rebate is \$13.00 per bulb and ballast. Staff is recommending the changing out bulbs for all remaining city buildings that have T-12 bulbs and ballasts to be changed to T-8s.

The initial investment of the new more efficient ballast and bulbs would be repaid to the City in less than two years in the form of energy savings.

Two vendors supplied quotes meeting City specifications for the replacement of the ballast and bulbs there are listed below.

VENDOR	Unit Price (Including sales tax)	Total Quote
Steffen Electric	\$39.85 two lamp and \$47.75 four lamp	\$6,366.70
Ryan Electric	\$40.00 two lamp and \$49.00 four lamp	\$6,411.00

Maintenance Superintendent, Tim Mayo assisted in the preparation of this memo.

Fiscal Impact:

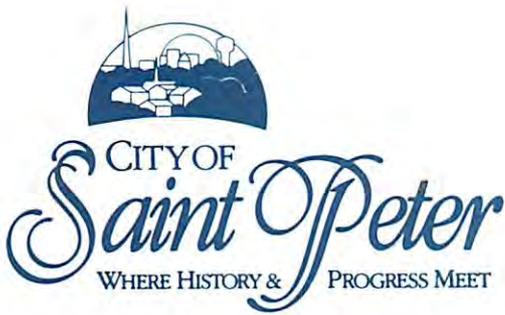
Funding would be split throughout the city based on quantity for each area. The total cost of \$6,366.70 would be reduced by a SMMPA total rebate of \$2,028.00.

Alternatives and Variations:

Vote in favor: Staff will proceed to purchase the replacements from Steffen Electric.

Negative Vote: Staff will await further direction regarding this purchase.

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



Memorandum

To: Todd Prafke
City Administrator

January 12, 2012

From: Lewis Giesking *L. Giesking*
Director of Public Works

Ref: Blanket Purchase Order for 2012 WWTF Chemicals – Primary Treatment Polymer

Recommendation/Action

Approve blanket purchase order #3651 to VESSCO, Inc. of Chanhassen, Minnesota in the amount of \$23,000.

Background

The Wastewater Utility uses a polymer (VS6007) in the primary treatment process to assist with the flocculation of suspended solids. The polymer is added after settleable solids are removed and are mixed with wastewater flowing to the clarifiers where they join with the solid to make it settle to the bottom of the clarifier where it is removed to biosolids storage. This chemical is introduced to the wastewater flow on a continuous basis.

Currently the product we use is supplied by VESSCO Inc. of Chanhassen where it is delivered in large "totes" which contain 2,700 pounds each and cost \$1.67 per pound (\$4,500 per tote). The usage per year based on anticipated flows is estimated at 13,772 pounds (5 totes).

The VS6007 polymer is a "specialty chemical" and the vendor provides are proprietary product which does not allow staff to receive competitive quotes. There are two reasons for this; one is the availability of the chemical and the second is the type of chemical feed equipment that was installed within the wastewater facility to feed this chemical into the system. Verbal contact with regional suppliers confirmed that these unit prices are within reason.

The 2012 Wastewater Budget contains funds to cover the purchase cost of the chemical in Wastewater Source/Treatment line item 602.49480.210. This report was prepared by Water Utilities Superintendent Pete Moulton

FISCAL IMPACT:

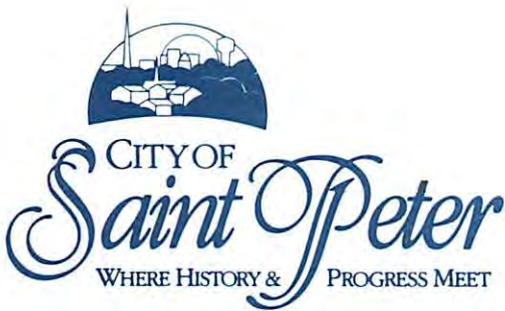
This is a budgetted purchahse as there are funds allocated in line item 602.49480.210.

ALTERNATIVES/VARATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough chemicals after February 1st to adequately remove the suspended solids.

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



Memorandum

To: Todd Prafke
City Administrator

January 12, 2012

From: Lewis Giesking
Director of Public Works

Ref: Blanket Purchase Order for 2012 WWTF Chemicals – Biosolids Treatment

Recommendation/Action

Approve blanket purchase order #3650 to Western Lime of West Bend, Wisconsin in the amount of \$24,640.

Background

The Wastewater Utility uses lime in the biosolids treatment process to mix with aerobically dewatered sludge to cause a chemical reaction raising the pH of the mixed material. Staff adds heat in the mixing chamber called the Envessel mixing chamber which pasteurizes the material. The final product is a "Class A Exceptional Quality" biosolid. The lime product currently used is a high quality "pebble lime" which breaks down slowly generating heat in moist conditions. The lime mixes in the vessel for approximately 30 minutes and is delivered to dry storage by a conveyor belt. The product is then stored on-site for up to 180 days.

Currently the pebble lime is supplied by Western Lime of West Bend Wisconsin where it is delivered in bulk by semi-trucks and is transferred into the lime silo for storage until used. Each truck load contains 25-ton and cost \$112.00 per ton (\$2,800 per load). The usage per year based on anticipated flows is estimated at 220 tons (9 truck loads).

The pebble lime is a "specialty chemical" and the vendor provides a proprietary product which does not allow staff to receive competitive quotes. There are two reasons for this; one is the availability of the product and two is the past success with this particular product. Verbal contact with regional suppliers confirmed that these unit prices are within reason.

The 2012 Wastewater Budget contains funds to cover the purchase cost of the chemical in Wastewater Biosolids Treatment line item 602.49460.210. This report was prepared by Water Utilities Superintendent Pete Moulton

FISCAL IMPACT:

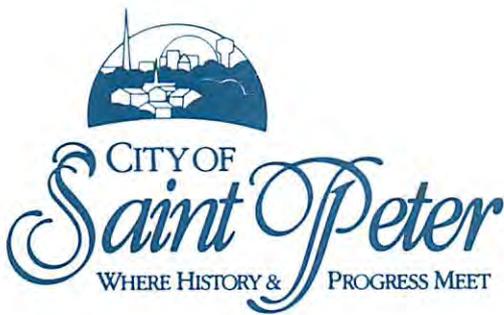
This is a budgeted purchase as there are funds allocated in line item 602.49460.210.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: There will not be enough lime after February 15th to adequately treat the biosolids.

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



Memorandum

To: Todd Prafke
City Administrator

January 11, 2012

From: Lewis Giesking
Director of Public Works

RE: Main Lift Station Pump #3 Repairs

Recommendation/Action

Authorize Quality Flow of New Prague, Minnesota to make the necessary repairs to KSB Pump #3 at the Main Pumping Station and to reinstall the repaired pump for the amount of \$24,412.65.

Background

Staff has identified a failure of one of the three pumps at the Main Lift Station located on North Minnesota Ave. Upon removal and inspection of Lift Pump #3, the cause of the failure was identified to be excessive wear of the internal pumping mechanism due sand entering the lift station during high river levels and excessive inflow.

Quality Flow, New Prague, is the area representative for the KSB pumps. In accordance with the purchasing policy, staff requested quotes from three pump companies, Quality Flow, General Repair and Electric Pump all who are capable to complete the repairs. Staff requested written quotes from all three but only Quality Flow supplied one. This may be due to the fact that all other vendors must go through Quality Flow for parts. Quality Flow was also the lowest bidder in the previous repair of pumps #1 and #2 which have both been repaired in the last couple years.

The purchase price of a new KSB pump is \$48,460.00. Staff recommends repairing the existing pump for handling the wastewater utility pumping needs. A comparison quote is attached to validate the pricing of comparison pump parts, labor, and cost to replace with a new pump.

Bid Summary:	Remove/Repair/Reinstall	New/Reinstall
Quality Flow - New Prague	\$24,412.65	\$48,460.00
General Repair – Saint Paul	Verbal Response of Not Quoting	
Electric Pump – Minneapolis	No Response	

Due to the good overall condition of the existing pump, staff is recommending repair of the existing pump and reinstallation.

This report was prepared by Wastewater Foreman Steve Bushman and Water Utilities Superintendent Pete Moulton.

FISCAL IMPACT: There is money allocated in line item 602.49470.404 for this repair

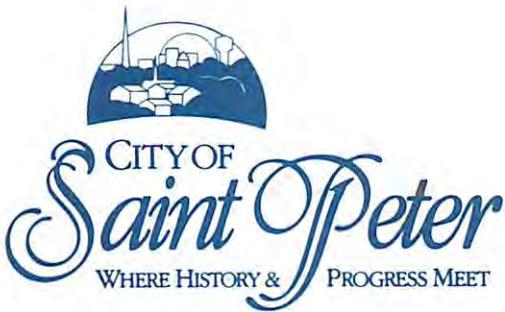
ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: The repairs will not be completed and the lift station will operate with the two existing pumps.

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

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Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/19/2012

FROM: Lewis Giesking
Director of Public Works

RE: Wastewater Treatment Plant Chemical Purchase

ACTION/RECOMMENDATION

Approve blanket purchase order in an amount not to exceed \$100,000 to Hawkins Chemical of Minneapolis, Minnesota, to provide a variety of chemical supplies for the wastewater treatment plant.

BACKGROUND

Hawkins Chemical has provided the chemicals used in the wastewater treatment process since its inception in 2004. The chemicals used from this vendor account for 75% of all the treatment chemicals used in the facility. Staff sought quotes from two other vendors. Both DPC Industries of Rosemount and PVS of Lakeville are located within or close to the metro area. Neither supplied a competitive quote due to a need to feel competitive. Neither DPC nor PVS handle the full range of chemicals that Hawkins Chemical does and they have indicated they feel they cannot be competitive with the minuscule volume we request therefore they did not respond to our request for quotes.

This request is outside of the regular purchase policy in that it is over the \$35,000 limit. It does however, fall within the State Statute for purchases by quote which is over \$100,000. While we could harangue PVS or DPC to provide a quote, the results would very likely not change. We have contacted other cities and asked for their cost on a few of these chemicals and believe that the prices we are receiving are comparable and reasonable.

Listed below is the information we have received on this purchase:

	<u>Hawkins</u>	<u>PVS</u>	<u>DPC</u>
Ferric Chloride	\$0.1048/pound	No Quote	No Quote
Aqua Hawk Poly 85032	\$2.30/pound	No Quote	No Quote
Sulfuric Acid	\$0.1950/pound	No Quote	No Quote
Sodium Hydroxide	\$3.95/gallon	No Quote	No Quote
Sodium Hypochlorite	\$1.79/gallon	No Quote	No Quote

Ferric Chloride – is a flocculent used to settle solids in the primary treatment process, staff anticipates using 425,000 pounds at a cost of \$0.1048 per pound (\$44,540).

Aqua Hawk Polymer 85302 – is a polymer used in the biosolids treatment process to assist with the “thickening” process, staff anticipates using 18,400 pounds at a cost of \$2.30 per pound (\$42,320)

Sulfuric Acid, Sodium Hydroxide and Sodium Hypochlorite are used in the odor control process and at points where pH needs adjustment; Staff anticipates using \$13,140 worth of the chemicals.

Hawkins Chemical supplied service and delivery of the chemicals in 2011 and they have provided excellent service and quality product for use at our plant. This report was prepared by Wastewater Foreman Steve Bushman and Water Utilities Superintendent Pete Moulton.

This purchase represent a year's usage at our anticipated operational levels.

FISCAL IMPACT:

This is a budgeted purchase as there are funds allocated in the Wastewater budget.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: Should the Council not approve the blanket purchase order, staff will arrange for purchases in smaller amounts as provided for in the City's purchase policy.

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

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

LGG/mt



Memorandum

To: Todd Prafke
City Administrator

Date: January 18, 2012

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: Taxi Cab License

Ecumen Sand Prairie has submitted a renewal application for their Taxi Cab License. The license will be in effect from January 1, 2012 – December 31, 2012.

Please place this item on the January 23, 2012 City Council consent agenda.



TO: Todd Prafke
City Administrator

DATE: January 17, 2012

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: Declaration of brush and wood trimmings as surplus

ACTION/RECOMMENDATION

It is recommended the City Council declare the brush and wood trimming pile located at the city's current compost site as surplus and authorize the sale of material to Environmental Wood Supply.

BACKGROUND

The City of Saint Peter compost site that is located at 1128 West Swift Street collects a large quantity of brush and large stumps annually which is then transported to the ponds and pushed into a pile by city staff.

In the past the Environmental Services budget funded the grinding of the materials at a cost of \$4,000.00 to \$9,000. For the last couple of years staff has utilized Environmental Wood Supply in St Paul, MN to process the materials. They transport a large grinder and loader to the compost site and grind up all the brush using a conveyer to load the grindings into semi trucks that transport the material to the cogeneration facilities in Saint Paul MN. It is used as a biomass fuel. Environmental Wood Supply processes the material in exchange for the woodchips. The value of the work is estimated to be between \$9,000 and \$12,000. Maintenance Superintendent, Tim Mayo assisted in the preparation of this memo.

Fiscal Impact:

The trade of materials for removal eliminates the city cost for the work.

Alternatives and Variations:

Approval: Staff will proceed with the grinding and removal of materials.

Negative vote: Staff will seek City Council direction.

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

LGG/vwt

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFILIATED CREDIT SERVICES	debt collection service	ELECTRIC FUND	CUSTOMER ACCOUNTS	14.34
			TOTAL:	14.34
ALL AMERICA PRESSURE WASHER MFG., INC.	small rotojet	ELECTRIC FUND	POWER DISTRIBUTION	149.63
			TOTAL:	149.63
ARROW ACE HARDWARE INC	radio shack item	GENERAL FUND	POLICE	13.88
	bolts	GENERAL FUND	POLICE	0.83
	shelving for mtg room	GENERAL FUND	FIRE	20.27
	pottingsoil,paint,primer,b	GENERAL FUND	STREETS	12.40
	cement, primer, paint, spa	GENERAL FUND	STREETS	31.01
	bolts	GENERAL FUND	STREETS	6.79
	lime & rust cleaner	GENERAL FUND	SWIMMING POOL	26.71
	pottingsoil,paint,primer,b	GENERAL FUND	PARKS	9.92
	paint,rollers,tray	GENERAL FUND	PARKS	123.82
	cement, primer, paint, spa	GENERAL FUND	PARKS	24.81
	wall paper, paste-caretake	COMMUNITY CENTER	COMMUNITY CENTER	148.91
	brushes, hooks, elbows, mi	WATER	PURIFICATION AND TREAT	66.07
	pottingsoil,paint,primer,b	WATER	DISTRIBUTION AND STORA	4.96
	cement, primer, paint, spa	WATER	DISTRIBUTION AND STORA	12.40
	pottingsoil,paint,primer,b	WASTE WATER FUND	SOURCE/TREATMENT	4.96
	cement, primer, paint, spa	WASTE WATER FUND	SOURCE/TREATMENT	12.40
	bolts, lockers oil, sandpa	WASTE WATER FUND	SOURCE/TREATMENT	37.04
	fittings, hardware, paint	WASTE WATER FUND	SOURCE/TREATMENT	45.60
	pottingsoil,paint,primer,b	ENVIRON SERVICES F	REFUSE DISPOSAL	4.97
	cement, primer, paint, spa	ENVIRON SERVICES F	REFUSE DISPOSAL	12.40
	waste basket,bolts,scruber	ELECTRIC FUND	POWER DISTRIBUTION	66.95
	pottingsoil,paint,primer,b	ELECTRIC FUND	POWER DISTRIBUTION	12.40
	cement, primer, paint, spa	ELECTRIC FUND	POWER DISTRIBUTION	31.01
	level, glue, hooks	STORMWATER FUND	TREATMENT	217.98
			TOTAL:	948.49
B. STARK & CO.	t shirts for paws	RESTRICTED CONTRIB	COMMUNITY SERVICE	913.20
			TOTAL:	913.20
BLUE EARTH COUNTY	4th qtr - patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	2011 reg air truck maint d	GENERAL FUND	FIRE	100.00
			TOTAL:	100.00
BOLTON & MENK INC	mtg dave bell property	GENERAL FUND	STREETS	14.00
	t22/169 intersection mtg	GENERAL FUND	STREETS	624.00
	staff meetings 11/12-12/9/	GENERAL FUND	STREETS	98.44
	msa, federal atp, hpms	GENERAL FUND	STREETS	393.75
	mtg dave bell property	GENERAL FUND	PARKS	11.20
	staff meetings 11/12-12/9/	GENERAL FUND	PARKS	78.75
	prepare map of ni park lot	GENERAL FUND	ECONOMIC DEVMT	164.25
	wash ave link 11/12-12/9/1	PERM IMPROVMENT RE	STREETS	5,590.00
	turnbacks 11/12-12/9/11	PERM IMPROVMENT RE	STREETS	13,270.68
	mill&overlay 11/12-12/9/11	PERM IMPROVMENT RE	STREETS	1,084.00
	water trmt addl 11/12-12/9	WATER	CAPITAL-WATER TREATMEN	1,320.60
	water trmt facility 11/12-	WATER	CAPITAL-WATER TREATMEN	3,735.00
	greenhill reservior11/11-1	WATER	CAPITAL-WATER DISTRIBU	625.00
	mtg dave bell property	WATER	ADMIN AND GENERAL	5.60
	staff meetings 11/12-12/9/	WATER	ADMIN AND GENERAL	39.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mtg dave bell property	WASTE WATER FUND	ADMIN AND GENERAL	5.60
	staff meetings 11/12-12/9/	WASTE WATER FUND	ADMIN AND GENERAL	39.38
	mtg dave bell property	ENVIRON SERVICES F	ADMIN AND GENERAL	5.60
	staff meetings 11/12-12/9/	ENVIRON SERVICES F	ADMIN AND GENERAL	39.36
	mtg dave bell property	ELECTRIC FUND	ADMIN AND GENERAL	14.00
	staff meetings 11/12-12/9/	ELECTRIC FUND	ADMIN AND GENERAL	98.44
			TOTAL:	27,257.03
BRANDT LAW OFFICE	civil matters for dec '11	GENERAL FUND	LEGAL SERVICES	1,171.00
	criminal matters for dec '	GENERAL FUND	LEGAL SERVICES	8,034.25
	riley-tanis	REVOLVING LOAN FUN	ECONOMIC DEVMT	40.50
	movie theatre	REVOLVING LOAN FUN	ECONOMIC DEVMT	323.50
	volk electric	REVOLVING LOAN FUN	ECONOMIC DEVMT	243.00
	dog park lease	RESTRICTED CONTRIB	PARKS	127.50
			TOTAL:	9,939.75
BUREAU OF CRIMINAL APPREHENSION	cjdn 4th qtr conn&oper	GENERAL FUND	POLICE	270.00
			TOTAL:	270.00
C & S SUPPLY CO INC	clothing & boots	GENERAL FUND	FIRE	115.88
	clothing & boots	GENERAL FUND	STREETS	348.47
	10" side wind	GENERAL FUND	STREETS	62.13
	clothing & boots	GENERAL FUND	PARKS	131.96
	clothing & boots	WATER	ADMIN AND GENERAL	56.99
	clothing & boots	WASTE WATER FUND	ADMIN AND GENERAL	615.37
	saw gas cap, spark plugs	ENVIRON SERVICES F	REFUSE DISPOSAL	18.31
	clothing & boots	STORMWATER FUND	ADMINISTRATION AND GEN	114.26
			TOTAL:	1,463.37
CARQUEST AUTO PARTS STORES	wiper blades	GENERAL FUND	POLICE	21.35
	exhaust pipe	GENERAL FUND	FIRE	31.70
	brake line,gittings,spool	GENERAL FUND	STREETS	38.89
	tractor battery	GENERAL FUND	STREETS	6.59
	spray paint	GENERAL FUND	STREETS	10.60
	hyd hose, wiper blade	GENERAL FUND	STREETS	272.76
	valvoline oil product, sen	GENERAL FUND	PARKS	14.63
	valvoline oil product, sen	GENERAL FUND	PARKS	122.26
	brake line,gittings,spool	GENERAL FUND	PARKS	31.11
	spray paint	GENERAL FUND	PARKS	8.48
	oil,greasegun,belt,connect	WATER	PURIFICATION AND TREAT	122.25
	brake line,gittings,spool	WATER	DISTRIBUTION AND STORA	15.56
	spray paint	WATER	DISTRIBUTION AND STORA	4.24
	oil,greasegun,belt,connect	WASTE WATER FUND	SOURCE/TREATMENT	26.89
	brake line,gittings,spool	WASTE WATER FUND	SOURCE/TREATMENT	15.56
	spray paint	WASTE WATER FUND	SOURCE/TREATMENT	4.24
	brake line,gittings,spool	ENVIRON SERVICES F	REFUSE DISPOSAL	15.55
	#10 starter	ENVIRON SERVICES F	REFUSE DISPOSAL	284.19
	spray paint	ENVIRON SERVICES F	REFUSE DISPOSAL	4.24
	oil,greasegun,belt,connect	ELECTRIC FUND	POWER DISTRIBUTION	64.32
	brake line,gittings,spool	ELECTRIC FUND	POWER DISTRIBUTION	38.89
	brake shoe	ELECTRIC FUND	POWER DISTRIBUTION	37.99
	hyd hose	ELECTRIC FUND	POWER DISTRIBUTION	10.60
			TOTAL:	1,202.89
CENTERPOINT ENERGY MINNEGASCO	gas for dec '11	GENERAL FUND	FIRE	396.21
	gas for dec '11	GENERAL FUND	STREETS	306.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gas for dec '11	GENERAL FUND	SWIMMING POOL	19.24
	gas for dec '11	GENERAL FUND	PARKS	245.37
	gas for dec '11	LIBRARY FUND	LIBRARY	772.78
	gas for dec '11	COMMUNITY CENTER	COMMUNITY CENTER	2,378.51
	gas for dec '11	WATER	ADMIN AND GENERAL	122.68
	gas for dec '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for dec '11	WASTE WATER FUND	SOURCE/TREATMENT	6,232.71
	gas for dec '11	WASTE WATER FUND	ADMIN AND GENERAL	122.68
	gas for dec '11	ENVIRON SERVICES F	ADMIN AND GENERAL	122.68
	gas for dec '11	ELECTRIC FUND	ADMIN AND GENERAL	<u>306.71</u>
			TOTAL:	11,039.10
CINTAS CORPORATION #754	uniform cleaning for dec '	ELECTRIC FUND	ADMIN AND GENERAL	<u>395.08</u>
			TOTAL:	395.08
COLE PAPERS INC	kleenex,towels,wipes,clnr	GENERAL FUND	STREETS	95.30
	cleaning supplies	GENERAL FUND	RECREATION/LEISURE SER	681.16
	kleenex,towels,wipes,clnr	GENERAL FUND	PARKS	76.24
	cleaning supplies	LIBRARY FUND	LIBRARY	170.29
	kleenex,towels,wipes,clnr	WATER	DISTRIBUTION AND STORA	38.12
	kleenex,towels,wipes,clnr	WASTE WATER FUND	SOURCE/TREATMENT	38.12
	kleenex,towels,wipes,clnr	ENVIRON SERVICES F	REFUSE DISPOSAL	38.12
	kleenex,towels,wipes,clnr	ELECTRIC FUND	POWER DISTRIBUTION	<u>95.30</u>
			TOTAL:	1,232.65
COURT SPORTS AND MORE	safety vests logos	GENERAL FUND	STREETS	10.69
	safety vests logos	WASTE WATER FUND	ADMIN AND GENERAL	5.34
	safety vests logos	STORMWATER FUND	ADMINISTRATION AND GEN	<u>5.35</u>
			TOTAL:	21.38
CREATIVE PLAY PLACE	monster dash registration	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>1,056.00</u>
			TOTAL:	1,056.00
DAKOTA SUPPLY GROUP	generator & remotes	WATER	DISTRIBUTION AND STORA	<u>348.05</u>
			TOTAL:	348.05
DH ATHLETICS LLC	hocket nets	GENERAL FUND	PARKS	<u>229.78</u>
			TOTAL:	229.78
DIAMONDBACK TACTICAL	body armor carrier	GENERAL FUND	POLICE	<u>135.23</u>
			TOTAL:	135.23
DRANTTEL SALES & SERVICE	install new rope & tested	ENVIRON SERVICES F	REFUSE DISPOSAL	14.28
	chain links	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>64.13</u>
			TOTAL:	78.41
ECONO FOODS	plates,turkey,buns	GENERAL FUND	SENIOR COORDINATOR	53.05
	plates, apple cider, forks	LIBRARY FUND	LIBRARY	20.49
	soap & softener	WATER	PURIFICATION AND TREAT	49.80
	distilled water	ELECTRIC FUND	POWER PRODUCTION	3.80
	tissue paper, gift bag-bk	RESTRICTED CONTRIB	LIBRARY	<u>8.82</u>
			TOTAL:	135.96
EMERGENCY APPARATUS MAINT.	repairs to engine 11	GENERAL FUND	FIRE	<u>2,390.71</u>
			TOTAL:	2,390.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ERICKSON OIL PRODUCTS INC	fuel for dec '11	GENERAL FUND	POLICE	92.58
	fuel for december '11	GENERAL FUND	STREETS	74.10
	fuel for december '11	WATER	SOURCE OF SUPPLY	8.23
	fuel for december '11	WATER	PURIFICATION AND TREAT	12.35
	fuel for december '11	WATER	DISTRIBUTION AND STORA	61.72
	fuel for december '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	277.21
	fuel for december '11	STORMWATER FUND	TREATMENT	55.42
			TOTAL:	581.61
FASTENAL COMPANY	washer,drill bits,snapper	GENERAL FUND	STREETS	27.96
	fluorescent bulbs	GENERAL FUND	STREETS	83.60
	fluorescent bulbs	GENERAL FUND	STREETS	83.60
	washer,drill bits,snapper	GENERAL FUND	PARKS	22.37
	fluorescent bulbs	GENERAL FUND	PARKS	66.88
	fluorescent bulbs	GENERAL FUND	PARKS	66.88
	split ring hangers	WATER	PURIFICATION AND TREAT	6.82
	washer,drill bits,snapper	WATER	DISTRIBUTION AND STORA	11.18
	fluorescent bulbs	WATER	DISTRIBUTION AND STORA	33.44
	fluorescent bulbs	WATER	DISTRIBUTION AND STORA	33.44
	washer,drill bits,snapper	WASTE WATER FUND	SOURCE/TREATMENT	11.18
	fluorescent bulbs	WASTE WATER FUND	SOURCE/TREATMENT	33.44
	fluorescent bulbs	WASTE WATER FUND	SOURCE/TREATMENT	33.44
	washer,drill bits,snapper	ENVIRON SERVICES F	REFUSE DISPOSAL	11.19
	fluorescent bulbs	ENVIRON SERVICES F	REFUSE DISPOSAL	33.45
	fluorescent bulbs	ENVIRON SERVICES F	REFUSE DISPOSAL	33.45
	fluorescent bulbs	ELECTRIC FUND	POWER PRODUCTION	1,170.44
	washer,drill bits,snapper	ELECTRIC FUND	POWER DISTRIBUTION	27.96
	fluorescent bulbs	ELECTRIC FUND	POWER DISTRIBUTION	83.60
	fluorescent bulbs	ELECTRIC FUND	POWER DISTRIBUTION	83.60
	washer,nuts,screws	STORMWATER FUND	TREATMENT	9.57
			TOTAL:	1,967.49
GALLS INC	uniform allowance	GENERAL FUND	POLICE	38.69
			TOTAL:	38.69
GENESIS	diesel for dec '11	GENERAL FUND	FIRE	66.64
	diesel for dec '11	GENERAL FUND	STREETS	1,956.70
	diesel for dec '11	GENERAL FUND	PARKS	209.00
	diesel for dec '11	WATER	SOURCE OF SUPPLY	164.45
	diesel for dec '11	WATER	DISTRIBUTION AND STORA	420.63
	diesel for dec '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	339.24
	diesel for dec '11	ENVIRON SERVICES F	REFUSE DISPOSAL	1,003.80
	diesel for dec '11	ELECTRIC FUND	POWER DISTRIBUTION	2,312.77
	diesel for dec '11	ELECTRIC FUND	POWER DISTRIBUTION	440.41
	diesel for dec '11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	701.20
			TOTAL:	7,614.84
LEWIS GIESKING	drivers license	GENERAL FUND	PUBLIC WORKS ADMIN	24.00
			TOTAL:	24.00
GOPHER STATE ONE-CALL INC	locates for dec '11	WATER	DISTRIBUTION AND STORA	3.39
	locates for dec '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	3.38
	locates for dec '11	ELECTRIC FUND	POWER DISTRIBUTION	3.38
			TOTAL:	10.15
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for dec '11	GENERAL FUND	CITY ADMINISTRATION	107.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage for dec '11	GENERAL FUND	CITY CLERK	18.62
	postage for dec '11	GENERAL FUND	FINANCE	97.94
	postage for dec '11	GENERAL FUND	POLICE	30.91
	postage for dec '11	GENERAL FUND	BUILDING INSPECTOR	17.12
	postage for dec '11	GENERAL FUND	PUBLIC WORKS ADMIN	26.66
	postage for dec '11	GENERAL FUND	RECREATION/LEISURE SER	3.92
	postage for dec '11	GENERAL FUND	PARKS	0.49
	postage for dec '11	PUBLIC ACCESS	PUBLIC ACCESS	0.49
	postage for dec '11	COMMUNITY CENTER	COMMUNITY CENTER	3.92
	postage for dec '11	WATER	CUSTOMER ACCOUNTS	102.01
	postage for dec '11	WASTE WATER FUND	ADMIN AND GENERAL	4.04
	postage for dec '11	WASTE WATER FUND	CUSTOMER ACCOUNTS	102.01
	postage for dec '11	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	102.00
	postage for dec '11	ELECTRIC FUND	CUSTOMER ACCOUNTS	102.00
	postage for dec '11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	4.12
	postage for dec '11	RESTRICTED CONTRIB	POLICE	0.49
			TOTAL:	724.72
HACH COMPANY	iron reagents	WATER	PURIFICATION AND TREAT	123.34
	pipet tip, sensor cap	WASTE WATER FUND	SOURCE/TREATMENT	169.30
			TOTAL:	292.64
HAWKINS CHEMICAL	caustic soda hydro acid	WATER	PURIFICATION AND TREAT	2,184.53
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	541.46
	sulfuric acid,aqua hawk,dr	WASTE WATER FUND	SOURCE/TREATMENT	6,046.65
			TOTAL:	8,772.64
HD SUPPLY WATERWORKS, LTD.	gate,vlavebox,megalug,gask	WATER	NON-DEPARTMENTAL	613.19
	gate,vlavebox,megalug,gask	WATER	DISTRIBUTION AND STORA	341.51
			TOTAL:	954.70
HICKORY TECH	dec '11 phone bill	GENERAL FUND	CITY ADMINISTRATION	85.38
	dec '11 phone bill	GENERAL FUND	CITY CLERK	16.89
	dec '11 phone bill	GENERAL FUND	FINANCE	132.91
	dec '11 phone bill	GENERAL FUND	MUNICIPAL BUILDING	7.89
	dec '11 phone bill	GENERAL FUND	POLICE	364.06
	dec '11 phone bill	GENERAL FUND	FIRE	153.24
	dec '11 phone bill	GENERAL FUND	BUILDING INSPECTOR	49.55
	dec '11 phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	85.84
	dec '11 phone bill	GENERAL FUND	STREETS	57.44
	dec '11 phone bill	GENERAL FUND	SENIOR COORDINATOR	5.63
	dec '11 phone bill	GENERAL FUND	RECREATION/LEISURE SER	133.17
	dec '11 phone bill	GENERAL FUND	SWIMMING POOL	31.12
	dec '11 phone bill	GENERAL FUND	PARKS	80.47
	dec '11 phone bill	GENERAL FUND	ECONOMIC DEVMT	32.67
	dec '11 phone bill	LIBRARY FUND	LIBRARY	95.87
	dec '11 phone bill	PUBLIC ACCESS	PUBLIC ACCESS	16.89
	dec '11 phone bill	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	dec '11 phone bill	WATER	ADMIN AND GENERAL	293.92
	dec '11 phone bill	WASTE WATER FUND	ADMIN AND GENERAL	194.81
	dec '11 phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	36.49
	dec '11 phone bill	ELECTRIC FUND	ADMIN AND GENERAL	161.47
	dec '11 phone bill	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	51.07
			TOTAL:	2,134.00
HOLIDAY COMMERCIAL	fuel for december '11	GENERAL FUND	POLICE	225.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel for december '11	GENERAL FUND	BUILDING INSPECTOR	103.32
	fuel for december '11	GENERAL FUND	PUBLIC WORKS ADMIN	50.30
	fuel for december '11	GENERAL FUND	STREETS	218.44
	fuel for december '11	GENERAL FUND	PARKS	323.94
	fuel for december '11	WATER	SOURCE OF SUPPLY	38.83
	fuel for december '11	WATER	PURIFICATION AND TREAT	58.24
	fuel for december '11	WATER	DISTRIBUTION AND STORA	291.20
	fuel for december '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	24.59
	fuel for december '11	ENVIRON SERVICES F	REFUSE DISPOSAL	135.51
	fuel for december '11	ELECTRIC FUND	POWER DISTRIBUTION	175.24
	fuel for december '11	STORMWATER FUND	TREATMENT	274.91
			TOTAL:	1,920.07
HOME DEPOT CREDIT SERVICES	clips storm water maps	STORMWATER FUND	ADMINISTRATION AND GEN	43.11
			TOTAL:	43.11
HORVICK INC	elec valve, sealm dust plu	GENERAL FUND	STREETS	422.84
			TOTAL:	422.84
INFRATECH	grouting mh 11-34, 11-34	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	900.00
	sealing mh chest&front & s	WASTE WATER FUND	COLLECTOR/LIFT STAT	675.00
	sealing mh chest&front & s	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	375.00
			TOTAL:	1,950.00
JAVENS MECHANICAL CONTRACTING CO.	rpz testing,repairs,report	LIBRARY FUND	LIBRARY	110.00
	rpz testing,repairs,report	COMMUNITY CENTER	COMMUNITY CENTER	110.00
	annual rpz tests w/reports	WATER	PURIFICATION AND TREAT	990.00
	rpz testing,repairs,report	WATER	PURIFICATION AND TREAT	205.00
	rpz testing,repairs,report	WASTE WATER FUND	SOURCE/TREATMENT	220.00
	rpz testing,repairs,report	WASTE WATER FUND	SOURCE/TREATMENT	331.19
			TOTAL:	1,966.19
KASSULKE MASONRY	concrete floor pw bldg	GENERAL FUND	STREETS	550.00
	concrete floor pw bldg	GENERAL FUND	PARKS	440.00
	concrete floor pw bldg	WATER	ADMIN AND GENERAL	220.00
	concrete floor pw bldg	WASTE WATER FUND	ADMIN AND GENERAL	220.00
	concrete floor pw bldg	ENVIRON SERVICES F	ADMIN AND GENERAL	220.00
	concrete floor pw bldg	ELECTRIC FUND	ADMIN AND GENERAL	550.00
			TOTAL:	2,200.00
KIND VETERINARY CLINIC PA	pound cats & dogs dec '11	GENERAL FUND	COMMUNITY SERVICE	522.94
	paws for dec '11	RESTRICTED CONTRIB	POLICE	598.49
			TOTAL:	1,121.43
KWIK TRIP INC	fuel for december '11	GENERAL FUND	POLICE	2,298.99
	car wash	GENERAL FUND	POLICE	16.00
	fuel for december '11	GENERAL FUND	FIRE	31.74
	fuel for december '11	GENERAL FUND	BUILDING INSPECTOR	40.90
	fuel for december '11	GENERAL FUND	PARKS	111.33
	fuel for december '11	WATER	DISTRIBUTION AND STORA	23.40
	fuel for december '11	WATER	CUSTOMER ACCOUNTS	22.82
	fuel for december '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	22.81
	fuel for december '11	WASTE WATER FUND	SOURCE/TREATMENT	23.40
	fuel for december '11	WASTE WATER FUND	CUSTOMER ACCOUNTS	22.82
	fuel for december '11	ELECTRIC FUND	CUSTOMER ACCOUNTS	22.82
	anti-gel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	9.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel for december '11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>2,820.73</u>
			TOTAL:	5,467.31
LEAGUE OF MN CITIES INSURANCE TRUST	insurance claim 11075966	COMMUNITY CENTER	COMMUNITY CENTER	<u>13.96</u>
			TOTAL:	13.96
LJP ENTERPRISES INC	refuse pickup and disposal	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	refuse pickup and disposal	WATER	PURIFICATION AND TREAT	94.69
	refuse pickup and disposal	WASTE WATER FUND	SOURCE/TREATMENT	386.65
	refuse pickup and disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>702.45</u>
			TOTAL:	1,615.30
LOCATORS & SUPPLIES, INC.	elec safety vest	ELECTRIC FUND	ADMIN AND GENERAL	<u>60.92</u>
			TOTAL:	60.92
MACQUEEN EQUIPMENT INC	dust box weldment	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>798.52</u>
			TOTAL:	798.52
JIM MCMILLEN	vb ref - 12/1-12/14/11	GENERAL FUND	RECREATION/LEISURE SER	<u>68.00</u>
			TOTAL:	68.00
KAIJA MCMILLEN	<i>Vb ref</i>	GENERAL FUND	RECREATION/LEISURE SER	<u>102.00</u>
			TOTAL:	102.00
MISC VENDOR HAGGENMILLER CONST	junk removal -assessment	PERM IMPROVMENT RE	STREETS	<u>3,500.00</u>
			TOTAL:	3,500.00
MN DEPT OF LABOR & INDUSTRY	4th qtr 2011 state surchar	GENERAL FUND	BUILDING INSPECTOR	<u>1,200.12</u>
			TOTAL:	1,200.12
MN WASTE PROCESSING	waste processing for dec '	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>10,589.82</u>
			TOTAL:	10,589.82
MVTL LABORATORIES INC	testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>993.00</u>
			TOTAL:	993.00
NAPA AUTO PARTS OF ST PETER	headlight bulb	GENERAL FUND	POLICE	21.18
	batteries #205	GENERAL FUND	POLICE	400.32
	relay for #505	GENERAL FUND	FIRE	10.14
	paint	GENERAL FUND	STREETS	55.18
	filter, pliers, core cr	GENERAL FUND	STREETS	27.07
	paint	GENERAL FUND	PARKS	44.14
	drive axle disc pad, core	GENERAL FUND	PARKS	92.90
	paint	WATER	DISTRIBUTION AND STORA	22.07
	paint	WASTE WATER FUND	SOURCE/TREATMENT	22.07
	paint	ENVIRON SERVICES F	REFUSE DISPOSAL	22.08
	paint	ELECTRIC FUND	POWER DISTRIBUTION	55.18
	brakes #66	ELECTRIC FUND	POWER DISTRIBUTION	246.86
	headlight bulb	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>13.44</u>
			TOTAL:	1,032.63
NELSON PRINTING COMPANY	return address envelopes	GENERAL FUND	CITY ADMINISTRATION	282.41
	envelopes, letterhead	GENERAL FUND	CITY ADMINISTRATION	28.81
	return address envelopes	GENERAL FUND	CITY CLERK	282.41
	return address envelopes	GENERAL FUND	FINANCE	188.27
	return address envelopes	GENERAL FUND	POLICE	150.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	return address envelopes	GENERAL FUND	BUILDING INSPECTOR	75.31
	return address envelopes	GENERAL FUND	PUBLIC WORKS ADMIN	37.65
	return address envelopes	GENERAL FUND	ECONOMIC DEVT	18.83
	return address envelopes	WATER	ADMIN AND GENERAL	169.44
	chain of custody	WASTE WATER FUND	SOURCE/TREATMENT	185.05
	return address envelopes	WASTE WATER FUND	ADMIN AND GENERAL	169.44
	return address envelopes	ELECTRIC FUND	ADMIN AND GENERAL	<u>508.33</u>
			TOTAL:	2,096.57
NICOLLET COUNTY PUBLIC HEALTH	2011 pals reimburesment pg	GENERAL FUND	SENIOR COORDINATOR	<u>167.05</u>
			TOTAL:	167.05
NICOLLET COUNTY SENIOR SERVICES	sylvia perron contract dec	GENERAL FUND	SENIOR COORDINATOR	<u>2,070.00</u>
			TOTAL:	2,070.00
NORTH CENTRAL INTERNATIONAL	core credit	GENERAL FUND	STREETS	85.33-
	#44 valve	GENERAL FUND	STREETS	<u>40.10</u>
			TOTAL:	45.23-
NORTH CENTRAL LABORATORIES	reagents	WATER	PURIFICATION AND TREAT	<u>68.79</u>
			TOTAL:	68.79
NORTHERN SAFETY CO., INC	sleeves w/buckets	WASTE WATER FUND	ADMIN AND GENERAL	<u>115.47</u>
			TOTAL:	115.47
NORTHLAND TRUST SERVICES, INC.	2011b water tower refdg bd	WATER	ADMIN AND GENERAL	<u>750.00</u>
			TOTAL:	750.00
NUTTER CLOTHING CO	clothing allowance-chris	WATER	ADMIN AND GENERAL	361.00
	clothing allowance-jim	WATER	ADMIN AND GENERAL	<u>91.75</u>
			TOTAL:	452.75
PEPSI-COLA OF MANKATO INC	coessions	COMMUNITY CENTER	COMMUNITY CENTER	<u>460.00</u>
			TOTAL:	460.00
TODD PRAFKE-PETTY CASH	desk calendar	GENERAL FUND	FINANCE	10.67
	dish soap	GENERAL FUND	MUNICIPAL BUILDING	<u>3.21</u>
			TOTAL:	13.88
QUICK MART ST PETER	fuel for dec '11	GENERAL FUND	POLICE	<u>447.36</u>
			TOTAL:	447.36
RED WING SHOE STORE	shoes-mike mccarthy	GENERAL FUND	STREETS	169.99
	shoes-tim fischer	COMMUNITY CENTER	COMMUNITY CENTER	182.74
	shoes-scot p	WASTE WATER FUND	ADMIN AND GENERAL	114.74
	shoes-dan knight	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>195.49</u>
			TOTAL:	662.96
ROYAL TIRE, INC	tires	GENERAL FUND	STREETS	924.42
	#607 tires	GENERAL FUND	STREETS	268.05
	#607 tires	GENERAL FUND	STREETS	1,790.71
	#607 tires	ENVIRON SERVICES F	REFUSE DISPOSAL	268.05
	#607 tires	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>1,790.71</u>
			TOTAL:	5,041.94
RYAN ELECTRIC OF ST PETER	receptacle, cord plug, lab	WASTE WATER FUND	SOURCE/TREATMENT	220.02

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	convert receptacles	WASTE WATER FUND	SOURCE/TREATMENT	385.00
			TOTAL:	605.02
SCHWICKERT'S, INC.	replaced exhaust fan belts	WASTE WATER FUND	SOURCE/TREATMENT	223.00
	replaced bulbs unit #4	WASTE WATER FUND	SOURCE/TREATMENT	323.00
	by pass freeze stats	WASTE WATER FUND	SOURCE/TREATMENT	106.00
	need to replace pilot swit	WASTE WATER FUND	SOURCE/TREATMENT	798.10
			TOTAL:	1,450.10
SERVOCAL INSTRUMENTS INC.	calibrate flow meters	WASTE WATER FUND	SOURCE/TREATMENT	390.00
			TOTAL:	390.00
SGC HORIZON LLC	construction bulletin-gree	WATER	CAPITAL-WATER DISTRIBU	367.50
			TOTAL:	367.50
SHORTY'S TIRE ONE	2 front tires bus 10	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	41.24
	tires mounted bus 9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	124.13
			TOTAL:	165.37
SOUTHERN MN CONSTRUCTION CO INC	demo trailer house	HOUSING PROJECT200	ECONOMIC DEVMT	450.00
			TOTAL:	450.00
SOUTHERN MN MUNICIPAL POWER AGENCY	power purchased dec 2011	ELECTRIC FUND	POWER SUPPLY	570,157.57
			TOTAL:	570,157.57
ST PETER HERALD	council reception	GENERAL FUND	MAYOR & COUNCIL	159.00
	holiday greetings	GENERAL FUND	CITY ADMINISTRATION	182.40
	request for bids telephone	GENERAL FUND	FINANCE	25.98
	adv for bids - greenhill	WATER	CAPITAL-WATER DISTRIBU	970.50
	request for bids telephone	WATER	ADMIN AND GENERAL	6.49
	request for bids telephone	WASTE WATER FUND	ADMIN AND GENERAL	6.49
	request for bids telephone	ENVIRON SERVICES F	ADMIN AND GENERAL	6.49
	request for bids telephone	ELECTRIC FUND	ADMIN AND GENERAL	6.49
	pt bus driver	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	74.12
			TOTAL:	1,437.96
ST PETER LUMBER CO	plywood,screws,caulk	GENERAL FUND	FIRE	72.37
	clamp, lock, paint	GENERAL FUND	STREETS	8.49
	clamp, lock, paint	GENERAL FUND	PARKS	6.79
	wall paper	COMMUNITY CENTER	COMMUNITY CENTER	11.00
	thinner & distance measure	WATER	PURIFICATION AND TREAT	128.32
	hook	WATER	PURIFICATION AND TREAT	2.66
	clamp, lock, paint	WATER	DISTRIBUTION AND STORA	3.40
	clamp, lock, paint	WASTE WATER FUND	SOURCE/TREATMENT	3.40
	wood,staples,pine	WASTE WATER FUND	SOURCE/TREATMENT	79.73
	clamp, lock, paint	ENVIRON SERVICES F	REFUSE DISPOSAL	3.38
	clamp, lock, paint	ELECTRIC FUND	POWER DISTRIBUTION	8.49
			TOTAL:	328.03
STANLEY SECURITY SOLUTIONS, INC.	padlocks	GENERAL FUND	STREETS	56.08
	padlocks	GENERAL FUND	PARKS	44.86
	lockset	LIBRARY FUND	LIBRARY	226.81
	over paid inv 549218	COMMUNITY CENTER	COMMUNITY CENTER	224.31-
	padlocks	WATER	DISTRIBUTION AND STORA	22.43
	padlocks	WASTE WATER FUND	SOURCE/TREATMENT	22.43
	padlocks	ENVIRON SERVICES F	REFUSE DISPOSAL	22.43

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	padlocks	ELECTRIC FUND	POWER DISTRIBUTION	56.08
	padlocks	ELECTRIC FUND	POWER DISTRIBUTION	<u>98.88</u>
			TOTAL:	325.69
STAPLES ADVANTAGE	office supplies	GENERAL FUND	CITY ADMINISTRATION	251.89
	office supplies	GENERAL FUND	CITY CLERK	251.89
	office supplies	GENERAL FUND	FINANCE	167.93
	office supplies	GENERAL FUND	POLICE	134.34
	office supplies	GENERAL FUND	BUILDING INSPECTOR	67.17
	office supplies	GENERAL FUND	PUBLIC WORKS ADMIN	33.59
	binder	GENERAL FUND	PUBLIC WORKS ADMIN	38.35
	office supplies	GENERAL FUND	STREETS	39.61
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	162.81
	office supplies	GENERAL FUND	PARKS	17.74
	office supplies	GENERAL FUND	PARKS	31.69
	office supplies	GENERAL FUND	ECONOMIC DEVMT	16.79
	office supplies	LIBRARY FUND	LIBRARY	98.50
	office supplies	WATER	ADMIN AND GENERAL	151.13
	staples	WATER	ADMIN AND GENERAL	28.82
	office supplies	WATER	ADMIN AND GENERAL	15.84
	office supplies	WASTE WATER FUND	ADMIN AND GENERAL	151.12
	office supplies	WASTE WATER FUND	ADMIN AND GENERAL	152.36
	office supplies	WASTE WATER FUND	ADMIN AND GENERAL	15.84
	office supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	15.85
	office supplies	ELECTRIC FUND	ADMIN AND GENERAL	453.40
	office supplies	ELECTRIC FUND	ADMIN AND GENERAL	<u>39.61</u>
			TOTAL:	2,336.27
SUNSHINE FILTERS OF PINELLAS, INC.	bio blower filters	WASTE WATER FUND	BIOSOLIDS	<u>476.22</u>
			TOTAL:	476.22
TELIN TRANSPORTATION GROUP	seat belt bus 11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	22.88
	to repair lift on bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	360.74
	hub cap bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	81.49
	rear center seat bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>235.61</u>
			TOTAL:	700.72
JANE TIMMERMAN-PETTY CASH	mileage for 11/29/11 to mk	GENERAL FUND	RECREATION/LEISURE SER	<u>14.43</u>
			TOTAL:	14.43
US AUTO FORCE	tires for bus #9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>692.90</u>
			TOTAL:	692.90
USA BLUE BOOK	sewage pump	WASTE WATER FUND	SOURCE/TREATMENT	<u>825.59</u>
			TOTAL:	825.59
VALLEY NATIONAL GASES, LLC	oxygen welding shop	GENERAL FUND	STREETS	20.51
	cylinder rental for dec '1	GENERAL FUND	STREETS	21.68
	oxygen welding shop	GENERAL FUND	PARKS	16.41
	cylinder rental for dec '1	GENERAL FUND	PARKS	17.34
	oxygen welding shop	WATER	DISTRIBUTION AND STORA	8.20
	cylinder rental for dec '1	WATER	ADMIN AND GENERAL	8.67
	oxygen welding shop	WASTE WATER FUND	SOURCE/TREATMENT	8.20
	cylinder rental for dec '1	WASTE WATER FUND	ADMIN AND GENERAL	8.67
	oxygen welding shop	ENVIRON SERVICES F	REFUSE DISPOSAL	8.20
	cylinder rental for dec '1	ENVIRON SERVICES F	ADMIN AND GENERAL	8.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	oxygen welding shop	ELECTRIC FUND	POWER DISTRIBUTION	20.51
	cylinder rental for dec '11	ELECTRIC FUND	ADMIN AND GENERAL	<u>21.68</u>
			TOTAL:	168.73
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	billing changes in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	20.00
	refuse pickup nov '11	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>18,466.35</u>
			TOTAL:	18,486.35
WESCO DISTRIBUTION INC	photo eyes led	ELECTRIC FUND	NON-DEPARTMENTAL	694.69
	photo eye led	ELECTRIC FUND	NON-DEPARTMENTAL	<u>694.69</u>
			TOTAL:	1,389.38
WIGEN COMPANIES, INC.	clean ro membranes	WATER	PURIFICATION AND TREAT	1,330.00
	labor & trip charge	WATER	PURIFICATION AND TREAT	<u>520.00</u>
			TOTAL:	1,850.00
DOUG WOLFE	mileage to tds july-dec '11	LIBRARY FUND	LIBRARY	<u>216.45</u>
			TOTAL:	216.45
XCEL ENERGY	hwy 22 brdg lights dec '11	GENERAL FUND	STREETS	<u>64.36</u>
			TOTAL:	64.36
ZAHL EQUIPMENT SERVICE	dispenser & mounting	GENERAL FUND	STREETS	772.00
	pump upgrade needed	GENERAL FUND	STREETS	218.56
	dispenser & mounting	GENERAL FUND	PARKS	617.60
	pump upgrade needed	GENERAL FUND	PARKS	174.85
	dispenser & mounting	WATER	ADMIN AND GENERAL	308.80
	pump upgrade needed	WATER	ADMIN AND GENERAL	87.42
	dispenser & mounting	WASTE WATER FUND	ADMIN AND GENERAL	308.80
	pump upgrade needed	WASTE WATER FUND	ADMIN AND GENERAL	87.42
	dispenser & mounting	ENVIRON SERVICES F	ADMIN AND GENERAL	308.80
	pump upgrade needed	ENVIRON SERVICES F	ADMIN AND GENERAL	87.43
	dispenser & mounting	ELECTRIC FUND	ADMIN AND GENERAL	772.00
	pump upgrade needed	ELECTRIC FUND	ADMIN AND GENERAL	<u>218.56</u>
			TOTAL:	3,962.24
ZIEGLER INC	wing repair #48	GENERAL FUND	STREETS	<u>497.12</u>
			TOTAL:	497.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radio jan '12	GENERAL FUND	MUNICIPAL BUILDING	58.53
	maint on ltr radio jan '12	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint on ltr radio jan '12	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radio jan '12	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint on ltr radio jan '12	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	298.00
AMERICAN PAYMENT CENTERS	drop box rental dec,jan,fe	WATER	CUSTOMER ACCOUNTS	19.50
	drop box rental dec,jan,fe	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	drop box rental dec,jan,fe	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	drop box rental dec,jan,fe	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
AMERICAN PUBLIC POWER ASSOCIATION	appa rally wash dc - tim&l	ELECTRIC FUND	ADMIN AND GENERAL	820.00
	appa rally - wash dc - sus	ELECTRIC FUND	ADMIN AND GENERAL	245.00
			TOTAL:	1,065.00
BATTERIES PLUS	battery - lift station	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.46
			TOTAL:	23.46
BORDER STATES ELECTRIC SUPPLY	1.0 amp reset hr fci	ELECTRIC FUND	POWER DISTRIBUTION	2,961.61
			TOTAL:	2,961.61
JOHN BORNHOLDT	keyless drill & stylus	GENERAL FUND	STREETS	13.15
	keyless drill & stylus	GENERAL FUND	PARKS	10.52
	keyless drill & stylus	WATER	DISTRIBUTION AND STORA	5.26
	keyless drill & stylus	WASTE WATER FUND	SOURCE/TREATMENT	5.26
	keyless drill & stylus	ENVIRON SERVICES F	REFUSE DISPOSAL	5.24
	keyless drill & stylus	ELECTRIC FUND	POWER DISTRIBUTION	13.15
			TOTAL:	52.58
STEVE BUSHMAN	steel work boots	WASTE WATER FUND	ADMIN AND GENERAL	63.99
			TOTAL:	63.99
C. EMERY NELSON, INC.	ro filters	WATER	PURIFICATION AND TREAT	7,362.70
			TOTAL:	7,362.70
CANNON TECHNOLOGIES INC	2012 yukon support renewal	ELECTRIC FUND	POWER DISTRIBUTION	6,285.25
			TOTAL:	6,285.25
CINTAS FIRST AID & SAFETY	ear muffs, bandaids	GENERAL FUND	STREETS	25.48
	ear muffs, bandaids	GENERAL FUND	PARKS	20.38
	ear muffs, bandaids	WATER	ADMIN AND GENERAL	10.19
	ear muffs, bandaids	WASTE WATER FUND	ADMIN AND GENERAL	10.19
	ear muffs, bandaids	ENVIRON SERVICES F	ADMIN AND GENERAL	10.19
	ear muffs, bandaids	ELECTRIC FUND	ADMIN AND GENERAL	25.48
			TOTAL:	101.91
CITI-CARGO & STORAGE, INC.	trailer rental jan '12	ELECTRIC FUND	POWER DISTRIBUTION	112.22
			TOTAL:	112.22
COLE PAPERS INC	cleaning supplies	GENERAL FUND	CITY ADMINISTRATION	60.31
	cleaning supplies	GENERAL FUND	CITY CLERK	60.31
	cleaning supplies	GENERAL FUND	FINANCE	40.21
	cleaning supplies	GENERAL FUND	POLICE	32.16
	cleaning supplies	GENERAL FUND	FIRE	129.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaning supplies	GENERAL FUND	BUILDING INSPECTOR	16.08
	cleaning supplies	GENERAL FUND	PUBLIC WORKS ADMIN	8.04
	cleaning supplies	GENERAL FUND	STREETS	86.91
	coveralls, wipes	GENERAL FUND	STREETS	57.51
	cleaning supplies	GENERAL FUND	PARKS	69.53
	coveralls, wipes	GENERAL FUND	PARKS	46.01
	cleaning supplies	GENERAL FUND	ECONOMIC DEVMT	4.02
	cleaning supplies	WATER	DISTRIBUTION AND STORA	34.77
	coveralls, wipes	WATER	DISTRIBUTION AND STORA	23.00
	cleaning supplies	WATER	ADMIN AND GENERAL	36.19
	cleaning supplies	WASTE WATER FUND	SOURCE/TREATMENT	34.77
	coveralls, wipes	WASTE WATER FUND	SOURCE/TREATMENT	23.00
	cleaning supplies	WASTE WATER FUND	ADMIN AND GENERAL	36.18
	cleaning supplies	ENVIRON SERVICES F	REFUSE DISPOSAL	34.76
	coveralls, wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	23.00
	matador mats - for sub	ELECTRIC FUND	POWER DISTRIBUTION	635.45
	cleaning supplies	ELECTRIC FUND	POWER DISTRIBUTION	86.91
	coveralls, wipes	ELECTRIC FUND	POWER DISTRIBUTION	57.51
	cleaning supplies	ELECTRIC FUND	ADMIN AND GENERAL	108.56
			TOTAL:	1,744.24
CULLIGAN	muni bldg meter rental jan	GENERAL FUND	MUNICIPAL BUILDING	26.72
			TOTAL:	26.72
FASTENAL COMPANY	metal repair compound&thin	ENVIRON SERVICES F	REFUSE DISPOSAL	34.75
	bulbs t8's	ELECTRIC FUND	POWER DISTRIBUTION	167.21
	rods, washers, nuts	STORMWATER FUND	COLLECTIONS/LIFT STATI	6.73
	flange bolts	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.09
			TOTAL:	209.78
FIRST NATIONAL BANK	go equip cert 2008b	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	35,000.00
	go equip cert 2008b	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	5,402.50
			TOTAL:	40,402.50
LEWIS GIESKING	mileage to belle plain 169	GENERAL FUND	STREETS	29.36
			TOTAL:	29.36
GILLUND ENTERPRISES INC	tune up, diesel supp	GENERAL FUND	STREETS	89.59
	tune up, diesel supp	GENERAL FUND	PARKS	71.67
	tune up, diesel supp	WATER	DISTRIBUTION AND STORA	35.84
	tune up, diesel supp	WASTE WATER FUND	SOURCE/TREATMENT	35.84
	tune up, diesel supp	ENVIRON SERVICES F	REFUSE DISPOSAL	35.83
	tune up, diesel supp	ELECTRIC FUND	POWER DISTRIBUTION	89.59
			TOTAL:	358.36
GOPHER STATE ONE-CALL INC	2012 annual fee	WATER	DISTRIBUTION AND STORA	33.33
	2012 annual fee	WASTE WATER FUND	COLLECTOR/LIFT STAT	33.33
	2012 annual fee	ELECTRIC FUND	POWER DISTRIBUTION	33.34
			TOTAL:	100.00
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,161.70
			TOTAL:	1,161.70
HD SUPPLY FACILITIES MAINTENANCE	door stop, kitchen faucet	COMMUNITY CENTER	COMMUNITY CENTER	84.48
			TOTAL:	84.48

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
HILLYARD/HUTCHINSON	vacuum and bags	GENERAL FUND	MUNICIPAL BUILDING	806.41	
	ch vacuum repairs	GENERAL FUND	MUNICIPAL BUILDING	27.53	
	drain hose, cord, brush st	COMMUNITY CENTER	COMMUNITY CENTER	<u>188.31</u>	
			TOTAL:	1,022.25	
LE SUEUR NEWS-HERALD	1 year subscription - 2012	LIBRARY FUND	LIBRARY	<u>40.00</u>	
			TOTAL:	40.00	
LOCATORS & SUPPLIES, INC.	safety vests	GENERAL FUND	STREETS	28.32	
	safety vests	GENERAL FUND	PARKS	22.66	
	safety vests	WATER	ADMIN AND GENERAL	11.33	
	safety vests	WASTE WATER FUND	ADMIN AND GENERAL	11.33	
	safety vests	ENVIRON SERVICES F	ADMIN AND GENERAL	11.33	
	safety vests	ELECTRIC FUND	ADMIN AND GENERAL	28.32	
	safety vests	ELECTRIC FUND	ADMIN AND GENERAL	<u>260.44</u>	
		TOTAL:	373.73		
LOFFLER	phone system down pmt 25%	2012 EQUIPMENT CER	MUNICIPAL BUILDING	<u>8,741.75</u>	
			TOTAL:	8,741.75	
MATT PARROTT AND SONS CO	checks	GENERAL FUND	FINANCE	407.03	
	checks	WATER	ADMIN AND GENERAL	101.76	
	checks	WASTE WATER FUND	ADMIN AND GENERAL	101.76	
	checks	ENVIRON SERVICES F	ADMIN AND GENERAL	101.74	
	checks	ELECTRIC FUND	ADMIN AND GENERAL	<u>101.76</u>	
		TOTAL:	814.05		
JIM MCMILLEN	vb ref - 1/1-1/11/12	GENERAL FUND	RECREATION/LEISURE SER	<u>68.00</u>	
			TOTAL:	68.00	
KAIJA MCMILLEN	vb ref - 1/1-1/11/12	GENERAL FUND	RECREATION/LEISURE SER	<u>136.00</u>	
			TOTAL:	136.00	
MENARDS	thermostat	GENERAL FUND	STREETS	6.62	
	thermostat	GENERAL FUND	PARKS	5.29	
	thermostat	WATER	DISTRIBUTION AND STORA	2.65	
	thermostat	WASTE WATER FUND	SOURCE/TREATMENT	2.65	
	thermostat	ENVIRON SERVICES F	REFUSE DISPOSAL	2.64	
	thermostat	ELECTRIC FUND	POWER DISTRIBUTION	<u>6.62</u>	
		TOTAL:	26.47		
METRO FIRE	extrication gloves	GENERAL FUND	FIRE	<u>258.11</u>	
			TOTAL:	258.11	
MID-STATES ORGANIZED CRIME INFO. CENTE	2012 membership fees	GENERAL FUND	POLICE	<u>150.00</u>	
			TOTAL:	150.00	
MISC VENDOR	DOLLAR GENERAL	inventory tubs	ELECTRIC FUND	ADMIN AND GENERAL	13.38
	JOLLY WOODCHOPPER BAND	senior center dance entert	GENERAL FUND	SENIOR COORDINATOR	125.00
	NELAC INSTITUTE	lab manual	WASTE WATER FUND	ADMIN AND GENERAL	100.00
	NORTHEAST WISCONSIN TE	inv 55943 taser class sprg	GENERAL FUND	POLICE	175.00
	OPTICS PLANET	streamlight stinger flashl	GENERAL FUND	POLICE	104.99
	REST LLC	REST LLC: revolving loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	<u>140,000.00</u>
			TOTAL:	140,518.37	
MN DEPT OF NATURAL RESOURCES	500 plants	ENVIRON SERVICES F	REFUSE DISPOSAL	334.52	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>334.52</u>
MN MUNICIPAL UTILITIES ASSOCIATION	1st qtr membership dues '1	ELECTRIC FUND	ADMIN AND GENERAL	<u>3,261.75</u>
			TOTAL:	<u>3,261.75</u>
MN RECREATION & PARK ASSOCIATION	2012 annual membership-jan	GENERAL FUND	RECREATION/LEISURE SER	249.00
	2012 annual membership-lan	GENERAL FUND	RECREATION/LEISURE SER	<u>222.00</u>
			TOTAL:	<u>471.00</u>
MN RURAL WATER ASSOCIATION	feb 2012 reg -chris, jim	WATER	ADMIN AND GENERAL	350.00
	feb 2012 reg - tom c	WASTE WATER FUND	ADMIN AND GENERAL	<u>175.00</u>
			TOTAL:	<u>525.00</u>
MN STATE FIRE DEPT ASSOC.	2012 membership dues	GENERAL FUND	FIRE	<u>288.00</u>
			TOTAL:	<u>288.00</u>
MN STATE UNIVERSITY	msu job fair 1/8/12	GENERAL FUND	RECREATION/LEISURE SER	<u>36.00</u>
			TOTAL:	<u>36.00</u>
MN TRANSPORTATION ALLIANCE	2012 membership dues	GENERAL FUND	STREETS	<u>275.00</u>
			TOTAL:	<u>275.00</u>
MN WASTEWATER OPERATORS ASSOCIATION	ww operator mtg-steve,adam	WASTE WATER FUND	ADMIN AND GENERAL	<u>60.00</u>
			TOTAL:	<u>60.00</u>
PETE MOULTON	mile to bloomington mdh/aw	WATER	ADMIN AND GENERAL	57.72
	lions 3rd qtr dues	WATER	ADMIN AND GENERAL	<u>80.00</u>
			TOTAL:	<u>137.72</u>
MVTL LABORATORIES INC	testing	WATER	PURIFICATION AND TREAT	864.60
	testing	WATER	PURIFICATION AND TREAT	<u>132.00</u>
			TOTAL:	<u>996.60</u>
NICOLLET COUNTY SENIOR SERVICES	jan/feb 2012 newsletter	GENERAL FUND	SENIOR COORDINATOR	<u>117.29</u>
			TOTAL:	<u>117.29</u>
DAVE NIXON	vb ref 1/1-1/11/12	GENERAL FUND	RECREATION/LEISURE SER	<u>68.00</u>
			TOTAL:	<u>68.00</u>
NUTTER CLOTHING CO	mitts, gloves	GENERAL FUND	COMMUNITY SERVICE	<u>61.10</u>
			TOTAL:	<u>61.10</u>
OVERHEAD DOOR COMPANY OF MANKATO INC	police door #1 repair	GENERAL FUND	POLICE	<u>72.00</u>
			TOTAL:	<u>72.00</u>
JOHN A PERRA	1999a tif bond	VOLMARY TWNHOMES T	DEBT SERVICE PAYMENTS	9,880.00
	1999a tif bond	VOLMARY TWNHOMES T	DEBT SERVICE PAYMENTS	<u>4,158.99</u>
			TOTAL:	<u>14,038.99</u>
TODD PRAFKE-PETTY CASH	meals	GENERAL FUND	BUILDING INSPECTOR	12.19
	parking	GENERAL FUND	PARKS	9.00
	meals	GENERAL FUND	ECONOMIC DEVMT	<u>8.00</u>
			TOTAL:	<u>29.19</u>
REARVIEW SYSTEMS LLC	monitor camera cable	GENERAL FUND	STREETS	470.00
	#38 monitor camera cable	GENERAL FUND	STREETS	<u>485.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	955.00
SOUTHERN MN REC & PARK ASSOC	annual membership 2012	GENERAL FUND	RECREATION/LEISURE SER	30.00
			TOTAL:	30.00
SOUTHWEST MN CHAPTER OF ICC	2012 membership dues-dean&	GENERAL FUND	BUILDING INSPECTOR	160.00
			TOTAL:	160.00
SPRING TOUCH	prepay 2012 weed control	LIBRARY FUND	LIBRARY	183.05
	prepay 2012 weed control	COMMUNITY CENTER	COMMUNITY CENTER	183.05
			TOTAL:	366.10
ST PETER HERALD	2012 (2) subscriptions - r	LIBRARY FUND	LIBRARY	80.00
			TOTAL:	80.00
ST PETER RENTAL CENTER	tooless cap	ENVIRON SERVICES F	REFUSE DISPOSAL	9.62
			TOTAL:	9.62
STREICHER'S	uniform allowance	GENERAL FUND	POLICE	103.87
	uniform allowance	GENERAL FUND	POLICE	179.65
	uniform allowance	GENERAL FUND	POLICE	21.36
	uniform allowance	GENERAL FUND	POLICE	119.89
	uniform allowance	GENERAL FUND	POLICE	108.49
			TOTAL:	533.26
TELREPCO	repair touchscreen	GENERAL FUND	POLICE	380.00
			TOTAL:	380.00
JENNIFER THORESON	wtf recycle bins	WASTE WATER FUND	ADMIN AND GENERAL	27.87
			TOTAL:	27.87
TIGERDIRECT.COM	monitor for officer statio	GENERAL FUND	POLICE	130.34
			TOTAL:	130.34
JANE TIMMERMAN	storage bins	LIBRARY FUND	LIBRARY	19.91
			TOTAL:	19.91
UNITED SURFACE PREPARATION	sandblaster repair parts	GENERAL FUND	STREETS	76.91
	sandblaster repair parts	GENERAL FUND	PARKS	61.53
	sandblaster repair parts	WATER	ADMIN AND GENERAL	30.77
	sandblaster repair parts	WASTE WATER FUND	ADMIN AND GENERAL	30.77
	sandblaster repair parts	ENVIRON SERVICES F	ADMIN AND GENERAL	30.76
	sandblaster repair parts	ELECTRIC FUND	ADMIN AND GENERAL	76.91
			TOTAL:	307.65
CHRIS VOELTZ	drivers license	WATER	ADMIN AND GENERAL	43.00
			TOTAL:	43.00
WESCO DISTRIBUTION INC	hwy 169 led meter ped	ELECTRIC FUND	POWER DISTRIBUTION	480.94
			TOTAL:	480.94
ZIEGLER INC	generator support 2012	GENERAL FUND	MUNICIPAL BUILDING	1,560.00
	generator support 2012	COMMUNITY CENTER	COMMUNITY CENTER	2,160.00
	generator support 2012	WATER	PURIFICATION AND TREAT	3,120.00
	generator support 2012	WATER	DISTRIBUTION AND STORA	1,560.00
	generator support 2012	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,820.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	main lift generator support	WASTE WATER FUND	COLLECTOR/LIFT STAT	7,296.00
1	generator support 2012	WASTE WATER FUND	SOURCE/TREATMENT	11,140.00
6	generators support 2012	ELECTRIC FUND	POWER PRODUCTION	<u>46,800.00</u>
			TOTAL:	76,456.00

COUNCIL BILL LIST TOTAL
FOR 12/29/2011 & 1/23/2012

FUND TOTALS

101	GENERAL FUND	49,005.05
211	LIBRARY FUND	2,034.15
213	PUBLIC ACCESS	17.38
217	COMMUNITY CENTER	6,179.30
230	REVOLVING LOAN FUND	140,607.00
368	2008B BHS EQUIP CERTIFICA	40,402.50
381	VOLMARY TWNHOMES TIF#9	14,038.99
401	PERM IMPROVEMENT REVOLVING	23,444.68
450	HOUSING PROJECT2000 #10	450.00
472	2012 EQUIPMENT CERTIFICAT	8,741.75
601	WATER	33,480.65
602	WASTE WATER FUND	46,892.63
603	ENVIRON SERVICES FUND	35,369.79
604	ELECTRIC FUND	643,328.72
606	STORMWATER FUND	1,103.42
610	HEARTLAND TRANSIT	5,233.22
820	RESTRICTED CONTRIBUTIONS	2,704.50

	GRAND TOTAL:	\$ 1,053,033.73

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>
Steffen Electric	Replacement of T12 Ballasts and bulbs	\$6,366.70	Various
Vessco	Chemicals - Blanket PO not to exceed.....	\$23,000.00	Wastewater
Western Lime Corp	Lime	\$24,640.00	Wastewater
Quality Flow	Repair of KSB pump #3	\$24,412.65	Wastewater
Hawkins Chemical	Blanket purchase order for wastewater treatment plant chemicals not to exceed	\$100,000	Wastewater

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

<u>Taxicab License</u>	
Ecumen Sand Prairie	1/1/12 – 12/31/12

3. The materials at the brush and wood pile located at the City's compost site is hereby declared as surplus property and staff is authorized to sell the materials to Environmental Wood Supply in exchange for the company grinding and removing the material at an estimated value of between \$9,000-\$12,000.

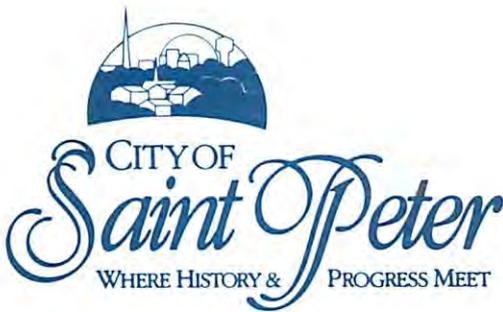
4. The schedule of disbursements for January 5, 2012 through January 18, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 23rd day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 17, 2012

FROM: Lewis Giesking
Director of Public Works

RE: Joint Powers Agreement With The State of Minnesota for Purchases Based On State Competitive Bidding

ACTION/RECOMMENDATION

Provide authorization for execution of joint powers agreement to allow for access to State bid pricing.

BACKGROUND

The City has used the State competitive bidding process over the years for many purchases, particularly large equipment items. The City has signed up on an annual basis to be a part of the State of Minnesota Material Management Division's Cooperative Purchasing Venture (CPV). The City has renewed the annual membership in July of 2011 with no fee. The City has paid fees in the past of up to \$500. The Materials and Management Division is now offering a perpetual Cooperative Purchasing Agreement, providing the same service, but eliminating the annual renewal process. This will save administrative time. The agreement can be cancelled after thirty (30) days notice of either party.

Rules for the program have changed over the years as have costs to be a member. We have been an "on and off" member over the past 15-20 years.

Use of this Cooperative Purchasing Venture results in savings in three ways:

1. Reduced administrative time to develop specifications and bidding documents;
2. Elimination of the cost of advertising, which can be substantial; and
3. Providing an opportunity to take advantage of volume discounts not available to the City when bidding one item of equipment.

It is important to note that the State contract price is not always the lowest price and, in some cases, comparisons should be done while evaluating any purchase. With that being said, the program has provided us with positive results on many purchases in the past.

It has been an effective program for the City and staff would recommend the City continue to be a member of the Cooperative Purchasing Venture.

Fiscal Impact:

There is no immediate cost to this action, but execution of the agreement will allow the City to realize savings on future purchases under the contract.

Alternatives and Variations:

Approval: The City Administrator will execute the agreement.

Negative vote: the City will discontinue its' membership in the State Cooperative Purchasing Venture.

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

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

LGG/vwt



COOPERATIVE PURCHASING AGREEMENT

Under the Authority of Minnesota Statutes § 16C.03, Subdivision 10
and
Minnesota Statutes § 471.59, Subdivision 1

This Joint Powers Agreement is between the State of Minnesota, through its commissioner of Administration, Materials Management Division ("Division") and

CITY OF ST PETER ("Authorized Entity").

Pursuant to Minn. Stat. § 16C.03, subd. 10, the Division acquires various supplies, commodities, equipment, and services for state agencies and governmental units (as defined in Minn. Stat. § 471.59, subd. 1) through competitive bidding or requests for proposals. The Division, through Minn. Stat. § 16C.11, and the Authorized Entity wish to combine their purchasing functions, as specifically provided below, so that the Authorized Entity may avail itself of the prices which have been agreed upon by the Division and its vendors.

The parties agree as follows:

- 1. Term.** This joint powers agreement will be effective on the date State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, and remains in effect until canceled by either party upon 30 days' written notice to the other party.
- 2. Services.** The Division will make its contracts for commodities and services, as listed on the State of Minnesota's Contract Index, available to the Authorized Entity.
- 3. Use of Division Contracts.** To purchase commodities or services from the Division's contracts, the Authorized Entity must issue a purchase order in accordance with the terms and conditions of the Division's contracts and any requirements applicable to the Authorized Entity's governing body. The Authorized Entity must send purchase orders directly to the applicable vendor and will make payments directly to the vendor in accordance with its established procedures and terms of the Division's contract. The Authorized Entity will not use the goods available under the Division's contracts for the purposes of resale. The Authorized Entity must be the end user of the goods purchased.
- 4. Liability.** The Authorized Entity agrees that neither the Division nor its employees personally assume responsibility or liability for any amounts due or claimed to be due pursuant to any purchase order entered issued by the Authorized Entity. The Authorized Entity will indemnify, save and hold harmless the Division and its employees from any loss, damage or



COOPERATIVE PURCHASING AGREEMENT

Under the Authority of Minnesota Statutes § 16C.03, Subdivision 10
and
Minnesota Statutes § 471.59, Subdivision 1

expense, including payment of attorney fees allowable by law, which arise or may arise from the Authorized Entity's use of this joint powers agreement and from any dispute or claim arising from any transaction between the Authorized Entity and the Division's vendors, whether or not the loss, damage, dispute or claim arises during or after the period of this cooperative agreement. The Division's liability will be governed by the provisions of Minn. Stat. § 3.736.

CITY OF ST PETER

"Authorized Entity certifies that the appropriate person(s) have executed this cooperative agreement on behalf of the Authorized Entity as required by applicable articles, bylaws, resolutions or ordinances."

By:

(Authorized Signature)

(Title)

(Address)

(Date)

STATE OF MINNESOTA

"By Delegation"

By:

Materials Management Division

(Date)

Permit Number/Access Code:



December 21, 2011

Lew Giesking
City of St Peter
405 W Saint Julien St
St Peter, MN 56082

Thank you for your membership in the Materials Management Division's (MMD) Cooperative Purchasing Venture (CPV). Your use of state contracts is not only beneficial to your organization, but allows the state to obtain the best possible pricing and terms in our cooperative purchasing efforts.

MMD has reviewed its process for maintaining agreements and renewals for our local government CPV members. In the interest of streamlining our processes and for the convenience of our members, we have determined to eliminate the annual renewal requirement and are now allowing the agreement to extend beyond five years.

I have enclosed a new agreement for signature by your agency. Any previous agreement is void. The new agreement will remain in effect until canceled by either party (with 30 days written notice). Please have the agreement signed by an authorized person and return the original to me. A fully executed copy will be sent to you for your records after signature by the state.

Your CPV permit number/security access code will not change. Your access code enables you to utilize MMD's website to access information on all contracts available to CPV members.

When placing orders with contract vendors, be sure to reference the applicable State of Minnesota contract number to ensure you receive the State contracted pricing.

If you have any questions regarding registration, please call me at 651.201.2404. If you have any questions regarding contract information, please call the MMD HelpLine at 651.296.2600.

Sincerely,

Sherry L. Brown
Business Administrator

Enclosure

112 Administration Building / 50 Sherburne Avenue / St. Paul, MN 55155
Phone: 651.201.2404 / Fax: 651.297.3996 / Email: Sherry.Brown@state.mn.us
Persons with a hearing or speech disability may contact us by calling Minnesota Relay at 711

The Department of Administration is an Equal Opportunity Employer

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION AUTHORIZING EXECUTION OF A JOINT POWERS AGREEMENT WITH THE STATE
OF MINNESOTA FOR A COOPERATIVE PURCHASING VENTURE**

WHEREAS, the State has offered an opportunity for cities and counties to utilize State bids for purchases; and

WHEREAS, the city has been a member and utilized this service from time to time over the last twenty years; and

WHEREAS, the State is proposing to change the relationship to a Joint Powers Agreement; and

WHEREAS, the rules are the same and the city has enjoyed savings on purchases made using the process.

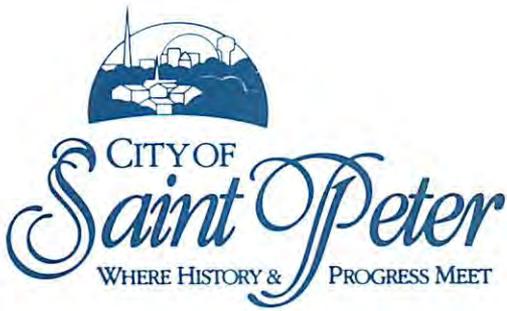
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes the City Administrator to execute the Joint Powers Agreement with the State of Minnesota for the Cooperative Purchasing Venture.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of January 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 12, 2012

FROM: Lew Giesking
Director of Public Works

RE: Area Transportation Partnership Grant Application for the Union Street/Highway 169 Intersection Reconstruction

ACTION/RECOMMENDATION

It is recommended the City Council authorize submission of an ATP grant application for funding for a project to improvements to the Union Street/Highway 169 intersection.

BACKGROUND

The City has been evaluating opportunities to work with the Minnesota Department of Transportation (MnDOT) for improvements to Trunk Highway 169 from Union Street to the Old Minnesota Avenue Intersection with Trunk Highway 169 located at the north City limits.

MnDOT has scheduled work in 2014 including:

1. Flood Mitigation – raising the south southbound lane for 1.9 miles (Union Street to Dodd Avenue)
2. Revise the intersection of 169/22 North for safety

In 2015 MnDOT is planning:

1. Mill an Overlay 10.5 miles of Southbound Highway 169 Saint Peter to LeSueur

The City has discussed options for improvement with MnDOT for access to Highway 169 at:

1. Old Minnesota at north City limits
2. Highway 22 North
3. Saint Julien Street
4. Union Street

MnDOT is interested in working with the City beyond the scope of their work; to the extent the City is willing to fund additional work. Funding is for work in the 2014 timeframe; however that could be used for surface improvements to improve highway access in an amount up to \$2,500,000 if the City "borrows ahead" throughout the Minnesota State Aid (MSA) process.

In addition, there may be Area Transportation Partnership (ATP) funding available. ATP funding grants are available to government entities within MnDOT District 7 on an annual basis. Projects are considered competitively, early each year and usually the awards are made by April 1st of the year. Funding, up to \$560,000.00 is then made available five years later for actual construction. (The City can borrow ahead based on the grant commitment.)

There are a number of at-grade projects that can be done along this section of the 169 corridor that will improve safety. Due to potential development pressure, staff believes the priority for improvements should be the Union Street to Saint Julien Street section of highway.

MnDOT has raised concerns about the safety of the Union Street intersection based on turning movements and slope of the connecting link between Highway 169 and the Union Street intersection with Old Minnesota Avenue. MnDOT suggested closing the intersection at Union Street and establishing a new intersection at an extension of Third Street. Staff is concerned as the City should maintain access at the Old Minnesota/Union Street intersection for highway access to local businesses and to the fairground.

It is proposed to raise Trunk Highway 169 in the area of the Old Minnesota/Union Street intersection to eliminate the steep slope access. Bolton and Menk Engineers have further refined the intersection, channeling turning movements to reduce conflicts, and making a direct connection to Old Minnesota Avenue – a higher volume roadway than Union Street. Union Street would have a stop condition at Old Minnesota Avenue. Southbound Highway 169 traffic would have acceleration and deceleration lanes and northbound Highway 169 traffic would have a channeled left turn lane onto Old Minnesota Avenue. There would be no left turn for Old Minnesota or Union Street traffic onto northbound Highway 169. That traffic would have to use Old Minnesota Avenue to access Highway 169 at Saint Julien Street or Dodd Avenue. MnDOT staff has indicated an interest in pursuing this option if the City funds the project. There has been no formal approval of this concept by MnDOT District 7.

The project as proposed is estimated to cost \$700,000. The City has submitted a grant application for ATP funds in the amount of \$560,000; which was due December 31, 2011. The City would have to fund \$140,000 which would be available from the Municipal State Aid funds (MSA). This approach would keep the Old Minnesota Avenue/Union Street access to Trunk Highway 169 open, yet meet MnDOT's goal of improving highway safety.

FISCAL IMPACT:

There is no fiscal impact to submitting the grant application. If the City were awarded grant funds, we would then need to commit matching funds for the project.

ALTERNATIVES/VARIATIONS:

Approval: Staff will advise MNDOT of the City Council's support for the project.

Negative vote: Staff will withdraw the ATP grant application.

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.

LGG/vwt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION OF SUPPORT FOR AN AREA TRANSPORTATION PARTNERSHIP GRANT
APPLICATION FOR IMPROVEMENT OF THE UNION STREET/TRUNK HIGHWAY 169
INTERSECTION**

WHEREAS, the Minnesota Department of Transportation (MnDOT) is planning to improve southbound Trunk Highway 169 in 2014; and

WHEREAS, MnDOT has offered an opportunity for the City to participate in additional improvements if the City is willing to participate in funding; and

WHEREAS, the Union Street intersection with Trunk Highway 169 is considered unsafe; and

WHEREAS, the intersection can be enhanced to improve safety; and

WHEREAS, Area Transportation Partnership Grant funding may be available to help finance the project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby supports an application for grant funding from the Area Transportation Partnership (ATP) for improvement of the Union Street/Trunk Highway 169 intersection.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of January 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

**“CONGENITAL HEART DEFECT AWARENESS
WEEK”**

WHEREAS, the health and well-being of our children is of paramount importance; and

WHEREAS, more than 40,000 babies with a congenital heart defect are born in the United States each year; and

WHEREAS, it is crucial that parents, pediatricians, and all those in the health profession have greater awareness of the potential for congenital heart defects among newborns and children; and

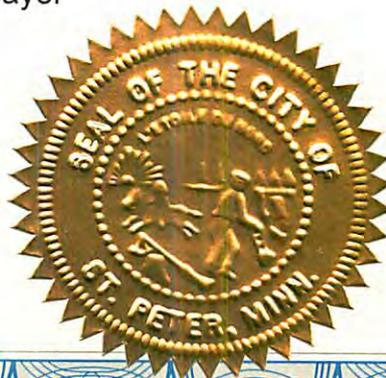
WHEREAS, Congenital Heart Defect Awareness Week provides the opportunity for families and patients affected by these conditions to share their experiences and knowledge with the public, so that we all may be made more aware of how this defect affects all our lives.

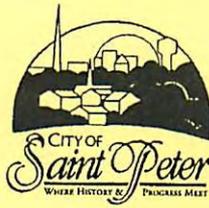
NOW, THEREFORE, I, Timothy Strand, Mayor the City of Saint Peter, Minnesota, do hereby proclaim February 7-14, 2012, as “CONGENITAL HEART DEFECT AWARENESS WEEK” and encourage all Saint Peter residents to join me in this special observance. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 23rd day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



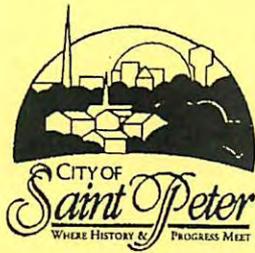


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 9, 2012
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER
- II. OATH OF OFFICE
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. VISITORS
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. APPROVAL OF CONSENT AGENDA ITEMS
- VII. UNFINISHED BUSINESS
 - A. City Assistance Request: Polar Bear Plunge
- VIII. NEW BUSINESS
 - A. Phone System Purchase
 - B. Spill Prevention Plan Engineering
 - C. MEI Wastewater Treatment Agreement
 - D. Business License Application
 - E. Minnesota Square Park Pavilion Project
 - F. 2012 Municipal Fee Schedule
- IX. REPORTS
 - A. MAYOR
 - B. CITY ADMINISTRATOR
 - 1. City Office Closure
 - 2. Goal Session Discussion
 - 3. City/School/Gustavus Meeting Schedule
 - 4. Others
- X. ADJOURNMENT

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. OATH OF OFFICE

City Attorney Brandt will administer the Oath of Office to new Councilmembers Zieman and Brand.

III. 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.

IV. APPROVAL OF MINUTES

A copy of the minutes of the December 13, 2010 regular Council meeting is attached for approval. A MOTION is in order.

V. VISITORS

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

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

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for December 8, 2011 through December 27, 2011 and December 28, 2011 through January 4, 2012 are attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

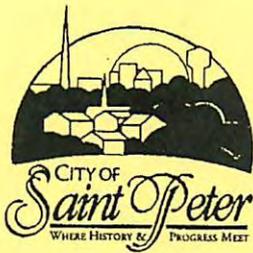
A. **ADOPTION OF A RESOLUTION APPROVING ADDITIONAL REQUEST FOR CITY ASSISTANCE FOR POLAR BEAR PLUNGE EVENT**

The organizers of the Polar Bear Plunge event have requested additional assistance from the City to have City employees cut the hole in the ice needed for the event. Please see the attached staff report and RESOLUTION.

VIII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING PURCHASE OF A REPLACEMENT PHONE SYSTEM AND ASSOCIATED CABLING SERVICES**

NEC has discontinued service on the phone system used by the City and River's Edge Hospital and Clinic. In order to ensure continued phone operation, staff recommends purchase of a replacement phone system from Loffler Companies. Loffler provided the lowest proposal and has provided exceptional customer service in the past. Staff also recommend acceptance of the lowest quote for cabling services from CTS including the base quote and the alternate. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION APPROVING ENGINEERING SERVICES FOR SPILL PREVENTION PLAN DEVELOPMENT

The City has a mandated Spill Prevention Control and Countermeasure Plan (SPCC) which was adopted by the City Council on December 10, 2007. The plan must be updated every five years. DGR Engineers prepared the first plan and it is proposed to have DGR update the plan. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING AGREEMENT WITH MINNESOTA ELEVATOR, INC. FOR WASTEWATER TREATMENT SERVICES

The City has been treating wastewater from Minnesota Elevator Inc. (MEI) by an agreement which is due to expire. A new renewable one year agreement has been prepared. It is recommended the City Council authorize the Mayor and City Administrator to execute the new agreement with MEI. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATION

Following a background investigation, staff recommends approval of a Soft Drink license application submitted by Chad Guentzel dba Anytime Fitness. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION CREATING MAYOR'S TASK FORCE FOR MINNESOTA SQUARE PARK PAVILION PROJECT

As discussed at the last workshop session, attached is a proposed resolution establishing a Mayor's task force for the Minnesota Square Park Pavilion project. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION ADOPTING 2012 MUNICIPAL FEE SCHEDULE

Following the annual review of the municipal fee schedule, staff recommends several minor modifications to the fees and adoption of a few new fees. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR

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

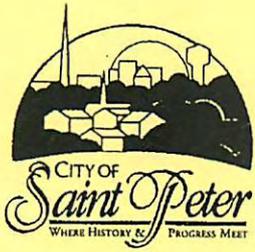
B. CITY ADMINISTRATOR

1. REPORT ON CITY OFFICE CLOSURE

All City offices will be closed on Wednesday, January 11th until 1:30 p.m. This closure will allow time for City employees to participate in a training session. A report will be provided at this time.

2. REPORT ON GOAL SESSION DISCUSSION

A report will be provided at this time on discussion at the December 15, 2012 Council goal session.



CITY COUNCIL
AGENDA MEMORANDUM 12-01
REGULAR MEETING OF JANUARY 9, 2012
7:00 P.M.

3. REPORT ON CITY/SCHOOL/GUSTAVUS MEETING SCHEDULE

A report will be provided at this time on the schedule for the next City/School/Gustavus meeting.

4. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke



OATH OF OFFICE

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

I, Jeff Brand, do solemnly swear that I will support the Constitution of the United States and that of the State of Minnesota, and that I will faithfully and impartially discharge the duties of Councilmember in and for the City of Saint Peter, Minnesota, to which office I have been elected, to the best of my judgment and ability.

Jeff Brand

Subscribed and sworn to before me
this 9th day of January, 2012.

Notary Public



OATH OF OFFICE

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

I, Chuck Zieman, do solemnly swear that I will support the Constitution of the United States and that of the State of Minnesota, and that I will faithfully and impartially discharge the duties of CITY COUNCILMEMBER in and for the City of Saint Peter, Minnesota, to which office I have been elected, to the best of my judgment and ability.

Chuck Zieman

Subscribed and sworn to before me
this 9th day of January, 2012.

Notary Public

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
DECEMBER 12, 2011**

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 December 12, 2011.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Kvamme, Pfeifer, Spriggs, Wetherill, Carlin, Mayor Strand. Absent was Councilmember Eichmann. 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 Wetherill, to approve the agenda as modified. With all in favor, the motion carried.

Approval of Minutes – A motion was made by Spriggs, seconded by Carlin, to approve the minutes of the November 28, 2011 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the November 28, 2011 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Pfeifer, seconded by Carlin, Resolution No. 2011-179 entitled "Resolution Approving Consent Agenda" was introduced with the addition of an employee appointment for the part-time Secretary/Receptionist position at the Recreation and Leisure Services Department. Upon roll call, with all in favor, the Resolution was declared passed and adopted as amended. A complete copy of Resolution No. 2011-179 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Tax Levy/General Fund Budgets – Finance Director O'Connell presented the proposed tax levy for 2011 payable in 2012 in the amount of \$2,041,011 which was the same as the preliminary levy and the same as the 2011 levy. O'Connell reviewed the various taxing entities that make up property taxes in Saint Peter; the various influences on taxes; the budget and levy process and the various funds that would have budgets adopted. City Administrator Prafke reminded Councilmembers that unlike other cities who make cuts to the budget between adoption of the preliminary and final levies, Saint Peter chooses to make the cuts in August and September prior to adoption of the preliminary levy. Councilmember Wetherill expressed his belief that the tax levy should be reduced by shifting the burden to utility customers so that both taxable and tax exempt properties pay an equal share. Councilmember Pfeifer countered with his belief that if the City shifted the burden to utility customers it would mean utility rates would have to be increased to maintain the reserve amounts needed for the utility funds. O'Connell also noted that the General Fund reserve amount would be unchanged from 2011 to 2012 at 48% and the reserve amount was necessary due to the City only receiving state aid payments twice a year. In motion by Spriggs, seconded by Carlin, Resolution No. 2011-180 entitled "Resolution Adopting The Final 2011 Tax Levy Collectible In 2012", was introduced. Upon roll call, Councilmembers Spriggs, Pfeifer, Kvamme, Carlin and Mayor Strand voting aye, Councilmember Wetherill voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-180 is contained in the City Administrator's book entitled Council Resolutions 18.

In motion by Kvamme, seconded by Spriggs, Resolution No. 2011-181 entitled "Resolution Approving The General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, And Agency Funds For The 2012 Fiscal Year", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-181 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Communications Technician Union Contract – City Administrator Prafke recommended approval of a contract with the Dispatcher's Union for the year 2012. Prafke indicated the only change in

the contract was a three percent (3%) wage increase and he stated the increase was in line with the General Fund budget and the increase provided for other unions. In motion by Kvamme, seconded by Wetherill, Resolution No. 2011-182 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Union Local No. 242 (Communications Technicians) For Calendar Year 2012", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-182 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Utilities Union Contract – City Administrator Prafke recommended approval of a contract with the Utilities Union for the year 2012. Prafke indicated the only changes in the contract were a three percent (3%) wage increase, which was in line with the General Fund budget, and the increase provided for other unions, and language changes related to positions in Stormwater and possible changes should the water plant be classified as a Class A plant in the future. In motion by Kvamme, seconded by Pfeifer, Resolution No. 2011-183 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local No. 70 (Utilities) For Calendar Year 2012", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-183 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Non-Union/Non-Contract Employee Wages – City Administrator Prafke recommended a three percent (3%) wage increase for all full-time and part-time non-union, non-contract employees to be in line with the union employee increases. Prafke reminded the Council that the wages were being established based on the principle that "non-union issues will drive wage modifications". In motion by Pfeifer, seconded by Wetherill, Resolution No. 2011-184 entitled "Resolution Establishing 2012 Wage For Non-Union, Non-Contract Employees", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-184 is contained in the City Administrator's book entitled Council Resolutions 18.

City Administrator Contract – City Attorney Brandt presented a proposed contract modification for the City Administrator to provide for an increase of \$2,696 in tuition reimbursement so Mr. Prafke can continue his education. Brandt also recommended extending the contract through December 31, 2014. Brandt noted the increase in tuition reimbursement was equal to three percent (3%) of Prafke's annual salary. Brandt also reviewed the results of Prafke's annual evaluation and recommended approval of the contract modification. In motion by Pfeifer, seconded by Spriggs, Resolution No. 2011-185 entitled "Resolution Modifying City Administrator's Employment Contract", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-185 is contained in the City Administrator's book entitled Council Resolutions 18.

Polar Bear Plunge Request – City Administrator Prafke recommended approval of a request by Sheriff Lange to conduct the Special Olympics Polar Bear Plunge at Hallett's Pond on February 11, 2012. Councilmember Carlin asked if used carpet would be available to provide footing for participants instead of wood chips. Prafke indicated he was unsure, but pointed out that the resolution did not provide for the City to plow the site for parking. In motion by Spriggs, seconded by Kvamme, Resolution No. 2011-186 entitled "Resolution Authorizing Use Of Hallett's Pond For Polar Bear Plunge", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-186 is contained in the City Administrator's book entitled Council Resolutions 18.

Fund Policy Adoption – Finance Director O'Connell recommended approval of a fund balance policy as required by Government Accounting Standards Board Statement #54. O'Connell indicated the policy outlines the procedures to be followed to keep the unassigned fund balance in the General Fund in the range of 35-50% of the following year's budgeted expenditures and the City Administrator and Finance Director will have the ability to assign fund balances that will reflect the City's intended use of the funds. O'Connell also noted the policy defines the various types of funds (committed, assigned, or unassigned). In motion by Wetherill, seconded by Kvamme, Resolution No. 2011-187 entitled "Resolution Approving Fund Balance Policy", was introduced. Upon roll call, with all in favor, the Resolution was declared

passed and adopted. A complete copy of Resolution No. 2011-187 is contained in the City Administrator's book entitled Council Resolutions 18.

Fund Revenue Source Commitment (GASB 54) – Finance Director O'Connell recommended approval of a resolution committing specific revenue sources and fund balances for six special revenue funds as required by Government Accounting Standards Board Statement #54. In motion by Kvamme, seconded by Carlin, Resolution No. 2011–188 entitled "Resolution Committing Specific Revenue Sources And Fund Balances In Special Revenue Funds", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-188 is contained in the City Administrator's book entitled Council Resolutions 18.

Gault Street Detention Basin Repair Project – Public Works Director Giesking recommended Bolton and Menk, Inc. be retained for a not to exceed fee of \$6,700 to prepare plans, specifications, and contract documents for a project to make repairs associated with the Gault Street Detention Basin. Giesking indicated the project, which was expected to cost \$50,000, had been included in the 2012 Stormwater Fund budget. Councilmember Kvamme pointed out that the City would be spending over \$50,000 on the project to further protect the water quality in Hallett's Pond. In motion by Pfeifer, seconded by Spriggs, Resolution No. 2011–189 entitled "Resolution Retaining Bolton and Menk, Inc. Engineers To Prepare Plans, Specifications, And Contract Documents For A Stormwater Correction Adjacent To The Gault Street Detention Basin", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-189 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Environmental Services Fund Budget – Finance Director O'Connell recommended approval of the 2012 environmental services fund budget in the amount of \$1,015,322. In motion by Kvamme, seconded by Spriggs, Resolution No. 2011–190 entitled "Resolution Adopting 2012 Environmental Services Enterprise Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-190 is contained in the City Administrator's book entitled Council Resolutions 18.

2012 Stormwater Fund Budget – Finance Director O'Connell recommended approval of the 2012 Stormwater Fund budget in the amount of \$906,591. O'Connell indicated the proposed budget would result in a 40% (\$183,000) reserve for the fund and included capital projects in the amount of \$140,000 for intersection and catch basin improvements and \$100,000 for Stormwater improvements that were not eligible for Municipal State Aid funds for the Washington Avenue Link project. In motion by Kvamme, seconded by Carlin, Resolution No. 2011–191 entitled "Resolution Adopting The 2012 Stormwater Enterprise Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-191 is contained in the City Administrator's book entitled Council Resolutions 18.

Transit Driver Position Description – Finance Director O'Connell recommended modifications to the position description for the Transit bus drivers to better reflect the actual qualifications for the position and to increase the pool of qualified candidates for the position. In motion by Wetherill, seconded by Carlin, Resolution No. 2011–192 entitled "Resolution Approving Updated Position Description For Transit Driver", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2011-192 is contained in the City Administrator's book entitled Council Resolutions 18.

Reports

Outgoing Councilmember Recognition- Mayor Strand recognized Councilmembers Spriggs and Wetherill who will be retiring from the Council at the end of 2011. Strand presented each with a commemorative clock affixed with a plaque recognizing their years of service on the City Council.

Councilmember Spriggs thanked the residents of Saint Peter for allowing her to serve on the Council and the Councilmembers and staff for their support. Spriggs also singled out Councilmembers Pfeifer and Kvamme for their mentorship during her tenure on the City Council.

Councilmember Wetherill indicated it had been a privilege to serve on the Council and expressed his belief that the experience was educational, challenging and a great learning experience.

City Administrator Prafke reminded the public of the Council reception scheduled for December 19th in the Saint Peter Room of the Community Center beginning at 4:00 p.m.

Mayor's Reports – Mayor Strand reported on his recent activities which included vacationing and attending the fall Coalition of Greater Minnesota Cities conference.

Holiday Office Closures – City Administrator Prafke reported all non-emergency City offices, including the library and Community Center will be closed on Monday, December 26th and Monday, January 2nd for the Christmas and New Year's holidays.

Community Notification Options – City Administrator Prafke reminded the public of the various ways for the public to receive notifications from the City regarding snow emergencies and encouraged people to sign up for the free Nixle community notification service. Prafke also provided information on the City's Facebook page and the City website.

There being no further business, a motion was made by Wetherill, seconded by Spriggs, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:45 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: 1/5/12

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: Approve Sidewalk and Curb and Gutter repair in the area of 225 South
Minnesota Avenue

ACTION/RECOMMENDATION

It is recommended the City Council award the work for the sidewalk and curb and gutter replacement to Nielsen Blacktopping of Kasota, MN in the amount of \$6,694.00. Furthermore, it is recommended the amount of \$4,506.08 be assessed to 225 South Minnesota Avenue.

BACKGROUND

The project located at 225 South Minnesota Avenue has been completed. Earlier this year the property owner at 225 South Minnesota Avenue received a notice from the Public Works staff stating the sidewalk along the property had been found defective and creating unsafe conditions. As agreed by Mr. Prafke, the city was participating with the property owner on this project. Staff worked with the property owner and Mr. Prafke to develop a scope of work and bid the job as one project. The city funded repairs to the alley entrance and shared in the cost of the curb replacement.

Nielsen Blacktopping	\$6,694.00
O'Malley Construction	\$10,426.36
Evenson Concrete	Did not submit a bid

In addition to the construction cost the city billed five percent (5%) for administrative and inspection costs. The total project cost is \$6,943.34.

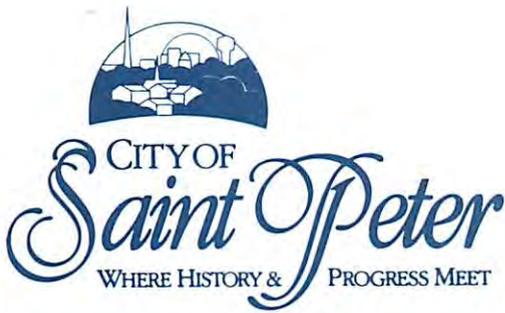
Fiscal Impact:

The project will be funded by assessment of \$4,506.08 to 225 South Minnesota Avenue. (They propose to pay the amount in full.) The remainder of the cost, \$2,437.26 is to be paid by the city from the general fund (streets budget).

Alternatives and Variations:

Approval: Staff has the work completed and will bill 225 South Minnesota Avenue for their share of the costs.

LGG/vwt



Memorandum

December 19, 2011

To: Lewis Giesking
Director of Public Works

From: Pete Moulton *Pete*
Water Utilities Superintendent

RE: 922 South Washington Ave.

Recommendation

Authorize payment to Nielsen Blacktopping in the amount of \$5,770.00 and assess the cost to the property owners at 922 South Washington Avenue.

Background

The homeowner at 922 South Washington Avenue requested a curb cut on W. Saint Paul Street. The new curb cut would require new concrete curb and sidewalk replacement. The owner hired the contractor and asked to assess the cost to their property taxes. The project was authorized by the City Administrator and staff proceeded to accommodate the customer. Nielsen Blacktopping was selected by the owner to complete the work in the right-of-way for access to the property.



December 8, 2011

To: Pete Moulton
Water Utilities Superintendent

6/4
LPS
12/10/11

From: Amy Kamm
Stormwater Foreman

A handwritten signature in blue ink, appearing to be "AK", is written next to the name Amy Kamm.

Ref: Manhole Quadex Dynastone

In October when staff was changing out the casting on North Minnesota Ave. they completed an inspection on the inside of the manholes. From the inspection staff documented that the manholes are made of old block bricks and are in poor shape. They could collapse or take in water when the water table is high.

The stormwater utility is requesting that Infratech Technologies repair the manholes by use a process called quadex dynastone for sealing it from the inside. This is a specialized process and it is being done instead of replacing the whole manhole.

This is work we would like to complete in 2012.

The stormwater utility has money budget for this activity in 606.48610.532 for the amount of \$5,311.00.



Memorandum

To: Todd Prafke
City Administrator

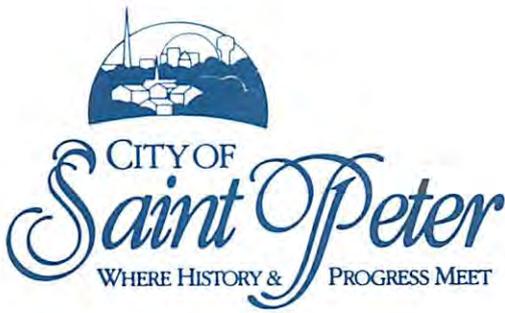
Date: January 4, 2012

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: License Renewals

Several businesses have submitted license applications in order to renew their Soft Drink, Amusement/Mechanical Device, and Show licenses. Also, Hansen Sanitation has submitted a Solid Waste Hauler Permit in order to renew their permit. The licensing period for all of the above mentioned licenses will be January 1, 2012 – December 31, 2012.

Please place these items on the January 9, 2012 City Council consent agenda.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/6/2012

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointments

ACTION/RECOMMENDATION

Provide for reappointment of an advisory board member and appointment of two new members.

BACKGROUND

As part of the December 12th regular meeting the Council took action to reappoint several advisory board and commission members whose terms expired on December 31, 2011. At that time I mentioned that three of the members who were eligible for appointment did not respond to our correspondence about being reappointed. Since that meeting one of those three has contacted us to indicate his desire to be reappointed. Mayor Strand recommends the reappointment as follows:

ECONOMIC DEVELOPMENT AUTHORITY

Bob Southworth (2012-2017)

In addition, Mayor Strand has recommended the following additional appointments:

LIBRARY BOARD

Evan Curtin (2012-2014)

HOSPITAL COMMISSION

Sandra Gundlach (2008-2012)

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

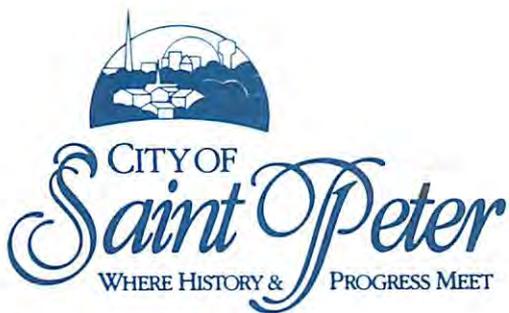
Approval: The candidate will be notified of his reappointment and continue service on the board.

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 let me know if you have any questions or concerns.

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/6/12

FROM: Todd Prafke
City Administrator

RE: Council Annual Business

ACTION/RECOMMENDATION

Approve the consent agenda which includes license renewals, Mayor pro tem appointment, designation of official newspapers and depositories, City Council rules of operation, Council liaison appointments, Council committee appointments and approval of the disbursements.

BACKGROUND

At the first regular Council meeting each January, the Council is asked to consider several annual designations, appointments and rules. All of these items have been included on the consent agenda for your consideration. Included in the consent agenda are the following actions:

- The appointment of Councilmember Carlin as Mayor pro tem
- Designation of the *Saint Peter Herald* as the official newspaper of the City. The Herald is the only option available to the City as State Statute requires it to be a newspaper of general circulation that is published in Nicollet County.
- Designation of Nicollet County Bank, First National Bank, Hometown Bank, and Wells Federal Savings and Loan as official depositories of the City.
- Appointment of Councilmembers to liaison and committee positions
- Renewal of license applications
- Adoption of the rules of operation for the City Council
- Approval of the disbursement lists for end of the year 2011 and the beginning of 2012

Fiscal Impact:

None.

Alternatives and Variations:

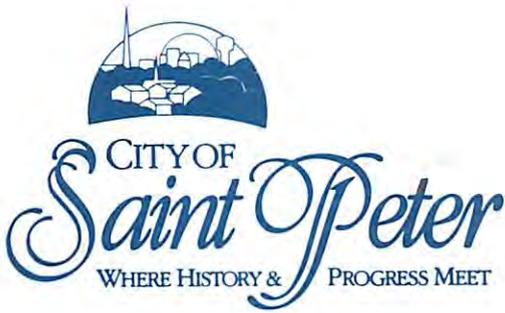
Vote in favor: Staff will proceed as directed.

Negative vote: No further action will be taken without additional direction from the Council. Please note that the designation of the official newspaper and the official depositories for the City is State mandated.

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

Should you have any questions about the consent agenda, please don't hesitate to contact me

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

FROM: Jane Timmerman, Director
Recreation & Leisure Services

RE: SPPA Production Assistant Appointment

Date: November 22, 2011

ACTION/RECOMMENDATION

Appoint Robert Lawson to the position of part-time Production Assistant for Public Access at the wage rate of \$7.25.

BACKGROUND

The recruitment process is complete for a part-time Production Assistant for Public Access in the Recreation and Leisure Services Department. I recommend appointment of Robert Lawson to the position at the wage rate of \$7.25 per hour. Mr. Lawson will assist with production of the City Council and School Board meetings as needed.

FISCAL IMPACT:

This is a position that is budgeted for in the 2011 SPPA budget.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will contact the candidate.

Negative vote: Staff will wait for further direction.

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

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ABM EQUIPMENT & SUPPLY, INC.	round cleat track assembly	WASTE WATER FUND	COLLECTOR/LIFT STAT	963.46
			TOTAL:	963.46
AFFILIATED CREDIT SERVICES	collections for nov '11	ELECTRIC FUND	CUSTOMER ACCOUNTS	274.56
			TOTAL:	274.56
AFFORDABLE TOWING OF MANKATO, INC.	front end loader stuck in	GENERAL FUND	FIRE	284.82
			TOTAL:	284.82
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radio equip d	GENERAL FUND	MUNICIPAL BUILDING	58.53
	maint on ltr radio equip d	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint on ltr radio equip d	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radio equip d	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint on ltr radio equip d	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	298.00
AMAZON	ink cartridges	GENERAL FUND	STREETS	102.25
	ink cartridges	GENERAL FUND	PARKS	81.80
	books, dvds	LIBRARY FUND	LIBRARY	681.78
	projector box	PUBLIC ACCESS	PUBLIC ACCESS	88.00
	ink cartridges	WATER	ADMIN AND GENERAL	40.90
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	40.90
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	40.88
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	102.25
			TOTAL:	1,178.76
AMERICAN RED CROSS	cert. for summer swim inst	GENERAL FUND	SWIMMING POOL	320.00
	first aid train-summer sta	GENERAL FUND	SWIMMING POOL	60.00
	cpr/aed train-summer staff	GENERAL FUND	SWIMMING POOL	290.00
			TOTAL:	670.00
APPLIANCE CLINIC	belt, tumbler & motor	GENERAL FUND	FIRE	21.36
			TOTAL:	21.36
APT MACHINING & FABRICATING, INC	weld fan blades	WASTE WATER FUND	SOURCE/TREATMENT	330.00
			TOTAL:	330.00
ARROW ACE HARDWARE INC	batteries	GENERAL FUND	STREETS	0.93-
	bolts,bushings,pipe clamp,	GENERAL FUND	STREETS	20.35
	staples, tape filler, scre	GENERAL FUND	PARKS	34.63
	batteries	GENERAL FUND	PARKS	0.75-
	bolts,bushings,pipe clamp,	GENERAL FUND	PARKS	16.28
	batteries	PUBLIC ACCESS	PUBLIC ACCESS	3.73
	funnel, elbows, ballvalves	WATER	PURIFICATION AND TREAT	154.20
	batteries	WATER	DISTRIBUTION AND STORA	0.37-
	bolts,bushings,pipe clamp,	WATER	DISTRIBUTION AND STORA	8.14
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	0.37-
	bolts,bushings,pipe clamp,	WASTE WATER FUND	SOURCE/TREATMENT	8.14
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	0.38-
	bolts,bushings,pipe clamp,	ENVIRON SERVICES F	REFUSE DISPOSAL	8.12
	(2) mowers	ENVIRON SERVICES F	REFUSE DISPOSAL	856.24
	antifreeze, tape	ELECTRIC FUND	POWER DISTRIBUTION	22.92
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	0.93-
	bolts,bushings,pipe clamp,	ELECTRIC FUND	POWER DISTRIBUTION	20.35
	propane,bolts,paint	STORMWATER FUND	TREATMENT	44.80
	cleaners, latches, torch	STORMWATER FUND	TREATMENT	54.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaner for bus seats	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	19.75
			TOTAL:	1,268.38
ASSOCIATED FINISHING, INC	diving board platforms	GENERAL FUND	SWIMMING POOL	240.47
			TOTAL:	240.47
AUDIO EDITIONS	adult audio	LIBRARY FUND	LIBRARY	522.97
	audio book	LIBRARY FUND	LIBRARY	23.96
			TOTAL:	546.93
BOLTON & MENK INC	hwy 22/99 intersect10/15-1	GENERAL FUND	STREETS	932.00
	staff meetings 10/15-11/11	GENERAL FUND	STREETS	65.63
	msa aging, atp enhancement	GENERAL FUND	STREETS	551.25
	staff meetings 10/15-11/11	GENERAL FUND	PARKS	52.50
	wash ave link 10/15-11/11	PERM IMPROVMENT RE	STREETS	4,215.50
	turnbacks 10/15 - 11/11	PERM IMPROVMENT RE	STREETS	22,070.45
	mill & overlay 10/15 - 11/	PERM IMPROVMENT RE	STREETS	1,173.00
	greenhill reservoir10/29-1	WATER	CAPITAL-WATER DISTRIBU	705.00
	staff meetings 10/15-11/11	WATER	ADMIN AND GENERAL	26.25
	wwtf tuckpoint&seal 9/17-1	WASTE WATER FUND	CAPITAL-TREATMENT SYST	2,580.50
	staff meetings 10/15-11/11	WASTE WATER FUND	ADMIN AND GENERAL	26.25
	staff meetings 10/15-11/11	ENVIRON SERVICES F	ADMIN AND GENERAL	26.24
	staff meetings 10/15-11/11	ELECTRIC FUND	ADMIN AND GENERAL	65.63
			TOTAL:	32,490.20
BORDER STATES ELECTRIC SUPPLY	10/2 copper wire	ELECTRIC FUND	NON-DEPARTMENTAL	709.93
	10/2 copper wire	ELECTRIC FUND	NON-DEPARTMENTAL	3,549.64
	heat shrink wrap sleeve	ELECTRIC FUND	NON-DEPARTMENTAL	1,367.47
	parts used at house on par	ELECTRIC FUND	POWER DISTRIBUTION	215.49
			TOTAL:	5,842.53
JOHN BORNHOLDT	sockets, hose	GENERAL FUND	STREETS	88.83
	sockets, hose	GENERAL FUND	PARKS	71.06
	sockets, hose	WATER	DISTRIBUTION AND STORA	35.53
	sockets, hose	WASTE WATER FUND	SOURCE/TREATMENT	35.53
	sockets, hose	ENVIRON SERVICES F	REFUSE DISPOSAL	35.53
	sockets, hose	ELECTRIC FUND	POWER DISTRIBUTION	88.83
			TOTAL:	355.31
BOYER TRUCKS	tank-surge	GENERAL FUND	STREETS	193.41
	indicator	GENERAL FUND	STREETS	123.85
	return indicator	GENERAL FUND	STREETS	123.85-
	oil tube	GENERAL FUND	STREETS	409.53
			TOTAL:	602.94
BRANDT LAW OFFICE	civil matters for nov '11	GENERAL FUND	LEGAL SERVICES	2,928.50
	criminal matters for nov '	GENERAL FUND	LEGAL SERVICES	10,727.00
	bores loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	261.50
	danby loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	27.00
	theatre loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	391.50
	volk electric loan	REVOLVING LOAN FUN	ECONOMIC DEVMT	175.50
	green valley	WATER	ADMIN AND GENERAL	201.00
	dog park	RESTRICTED CONTRIB	PARKS	81.00
			TOTAL:	14,793.00
STEVE BUSHMAN	clothing allowance	WASTE WATER FUND	ADMIN AND GENERAL	64.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	64.33
CARQUEST AUTO PARTS STORES	wiper blades	GENERAL FUND	POLICE	21.35
	hoses, caulk,oil,gloves	GENERAL FUND	STREETS	274.90
	cartridge,alarm	GENERAL FUND	STREETS	83.81
	quick disconnect, mirrors	GENERAL FUND	STREETS	1,043.47
	blades, hyd hose	GENERAL FUND	PARKS	137.17
	hoses, caulk,oil,gloves	GENERAL FUND	PARKS	219.92
	galv measr,fittings,plug	WATER	PURIFICATION AND TREAT	53.89
	hoses, caulk,oil,gloves	WATER	DISTRIBUTION AND STORA	109.96
	hoses, caulk,oil,gloves	WASTE WATER FUND	SOURCE/TREATMENT	109.96
	hoses, caulk,oil,gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	109.95
	stop leak, screws	ENVIRON SERVICES F	REFUSE DISPOSAL	81.01
	antifreeze, vactor	ELECTRIC FUND	POWER DISTRIBUTION	49.07
	hoses, caulk,oil,gloves	ELECTRIC FUND	POWER DISTRIBUTION	274.90
			TOTAL:	2,569.36
CENTERLINE TANK & TRAILER MANUFACTURIN	repair #911	GENERAL FUND	STREETS	954.86
			TOTAL:	954.86
CENTERPOINT ENERGY MINNEGASCO	gas for 1312 brwy	WATER	PURIFICATION AND TREAT	1,757.28
	gas for 405 st julien bld	WATER	PURIFICATION AND TREAT	248.29
			TOTAL:	2,005.57
CENTRAL FIRE PROTECTION INC	annual inspect/maint/cert	GENERAL FUND	STREETS	31.75
	annual inspect/maint/cert	GENERAL FUND	STREETS	118.00
	annual inspect/maint/cert	GENERAL FUND	PARKS	25.40
	annual inspect/maint/cert	GENERAL FUND	PARKS	138.00
	annual inspect/maint/cert	LIBRARY FUND	LIBRARY	40.00
	annual inspect/maint/cert	COMMUNITY CENTER	COMMUNITY CENTER	116.00
	annual inspect/maint/cert	WATER	PURIFICATION AND TREAT	56.00
	annual inspect/maint/cert	WATER	ADMIN AND GENERAL	12.70
	annual inspect/maint/cert	WATER	ADMIN AND GENERAL	158.33
	annual inspect/maint/cert	WASTE WATER FUND	ADMIN AND GENERAL	12.70
	annual inspect/maint/cert	WASTE WATER FUND	ADMIN AND GENERAL	158.32
	annual inspect/maint/cert	WASTE WATER FUND	ADMIN AND GENERAL	56.00
	annual inspect/maint/cert	ENVIRON SERVICES F	ADMIN AND GENERAL	12.70
	annual inspect/maint/cert	ENVIRON SERVICES F	ADMIN AND GENERAL	20.00
	annual inspect/maint/cert	ELECTRIC FUND	POWER DISTRIBUTION	203.06
	annual inspect/maint/cert	ELECTRIC FUND	ADMIN AND GENERAL	31.75
	annual inspect/maint/cert	ELECTRIC FUND	ADMIN AND GENERAL	81.68
	annual inspect/maint/cert	STORMWATER FUND	ADMINISTRATION AND GEN	36.00
			TOTAL:	1,308.39
CHEMISOLV CORP	phosphorous removal materi	WASTE WATER FUND	SOURCE/TREATMENT	6,006.03
			TOTAL:	6,006.03
CINTAS CORPORATION #754	uniform cleaning - nov '11	ELECTRIC FUND	ADMIN AND GENERAL	397.75
			TOTAL:	397.75
CITI-CARGO & STORAGE, INC.	rental - dec '11	ELECTRIC FUND	POWER DISTRIBUTION	112.22
			TOTAL:	112.22
COALITION OF GREATER MN CITIES	nov '11 cgmc fall conf.	GENERAL FUND	MAYOR & COUNCIL	155.00
			TOTAL:	155.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
COLE PAPERS INC	bath tissue, glass clnr	GENERAL FUND	STREETS	40.33	
	towels, tt, plates	GENERAL FUND	STREETS	122.73	
	floor cleaner	GENERAL FUND	STREETS	22.35	
	scum remover	GENERAL FUND	STREETS	9.04	
	bath tissue, glass clnr	GENERAL FUND	PARKS	32.26	
	towels, tt, plates	GENERAL FUND	PARKS	98.18	
	floor cleaner	GENERAL FUND	PARKS	17.88	
	scum remover	GENERAL FUND	PARKS	7.23	
	cleaning supplies	LIBRARY FUND	LIBRARY	176.50	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	706.01	
	bath tissue, glass clnr	WATER	DISTRIBUTION AND STORA	16.13	
	towels, tt, plates	WATER	DISTRIBUTION AND STORA	49.09	
	floor cleaner	WATER	DISTRIBUTION AND STORA	8.94	
	scum remover	WATER	DISTRIBUTION AND STORA	3.62	
	bath tissue, glass clnr	WASTE WATER FUND	SOURCE/TREATMENT	16.13	
	towels, tt, plates	WASTE WATER FUND	SOURCE/TREATMENT	49.09	
	floor cleaner	WASTE WATER FUND	SOURCE/TREATMENT	8.94	
	scum remover	WASTE WATER FUND	SOURCE/TREATMENT	3.62	
	bath tissue, glass clnr	ENVIRON SERVICES F	REFUSE DISPOSAL	16.13	
	towels, tt, plates	ENVIRON SERVICES F	REFUSE DISPOSAL	49.09	
	floor cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	8.92	
	scum remover	ENVIRON SERVICES F	REFUSE DISPOSAL	3.61	
	bath tissue, glass clnr	ELECTRIC FUND	POWER DISTRIBUTION	40.33	
	towels, tt, plates	ELECTRIC FUND	POWER DISTRIBUTION	122.73	
	floor cleaner	ELECTRIC FUND	POWER DISTRIBUTION	22.35	
	scum remover	ELECTRIC FUND	POWER DISTRIBUTION	9.04	
				TOTAL:	1,660.27
	COMFORT SYSTEMS, INC.	repair 430 ritt air cond.	TORNADO DISASTER R	ECONOMIC DEVMT	866.56
				TOTAL:	866.56
	COPIER BUSINESS SOLUTIONS	copier maint 12/11-2/12	GENERAL FUND	STREETS	84.62
		copier maint 12/11-2/12	GENERAL FUND	PARKS	67.69
		shipping for toner	LIBRARY FUND	LIBRARY	4.24
shipping for toner		COMMUNITY CENTER	COMMUNITY CENTER	4.23	
copier maint 12/11-2/12		WATER	ADMIN AND GENERAL	33.85	
copier maint 12/11-2/12		WASTE WATER FUND	ADMIN AND GENERAL	33.85	
copier maint 12/11-2/12		ENVIRON SERVICES F	ADMIN AND GENERAL	33.83	
copier maint 12/11-2/12		ELECTRIC FUND	ADMIN AND GENERAL	84.62	
				TOTAL:	346.93
COURT SPORTS AND MORE	clothing allowance - dave	GENERAL FUND	PUBLIC WORKS ADMIN	130.00	
	clothing allowance - mike	GENERAL FUND	STREETS	60.00	
	clothing allowance - matt	GENERAL FUND	STREETS	64.00	
	clothing allowance - todd	GENERAL FUND	PARKS	60.00	
	clothing allowance - jen t	WASTE WATER FUND	ADMIN AND GENERAL	72.00	
	clothing allowance - jen t	WASTE WATER FUND	ADMIN AND GENERAL	164.00	
	clothing allowance - steve	WASTE WATER FUND	ADMIN AND GENERAL	44.00	
	clothing allowance - amy k	STORMWATER FUND	ADMINISTRATION AND GEN	92.00	
				TOTAL:	686.00
CRYSTAL LAWN, INC	jeff shutdown field 1 & 4	GENERAL FUND	PARKS	182.00	
	irrigation fall shutdown '	LIBRARY FUND	NON-DEPARTMENTAL	40.95	
	irrigation fall shutdown '	COMMUNITY CENTER	NON-DEPARTMENTAL	40.95	
				TOTAL:	263.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CRYSTAL VALLEY	diesel for load mgmt	ELECTRIC FUND	POWER PRODUCTION	<u>24,456.52</u>
			TOTAL:	24,456.52
CRYTEEL TRUCK EQUIPMENT INC	blade guide	GENERAL FUND	STREETS	<u>57.71</u>
			TOTAL:	57.71
CYBER MARKETING INC.	shoes - jake y.	STORMWATER FUND	ADMINISTRATION AND GEN	<u>109.99</u>
			TOTAL:	109.99
DAKOTA PUMP & CONTROL	tds lift station parts	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	<u>4,426.45</u>
			TOTAL:	4,426.45
DAVY LABORATORIES	lab tests	WASTE WATER FUND	SOURCE/TREATMENT	<u>356.22</u>
			TOTAL:	356.22
DISPLAY SALES COMPANY	dwtwn lights-gaskets & li	GENERAL FUND	PARKS	<u>230.85</u>
			TOTAL:	230.85
DITCH WITCH OF MINNESOTA, INC.	locator broken wires	ELECTRIC FUND	POWER DISTRIBUTION	193.64
	taper	ELECTRIC FUND	POWER DISTRIBUTION	<u>19.34</u>
			TOTAL:	212.98
DOMINO'S PIZZA	refund-overpaid soft drink	GENERAL FUND	NON-DEPARTMENTAL	<u>10.00</u>
			TOTAL:	10.00
ECONO FOODS	supplies for senior dance	GENERAL FUND	SENIOR COORDINATOR	24.19
	notebooks	GENERAL FUND	RECREATION/LEISURE SER	11.19
	bottle water for wine tast	LIBRARY FUND	LIBRARY	5.98
	christmas cookies - fol te	RESTRICTED CONTRIB	LIBRARY	<u>8.13</u>
			TOTAL:	49.49
ERICKSON OIL PRODUCTS INC	fuel for nov '11	WATER	SOURCE OF SUPPLY	17.86
	fuel for nov '11	WATER	PURIFICATION AND TREAT	26.79
	fuel for nov '11	WATER	DISTRIBUTION AND STORA	133.94
	fuel for nov '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	91.51
	fuel for nov '11	STORMWATER FUND	TREATMENT	<u>119.80</u>
			TOTAL:	389.90
FASTENAL COMPANY	coin batteries for pw remo	GENERAL FUND	STREETS	25.65
	hex nuts, screws,connector	GENERAL FUND	STREETS	36.99
	washers,screws,bolts,nuts	GENERAL FUND	STREETS	20.64
	coin batteries for pw remo	GENERAL FUND	PARKS	20.52
	hex nuts, screws,connector	GENERAL FUND	PARKS	29.59
	washers,screws,bolts,nuts	GENERAL FUND	PARKS	16.51
	machine screws - gault rr	GENERAL FUND	PARKS	6.55
	coin batteries for pw remo	WATER	DISTRIBUTION AND STORA	10.26
	hex nuts, screws,connector	WATER	DISTRIBUTION AND STORA	14.80
	washers,screws,bolts,nuts	WATER	DISTRIBUTION AND STORA	8.25
	tap lock pins, snapper pin	WATER	DISTRIBUTION AND STORA	14.46
	coin batteries for pw remo	WASTE WATER FUND	SOURCE/TREATMENT	10.26
	cap screws,hex bolts, wash	WASTE WATER FUND	SOURCE/TREATMENT	27.46
	jobber drills	WASTE WATER FUND	SOURCE/TREATMENT	59.71
	hex nuts, screws,connector	WASTE WATER FUND	SOURCE/TREATMENT	14.80
	washers,screws,bolts,nuts	WASTE WATER FUND	SOURCE/TREATMENT	8.25
	coin batteries for pw remo	ENVIRON SERVICES F	REFUSE DISPOSAL	10.26
	hex nuts, screws,connector	ENVIRON SERVICES F	REFUSE DISPOSAL	14.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	washers, screws, bolts, nuts	ENVIRON SERVICES	F REFUSE DISPOSAL	8.25
	rigging hooks	ENVIRON SERVICES	F REFUSE DISPOSAL	27.01
	coin batteries for pw remo	ELECTRIC FUND	POWER DISTRIBUTION	25.65
	hex nuts, screws, connector	ELECTRIC FUND	POWER DISTRIBUTION	36.99
	washers, screws, bolts, nuts	ELECTRIC FUND	POWER DISTRIBUTION	20.64
	cutting wheels	ELECTRIC FUND	POWER DISTRIBUTION	122.09
	plug valve	STORMWATER FUND	COLLECTIONS/LIFT STATI	22.59
	nl plug valve	STORMWATER FUND	COLLECTIONS/LIFT STATI	2.13
			TOTAL:	615.11
FORESTRY SUPPLIERS INC	replacement blades	ENVIRON SERVICES	F REFUSE DISPOSAL	110.47
			TOTAL:	110.47
GENESIS	gas bill for nov '11	GENERAL FUND	FIRE	659.17
	gas bill for nov '11	GENERAL FUND	STREETS	1,068.25
	gas bill for nov '11	GENERAL FUND	PARKS	488.36
	gas bill for nov '11	WATER	DISTRIBUTION AND STORA	641.55
	gas bill for nov '11	ENVIRON SERVICES	F REFUSE DISPOSAL	1,022.48
	gas bill for nov '11	ELECTRIC FUND	POWER DISTRIBUTION	365.99
	gas bill for nov '11	ELECTRIC FUND	POWER DISTRIBUTION	652.73
	gas bill for nov '11	STORMWATER FUND	TREATMENT	490.40
	gas bill for nov '11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,012.65
			TOTAL:	6,401.58
LEWIS GIESKING	lion club dues 2nd qtr	GENERAL FUND	PUBLIC WORKS ADMIN	80.00
			TOTAL:	80.00
GILLUND ENTERPRISES INC	fuel injector cleaner	GENERAL FUND	STREETS	52.74
	engine tuneup, hvy duty c1	GENERAL FUND	STREETS	41.20
	fuel conditioner, diesel k	GENERAL FUND	STREETS	57.03
	fuel injector cleaner	GENERAL FUND	PARKS	42.19
	engine tuneup, hvy duty c1	GENERAL FUND	PARKS	32.96
	fuel conditioner, diesel k	GENERAL FUND	PARKS	45.62
	fuel injector cleaner	WATER	DISTRIBUTION AND STORA	21.09
	engine tuneup, hvy duty c1	WATER	DISTRIBUTION AND STORA	16.48
	fuel conditioner, diesel k	WATER	DISTRIBUTION AND STORA	22.81
	fuel injector cleaner	WASTE WATER FUND	SOURCE/TREATMENT	21.09
	engine tuneup, hvy duty c1	WASTE WATER FUND	SOURCE/TREATMENT	16.48
	fuel conditioner, diesel k	WASTE WATER FUND	SOURCE/TREATMENT	22.81
	fuel injector cleaner	ENVIRON SERVICES	F REFUSE DISPOSAL	21.09
	engine tuneup, hvy duty c1	ENVIRON SERVICES	F REFUSE DISPOSAL	16.48
	fuel conditioner, diesel k	ENVIRON SERVICES	F REFUSE DISPOSAL	22.82
	fuel injector cleaner	ELECTRIC FUND	POWER DISTRIBUTION	52.74
	engine tuneup, hvy duty c1	ELECTRIC FUND	POWER DISTRIBUTION	41.20
	fuel conditioner, diesel k	ELECTRIC FUND	POWER DISTRIBUTION	57.03
			TOTAL:	603.86
GODFATHER'S PIZZA (ST PETER)	pizza for econ dev initiat	GENERAL FUND	ECONOMIC DEVMT	43.70
			TOTAL:	43.70
GOPHER STATE ONE-CALL INC	locates	WATER	DISTRIBUTION AND STORA	52.63
	locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	52.63
	locates	ELECTRIC FUND	POWER DISTRIBUTION	52.64
			TOTAL:	157.90
GREEN TOUCH SYSTEMS LLC	road guard 8, tote deposit	GENERAL FUND	STREETS	628.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	628.00
GUSTAVUS ADOLPHUS COLLEGE	3rd qtr work study	GENERAL FUND	RECREATION/LEISURE SER	834.97
	3rd qtr work study	LIBRARY FUND	LIBRARY	289.94
			TOTAL:	1,124.91
GUSTAVUS ADOLPHUS COLLEGE-DINING	food for election night	GENERAL FUND	ELECTIONS	260.13
			TOTAL:	260.13
H & L MESABI	carbide insert blades	GENERAL FUND	STREETS	4,797.35
	cutting edges	GENERAL FUND	STREETS	1,225.43
	cutting edges	GENERAL FUND	STREETS	700.25
			TOTAL:	6,723.03
HACH COMPANY	regeants	WATER	PURIFICATION AND TREAT	182.87
	reagents	WASTE WATER FUND	SOURCE/TREATMENT	499.70
			TOTAL:	682.57
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,593.50
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	228.32
			TOTAL:	1,821.82
HICKORY TECH	phone bill for nov '11	GENERAL FUND	CITY ADMINISTRATION	85.52
	phone bill for nov '11	GENERAL FUND	CITY CLERK	16.92
	phone bill for nov '11	GENERAL FUND	FINANCE	133.13
	phone bill for nov '11	GENERAL FUND	MUNICIPAL BUILDING	7.90
	phone bill for nov '11	GENERAL FUND	POLICE	364.47
	phone bill for nov '11	GENERAL FUND	FIRE	153.24
	phone bill for nov '11	GENERAL FUND	BUILDING INSPECTOR	49.63
	phone bill for nov '11	GENERAL FUND	PUBLIC WORKS ADMIN	85.88
	phone bill for nov '11	GENERAL FUND	STREETS	57.53
	phone bill for nov '11	GENERAL FUND	SENIOR COORDINATOR	5.64
	phone bill for nov '11	GENERAL FUND	RECREATION/LEISURE SER	133.27
	phone bill for nov '11	GENERAL FUND	SWIMMING POOL	31.12
	phone bill for nov '11	GENERAL FUND	PARKS	80.53
	phone bill for nov '11	GENERAL FUND	ECONOMIC DEVMT	32.72
	phone bill for nov '11	LIBRARY FUND	LIBRARY	97.04
	phone bill for nov '11	PUBLIC ACCESS	PUBLIC ACCESS	16.92
	phone bill for nov '11	COMMUNITY CENTER	COMMUNITY CENTER	48.22
	phone bill for nov '11	WATER	ADMIN AND GENERAL	293.98
	phone bill for nov '11	WASTE WATER FUND	ADMIN AND GENERAL	194.87
	phone bill for nov '11	ENVIRON SERVICES F	ADMIN AND GENERAL	36.55
	phone bill for nov '11	ELECTRIC FUND	ADMIN AND GENERAL	161.69
	phone bill for nov '11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	51.10
			TOTAL:	2,137.87
HOLIDAY COMMERCIAL	fuel for nov '11	GENERAL FUND	STREETS	271.12
	fuel for nov '11	GENERAL FUND	PARKS	385.04
	fuel for nov '11	WATER	SOURCE OF SUPPLY	25.18
	fuel for nov '11	WATER	PURIFICATION AND TREAT	37.77
	fuel for nov '11	WATER	DISTRIBUTION AND STORA	188.84
	fuel for nov '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	93.78
	fuel for nov '11	ENVIRON SERVICES F	REFUSE DISPOSAL	74.63
	fuel for nov '11	ELECTRIC FUND	POWER DISTRIBUTION	362.35
	fuel for nov '11	STORMWATER FUND	TREATMENT	193.73
			TOTAL:	1,632.44

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HYVEE FOOD STORE	fruit basket - donna	GENERAL FUND	STREETS	8.85
	fruit basket - donna	GENERAL FUND	PARKS	7.08
	fruit basket - donna	WATER	DISTRIBUTION AND STORA	3.54
	fruit basket - donna	WASTE WATER FUND	SOURCE/TREATMENT	3.54
	fruit basket - donna	ENVIRON SERVICES F	REFUSE DISPOSAL	3.54
	fruit basket - donna	ELECTRIC FUND	POWER DISTRIBUTION	8.85
	TOTAL:			35.40
INFRATECH	magnetic locator	WATER	CAPITAL-GENERAL PLANT	426.97
	mh liners & trenchless res	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	10,348.00
	magnetic locator	WASTE WATER FUND	CAPITAL-GENERAL PLANT	426.97
	TOTAL:			11,201.94
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	557.07
				TOTAL: 557.07
INTERNATIONAL CODE COUNCIL, INC	region 3 2012 classes-dave	GENERAL FUND	NON-DEPARTMENTAL	399.00
	region 3 class - dean 2012	GENERAL FUND	NON-DEPARTMENTAL	133.00
				TOTAL: 532.00
RON JOHNSON	map room floor	GENERAL FUND	STREETS	89.38
	map room floor	GENERAL FUND	PARKS	71.50
	map room floor	WATER	ADMIN AND GENERAL	35.75
	map room floor	WASTE WATER FUND	ADMIN AND GENERAL	35.75
	map room floor	ENVIRON SERVICES F	ADMIN AND GENERAL	35.74
	map room floor	ELECTRIC FUND	ADMIN AND GENERAL	89.38
	TOTAL:			357.50
KWIK TRIP INC	fuel for nov '11	GENERAL FUND	POLICE	1,656.67
	car wash	GENERAL FUND	POLICE	8.00
	fuel for nov '11	GENERAL FUND	FIRE	77.08
	fuel for nov '11	GENERAL FUND	BUILDING INSPECTOR	48.37
	fuel for nov '11	GENERAL FUND	PARKS	68.51
	fuel for nov '11	WATER	CUSTOMER ACCOUNTS	16.25
	fuel for nov '11	WASTE WATER FUND	COLLECTOR/LIFT STAT	42.18
	fuel for nov '11	WASTE WATER FUND	CUSTOMER ACCOUNTS	16.25
	fuel for nov '11	ELECTRIC FUND	CUSTOMER ACCOUNTS	16.25
	fuel for nov '11	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,438.94
		TOTAL:		
LEAGUE OF MINNESOTA CITIES	'12 ldrship conf - susan c	GENERAL FUND	NON-DEPARTMENTAL	220.00
	2012 ldr conf - zieman&bra	GENERAL FUND	NON-DEPARTMENTAL	570.00
	TOTAL:			790.00
LEAGUE OF MN CITIES INSURANCE TRUST	2011 premium correction	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	3,440.15
				TOTAL: 3,440.15
LJP ENTERPRISES INC	refuse pickup & disposal	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	refuse pickup & disposal	WATER	PURIFICATION AND TREAT	94.69
	refuse pickup & disposal	WASTE WATER FUND	SOURCE/TREATMENT	124.57
	refuse pickup & disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	956.67
	TOTAL:			1,607.44
LLOYD LUMBER COMPANY	millpond rr roofing materi	GENERAL FUND	PARKS	2,176.88
				TOTAL: 2,176.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LOWE'S	bosch rtr kit	GENERAL FUND	STREETS	47.85
	bosch rtr kit	GENERAL FUND	PARKS	38.28
	bosch rtr kit	WATER	DISTRIBUTION AND STORA	19.14
	bosch rtr kit	WASTE WATER FUND	SOURCE/TREATMENT	19.14
	plywood	WASTE WATER FUND	SOURCE/TREATMENT	287.08
	bosch rtr kit	ENVIRON SERVICES F	REFUSE DISPOSAL	19.13
	bosch rtr kit	ELECTRIC FUND	POWER DISTRIBUTION	47.85
			TOTAL:	478.47
BARBARA A LUKER	council reception-mileage	GENERAL FUND	MAYOR & COUNCIL	170.70
			TOTAL:	170.70
TIM MAYO	mileage for apwa fall wksp	GENERAL FUND	PUBLIC WORKS ADMIN	85.68
			TOTAL:	85.68
MENARDS	elbow, reducer, connectors, g	GENERAL FUND	STREETS	11.57
	blades	GENERAL FUND	STREETS	11.47
	elbow, reducer, connectors, g	GENERAL FUND	PARKS	9.25
	blades	GENERAL FUND	PARKS	9.18
	ball valves, brass tees	WATER	PURIFICATION AND TREAT	200.59
	elbow, reducer, connectors, g	WATER	DISTRIBUTION AND STORA	4.63
	blades	WATER	DISTRIBUTION AND STORA	4.59
	elbow, reducer, connectors, g	WASTE WATER FUND	SOURCE/TREATMENT	4.63
	blades	WASTE WATER FUND	SOURCE/TREATMENT	4.59
	cabinets, 4drawer, toe kick	WASTE WATER FUND	SOURCE/TREATMENT	318.32
	elbow, reducer, connectors, g	ENVIRON SERVICES F	REFUSE DISPOSAL	4.62
	blades	ENVIRON SERVICES F	REFUSE DISPOSAL	4.58
	elbow, reducer, connectors, g	ELECTRIC FUND	POWER DISTRIBUTION	11.57
	blades	ELECTRIC FUND	POWER DISTRIBUTION	11.47
			TOTAL:	611.06
METRO FIRE	hydrant tool kit	GENERAL FUND	FIRE	48.04
	heavy weight elk hide wris	GENERAL FUND	FIRE	78.57
			TOTAL:	126.61
MII LIFE	monthly admin fee	GENERAL FUND	CITY ADMINISTRATION	3.11
	monthly admin fee	GENERAL FUND	CITY CLERK	1.94
	monthly admin fee	GENERAL FUND	FINANCE	3.30
	monthly admin fee	GENERAL FUND	MUNICIPAL BUILDING	2.13
	monthly admin fee	GENERAL FUND	POLICE	19.40
	monthly admin fee	GENERAL FUND	BUILDING INSPECTOR	3.88
	monthly admin fee	GENERAL FUND	COMMUNITY SERVICE	1.94
	monthly admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	2.12
	monthly admin fee	GENERAL FUND	STREETS	2.64
	monthly admin fee	GENERAL FUND	RECREATION/LEISURE SER	1.94
	monthly admin fee	GENERAL FUND	PARKS	8.01
	monthly admin fee	GENERAL FUND	ECONOMIC DEVMT	1.94
	monthly admin fee	LIBRARY FUND	LIBRARY	0.19
	monthly admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.92
	monthly admin fee	PERM IMPROVMENT RE	STREETS	1.26
	monthly admin fee	WATER	DISTRIBUTION AND STORA	3.88
	monthly admin fee	WATER	ADMIN AND GENERAL	1.26
	monthly admin fee	WATER	CUSTOMER ACCOUNTS	0.39
	monthly admin fee	WASTE WATER FUND	SOURCE/TREATMENT	5.93
	monthly admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.38
	monthly admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	monthly admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	1.94
	monthly admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.69
	monthly admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.39
	monthly admin fee	ELECTRIC FUND	POWER DISTRIBUTION	7.76
	monthly admin fee	ELECTRIC FUND	ADMIN AND GENERAL	6.46
	monthly admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.17
	monthly admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.17
	monthly admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	3.88
	monthly admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	1.29
	monthly admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.19
	monthly admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.16
	monthly admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1.94
			TOTAL:	96.99
MISC VENDOR	ALVAREZ, MARIA	survey for wash ave link	PERM IMPROVMENT RE STREETS	270.00
	CEDARS GRILLE	library wine tasting	RESTRICTED CONTRIB LIBRARY	333.10
	GERHARDSON, KAREN	survey for wash ave link	PERM IMPROVMENT RE STREETS	457.50
	KOBLAS, JOHN	KOBLAS, JOHN: book	LIBRARY FUND LIBRARY	19.95
			TOTAL:	1,080.55
MN CITY-COUNTY MGMT ASSOC	membership dues-tod 5/11-4	GENERAL FUND	CITY ADMINISTRATION	106.80
			TOTAL:	106.80
MN DEPT OF COMMERCE	3rd qtr fy 2012	ELECTRIC FUND	ADMIN AND GENERAL	1,504.66
	3rd qtr fy 2012	ELECTRIC FUND	ADMIN AND GENERAL	350.37
			TOTAL:	1,855.03
MN DEPT OF TRANSPORTATION	lab tests	PERM IMPROVMENT RE STREETS		869.97
			TOTAL:	869.97
MN MUNICIPAL UTILITIES ASSOCIATION	drug & alcohol testing	GENERAL FUND	STREETS	35.50
	drug & alcohol testing	GENERAL FUND	PARKS	106.50
	drug & alcohol testing	WASTE WATER FUND	ADMIN AND GENERAL	35.50
	drug & alcohol testing	STORMWATER FUND	ADMINISTRATION AND GEN	71.00
			TOTAL:	248.50
MN PIPE & EQUIPMENT	meters rr	WATER	NON-DEPARTMENTAL	851.74
	hyd marker	WATER	NON-DEPARTMENTAL	491.63
	hyd marker	WATER	NON-DEPARTMENTAL	353.49-
	flags	WATER	NON-DEPARTMENTAL	491.63
			TOTAL:	1,481.51
MN WASTE PROCESSING	waste processing for nov '11	ENVIRON SERVICES F	REFUSE DISPOSAL	14,366.27
			TOTAL:	14,366.27
PETE MOULTON	mileage to st paul-awwa	WATER	ADMIN AND GENERAL	107.64
	mileage & meal to lamberto	WASTE WATER FUND	ADMIN AND GENERAL	91.26
			TOTAL:	198.90
MTI DISTRIBUTING CO	rotary blades	GENERAL FUND	PARKS	148.96
	tires #554	GENERAL FUND	PARKS	506.35
			TOTAL:	655.31
MVTL LABORATORIES INC	testing	WASTE WATER FUND	SOURCE/TREATMENT	594.00
	testing	WASTE WATER FUND	SOURCE/TREATMENT	25.00
	testing	WASTE WATER FUND	SOURCE/TREATMENT	333.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	testing	WASTE WATER FUND	SOURCE/TREATMENT	25.00
			TOTAL:	977.00
NAPA AUTO PARTS OF ST PETER	brake rotor & pad	GENERAL FUND	POLICE	330.24
	break lube & cleaner	GENERAL FUND	STREETS	29.14
	splash guard, battery	GENERAL FUND	STREETS	511.47
	break lube & cleaner	GENERAL FUND	PARKS	23.31
	break lube & cleaner	WATER	DISTRIBUTION AND STORA	11.66
	break lube & cleaner	WASTE WATER FUND	SOURCE/TREATMENT	11.66
	break lube & cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	11.65
	battery, rod end	ENVIRON SERVICES F	REFUSE DISPOSAL	126.23
	break lube & cleaner	ELECTRIC FUND	POWER DISTRIBUTION	29.14
	switch, filter kit	ELECTRIC FUND	POWER DISTRIBUTION	56.30
	starter	ELECTRIC FUND	POWER DISTRIBUTION	143.22
	spark plug	STORMWATER FUND	TREATMENT	38.39
	brakes	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	321.64
			TOTAL:	1,644.05
NELSON PRINTING COMPANY	ups	WATER	ADMIN AND GENERAL	13.36
	ups	WASTE WATER FUND	ADMIN AND GENERAL	22.37
			TOTAL:	35.73
NEWMAN TRAFFIC SIGNS	one way arrows right	GENERAL FUND	STREETS	266.14
	oneway arrows left	GENERAL FUND	STREETS	125.74-
	signs	GENERAL FUND	STREETS	5,401.34
	signs	GENERAL FUND	STREETS	200.93
			TOTAL:	5,742.67
NICOLLET COUNTY BANK	a/p & payroll ach nov '11	GENERAL FUND	FINANCE	6.13
	a/p & payroll ach nov '11	WATER	ADMIN AND GENERAL	1.53
	utility ach for nov '11	WATER	CUSTOMER ACCOUNTS	11.29
	a/p & payroll ach nov '11	WASTE WATER FUND	ADMIN AND GENERAL	1.53
	utility ach for nov '11	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.29
	a/p & payroll ach nov '11	ENVIRON SERVICES F	ADMIN AND GENERAL	1.53
	utility ach for nov '11	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.29
	a/p & payroll ach nov '11	ELECTRIC FUND	ADMIN AND GENERAL	1.53
	utility ach for nov '11	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.28
			TOTAL:	57.40
NICOLLET COUNTY SENIOR SERVICES	contract for sylvia p. nov	GENERAL FUND	SENIOR COORDINATOR	2,070.00
			TOTAL:	2,070.00
NIELSEN BLACKTOPPING, LLC	additional work front&nass	GENERAL FUND	STREETS	1,110.00
	concrete walk-bike path by	ELECTRIC FUND	POWER DISTRIBUTION	175.00
	curb - grace street	STORMWATER FUND	COLLECTIONS/LIFT STATI	120.00
			TOTAL:	1,405.00
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	30.50
	filters	GENERAL FUND	NON-DEPARTMENTAL	23.79
	filter	GENERAL FUND	NON-DEPARTMENTAL	12.06
	filters	GENERAL FUND	NON-DEPARTMENTAL	26.07
	filters	GENERAL FUND	NON-DEPARTMENTAL	5.67
	filters	GENERAL FUND	NON-DEPARTMENTAL	8.86
	filters	GENERAL FUND	NON-DEPARTMENTAL	38.31
	core credit return	GENERAL FUND	STREETS	6.05-
	core return credit	GENERAL FUND	STREETS	33.00-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	kit & core exchange	GENERAL FUND	STREETS	62.01
	str gear	GENERAL FUND	STREETS	<u>812.50</u>
			TOTAL:	980.72
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	952.90
	nitrate module	WASTE WATER FUND	SOURCE/TREATMENT	<u>232.86</u>
			TOTAL:	1,185.76
NUTTER CLOTHING CO	clothing allowance - mike	GENERAL FUND	STREETS	<u>44.00</u>
			TOTAL:	44.00
PAULA O'CONNELL	phone reimbursement	GENERAL FUND	FINANCE	<u>99.99</u>
			TOTAL:	99.99
TODD PRAFKE-PETTY CASH	postage	GENERAL FUND	FIRE	5.59
	meals & mileage	GENERAL FUND	ECONOMIC DEVMT	82.53
	postage	WATER	CUSTOMER ACCOUNTS	<u>2.22</u>
			TOTAL:	90.34
QUILL	ink cartridges	GENERAL FUND	POLICE	160.64
	ink cartridges	GENERAL FUND	STREETS	45.12
	ink cartridges	GENERAL FUND	PARKS	36.10
	ink cartridges	WATER	ADMIN AND GENERAL	18.05
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	18.05
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	18.04
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	<u>45.12</u>
			TOTAL:	341.12
RAVEN ENVIRONMENTAL PRODUCTS, INC.	core sample	WASTE WATER FUND	SOURCE/TREATMENT	<u>161.00</u>
			TOTAL:	161.00
RED WING SHOE STORE	boots - pat m	ELECTRIC FUND	ADMIN AND GENERAL	<u>220.99</u>
			TOTAL:	220.99
RICE LAKE CONSTRUCTION GROUP	mount mixer & level shaft	WASTE WATER FUND	SOURCE/TREATMENT	<u>1,480.00</u>
			TOTAL:	1,480.00
RIVER'S EDGE HOSPITAL & CLINIC	jun - nov '11 mob expenses	MEDICAL CAMPUS	ADMIN & GENERAL	<u>68,937.09</u>
			TOTAL:	68,937.09
ROYAL TIRE, INC	caps, wheel repair	GENERAL FUND	STREETS	<u>998.76</u>
			TOTAL:	998.76
SCHWICKERT'S, INC.	service tube heater units	WASTE WATER FUND	SOURCE/TREATMENT	<u>258.00</u>
			TOTAL:	258.00
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power for nov '1	ELECTRIC FUND	POWER SUPPLY	<u>546,097.51</u>
			TOTAL:	546,097.51
SPRINT SOLUTIONS, INC.	phone bill for dec '11	GENERAL FUND	POLICE	279.96
	phone bill for dec '11	GENERAL FUND	FIRE	18.36
	phone bill nov '11	WATER	ADMIN AND GENERAL	25.74
	phone bill & phone equip n	ELECTRIC FUND	ADMIN AND GENERAL	<u>252.36</u>
			TOTAL:	576.42
ST PETER LUMBER CO	blade	GENERAL FUND	STREETS	14.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	blade	GENERAL FUND	PARKS	11.33
	ball valve, driveway mrkr	WATER	PURIFICATION AND TREAT	76.50
	bit	WATER	DISTRIBUTION AND STORA	3.30
	blade	WATER	DISTRIBUTION AND STORA	5.66
	blade	WASTE WATER FUND	SOURCE/TREATMENT	5.66
	blade	ENVIRON SERVICES F	REFUSE DISPOSAL	5.66
	blade	ELECTRIC FUND	POWER DISTRIBUTION	14.16
	wood lockers	STORMWATER FUND	ADMINISTRATION AND GEN	39.65
			TOTAL:	176.08
ST PETER RENTAL CENTER	tires & rims	GENERAL FUND	PARKS	213.75
	star nut	COMMUNITY CENTER	COMMUNITY CENTER	5.77
	drive tube assembly	ENVIRON SERVICES F	REFUSE DISPOSAL	126.11
			TOTAL:	345.63
STAPLES ADVANTAGE	sheet protect, return bind	GENERAL FUND	CITY ADMINISTRATION	23.00-
	lamnt puch	GENERAL FUND	POLICE	60.90
	keyboard platform	GENERAL FUND	STREETS	49.43
	envelopes	GENERAL FUND	RECREATION/LEISURE SER	13.64
	keyboard platform	GENERAL FUND	PARKS	39.54
	return binder	GENERAL FUND	ECONOMIC DEVMT	12.28-
	paper	LIBRARY FUND	LIBRARY	42.99
	keyboard platform	WATER	DISTRIBUTION AND STORA	19.77
	keyboard platform	WASTE WATER FUND	SOURCE/TREATMENT	19.77
	name plant - bushman	WASTE WATER FUND	ADMIN AND GENERAL	28.32
	keyboard platform	ENVIRON SERVICES F	REFUSE DISPOSAL	19.78
	keyboard platform	ELECTRIC FUND	POWER DISTRIBUTION	49.43
	bookcase,desk,chairs subst	ELECTRIC FUND	ADMIN AND GENERAL	2,026.44
			TOTAL:	2,334.73
STEFFEN ELECTRIC OF LE CENTER INC.	ballasts & service call	GENERAL FUND	STREETS	35.11
	ballasts & service call	GENERAL FUND	PARKS	28.08
	ballasts & service call	WATER	ADMIN AND GENERAL	14.04
	ballasts & service call	WASTE WATER FUND	ADMIN AND GENERAL	14.04
	ballasts & service call	ENVIRON SERVICES F	ADMIN AND GENERAL	14.04
	ballasts & service call	ELECTRIC FUND	ADMIN AND GENERAL	35.11
			TOTAL:	140.42
SWANSON PROCESS SERVICES CO.	motor capacitor	WATER	PURIFICATION AND TREAT	440.18
			TOTAL:	440.18
ADAM THORESON	clothing allowance	WASTE WATER FUND	ADMIN AND GENERAL	209.95
			TOTAL:	209.95
JENNIFER THORESON	clothing allowance	WASTE WATER FUND	ADMIN AND GENERAL	229.96
			TOTAL:	229.96
US ENGRAVERS, INC	council retirement gifts	GENERAL FUND	MAYOR & COUNCIL	400.78
			TOTAL:	400.78
US POSTMASTER	postage for 2012 winter br	GENERAL FUND	RECREATION/LEISURE SER	450.97
			TOTAL:	450.97
VALLEY NATIONAL GASES, LLC	cylinder rental	GENERAL FUND	STREETS	20.95
	cylinder rental	GENERAL FUND	PARKS	16.76
	cylinder rental	WATER	DISTRIBUTION AND STORA	8.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cylinder rental	WASTE WATER FUND	SOURCE/TREATMENT	8.38
	cylinder rental	ENVIRON SERVICES F	REFUSE DISPOSAL	8.37
	cylinder rental	ELECTRIC FUND	POWER DISTRIBUTION	<u>20.95</u>
			TOTAL:	83.79
VESSCO, INC	poppet & spring	WATER	PURIFICATION AND TREAT	35.85
	o-ring	WATER	PURIFICATION AND TREAT	12.74
	hydro ranger 200	WASTE WATER FUND	BIOSOLIDS	991.25
	freight	WASTE WATER FUND	BIOSOLIDS	<u>253.51</u>
			TOTAL:	1,293.35
VIKING ELECTRIC SUPPLY, INC.	rv extensions - campground	GENERAL FUND	PARKS	2,325.86
	rv extensions campground	GENERAL FUND	PARKS	<u>533.85</u>
			TOTAL:	2,859.71
CHRIS VOELTZ	clothing allowance	WATER	ADMIN AND GENERAL	<u>72.00</u>
			TOTAL:	72.00
VON ESSEN TOWING	tire tubes #19a	GENERAL FUND	PARKS	25.52
	19a tires & labor	GENERAL FUND	PARKS	80.00
	#210 tires	GENERAL FUND	PARKS	<u>433.48</u>
			TOTAL:	539.00
WESCO DISTRIBUTION INC	1000w hps lamps	GENERAL FUND	STREETS	18.70
	1000w hps lamps	GENERAL FUND	PARKS	14.96
	1000w hps lamps	WATER	DISTRIBUTION AND STORA	7.48
	1000w hps lamps	WASTE WATER FUND	SOURCE/TREATMENT	7.48
	1000w hps lamps	ENVIRON SERVICES F	REFUSE DISPOSAL	7.49
	copper wire black&white	ELECTRIC FUND	NON-DEPARTMENTAL	641.25
	1/0 wire #378	ELECTRIC FUND	NON-DEPARTMENTAL	6,470.64
	1000w hps lamps	ELECTRIC FUND	POWER DISTRIBUTION	18.70
	flashlight battery	ELECTRIC FUND	POWER DISTRIBUTION	53.44
	meter gac wind tower	ELECTRIC FUND	POWER DISTRIBUTION	<u>457.43</u>
			TOTAL:	7,697.57
WESTERN LIME CORPORATION	lime	WASTE WATER FUND	BIOSOLIDS	<u>2,662.81</u>
			TOTAL:	2,662.81
WESTMAN FREIGHTLINER	repairs to unit 505	GENERAL FUND	FIRE	<u>96.30</u>
			TOTAL:	96.30
ROSTEN WILLE	mileage to roch housing ac	GENERAL FUND	ECONOMIC DEVMT	<u>98.79</u>
			TOTAL:	98.79
WILSON DEVELOPMENT SERVICES, LLC	professional srv wash link	PERM IMPROVMENT RE	STREETS	<u>210.00</u>
			TOTAL:	210.00
WRITE ON	clothing allowance-tom c	WASTE WATER FUND	ADMIN AND GENERAL	<u>522.67</u>
			TOTAL:	522.67
ZIEGLER INC	valve cover gaskets	GENERAL FUND	MUNICIPAL BUILDING	913.78
	valve cover gasket	LIBRARY FUND	LIBRARY	182.76
	valve cover gasket	COMMUNITY CENTER	COMMUNITY CENTER	<u>731.02</u>
			TOTAL:	1,827.56

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

101	GENERAL FUND	60,711.26		
201	PROPERTY INSURANCE	3,440.15		
211	LIBRARY FUND	2,686.32		
213	PUBLIC ACCESS	108.65		
217	COMMUNITY CENTER	2,086.63		
230	REVOLVING LOAN FUND	855.50		
240	TORNADO DISASTER REV LOAN	866.56		
401	PERM IMPROVMENT REVOLVING	29,267.68		
601	WATER	10,218.45		
602	WASTE WATER FUND	37,804.38		
603	ENVIRON SERVICES FUND	18,410.47		
604	ELECTRIC FUND	593,394.57		
606	STORMWATER FUND	1,440.46		
610	HEARTLAND TRANSIT	3,846.02		
627	MEDICAL CAMPUS	68,937.09		
820	RESTRICTED CONTRIBUTIONS	422.23		

 GRAND TOTAL: 834,496.42

TOTAL PAGES: 15

Paula O'Connell

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESALE	concessions	COMMUNITY CENTER	COMMUNITY CENTER	193.74
			TOTAL:	193.74
ADOLPH KIEFER AND ASSOCIATES	water noodles for car seat	GENERAL FUND	POLICE	54.00
			TOTAL:	54.00
ALL AMERICA PRESSURE WASHER MFG., INC.	50' wire pressure hose	WATER	PURIFICATION AND TREAT	96.19
			TOTAL:	96.19
ALPHA VIDEO AND AUDIO INC	leightronix & training	PUBLIC ACCESS	PUBLIC ACCESS	12,225.45
			TOTAL:	12,225.45
ALPHA WIRELESS COMMUNICATIONS CO	pager charger & case	GENERAL FUND	FIRE	237.48
			TOTAL:	237.48
AMAZON	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	30.98
	ink cartridges	GENERAL FUND	CITY CLERK	30.98
	ink cartridges	GENERAL FUND	FINANCE	20.65
	ink cartridges	GENERAL FUND	POLICE	16.52
	ink cartridges	GENERAL FUND	POLICE	171.09
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	8.26
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	4.13
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	2.07
	books & dvds	LIBRARY FUND	LIBRARY	335.63
	ink cartridges	WATER	ADMIN AND GENERAL	18.59
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	18.57
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	55.76
			TOTAL:	713.23
AUDIO EDITIONS	adult audio books	LIBRARY FUND	LIBRARY	222.94
	new adult audio	LIBRARY FUND	LIBRARY	44.75
			TOTAL:	267.69
BOLTON & MENK INC	water trmt add srv 10/15-1	WATER	CAPITAL-WATER TREATMEN	751.20
	water tmt facility 10/15-1	WATER	CAPITAL-WATER TREATMEN	5,666.78
			TOTAL:	6,417.98
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	riverside campground licen	GENERAL FUND	PARKS	100.02
			TOTAL:	100.02
CANNON TECHNOLOGIES INC	coax cable&connect sunris	ELECTRIC FUND	POWER DISTRIBUTION	322.67
			TOTAL:	322.67
CARQUEST AUTO PARTS STORES	oil filter, bus #9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	20.05
			TOTAL:	20.05
CINTAS FIRST AID & SAFETY	first aid refill	GENERAL FUND	RECREATION/LEISURE SER	22.20
			TOTAL:	22.20
COLE PAPERS INC	lemon pumice hand cleanser	GENERAL FUND	STREETS	30.66
	lemon pumice hand cleanser	GENERAL FUND	PARKS	24.53
	cleaning supplies	LIBRARY FUND	LIBRARY	45.95
	cleaning supplies	LIBRARY FUND	LIBRARY	164.53
	foam sanitizer	COMMUNITY CENTER	COMMUNITY CENTER	193.57
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	183.81
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	658.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lemon pumice hand cleanser	WATER	DISTRIBUTION AND STORA	12.26
	lemon pumice hand cleanser	WASTE WATER FUND	SOURCE/TREATMENT	12.26
	lemon pumice hand cleanser	ENVIRON SERVICES F	REFUSE DISPOSAL	12.26
	lemon pumice hand cleanser	ELECTRIC FUND	POWER DISTRIBUTION	30.66
			TOTAL:	1,368.64
COMPUTER TECHNOLOGY SOLUTIONS, INC.	300gb hard drive for icop	2011 EQUIPMENT CER	POLICE	106.88
	high speed dvd burner icop	2011 EQUIPMENT CER	POLICE	94.05
	sound card for icop server	2011 EQUIPMENT CER	POLICE	64.13
			TOTAL:	265.06
COPIER BUSINESS SOLUTIONS	copier main for nov '11	GENERAL FUND	RECREATION/LEISURE SER	18.92
	copier main for nov '11	COMMUNITY CENTER	COMMUNITY CENTER	18.93
			TOTAL:	37.85
CREATIVE SYNERGY	website design - 2011 hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	500.00
			TOTAL:	500.00
DAKOTA SUPPLY GROUP	splice & tree kit	WATER	PURIFICATION AND TREAT	330.14
			TOTAL:	330.14
DEWILD GRANT RECKERT & ASSOCIATES CO	sub improve 11/30/11	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	409.50
			TOTAL:	409.50
DEZURIK, INC.	n1 plug valve	STORMWATER FUND	COLLECTIONS/LIFT STATI	151.77
			TOTAL:	151.77
EMERGENCY APPARATUS MAINT.	repair pump drain	GENERAL FUND	FIRE	310.50
			TOTAL:	310.50
FASTENAL COMPANY	ball valve #911	GENERAL FUND	FIRE	162.14
	fuel pump anchors & paint	GENERAL FUND	STREETS	4.64
	fuel pump anchors & paint	GENERAL FUND	PARKS	3.71
	fuel pump anchors & paint	WATER	ADMIN AND GENERAL	1.86
	fuel pump anchors & paint	WASTE WATER FUND	ADMIN AND GENERAL	1.86
	fuel pump anchors & paint	ENVIRON SERVICES F	ADMIN AND GENERAL	1.84
	fuel pump anchors & paint	ELECTRIC FUND	ADMIN AND GENERAL	4.64
	hex nutx, hex bolts	STORMWATER FUND	COLLECTIONS/LIFT STATI	21.43
			TOTAL:	202.12
THE FLOOR TO CEILING STORE	blinds for st peter room	COMMUNITY CENTER	COMMUNITY CENTER	240.47
			TOTAL:	240.47
GALLS INC	clothing allowance -dave a	GENERAL FUND	POLICE	316.74
	wrench	GENERAL FUND	POLICE	15.57
	clothing allowance	GENERAL FUND	POLICE	47.71
	clothing allowance - hagen	GENERAL FUND	POLICE	52.11
	uniform allowance	GENERAL FUND	POLICE	25.37
			TOTAL:	457.50
GUSTAVUS ADOLPHUS COLLEGE-DINING	cake for open house @ lib	LIBRARY FUND	LIBRARY	66.26
			TOTAL:	66.26
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	2,515.45
			TOTAL:	2,515.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HOLIDAY INN	hotel for knutson 3/27-29	STORMWATER FUND	ADMINISTRATION AND GEN	259.59
			TOTAL:	259.59
IMPACT	printing for nov bills '11	WATER	CUSTOMER ACCOUNTS	124.42
	postage for nov util bills	WATER	CUSTOMER ACCOUNTS	342.79
	printing for nov bills '11	WASTE WATER FUND	CUSTOMER ACCOUNTS	124.42
	postage for nov util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	342.79
	printing for nov bills '11	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	124.42
	postage for nov util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	342.78
	printing for nov bills '11	ELECTRIC FUND	CUSTOMER ACCOUNTS	124.42
	postage for nov util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	342.79
	flyer/calendar for nov bil	ELECTRIC FUND	CUSTOMER ACCOUNTS	294.75
			TOTAL:	2,163.58
INGRAM BOOK COMPANY	books & dvds	LIBRARY FUND	LIBRARY	752.54
			TOTAL:	752.54
JT SERVICES	replacement globe	ELECTRIC FUND	NON-DEPARTMENTAL	507.66
			TOTAL:	507.66
K.R. SCHOELER ENTERPRISES, INC.	car shampoo	GENERAL FUND	STREETS	66.90
	car shampoo	GENERAL FUND	PARKS	53.52
	car shampoo	WATER	DISTRIBUTION AND STORA	26.76
	car shampoo	WASTE WATER FUND	SOURCE/TREATMENT	26.76
	car shampoo	ENVIRON SERVICES F	REFUSE DISPOSAL	26.77
	car shampoo	ELECTRIC FUND	POWER DISTRIBUTION	66.90
			TOTAL:	267.61
KIND VETERINARY CLINIC PA	pound cats & dogs nov '11	GENERAL FUND	COMMUNITY SERVICE	738.23
	paws for nov '11	RESTRICTED CONTRIB	POLICE	889.51
			TOTAL:	1,627.74
LEAGUE OF MN HUMAN RIGHTS COMMISSIONS	membership dues for '12	GENERAL FUND	MAYOR & COUNCIL	55.00
			TOTAL:	55.00
MACQUEEN EQUIPMENT INC	hose guide,hose,valve-leve	WASTE WATER FUND	COLLECTOR/LIFT STAT	595.84
	70degree elbow weldment	STORMWATER FUND	TREATMENT	541.31
			TOTAL:	1,137.15
MADDEN, GALANTER, HANSEN, LLP	services for nov '11	GENERAL FUND	CITY ADMINISTRATION	92.09
			TOTAL:	92.09
MARCO, INC.	copier maint for 46018	GENERAL FUND	CITY ADMINISTRATION	23.09
	copier maint for 46018	GENERAL FUND	CITY CLERK	23.09
	copier maint for 46018	GENERAL FUND	FINANCE	15.40
	copier maint for 46018	GENERAL FUND	POLICE	12.32
	copier maint for 46018	GENERAL FUND	BUILDING INSPECTOR	6.16
	copier maint for 46018	GENERAL FUND	PUBLIC WORKS ADMIN	3.08
	copier maint for 46018	GENERAL FUND	ECONOMIC DEVMT	1.54
	copier maint for 46018	WATER	ADMIN AND GENERAL	13.86
	copier maint for 46018	WASTE WATER FUND	ADMIN AND GENERAL	13.84
	copier maint for 46018	ELECTRIC FUND	ADMIN AND GENERAL	41.57
			TOTAL:	153.95
MENARDS	slide lock	GENERAL FUND	STREETS	1.91
	slide lock	GENERAL FUND	PARKS	1.53

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	pvc pipe,anchors,bit solve	WATER	PURIFICATION AND TREAT	42.53	
	slide lock	WATER	DISTRIBUTION AND STORA	0.76	
	slide lock	WASTE WATER FUND	SOURCE/TREATMENT	0.76	
	slide lock	ENVIRON SERVICES F	REFUSE DISPOSAL	0.77	
	hangers & ballasts	ELECTRIC FUND	POWER PRODUCTION	216.71	
	slide lock	ELECTRIC FUND	POWER DISTRIBUTION	1.91	
	oak & hard board	STORMWATER FUND	ADMINISTRATION AND GEN	341.83	
	oak screen	STORMWATER FUND	ADMINISTRATION AND GEN	27.10	
	slide lock	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	13.67	
			TOTAL:	649.48	
METRO FIRE	yellow hose	GENERAL FUND	FIRE	264.29	
			TOTAL:	264.29	
METRO JANITORIAL SUPPLY INC.	peroxide clnr, bathroom cl	LIBRARY FUND	LIBRARY	80.30	
	peroxide clnr, bathroom cl	COMMUNITY CENTER	COMMUNITY CENTER	321.19	
			TOTAL:	401.49	
METRO SALES INC	maint contract - printer f	LIBRARY FUND	LIBRARY	349.25	
			TOTAL:	349.25	
MISC VENDOR	DANBY BUILDING, LLC	facade renovation loan	FACADE RENOVATION	8,473.00	
	JESUS ASSEMBLY	refund rental fees@712 Sun	GENERAL FUND	NON-DEPARTMENTAL	44.00
	OPTICS PLANET INC	streamlite stinger led fla	GENERAL FUND	POLICE	112.99
	SIEBERG, DON	entertainment-senior dance	GENERAL FUND	SENIOR COORDINATOR	125.00
			TOTAL:	8,754.99	
MN CHIEFS OF POLICE	membership dues 2012	GENERAL FUND	POLICE	230.00	
			TOTAL:	230.00	
MN DEPT OF AGRICULTURE	2012 pesticide license-ric	GENERAL FUND	PARKS	15.00	
	2012 pesticide license-dan	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00	
	2012 pesticide license-rao	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00	
			TOTAL:	45.00	
MN DEPT OF PUBLIC SAFETY	2012 decals	GENERAL FUND	STREETS	12.50	
	2012 decals	GENERAL FUND	PARKS	10.00	
	2012 decals	WATER	DISTRIBUTION AND STORA	5.00	
	2012 decals	WASTE WATER FUND	SOURCE/TREATMENT	5.00	
	2012 decals	ENVIRON SERVICES F	REFUSE DISPOSAL	5.00	
	2012 decals	ELECTRIC FUND	POWER DISTRIBUTION	12.50	
			TOTAL:	50.00	
MN IRON & METAL COMPANY	locker metal	WASTE WATER FUND	SOURCE/TREATMENT	56.91	
			TOTAL:	56.91	
MN MUNICIPAL UTILITIES ASSOCIATION	1st qtr safety program	GENERAL FUND	FIRE	130.22	
	1st qtr safety program	GENERAL FUND	PUBLIC WORKS ADMIN	780.24	
	mmua mtg 2/8-10 bloomingto	GENERAL FUND	STREETS	57.50	
	1st qtr safety program	GENERAL FUND	STREETS	780.79	
	mmua mtg 2/8-10 bloomingto	GENERAL FUND	PARKS	46.00	
	1st qtr safety program	GENERAL FUND	PARKS	651.10	
	1st qtr safety program	COMMUNITY CENTER	COMMUNITY CENTER	390.66	
	mmua mtg 2/8-10 bloomingto	WATER	ADMIN AND GENERAL	23.00	
	1st qtr safety program	WATER	ADMIN AND GENERAL	520.88	
	mmua mtg 2/8-10 bloomingto	WASTE WATER FUND	ADMIN AND GENERAL	23.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1st qtr safety program	WASTE WATER FUND	ADMIN AND GENERAL	780.79
	mmua mtg 2/8-10 bloomingto	ENVIRON SERVICES F	ADMIN AND GENERAL	23.00
	1st qtr safety program	ENVIRON SERVICES F	ADMIN AND GENERAL	260.44
	mmua mtg 2/8-10 bloomingto	ELECTRIC FUND	ADMIN AND GENERAL	57.50
	1st qtr safety program	ELECTRIC FUND	ADMIN AND GENERAL	651.10
	1st qtr safety program	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	1st qtr safety program	STORMWATER FUND	ADMINISTRATION AND GEN	390.66
			TOTAL:	6,254.38
MN PIPE & EQUIPMENT	water meters	WATER	NON-DEPARTMENTAL	89.08
	electromag - returned	WATER	DISTRIBUTION AND STORA	1,525.02
	electromag returned	WATER	DISTRIBUTION AND STORA	1,525.02-
			TOTAL:	89.08
MN SPORTS FEDERATION	vb state membership 11-12	GENERAL FUND	RECREATION/LEISURE SER	94.00
			TOTAL:	94.00
MN VALLEY REGIONAL FIRE FIGHTERS ASSOC	dues for 2012	GENERAL FUND	FIRE	100.00
			TOTAL:	100.00
MTI DISTRIBUTING CO	mower deck repair #311	GENERAL FUND	PARKS	379.76
	mower deck repair #311	GENERAL FUND	PARKS	22.03
			TOTAL:	401.79
MVTL LABORATORIES INC	bio testing	WASTE WATER FUND	BIOSOLIDS	356.00
	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00
	safety discharge testing	WASTE WATER FUND	SOURCE/TREATMENT	333.00
			TOTAL:	1,009.00
NICOLLET COUNTY BANK	ach for dec '11 - ap&payro	GENERAL FUND	FINANCE	10.39
	2007 final equip cert-prin	2007 EQUIPMENT CER	DEBT SERVICE PAYMENTS	32,300.00
	2007 final equip cert-inte	2007 EQUIPMENT CER	DEBT SERVICE PAYMENTS	1,090.13
	ach for dec '11 - ap&payro	WATER	ADMIN AND GENERAL	2.59
	ach for dec '11 - util bil	WATER	CUSTOMER ACCOUNTS	11.26
	ach for dec '11 - ap&payro	WASTE WATER FUND	ADMIN AND GENERAL	2.59
	ach for dec '11 - util bil	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.26
	ach for dec '11 - ap&payro	ENVIRON SERVICES F	ADMIN AND GENERAL	2.59
	ach for dec '11 - util bil	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.26
	ach for dec '11 - ap&payro	ELECTRIC FUND	ADMIN AND GENERAL	2.59
	ach for dec '11 - util bil	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.27
			TOTAL:	33,455.93
NIELSEN BLACKTOPPING, LLC	sidewalk - godfathers	GENERAL FUND	STREETS	2,321.20
	sidewalk - godfathers	PERM IMPROVMENT RE	STREETS	4,291.50
	sidewalk repairs - assesse	PERM IMPROVMENT RE	STREETS	5,770.00
	sidewalk 301 s mn	PERM IMPROVMENT RE	STREETS	2,293.00
	100 nassau sidewalk	PERM IMPROVMENT RE	STREETS	3,101.82
	sidewalk 301 s mn	ELECTRIC FUND	POWER DISTRIBUTION	270.00
	100 nassau sidewalk	ELECTRIC FUND	POWER DISTRIBUTION	855.00
			TOTAL:	18,902.52
DAVE NIXON	vb ref 12/1-12/14/11	GENERAL FUND	RECREATION/LEISURE SER	102.00
			TOTAL:	102.00
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	71.79
	seat belt #44	GENERAL FUND	STREETS	253.09

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>324.88</u>
NUSS TRUCK & EQUIPMENT	#312 2012 mac truck	2012 EQUIPMENT CER	STREETS	<u>112,765.85</u>
			TOTAL:	<u>112,765.85</u>
NUTTER CLOTHING CO	clothing allowance dec '11	GENERAL FUND	POLICE	<u>186.89</u>
			TOTAL:	<u>186.89</u>
OFFICEMAX	backup drive/cd/dvds	GENERAL FUND	CITY ADMINISTRATION	27.08
	backup drive/cd/dvds	GENERAL FUND	CITY CLERK	27.08
	backup drive/cd/dvds	GENERAL FUND	FINANCE	18.06
	battery backup	GENERAL FUND	POLICE	52.48
	backup drive/cd/dvds	GENERAL FUND	POLICE	14.44
	backup drive/cd/dvds	GENERAL FUND	BUILDING INSPECTOR	7.22
	backup drive/cd/dvds	GENERAL FUND	PUBLIC WORKS ADMIN	3.61
	backup drive/cd/dvds	GENERAL FUND	ECONOMIC DEVT	1.81
	hard drive for icop backup	2011 EQUIPMENT CER	POLICE	235.11
	battery backup	WATER	ADMIN AND GENERAL	52.47
	backup drive/cd/dvds	WATER	ADMIN AND GENERAL	16.25
	backup drive/cd/dvds	WASTE WATER FUND	ADMIN AND GENERAL	16.25
	backup drive/cd/dvds	ELECTRIC FUND	ADMIN AND GENERAL	<u>48.75</u>
			TOTAL:	<u>520.61</u>
WAYNE PASSON	boiler license 2011-2013	COMMUNITY CENTER	COMMUNITY CENTER	<u>60.00</u>
			TOTAL:	<u>60.00</u>
PET EXPO DIST.	aquarium maint	LIBRARY FUND	LIBRARY	<u>75.29</u>
			TOTAL:	<u>75.29</u>
MATTHEW PETERS-PETTY CASH	copy herald	GENERAL FUND	POLICE	1.25
	postage	GENERAL FUND	POLICE	75.06
	meals & coffee	GENERAL FUND	POLICE	39.01
	100 paws walk bags	RESTRICTED CONTRIB	POLICE	<u>16.03</u>
			TOTAL:	<u>131.35</u>
RONALD D. QUADE	folders for recruit	GENERAL FUND	FIRE	<u>10.96</u>
			TOTAL:	<u>10.96</u>
QUARTERMASTER	clothing allowance	GENERAL FUND	POLICE	141.85
	handcuffs	GENERAL FUND	POLICE	<u>41.11</u>
			TOTAL:	<u>182.96</u>
RECREATION SUPPLY COMPANY	pool chemical feeders	GENERAL FUND	SWIMMING POOL	682.32
	chemical feeders	GENERAL FUND	SWIMMING POOL	<u>701.55</u>
			TOTAL:	<u>1,383.87</u>
RIVER'S EDGE HOSPITAL & CLINIC	blood alcohol test	GENERAL FUND	POLICE	<u>26.45</u>
			TOTAL:	<u>26.45</u>
RYAN ELECTRIC OF ST PETER	replace switch for running	COMMUNITY CENTER	COMMUNITY CENTER	<u>76.38</u>
			TOTAL:	<u>76.38</u>
S&S THERMO DYNAMICS	lib-boiler prevent maint.	LIBRARY FUND	LIBRARY	330.00
	cc - boiler prevent maint	COMMUNITY CENTER	COMMUNITY CENTER	650.00
	cc - boiler #7 repair	COMMUNITY CENTER	COMMUNITY CENTER	<u>336.39</u>
			TOTAL:	<u>1,316.39</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SAM'S CLUB	annual business membership	GENERAL FUND	RECREATION/LEISURE SER	<u>35.00</u>
			TOTAL:	35.00
AMBER SCHOTT	uniform shoes	GENERAL FUND	POLICE	<u>58.27</u>
			TOTAL:	58.27
SELZLER-BAHR, HIEDI	mileage for jan-jun 2011	GENERAL FUND	RECREATION/LEISURE SER	5.61
	mileage for jul - dec 2011	GENERAL FUND	RECREATION/LEISURE SER	<u>66.05</u>
			TOTAL:	71.66
SOLOMON CORPORATION	25kva 120/240 #521	ELECTRIC FUND	NON-DEPARTMENTAL	842.02
	37.5 kva 120/240 #520	ELECTRIC FUND	NON-DEPARTMENTAL	<u>949.84</u>
			TOTAL:	1,791.86
SOUTH CENTRAL COLLEGE	firefighter training 12/8/	GENERAL FUND	FIRE	<u>550.00</u>
			TOTAL:	550.00
SPRINT SOLUTIONS, INC.	phone bill for dec '11	GENERAL FUND	POLICE	<u>443.67</u>
			TOTAL:	443.67
ST PETER AREA CHAMBER OF COMMERCE	key chains, afghan	GENERAL FUND	MAYOR & COUNCIL	<u>93.00</u>
			TOTAL:	93.00
ST PETER HOMES	remove marwey trl #48	HOUSING PROJECT200	ECONOMIC DEVMT	<u>1,550.00</u>
			TOTAL:	1,550.00
ST PETER INSULATED GLASS	map covers	STORMWATER FUND	ADMINISTRATION AND GEN	<u>601.17</u>
			TOTAL:	601.17
ST PETER POLICE RESERVES	hospital cks, oktoberfest	GENERAL FUND	POLICE	<u>393.12</u>
			TOTAL:	393.12
ST PETER RENTAL CENTER	pull saw 12" picco bar	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>53.42</u>
			TOTAL:	53.42
STANDARD & POOR'S	bond rating	WATER	ADMIN AND GENERAL	<u>7,700.00</u>
			TOTAL:	7,700.00
STREICHER'S	bag	GENERAL FUND	POLICE	<u>107.92</u>
			TOTAL:	107.92
TOTAL ENTERTAINMENT	disc cleaning & repair	LIBRARY FUND	LIBRARY	<u>38.00</u>
			TOTAL:	38.00
TOWMASTER, INC.	#312 mac truck setup	2012 EQUIPMENT CER	STREETS	<u>100,109.81</u>
			TOTAL:	100,109.81
TRAVERSE DES SIOUX LIBRARY SYSTEM	opendns license	LIBRARY FUND	LIBRARY	<u>24.06</u>
			TOTAL:	24.06
UNIFORMS UNLIMITED	clothing allowance	GENERAL FUND	POLICE	183.00
	uniform allowance	GENERAL FUND	COMMUNITY SERVICE	<u>235.50</u>
			TOTAL:	418.50
UNITED SURFACE PREPARATION	reapir sand blaster -weld	GENERAL FUND	STREETS	90.00
	reapir sand blaster -weld	GENERAL FUND	PARKS	<u>72.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	reapir sand blaster -weld	WATER	ADMIN AND GENERAL	36.00
	reapir sand blaster -weld	WASTE WATER FUND	ADMIN AND GENERAL	36.00
	reapir sand blaster -weld	ENVIRON SERVICES F	ADMIN AND GENERAL	36.00
	reapir sand blaster -weld	ELECTRIC FUND	ADMIN AND GENERAL	90.00
			TOTAL:	360.00
UPSTART	rubber rings 3/4"	LIBRARY FUND	LIBRARY	17.70
			TOTAL:	17.70
US BANK	2010c agent fee	ELECTRIC FUND	ADMIN AND GENERAL	425.00
			TOTAL:	425.00
US HWY 169 CORRIDOR COALITION	membership dues 2012	GENERAL FUND	STREETS	1,000.00
			TOTAL:	1,000.00
USA BLUE BOOK	sch 40 pvc pipe	WATER	PURIFICATION AND TREAT	76.16
			TOTAL:	76.16
VISA	food for goal sessions	GENERAL FUND	CITY ADMINISTRATION	107.87
	fuel for dec '11	GENERAL FUND	POLICE	39.61
	basketballs for noon hour	GENERAL FUND	RECREATION/LEISURE SER	224.83
	batteries for auto dialers	WATER	PURIFICATION AND TREAT	23.61
	dvd recorder	WASTE WATER FUND	COLLECTOR/LIFT STAT	139.58
	batteries for auto dialers	WASTE WATER FUND	ADMIN AND GENERAL	23.61
	meals - mndot-aggragete pr	STORMWATER FUND	ADMINISTRATION AND GEN	40.69
	meals-mndot certifications	STORMWATER FUND	ADMINISTRATION AND GEN	24.99
	subway for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	73.21
			TOTAL:	698.00
VON ESSEN TOWING	mount & balance tires	GENERAL FUND	POLICE	123.00
			TOTAL:	123.00
WESTERN LIME CORPORATION	high calcium lime	WASTE WATER FUND	BIOSOLIDS	3,024.89
			TOTAL:	3,024.89
TOM WINSELL	tuition reimbursement fall	GENERAL FUND	POLICE	1,893.26
			TOTAL:	1,893.26
ZARNOTH BRUSH WORKS INC	tool cat brooms	GENERAL FUND	PARKS	1,586.40
			TOTAL:	1,586.40
SCOTT ZUHLSDORF	clothing allowance	GENERAL FUND	PARKS	175.93
			TOTAL:	175.93

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

101	GENERAL FUND	18,961.00		
211	LIBRARY FUND	2,547.20		
213	PUBLIC ACCESS	12,225.45		
217	COMMUNITY CENTER	3,323.29		
260	FACADE RENOVATION - HIST	8,473.00		
397	2007 EQUIPMENT CERTIFICAT	33,390.13		
401	PERM IMPROVMENT REVOLVING	15,456.32		
450	HOUSING PROJECT2000 #10	1,550.00		
471	2011 EQUIPMENT CERTIFICAT	500.17		
472	2012 EQUIPMENT CERTIFICAT	212,875.66		
601	WATER	18,499.89		
602	WASTE WATER FUND	6,265.98		
603	ENVIRON SERVICES FUND	930.55		
604	ELECTRIC FUND	7,323.01		
606	STORMWATER FUND	2,400.54		
610	HEARTLAND TRANSIT	33.72		
820	RESTRICTED CONTRIBUTIONS	1,478.75		

 GRAND TOTAL: 346,234.66

TOTAL PAGES: 9

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>
Nielsen Blacktopping	Sidewalk, curb, gutter replacement	\$6,694	PIR/General
Nielsen Blacktopping	922 S Washington Sidewalk/curb assessment	\$5,770	PIR
Infratech Tech.	Manhole repairs	\$5,311	Stormwater

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

Soft Drink

Cedars Grille LLC	408 South Third	1/1/12 – 12/31/12
King Pins	1671 South Third	1/1/12 – 12/31/12
Dominos Pizza	103 South Minnesota Ave	1/1/12 – 12/31/12
St. Peter Cinema V	621 South Minnesota Ave	1/1/12 – 12/31/12
Mankato Key City Lions	400 West Union St	1/1/12 – 12/31/12

Show

Cedars Grille LLC	408 South Third	1/1/12 – 12/31/12
St. Peter Cinema V	621 South Third	1/1/12 – 12/31/12

Amusement

Econo Foods	612 South Minnesota Ave	1/1/12 – 12/31/12
King Pins	1671 South Third	1/1/12 – 12/31/12

Solid Waste Hauler

Hansen Sanitation		1/1/12 – 12/31/12
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3. The following advisory board appointments are hereby approved for the terms indicated:

ECONOMIC DEVELOPMENT AUTHORITY

Bob Southworth (2012-2017)

LIBRARY BOARD

Evan Curtin (2012-2014)

HOSPITAL COMMISSION

Sandra Gundlach (2008-2012)

4. Councilmember Carlin is hereby appointed to serve as Mayor pro tem (Acting Mayor) in the absence of Mayor Strand.
5. The *Saint Peter Herald* is hereby designated as the official newspaper for the City of Saint Peter during the year 2012.
6. The following institutions are designated as the official depositories of the City of Saint Peter with limits for deposit established at the levels indicated:

First National Bank	to a limit of \$5,000,000
Nicollet County Bank	to a limit of \$5,000,000
Wells Federal Savings and Loan	to a limit of \$3,000,000
Hometown Bank	to a limit of \$3,000,000

7. The following rules and procedures shall govern the operation of the Saint Peter City Council:

CITY COUNCIL OPERATIONAL RULES

1. *The Saint Peter City Council shall conduct regular meetings of the Council on the second and fourth Mondays of each month.*
2. *In the event a regular meeting of the Saint Peter City Council falls on a City holiday, the Council will meet the following day.*
3. *Special meetings of the Saint Peter City Council may be called by the Mayor, or in his absence, the Mayor pro tem, or by petition of three members of the Council.*
4. *City Council workshops shall be held on non-meeting Mondays.*
5. *A quorum necessary to conduct business shall consist of four members of the Council, including the Mayor.*
6. *The Saint Peter City Council shall maintain the following standing committees of the Council:*
 - ◆ *Public Works and Utilities Committee*
 - ◆ *Finance Committee*
 - ◆ *Personnel and Code Review Committee*
7. *City Council Standing Committees shall convene meetings only on matters referred to them by the City Council.*
8. *The function of City Council Standing Committees shall be to study, discuss, and make recommendations on issues to be presented for consideration by the City Council.*
9. *Meetings of the Saint Peter City Council Standing Committees shall be called by the Mayor, Committee Chairperson, or by the City Administrator.*
10. *Members of the Saint Peter City Council Standing Committees shall consist of two members approved by the Council, one from each ward. The Mayor shall serve as an ex-officio member on all Committees.*
11. *Notices of the Saint Peter City Council Standing Committee meetings shall be distributed to all Councilmembers and the news media as soon as conveniently possible, normally not less than seventy-two (72) hours before the meeting.*
12. *The agenda for the Standing Committee or Special Committee meetings shall be prepared by the Chair of that Committee. Agendas for City Council meetings shall be prepared by the City Administrator. Any Councilmember may have an item placed on the agenda by informing the City Administrator of the topic.*
13. *Agendas for Saint Peter City Council meetings shall be available to members of the Council and the news media not later than 5:00 p.m. on the Thursday preceding the date of the Council meeting. Information pertaining to agenda items shall be delivered to Councilmembers as soon as possible after that time, normally on Thursday evening.*
14. *In the case of special meetings of the City Council, the members of the Council and the news media shall be notified seventy-two (72) hours prior to the meeting as to date, time and place in conformance with the Open Meetings Law.*
15. *Items arising during meetings of the City Council which are not on the official agenda with appropriate background material, will not normally be acted upon until future meetings of the Council unless deemed to be an emergency by the Council.*

16. *Explanation of the City Council agenda items will be done by the City Administrator. However, the Administrator may call on Department Directors, advisors, or consultants for further explanation.*
17. *The procedural conduct for the meetings of the City Council shall be Robert's Rules of Order, Newly Revised.*
18. *Minutes of the regular or special meetings of the City Council shall be available as soon as possible to the Councilmembers and shall be included in Councilmembers' packets for action at the next regular meeting of the Council.*
19. *A majority passage of an ordinance shall consist of the affirmative vote of four members of the Council no matter how many are present and constituting a quorum, except that during a state of emergency the procedures provided for in Saint Peter City Code Section 2.74 shall apply.*
20. *All regular meetings of the City Council shall include on the agenda a time for scheduling visitor comments, either relating to agenda items or bringing up new topics. A visitor who wishes to speak about an item which appears later on the agenda should so indicate when the Mayor asks; that visitor will be called upon when the item comes up for discussion. A visitor who wishes to speak about something which is not on the agenda will be called on to speak before the meeting continues. All visitors are asked to limit remarks to no more than five (5) minutes. Members of the City Council or staff may respond to the questions or comments when presented. If additional information is needed, the Council will indicate when the visitor may expect a response and from whom.*
21. *The City Attorney shall be designated as the parliamentarian to advise the Mayor on matters of procedure at all meetings of the City Council.*

8. The following Council liaison and commission appointments are approved:

Council Committees

Finance Committee	Kvamme*, Carlin
Personnel and Code Review Committee	Eichmann*, Brand
Public Works and Utilities Committee	Pfeifer*, Zieman

*Indicates Chairperson

**Mayor serves as ex-officio on all Committees as per Council Rules.

Council Liaisons

Economic Development Authority	Kvamme, Eichmann
Heritage Preservation Commission	Carlin
Hospital and Nursing Home Commission	Pfeifer
Housing and Redevelopment Authority	Zieman
Human Rights Commission	Brand
Library Board	Carlin
Parks and Recreation Advisory Board	Brand
Planning and Zoning Commission	Kvamme, Zieman
Region Nine Development Commission	Strand
SPRTC Security Committee	Strand, Peters
Tourism and Visitors Bureau	Pfeifer, Brand
Fire Pension Board	Strand, Finance Director
SPRTC Commission	Strand, Mayor pro tem
SPRTC Executive Board	Strand, Mayor's Representative
School District #508 Cooperation Committee	Kvamme, Brand
Nicollet County Cooperation Committee	Pfeifer, Eichmann
Le Sueur County Cooperation Committee	Pfeifer, Zieman
Town Gown Committee	Strand, Carlin
Appeals and Adjustments	Kvamme, Eichmann, Zieman
Partnership Council	Carlin
Greater Mankato Growth	Kvamme
Sister City Committee	Strand, Carlin

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Robert Lawson	Part-time Production Assistant	\$7.25/hour

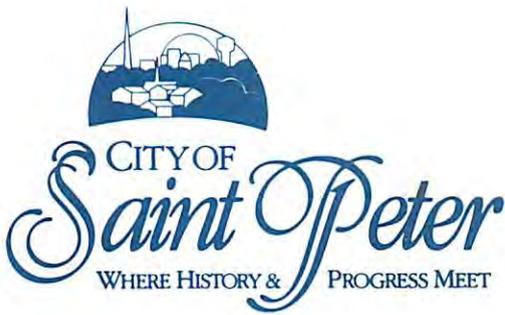
10. The schedules of disbursements for December 8, 2011 through December 27, 2011 and December 28, 2011 through January 4, 2012 are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/5/2012

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Polar Bear Plunge

ACTION/RECOMMENDATION

Provide authorization for additional City assistance for the Polar Bear Plunge event at Hallett's Pond.

BACKGROUND

The City Council previously approved City assistance for the Special Olympics Polar Bear Plunge event in February by allowing use of Hallett's Pond for the event. Since that approval was provided Nicollet County Sheriff Dave Lange has made an additional request for the City to cut the hole in the ice for the plunge event.

Staff recommends approval of this request.

FISCAL IMPACT:

The cost for staff labor and equipment to provide this assistance should be no more than \$500.

ALTERNATIVES/VARIATIONS:

Approval: Staff will notify the organizers of your approval.

Denial: No further action will be taken beyond what has already been approved for the event.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR POLAR BEAR PLUNGE

WHEREAS, an additional request for City assistance has been made by organizers of the Special Olympics Polar Bear Plunge on February 11, 2012; and

WHEREAS, the organizers have requested City assistance to cut the hole in the ice for the event; and

WHEREAS, City staff are able to provide the requested assistance.

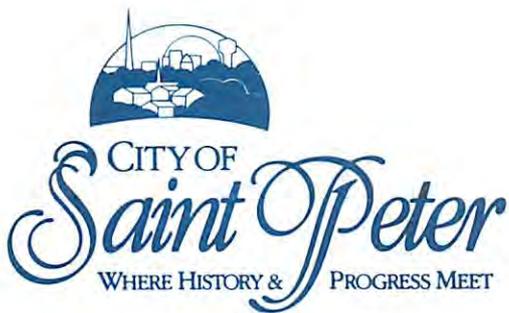
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request for City employees to cut the hold in the ice for the Polar Bear Plunge event on February 11, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/4/2012

FROM: Todd Prafke
City Administrator

RE: Telephone System Replacement

ACTION/RECOMMENDATION

Provide for acceptance of a proposal from Loffler Corporation for replacement of the City's telephone system with a new NEC SV8300 system and acceptance of a quote from CTS for cabling services related to the new phone system.

BACKGROUND

In 2010 the City received notice that the current NEC2000 telephone system used in most City buildings will no longer have support from NEC starting in 2012. In effect, this puts the City in the position of replacing the existing system, or taking the chance that nothing would happen to the existing system once support is no longer offered. While we might not have problems with the existing system, should the system fail, the City would be left without any phone services that would dramatically affect our ability to operate.

River's Edge Hospital and Clinic also has an NEC2000 system that will need to be replaced. With that in mind, we decided to work together with the hope that we could see some reduced prices when buying two systems instead of one. Our early discussions with vendors also included ensuring that if a disaster were to happen to either of our operations, we could provide for phones from the City or the Hospital to be rerouted and answered at the other's building.

The process of designing a replacement phone system began in early 2011. Staff (including River's Edge representatives) reviewed the current needs for a system and learned about advances that have been made in telephone systems since we last purchased a phone system. This research resulted in a recommendation to move to a Voice Over Internet Protocol (VOIP) system. VOIP allows the calls to be placed over computer cabling (internet) rather than traditional phone lines. It also allows the phone system to be integrated with the computer system of the business.

VOIP also requires a different type of phone than those currently utilized by the City. However, working with NEC dealers we learned that we are able to purchase a VOIP system that will allow us to continue to utilize the phone handsets we currently have on hand and as phones need to be replaced we can easily switch to the VOIP phones. Not having to replace the existing handsets will save tens of thousands of dollars on replacement of the system.

In order to have this savings, we needed to work with NEC dealers and the City received proposals from Matrix Communication and Loffler Corporation. We have had a working relationship with each of these companies and we have received excellent customer service from Loffler's. Each of these firms was

asked to provide a proposal meeting a specific list of requirements for the City and the Hospital. The proposals provided for replacement of the City's system with an NEC SV8300 system were as follows:

Loffler Corporation	\$34,967
Matrix Communication	\$39,308

This is much less than the \$80,000-\$100,000 budgeted cost we expected to be faced with FOR replacement of the system due in large part to being able to reuse the handsets. The SV8300 system is a slightly larger system than the NEC2000 system currently in use and will allow for expansion of City phones in the future if needed.

Although the phone system can easily be integrated with the City's existing computer system, the recommendation from the City's computer staff is that the VOIP phones be placed on a separate server to avoid any security and/or virus issues that might arise from having the phone system part of the regular computer system. In addition, the separation will provide for greater capacity into the future. The separation will require some additional cabling in the older City buildings. As we were preparing that request for quotations, we discovered that the phone cabling that was installed in the Library and Community Center when the buildings were constructed was CAT 3 instead of the CAT 5. A minimum of CAT 5 is required for the VOIP cabling and new lines will need to be installed at the Community Center/Library to allow for VOIP phones. We asked the cabling vendors to quote that work as an alternative so that we could evaluate whether the CAT 3 cable would be replaced at this time or wait until a future date when we were switching to VOIP phones in those buildings. We have received quotes for that work as follows:

	<u>BASIC QUOTE</u>	<u>ALTERNATE FOR COMM CTR/LIB</u>
CTS	\$10,286.72	\$1,870.31
Loffler	\$20,900.00	\$3,200.00

The quote from CTS is quite reasonable and at this time I am recommending that we accept their basic quote and the alternate for the Community Center and Library cabling work.

In addition, I recommend accepting the proposal from Loffler Corporation in the amount of \$34,967 for replacement of the City's phone systems.

Hospital CFO Curt Savstrom will be making a recommendation to the Hospital Commission to also accept the lowest priced proposal from Loffler's for replacement of their phone system. The Commission will consider the recommendation of Hospital staff at their January meeting and the Council will then be asked to approve the purchase at the first regular meeting in February.

FISCAL IMPACT:

Funding for the phone system and cabling work would be from the General Fund and Enterprise Funds based on the number of phones for each division. Again, \$100,000 was budget across the various funds so we will be well under budget.

ALTERNATIVES/VARIATIONS:

Do not act: Quotes from both companies will be valid through January 11, 2012 and I do not see any strategic advantage in a prolonged wait.

Negative Vote: No further action will be taken without additional direction from the Council. The proposals submitted by both companies are valid through January 11, 2012 so any delay could result in withdrawal of the proposals received.

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

Should you have any questions about this recommendation, please do not hesitate to contact me.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING TELEPHONE SYSTEM REPLACEMENT PURCHASE

WHEREAS, the City has been notified that the current telephone system will no longer receive support beginning in 2012; and

WHEREAS, the City operations would be severely limited if the phone system were to fail; and

WHEREAS, River's Edge Hospital and Clinic has also been notified that their NEC phone system will no longer receive support; and

WHEREAS, working jointly, the City solicited proposals from two NEC dealers for replacement of both phone systems; and

WHEREAS, only NEC dealers were contacted for the project which will allow the City to re-use existing phone handsets and dramatically reduce the cost of the system replacement; and

WHEREAS, staff recommends a Voice Over Internet Protocol (VOIP) phone system be purchased; and

WHEREAS, the VOIP phones will be set up on a separate server from the City's computer system to avoid security and virus issues; and

WHEREAS, additional computer cabling is needed in some of the City buildings to accommodate the VOIP phones and quotations were received from cabling vendors to provide this service.

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

1. The lowest cost proposal from Loffler Companies for the purchase of a NEC SV8300 phone system in the amount of \$34,967 is hereby accepted.
2. The lowest quote from CTS for cabling services related to the new phone system in the base amount of \$10,286.72 and \$1,870.31 for the Community Center/Library work is hereby accepted.
3. Funding for the phone system purchase and cabling services will be split between the General Fund and the various Enterprise Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: 1/4/12

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: Retain engineers for required updated of the Spill Prevention Control and Countermeasures Plan (SPCC)

ACTION/RECOMMENDATION

It is recommended the City Council authorize that DGR Engineers be retained to update the Spill Control and Countermeasures Plan for a time and expenses fee estimated to be \$6,500.00.

BACKGROUND

The Environmental Protection Agency (EPA) established a regulation in 2002, requiring all companies or agencies to prepare a SPCC Plan (within five years) if they have "oil" products with an aggregate above ground storage capacity of greater than 1,320 gallons and there is "reasonable" expectation of discharge into a navigable water. The Public Works Department meets these criteria; therefore, an SPCC was adopted by the City Council on December 10, 2007. The plan must be reviewed and updated when changes are made to facilities or every five years. The City has completed improvement to facilities, (Public Works diesel fuel station and transformer storage pads) and constructed new facilities (Broadway Water Treatment Plant, Saint Julien Water Treatment Plan and Sunrise Electric Substation.)

The Minnesota Municipal Utilities Association (MMUA) held a seminar in September to review the changes in requirements for the SPCC. Some of the changes are:

1. A "drainage" log must be kept to document when containment areas are drained with a "sheen" present;
2. A city employee must be onsite for fuel deliveries and must document the delivery and sign as a responsible person;
3. Need to set up a schedule to test tanks;
4. Need to establish a training schedule for all personnel who store and handle "oil" products with testing;
5. Must now have locks on all drains for spill containment areas.

Currently the city has a SPCC plan for:

1. Front Street Electric Substation (two oil filled transformers)
2. Broadway Generation Plant (two 12,000 gallon fuel tanks and six generators with oil)
3. Broadway Electric Substation (one oil filled transformer)
4. Public Works shop and yard (transformer storage, mechanics shop, two generators, diesel fuel station, water plant with chemicals)
5. Wastewater Treatment Plant (generator, chemical storage)
6. Miscellaneous Emergency Generators (six located around the city)

Excerpts of the existing SPCC are attached. City staff currently performs monthly safety inspections and performs the SPCC inspections at the same time.

The rules require the SPCC be certified by a registered professional engineer. The city used DGR Engineers to develop the initial plan as most of the "oil" containment is related to electrical equipment. It is proposed to retain DGR again to update the SPCC plan. They have the background for the initial plan and were involved in the design of the Sunrise Substation. They have proposed to do the work for time and expenses. The estimated fee is \$6,500.00.

Fiscal Impact:

The work would be funded by a split of the cost to the different Public Works sections.

Alternatives and Variations:

Approval: Proceed with work.

Negative vote: Seek City Council direction.

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

LGG/vwt

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between
the City of Saint Peter, Minnesota _____ (“Owner”)

and DeWild Grant Reckert and Associates Company, Inc. _____ (“Engineer”)

Engineer agrees to provide the services described below to Owner for SPCC Plan Update _____ (“Project”).

Description of Engineer’s Services: As described on Appendix 1, attached. _____

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

- 1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee.

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment (Hourly Rates Plus Reimbursable Expenses Portion)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer for hourly tasks as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.

2. Engineer's Standard Hourly Rates are attached as Appendix 2.

3. The total compensation for hourly services and reimbursable expenses is estimated to be \$6,500

9.02 Payment (Lump Sum Basis Portion)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer for lump sum tasks as follows:

1. For Lump Sum Services: a Lump Sum amount of Not used

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: City of Saint Peter, Minnesota

ENGINEER: DeWild Grant Reckert & Associates Co.

By: _____

By: _____
Curt D. Dieren, P.E.
Vice President

By: _____

By: _____
Blair A. Metzger, P.E.
President

Date Signed: _____

Date Signed: _____

Address for giving notices:

Address for giving notices:
DeWild Grant Reckert & Associates Co.
1302 S. Union Street, P.O. Box 511
Rock Rapids, IA 51246

APPENDIX 1

SCOPE OF SERVICES AND FEE ARRANGEMENT

SPCC Plan Update City of Saint Peter, Minnesota December, 2011

1. Background:

The US EPA requires that Spill Prevention Control and Countermeasure (SPCC) plans be developed and maintained relating to facilities that store large amounts of oil. An SPCC plan was developed by DGR for the City of Saint Peter in 2007, and the regulations require that the plan be updated every 5 years. This project will update the existing SPCC plan to include changes and additions to City facilities that have occurred since the initially developed version.

2. Scope of Work:

The following tasks will be accomplished in this project:

- Expand the plan to include the new Broadway water treatment plant, Saint Julien treatment plant addition, and Sunrise substation facilities.
- Update the plan to incorporate relevant changes to existing facilities.
- Conduct field work to assess physical arrangements, containment vessels, and other relevant items.
- Determine if each site is in compliance, or if additional work is needed.
- Update as required the forms for ongoing staff utilization, including facility checklists, training records, and discharge reports.
- Verify that the plan is in accordance with the long-term plans for the sites and facilities. The plan will be certified by a Licensed Professional Engineer.
- Where required, design the general concept of the improvements required to bring the site into compliance.

3. Fee Arrangement:

We propose to perform the services described herein at our standard hourly rates in effect when the work is done. A copy of our 2012 Hourly Fee Schedule is attached. The fees for this project are estimated to be \$6,500.

APPENDIX 2

DEWILD GRANT RECKERT AND ASSOCIATES COMPANY
CONSULTING ENGINEERS
ROCK RAPIDS, IA - SIOUX FALLS, SD - SIOUX CITY, IA

JANUARY 2012

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$72.00	\$42.00	\$38.00
02	\$76.00	\$45.00	\$39.00
03	\$80.00	\$48.00	\$41.00
04	\$85.00	\$52.00	\$43.00
05	\$93.00	\$56.00	\$46.00
06	\$101.00	\$60.00	\$50.00
07	\$110.00	\$64.00	\$54.00
08	\$119.00	\$68.00	\$58.00
09	\$128.00	\$72.00	\$63.00
10	\$137.00	\$76.00	\$68.00
11	\$146.00	\$80.00	\$74.00
12	\$157.00	\$84.00	\$82.00
13	\$170.00	\$90.00	\$98.00
14	\$180.00	\$96.00	\$121.00
15	\$187.00	\$105.00	\$155.00

Reimbursable Expenses:

1. Company vehicles, all at the IRS standard mileage rate in effect at the time.
2. Other travel, subsistence, lodging at actual out-of-pocket cost.
3. GPS Survey Equipment (when used) at \$250.00 per day.

INTRODUCTION

Spill Prevention, Control, and Countermeasure (SPCC) Plans for facilities are prepared and implemented as required by the United States Environmental Protection Agency (U.S. EPA) Regulation contained in Title 40, Code of Federal Regulations, Part 112, (40 CFR 112). A non-transportation related facility is subject to Spill Prevention, Control and Countermeasures regulations if: the total aboveground storage capacity exceeds 1,320 gallons; or the underground storage (UST) capacity exceeds 42,000 gallons; and if, due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters or adjoining shorelines of the United States, or affecting certain natural resources.

A Spill Prevention, Control and Countermeasures Plan is not required to be filed with the United States Environmental Protection Agency, but a copy must be available for on-site review by the Regional Administrator (RA) during normal working hours. The Spill Prevention, Control and Countermeasures Plan must be submitted within 60 days to the United States Environmental Protection Agency Region 7 Regional Administrator and the State agency along with the other information specified in Section 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon the navigable waters of the United States or adjoining shorelines in a single spill event; or
2. The facility discharges oil in quantities of 42 U.S. gallons, or one barrel in each of the two spill events within any twelve-month period.

The following spill information must be reported within 60 days if either of the above thresholds is reached. This report is to contain the following information (see attachment D, D1, D2, D3 & D4):

1. Name of the facility.
2. Name(s) of the owner or operator of the facility.
3. Location of the facility.
4. Maximum storage or handling capacity of the facility and normal daily throughput.
5. Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements.
6. An adequate description of the facility including maps, flow diagrams, and topographical maps.
7. The cause(s) of such discharge, including a failure analysis of system or subsystem in which the failure occurred.
8. Additional preventive measures taken or contemplated to minimize the possibility of recurrence.
9. Such other information as the Regional Administrator may reasonably require pertinent to the Plan or spill event(s).

The Spill Prevention, Control and Countermeasures Plan must be amended by the City within six (6) months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The Spill Prevention, Control and Countermeasures Plan must be reviewed at least once every five (5) years and amended to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a spill event and has been proven in the field. All such technical amendments must be re-certified by a registered professional engineer (PE).

The City is the owner and operator of a facility that is required to prepare a Spill Prevention, Control and Countermeasures Plan; therefore the City is not required to submit the Facility Response Plan to any Federal or State Agency. The Plan must be maintained at the facility and available to the Regional Administration for an on site review during normal working hours. The Spill Prevention, Control and Countermeasures Plan should include a signed certification form, Attachment A (source is Appendix C to 40 CFR 112).

The City is required to train its employees in the existence and use of this Plan and shall keep a record of this training available for inspection. See attachment G.

FRONT STREET ELECTRIC SUBSTATION

FACILITY INFORMATION

Street Address: 227 South Front Street
Saint Peter, MN

Owner: City of Saint Peter, MN

Facility Contact: 1. Ken Kocmick, Electric Foreman
2. Lewis Giesking, Director of Public Works

Location: UTM 15 423866 E 4908292N

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: September, 2005

The Front Street Electric Substation is in compliance with CFR 112 with the secondary containment measures that are installed. A liner has been installed under the oil filled equipment in this station that has enough capacity to hold the oil if one of the pieces of equipment should fail.

The Front Street Electric Substation is in conformance with all other parts of CFR 112 that are clearly applicable to this type of facility. The engineer has made every effort to interpret the intent of CFR 112 and apply this to the compilation of this Spill Prevention, Control and Countermeasures Plan.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

The Front Street Electric Substation is an electrical facility used to provide electric service to the citizens of Saint Peter, Minnesota. The Substation has several pieces of oil filled equipment. The equipment consists of two main substation transformers, and 19 voltage regulators.

Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Contents</u>	<u>Volume</u>
Transformer #1 Main Tank	Mineral Oil	2,164 gallons
Transformer #2 Main Tank	Mineral Oil	2,164 gallons
(3) Bay 1 Regulators	Mineral Oil	149 gallons each
(3) Bay 2 Regulators	Mineral Oil	111 gallons each
(3) Bay 3 Regulators	Mineral Oil	100 gallons each
(3) Bay 4 Regulators	Mineral Oil	111 gallons each
(3) Bay 5 Regulators	Mineral Oil	111 gallons each
(3) Bay 6 Regulators	Mineral Oil	111 gallons each
(1) Spare Regulator	Mineral Oil	149 gallons
(6) Reclosers	Mineral Oil	35 gallons each
(1) Fuel Tank	Diesel	250 gallons

The transformers that are located in the substation may need to be replaced someday with transformers that are not made by the same manufacturer. The amount of oil the transformer holds will vary from one manufacturer to the next.

See Attachment B – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attachment F – Spill Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
Main Transformer #1	2,164 Gallons	Liner
Main Transformer #2	2,164 Gallons	Liner
19 Voltage Regulators	100-149 Gallons each	Liner
6 Reclosers	38 Gallons each	Liner
Fuel Tank	250 Gallons	Liner

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP– 40 CFR 112.7 (a)(3)(iv)

Detection of Spills:

1. An electrical outage would eventually occur as a result of the oil loss, which would be reported to the City of Saint Peter by consumers on the system.
2. Alternately, detection of an oil discharge may be the result of the monthly equipment inspections. The general public may observe the discharge and report the incident to the City of Saint Peter. Police and other City of Saint Peter employees may also detect a discharge while performing their normal duties.

Response to an oil discharge:

Safety First – Identify potential danger with energized equipment, and de-energize if possible.

1. Identify the equipment that is leaking, and verify the equipments status – energized / de-energized.
2. Use any available materials to stop the flow and contain the oil to the substation property. Divert spilled oil away from waterways, storm drains, and other routes that might spread the oil.
3. Notify your supervisor. If the spill is too large to contain, the facility supervisor will contact an Emergency Response Team. Emergency contact numbers are listed on the front page of the document.
4. If you have not been properly trained in spill cleanup, your job is to contain the spill and try to avoid further contamination until help arrives.

Cleanup:

1. Cleanup of any spill should be administered by one of the facility contacts. If the spill meets the requirement for reporting to the United States Environmental Protection Agency (1,000 gallons or two 42-gallon discharges in 12 months) or to the Minnesota Pollution Control Agency (five gallons), management should contact them at this time (contact numbers are listed on the front page). Consult your supervisor as to the proper means of cleanup and disposal of the contaminated soil and materials.

BROADWAY GENERATION PLANT

FACILITY INFORMATION

Street Address: 1308 West Broadway Avenue
Saint Peter, MN

Owner: City of Saint Peter, MN

Facility Contact: 1. Ken Kocmick, Electric Foreman
2. Lewis Giesking, Director of Public Works

Location: UTM 15 422446E 4908984N

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: September, 2005

The Broadway Generation Plant is in compliance with CFR 112 with the secondary containment measures that are installed. The storage tanks are double walled and there is a trench drain and sump in this facility that has enough capacity to hold the oil if one of the other pieces of equipment should fail.

The Broadway Generation Plant is in conformance with all other parts of CFR 112 that are clearly applicable to this type of facility. The engineer has made every effort to interpret the intent of CFR 112 and apply this to the compilation of this Spill Prevention, Control and Countermeasures Plan.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

The Broadway Generation Plant is a standby generation facility used to provide electricity to the city of Saint Peter, Minnesota. The Broadway Generation Plant has several diesel fuel holding tanks, all located inside the building. Two 12,000-gallon holding tanks are located in the fuel room. The holding tanks are of double wall construction with interstitial monitoring, connected to a fuel management panel, capable of generating several different alarms relating to fuel level and fuel in the interstitial space. Six 300-gallon day tanks are located in the generator room of the plant, one next to each generator. The day tanks each have the capability of monitoring fuel level and will alarm when overfilled. Each day tank sits inside of a rupture basin containment tank that is used for secondary containment. Each day tank is equipped with alarms which would indicate a low fuel alarm, or an alarm for liquid in the rupture basin. The alarms are wired to the City of Saint Peter Supervisory Control and Data Acquisition (SCADA) system which is continuously monitored via cell phones. The fuel is pumped overhead in steel pipe to the day tanks by fuel pumps located in the fuel room.

Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Contents</u>	<u>Volume</u>
Fuel Storage Tank #1	#2 Diesel Fuel	12,000 gallons
Fuel Storage Tank #2	#2 Diesel Fuel	12,000 gallons
(6) Day Tanks	#2 Diesel Fuel	300 gallons each
(6) Engines	Engine Oil	105 gallons each
(6) Engine Radiators	Antifreeze	140 gallons each

Broadway Generation Plant

See Attachment B1 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attached F1 & F1A – Spill Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
Holding Tank #1	12,000 gallons	Double wall tank with interstitial monitoring. The rupture basins are monitored with a sensor.
Holding Tank #2	12,000 gallons	Double wall tank with interstitial monitoring. The rupture basins are monitored with a sensor.
Day Tanks 1-6	450 gallons	Integral rupture basins with 450 gallon capacities. The rupture basins are monitored with a sensor.
Engines 1-6	1,520 gallons	Trench drain and sump with 1,520 gallons of capacity. The sump has a liquid alarm.
Radiator 1-6	1,520 gallons	Trench drain and sump with 1,520 gallons of capacity. The sump has a liquid alarm.

The generation plant trench drain and sump pit located in front of the generators would contain 1,500 gallons of discharged fluid from a generator or fuel line. The sump pit is monitored with a sensor that will alarm the operator and the City of Saint Peter Supervisory Control and Data Acquisition (SCADA) system when liquid is present.

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP– 40 CFR 112.7 (a)(3)(iv)

Detection of Spills:

1. If a discharge occurs at the generation plant the detection of the spill would generally be by the operator of the plant or by notification via an alarm which calls the electrical on-call cell phone. The alarm goes to the police department which will call the on call person. The operators of the plant will either identify spills by routine visual inspections during operations or by investigation of an alarm sent to the operator by the monitoring system.
2. Detection may also be reported by other sources. The general public may observe the discharge and report the incident to the City of Saint Peter offices. Police and other City of Saint Peter employees may also detect a discharge while performing their normal duties.

BROADWAY ELECTRIC SUBSTATION FACILITY INFORMATION

Street Address: 1304 West Broadway Avenue
Saint Peter, MN

Owner: City of Saint Peter

Facility Contact: 1. Ken Kocmick, Electric Foreman
2. Lewis Giesking, Director of Pubic Works

Location: UTM15 422481E 4908980N

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: September, 2005

The Broadway Electric Substation is in compliance with CFR 112 with the secondary containment measures that are installed. A liner has been installed under oil filled equipment in the station with enough capacity to hold the oil if a piece of equipment should fail.

The Broadway Electric Substation is in conformance with all other parts of CFR 112 that are clearly applicable to this type of facility. The engineer has made every effort to interpret the intent of CFR 112 and apply this to the compilation of this Spill Prevention, Control and Countermeasures Plan.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

The Broadway Electric Substation is an electrical facility used to provide electric service to the City of Saint Peter, Minnesota. The oil filled equipment consists of one main substation transformer. The transformer has two compartments of oil, the main tank and the LTC tank. The transformer has containment structures installed.

Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Contents</u>	<u>Volume</u>
Transformer #1 Main Tank	Mineral Oil	1,950 gallons
Transformer #1 LTC	Mineral Oil	150 gallons

See Attachment B2 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attachment F2 – Spill Containment Details

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)
Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
Main Transformer	1,450 Gallons	Berm and liner with oil stop sump
Transformer LTC	150 Gallons	Berm and liner with oil stop sump

Equipment Fuel Tank

The vehicle refueling station is a 1,250 gallon tank in a concrete bunker.

Equipment fuel tank Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Quantity</u>	<u>Contents</u>	<u>Volume</u>	<u>Total Volume</u>
Equipment Fuel tank	1	Diesel Fuel	1,250 Gallons	1,250 Gallons

See Attachment B3 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attachment F3 – Storage Yard Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
Equipment Fuel Tank	1,614 Gallons	Concrete

The containment for the refueling station will hold the capacity of the tank plus sufficient freeboard.

Main Shop Engine Lubricants

Different types of engine lubricant are kept on hand in the maintenance shop for servicing the City's motorized equipment.

Main Shop Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Quantity</u>	<u>Contents</u>	<u>Volume</u>	<u>Total Volume</u>
Lube Barrels	8	lube oil	55 75 Gallons	440 600 Gallons
Waste oil	1	waste oil	200 Gallons	200 Gallons

See Attachment B3 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attachment F3 – Storage Yard Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
All Equipment	358 Gallons	Proposed trench drain with oil absorbent and swellable plug

The largest container is the 200 gallon waste oil tank. The containment for the shop is the trench drain plus the floor and walls of the shop building. Oil absorbent /stop tubes are available to be placed across doorways if the spill is larger than the capacity of the trench.

WASTEWATER TREATMENT FACILITY

FACILITY INFORMATION

Street Address: 400 West Saint Julien Street
Saint Peter, MN

Owner: City of Saint Peter, MN

Facility Contact: 1. Jeff Knutson, Wastewater Foreman
2. Pete Moulton, Water Utilities Superintendent
3. Lewis Giesking, Director of Pubic Works

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: May, 2007

The Wastewater Treatment Facility is in compliance with CFR 112 with the secondary containment measures that are installed. The storage tank is double walled and is located in a sunken room that does not have a floor drain.

The Wastewater Treatment Facility has been included in this plan to help train the employees in this area as to what procedures to follow if there is a spill.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

The Wastewater Treatment Facility has a standby generation facility used to provide electricity to the facility during emergency and load management operations. The Wastewater Treatment Facility has a diesel fuel holding tank located inside the building. The holding tank is of double wall construction with interstitial monitoring, connected to a fuel management panel, capable of generating several different alarms relating to fuel level and fuel in the interstitial space. The alarms are wired to City of Saint Peter Supervisory Control and Data Acquisition system which is continuously monitored via pagers.

Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Contents</u>	<u>Volume</u>
Fuel Storage Tank #1	#2 Diesel Fuel	5,000 gallons
Day Tank	#2 Diesel Fuel	75 gallons
Engine	engine oil	110 gallons

See Attachment B4 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Capacity	Containment
Holding Tank	5,000 gallons	Double wall tank with a rupture basins installed below grade.
Engine 1	110 gallons	Isolated in constructed room
Day Tank	75 gallons	Double wall tank with monitor

PUBLIC WORKS SHOP AND STORAGE YARD

FACILITY INFORMATION

Street Address: 405 West Saint Julien Street
Saint Peter, MN

Owner: City of Saint Peter, MN

Facility Contact: 1. Lewis Giesking, Director of Public Works
2. Windy Block, Maintenance Superintendent
3. Pete Moulton, Water Utilities Superintendent
4. Ken Kocmick, Electric Foreman

Location: UTM15 423669E 4910158N

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: September, 2005

The Public Works Shop and Storage yard will be in compliance with CFR 112 when the proposed secondary containment measures are installed. The secondary containment for this facility is in the planning and design stages. The installation of these containment measures will be implemented by the Owner, City of Saint Peter.

The Public Works Shop and Storage Yard will be in conformance with all other parts of CFR 112 that are clearly applicable to this type of facility. The engineer has made every effort to interpret the intent of CFR 112 and apply this to the compilation of this Spill Prevention, Control and Countermeasures Plan.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

Electrical Equipment Inventory

The Electric Storage Yard is used to inventory oil filled electrical equipment. The equipment is on hand for the replacement of existing equipment on the system when needed, or for installation when performing new construction on the Saint Peter electric system. The Electric Storage Yard contains several different types of oil filled equipment. The equipment that is used on the electric system is made by many different manufacturers and the oil storage capacity varies greatly. The count of each type of electrical equipment varies as well, because of the ongoing diversity and expansion of the electrical system.

Fixed and Mobile Storage: (As of September 2005)

<u>Oil-filled Equipment</u>	<u>Quantity</u>	<u>Contents</u>	<u>Avg. Volume</u>	<u>Total Volume</u>
3 phase Transformer	18	Mineral Oil	225 Gallons	4,050 Gallons
1 phase Transformer	20	Mineral Oil	39 Gallons	780 Gallons

See Attachment B3 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attachment F3 – Storage Yard Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
Inventoried Distribution transformers		To be Designed

The largest transformer that is normally kept in the storage yard has a capacity of 750 gallons of oil. The containment for the concrete transformer storage slab will need to hold the capacity of the largest tank plus sufficient freeboard. The storage pad was original built at grade which will require high walls near the low end of the slab, or re-grading the area and pouring a new concrete slab with a curb and drain valve or including oil stop plugs with a lower curb/wall that will let water flow out of the containment as soon as it starts to fill with water or constructing a new building to store the transformers eliminating the requirement to drain the rain water. This containment is in the design stage.

Yard Generators

The public works storage yard has two standby generators used in case of an electrical power outage.

Generator Fixed and Mobile Storage:

<u>Oil-filled Equipment</u>	<u>Quantity</u>	<u>Contents</u>	<u>Volume</u>	<u>Total Volume</u>
Yard Generator #1 fuel tank	1	Diesel Fuel	500 Gallons	500 Gallons
Well Generator #2 fuel tank	1	Diesel Fuel	350 Gallons	350 Gallons

See Attachment B3 – Plot Plan for the location of the storage tanks and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest water.

See Attachment F3 – Storage Yard Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Equipment	Containment Capacity	Containment
Yard Generator 1	600 Gallons	Double wall tank
Well Generator 2	360 Gallons	Double wall tank

The double wall tank containment for the generators have a cover to keep rain from entering the space between the tank inner and outer wall.

EQUIPMENT CONTAINING LESS THAN 1,320 GALLONS OF OIL

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP- 40 CFR 112.7 (a)(3)(iv)

Fixed and Mobile Storage:

The following list identifies some of the major pieces of equipment containing less than 1,320 gallons of oil.

Item	Location	Contents	Storage Capacity
235 KW Generator	Municipal Building	Diesel Fuel	250 gallons
230 KW Generator	Union Street Lift Station	Diesel Fuel	500 gallons
125 KW Generator	Greenhill Reservoir Pumping Station	Diesel Fuel	550 gallons
50 KW Generator	Freeman Lift Station	Diesel Fuel	250 gallons
500 KW Generator	Community Center	Diesel Fuel	250 gallons
500 KW Generator	Main Lift Station	Diesel Fuel	600 gallons

Detection of Spills:

1. The general public may observe the discharge and report the incident to the City of Saint Peter. Police and other Saint Peter employees may also detect a discharge while performing their normal duties.

Response to an oil discharge:

1. Identify the equipment that is leaking, and stop the flow if possible.
2. Use any available materials to stop the flow and contain the oil to the property. Divert spilled oil away from waterways, storm drains, and other routes that might spread the oil.
3. Notify your supervisor, if the spill is too large to contain. The facility supervisor will contact an Emergency Response Team. Emergency contact numbers are listed on the front page of the document.
4. If you have not been properly trained in spill cleanup, your job is to contain the spill and try to avoid further contamination until help arrives.

Cleanup:

1. Cleanup of any spill should be administered by one of the facility contacts. If the spill meets the requirement for reporting to the United States Environmental Protection Agency (1,000 gallons or two 42-gallon discharges in 12 months) management should contact them at this time. Consult your supervisor as to the proper means of cleanup and disposal of the contaminated soil and materials.
2. Cleanup of small oil spills will be the responsibility of the City of Saint Peter personnel properly trained in spill cleanup and disposal. Materials and equipment present at the facility or mobilized from the City of Saint Peter shops will be used. Absorbent materials, shovels, and heavy equipment are available.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION PROVIDING FOR ENGINEERING SERVICES FOR UPDATING OF THE CITY'S SPILL
PREVENTION CONTROL AND COUNTERMEASURES PLAN**

WHEREAS, the City is required to have a Spill Control and Countermeasures Plan as per the mandate of the Environmental Protection Agency; and

WHEREAS, the City Council adopted a plan in December of 2007; and

WHEREAS, the City has constructed new facilities which must be added to the plan; and

WHEREAS, there are new requirements for the plan and the plan must be updated every five years; and

WHEREAS, staff recommends DeWild, Grant, and Reckert Engineers (DGR) be retained to provide an update to the City's plan; and

WHEREAS, DGR Engineers prepared the first plan and are willing and able to provide an update to the plan.

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

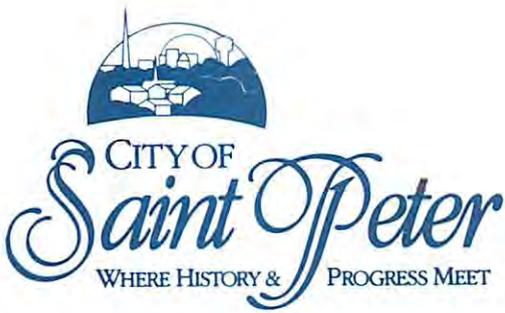
1. Execution of a contract with DGR to prepare an update to the Spill Prevention Control and Countermeasures Plan for a fee based on time and expense basis not to exceed \$6,500 is hereby approved.
2. Funding for the engineering services shall be from General Fund and Utilities Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 4, 2012

FROM: Lewis Giesking
Director of Public Works

RE: Minnesota Elevator Incorporated (MEI) Agreement

ACTION/RECOMENDATION

It is recommended the City Council authorize staff to enter into an agreement to treat wastewater delivered to the Saint Peter wastewater treatment facility from Minnesota Elevator Incorporated of Saint Clair, Minnesota as per the Industrial Wastewater Treatment Agreement.

BACKGROUND

Minnesota Elevator Inc. has been working with Wastewater staff to deliver and treat wastewater from their production facility in Saint Clair. The wastewater is concentrate flow from the reverse osmosis process and contains distinct levels of sulfates, chlorides, pH, phosphorus, carbonaceous biochemical oxygen demand (CBOD) and total suspended solids (TSS). In addition MEI will pay for required "Salty Discharge" and "Metals" analysis as determined by the City staff.

The agreement clearly identifies limitations on the strength and volume of wastewater that MEI can deliver to the facility and the cost and or surcharges they will pay. MEI would like to deliver between 6,000 and 9,000 gallons per week which will be delivered by a hauler approved by City staff. The monthly volume expected is approximately 30,000 gallons. Staff has been actively looking for partners outside the service area to supplement revenue to the wastewater fund.

User charges will be determined based on the City's fee schedule and the report billing for the above components. Since MEI is not a customer connected to our sanitary sewer system, nor are they an annexed customer, they are subject to a monthly dumping fee (\$350.00) which substitutes in cost the fees for a sanitary regular connection.

Staff is asking for approval of the formal agreement which clarifies the roles and responsibilities of each party to the Minnesota Pollution Control Agency which has a permit with both parties. It is anticipated that an additional \$10,000 in revenue will be provided annually. This report was prepared by Water Utilities Superintendent Moulton.

FISCAL IMPACT:

Additional revenue will be received in the wastewater utility.

ALTERNATIVES AND VARIATIONS:

Approval: The Mayor and City Administrator will sign the Agreement.

Denial: Staff will notify MEI and no agreement will be processed.

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

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

LGG/vt

**INDUSTRIAL WASTEWATER
TREATMENT AGREEMENT**

THIS AGREEMENT is made and entered into this day, February 1, 2012 by and between the City of Saint Peter, Minnesota, a Minnesota Municipal Corporation ("CITY") and Minnesota Elevator, Inc. of Saint Clair, Minnesota ("MEI").

WHEREAS, the CITY is the owner and operator of a Wastewater Treatment Plant (hereinafter Plant) located within the City of Saint Peter, County of Nicollet, and State of Minnesota, which has continuous discharge to the Minnesota River; and

WHEREAS, the CITY holds a NPDES operating permit (Number MN 0022535) for the Plant as a part of the national and state disposal permit program administered by the Minnesota Pollution Control Agency under the Clean Water Act, Minnesota Statutes Annotated Chapters 115 and 116, and Minnesota Rules Chapter 7701; and

WHEREAS, MEI operates a elevator production and construction facility and wishes to discharge wastewater into the CITY'S municipal sanitary sewer system for treatment at the Plant; and

WHEREAS, under definitions set forth in the NPDES operating permit for the Plant, there remains a need for preliminary treatment at the site the waste is manufactured and final treatment prior to disposal into public waters.

NOW THEREFORE, the parties agree as follows:

ARTICLE 1. DEFINITIONS

As used in this Agreement:

A. "Act" means the Federal Water Pollution Control Act, also referred to as the Clean Water Act, as amended, 33 U.S.C. § 1251 et seq.

B. "CITY" means the area within the corporate boundaries of the City of Saint Peter as governed by the City Council, its authorized representative, employees or the authorized representative of the wastewater utility.

C. "MEI" means Minnesota Elevator, Inc. and its elevator production facility located near Saint Clair, Minnesota.

D. "Debt Service" means the principal and interest owned for the Wastewater Treatment Facility.

E. "Indirect Discharge," "Industrial User," "Interference," "Pass Through," and "User" shall have the same meanings as set forth in 40 C.F.R. § 403.3.

F. "MPCA" means the Minnesota Pollution Control Agency.

G. "National Pollutant Discharge Elimination System (NPDES) Permit" means a permit issued under the authority of Sections 402 and 405 of the Act setting limits on pollutants that a permittee may legally discharge.

H. "Normal Domestic Strength Waste" (NDSW) means wastewater with BOD concentrations not greater than 300 mg/1 and total suspended solids (TSS) concentrations not greater than 300 mg/1 that are discharged to the Wastewater Plant primarily by residential users.

I. "Non-residential User" means a user of the Plant or New Plant whose building is not used as a private residence, and discharges NDSW.

J. "Plant" means the CITY'S existing wastewater treatment plant.

K. "P" means phosphorous which is contained in the wastewater. The methods for determining phosphorous limits shall be set forth in the latest edition of Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, the American Water Works Association and the Water Environment Federation.

L. "State Disposal System (SDS) Permit" means a permit issued by the MPCA pursuant to Minn. Stat. § 115.07 for a disposal system as defined by Minn. Stat. § 115.01, subd. 8.

M. "Significant Industrial User" means any Industrial user of the Sewerage System which (1) has a discharge flow of 25,000 gallons or more per average work day, or (2) has a flow or loading greater than five percent (5%) of the flow in the Sewerage System, or (3) has in its wastes toxic pollutants as defined pursuant to Section 307 of the Act or Minnesota Statutes and rules, or (4) has a significant impact, either singly or in combination with other contributing industries, on the Sewerage System, the quality of sludge, the Sewerage System's effluent quality, or air emissions generated by the Sewerage System.

N. "BOD" means 5-day carbonaceous biochemical oxygen demand, determined under standard laboratory procedures as set forth in the latest edition of Standard Methods for the Examination of Water and Wastewater. BOD within this Agreement shall mean the same as CBOD₅.

O. "MEI'S Allocated Share" or "Allocated Share" shall mean the following quantity, quality and composition of constituents, which MEI will be entitled to discharge into the Sewerage System:

(1.) Flow shall be measured in gallons per month (calculated on the basis of maximum monthly average) MEI plans to deliver three loads of wastewater per week to the CITY; a week shall start on Monday and be finished on Sunday. The wastewater shall be discharged into the City's system at an area designated by the City. A load shall be considered 3,000 gallons. Each load dumped shall be considered a full load of 3,000 gallons for billing purposes. Structural or mechanical damages, during unloading or processing shall be the responsibility of MEI.

(2.) BOD shall be measured in milligrams per liter (mg/l) and used to calculate the strength of the wastewater. Samples shall be taken from one load per week and run at the Traverse des Sioux Laboratory at the expense of MEI. If a baseline can be established after a 6-month cycle a reduced sampling schedule of one sample every other week may be approved by the CITY. MEI must produce a written request for reduced sampling. If it can be justified to CITY staff that the characteristics are of stable quality and under the limits as imposed in this agreement for a continuous 6-month period, then the CITY may reduce the testing frequency. Any violations will require that MEI return to the once per week sampling period at a minimum.

(3.) TSS shall be measured in milligrams per liter (mg/l) and used to calculate the strength of the wastewater. Samples shall be taken from one load per week and run at the Traverse des Sioux laboratory at the expense of MEI. If a baseline can be established after a 6-month cycle a reduced sampling schedule of one sample every other week may be approved by the CITY. MEI must produce a written request for reduced sampling if it can be justified to CITY staff that the characteristics are of stable quality and under the limits as imposed in this agreement for a continuous 6-month period, then the CITY may reduce the testing frequency. Any violations will require that MEI return to the once per week sampling period at a minimum.

(4.) The pH of the delivered water shall not be less than 6.0 or greater than 9.0 at any given time. Samples shall be taken from one load per week and run at the Traverse des Sioux laboratory at the expense of MEI. If a baseline can be established after a 6-month cycle a reduced sampling schedule of one sample every other week may be approved by the CITY. MEI must produce a written request for reduced sampling if it can be justified to CITY staff that the characteristics are of stable quality and under the limits as imposed in this agreement for a continuous 6-month period, then the CITY may reduce the testing frequency. Any violations will require that MEI return to the once per week sampling period at a minimum.

P. "Flow" means total sewage volume discharged to the Sewerage System as measured by flow rate measurement equipment or tanker volume.

Q. "Industrial Waste" means any solid, liquid or gaseous substance discharged, permitted to flow or escaping from any industrial manufacturing process, trade or business into the Sewerage System, except Sanitary Sewage.

R. "Sanitary Sewage" means a combination of water carried wastes from personal and domestic water uses, such as bathroom and kitchen uses, from residences, business buildings, institutions and industrial plants, together with ground, surface and storm waters as may be present.

S. "Sewage" means Industrial Wastewater.

T. "Sewerage System" means all land, buildings, machinery, interceptor, sewers, other tangible or intangible property, whether now or later owned or used by the CITY for collecting, transmitting, treating or disposing of Sewage, but shall not include sewer laterals connecting users to the sewer mains of the CITY.

U. "TSS" means total suspended solids, which are solids that either float on the surface of, or are in suspension in Sewage, and which are removable by a laboratory filtration device. The methods for determining suspended solids shall be those set forth in the latest edition of Standard Methods for the Examination of Water and Wastewater.

V. "User Charges" mean those charges, as set forth in Article VI, of this Agreement that MEI must pay for discharging its Allocated Share to the Sewerage System.

W. "Grab Sample" means a single sample of water collected at a particular time and place which represents the composition of the water only at that time and place.

X. "USEPA" means the federal regulatory agency established to administer the environmental laws of the United States.

Y. "Pretreatment" means the removal of pollutants from wastewater prior to discharge into the CITY'S sewerage system.

ARTICLE II. AUTHORITY AND SCOPE

This Agreement is made pursuant to Chapter Three of the Saint Peter Code and the parties shall be bound by the provisions of Chapter Three and MEI shall be bound by all provisions of said Chapter Three.

ARTICLE III. WAIVER OF CLAIMS AND SUBROGATION

A. MEI shall indemnify, save and hold harmless the CITY from any and all loss or damage to any property incurred by the CITY by reason of any act or omission of MEI, its agents or employees, in connection with the construction or operation and maintenance of the sanitary sewer system belonging to MEI, unless the same shall be due to the negligence of the CITY, its agents or employees. The CITY shall indemnify, save and hold harmless MEI from any and all loss or damage to any property incurred by MEI by reason of any act or omission on the part of the CITY, its agents or employees, in connection with the construction or operation and maintenance of the CITY sanitary sewer system and treatment works, unless the same shall be due to the negligence of MEI, its agents or employees.

B. The CITY shall exercise diligence in operating its sanitary sewerage system, and if said system is prevented from receiving and discharging sewage from MEI in accordance with the terms of this Agreement by any cause not reasonably within the control of the CITY, including but not limited to acts of God (fire, explosion, flood, earthquake, tornado), strike, war

unavoidable accident, rupture pipe resulting from temperature change or ground disturbances, or Federal or State interference (governmental exercise of authority, court orders), the CITY agrees (except in the case of total destruction or near total destruction of its properties) to diligently put its works in condition again, as soon as practicable, to dispose of sewage in the manner provided for in this Agreement. MEI shall hold, save and defend the CITY harmless for any damage or loss resulting from such impossibility, frustration, interruption or suspension of performance of the terms of this Agreement.

ARTICLE IV. COLLECTON AND TREATMENT

A. After December 3, 2009, MEI may discharge wastewater to the CITY who will treat MEI'S Industrial Wastewater as set forth in this Agreement. The CITY shall ensure that the Sewerage System, including the Plant, provides sufficient capacity for the collection and treatment of MEI'S Industrial Wastewater throughout the entire term of this Agreement.

B. MEI shall deliver all Wastewater to a discharge point as designated by CITY staff in Saint Peter where the total loads delivered shall be determined and recorded by CITY staff.

C. The CITY shall collect random samples on a weekly basis, and send the samples to a certified testing laboratory to be analyzed for the parameters listed in Article I, Paragraph O of this Agreement. The CITY reserves the right to collect additional samples as needed. The sampling method shall be grab samples. Copies of all analyses and laboratory reports will be mailed to the CITY and MEI directly from the testing lab. The CITY shall deliver to MEI copies of all correspondence, not within the attorney-client privilege or other privilege recognized by law, to or from the CITY, concerning violations or potential violations of this Agreement or the Wastewater Treatment Ordinance, within five business days after the CITY sends or receives such correspondence

D. MEI shall have the right to observe the testing and sampling procedures utilized by the CITY at the site, and to split any samples collected by the CITY for MEI'S analysis. MEI shall have the right to collect its own samples at the designated drop-off site.

E. The CITY shall have the right to observe the pretreatment procedures and the elevator production facility to assure compliance with this agreement.

F. The CITY will, on a regular basis, submit to MEI a statement setting forth any violations of quality or quantity or composition of the Sewage that MEI has discharged into the Sewerage System during the preceding billing report.

ARTICLE V. DISCHARGE OF CERTAIN MATERIALS PROHIBITED

A. MEI, by adoption of employment of suitable methods, shall not discharge, either directly or indirectly, any of the following:

- (1.) Any waste of any type generated from any source outside MEI's Saint Clair facility.

- (2.) Any waste generated from septic tank contents, privy vault contents, sewage holding tanks and the like.
- (3.) Any waste which may directly or indirectly impair the proper functioning of the CITY'S Sewerage System.
- (4.) Any waste where the strength or pollutional effects of which are not effectively altered by ordinary treatment processes, or the presence of which in the receiving stream would violate State and Federal water quality standards.
- (5.) Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient, either alone or by interaction with other substances, to cause fire or explosion or be injurious in any other way to the CITY's Sewerage System or to the operation of the system. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, sulfides and any wastes with a closed cup flash point of less than 140 degrees Fahrenheit (60 degrees Centigrade).
- (6.) Any solid or viscous substances which will or may cause obstruction to the flow in a sewer or other interference with the operation of the CITY's Sewerage System such as, but not limited to, grease, garbage with particles greater than one-half (1/2) inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshing, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, gas, tar asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes.
- (7.) Any wastewater having a pH less than 6.0 or more than 9.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the CITY's Sewerage System.
- (8.) Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to inhibit or disrupt any wastewater treatment process, constitute a hazard to humans or animals, or create a toxic effect in the receiving waters of the wastewater treatment system. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307 (a) of the Federal Water Pollution Control Act as amended.
- (9.) Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes are capable of creating a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for their maintenance and repair.

- (10.) Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to dye wastes and vegetable tanning solutions.
- (11.) Any wastewater which creates conditions at or near the CITY's Sewerage System which violate any statute or any rule, regulation or ordinance of any public agency or State or Federal regulatory body.
- (12.) Any wastewater with BOD in excess of two hundred sixty (260) mg/l and TSS in excess of two hundred eighty (280) mg/l.
- (13.) Any wastewater containing total phosphorus in excess of 1kg/day unless such a discharge is allowed by a permit and written agreement between the CITY and the discharger.
- (14.) Any wastewater having a temperature greater than 150 degrees Fahrenheit (65.6 degrees Centigrade), or causing, individually or in combination with other wastewater, the influent at the CITY's Sewerage System to have a temperature exceeding 104 degrees Fahrenheit (40 degrees Centigrade) or having heat in amounts which will inhibit biological activity in the CITY's Sewerage System resulting in interference.
- (15.) Any slug load, which shall mean any pollutant, including oxygen demand pollutants (BOD, COD, TKN and TP, etc.), released in a discharge of such volume or strength as to cause inhibition or disruption in the CITY's Sewerage System.
- (16.) Any non-contact cooling water or unpolluted storm or groundwater.
- (17.) Any wastewater containing fats, wax, grease or oils, whether emulsified or not, in excess of fifty-two (52) mg/l or containing substances which may solidify or become viscous at temperatures between 32 degrees Fahrenheit (0 degrees Centigrade) and 150 degrees Fahrenheit (65.6 degrees Centigrade); and any wastewater containing oil and grease concentrations of mineral or animal origin of greater than fifty-two (52) mg/l whether or not emulsified.
- (18.) Any wastewater containing inert suspended solids (such as, but not limited to, Fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate) in such quantities that they would cause disruption with the CITY's Sewerage System.
- (19.) Any radioactive wastes or isotopes of such a half-life or concentration that they are in non-compliance with standards issued by the appropriate authority having control over their use and which will or are likely to cause damage or hazards to the CITY's Sewerage System or the personnel operating it.

(20.) Wastewater containing the following substances in excess of the limits shown herein, as per the Federal Clean Water Act (CWA), all metal finishing operations wastewater discharged shall meet the National Categorical Pretreatment Standards. The Best Practicable Control Technology (BPT) effluent limits for Metal Finishing Industry are shown in table below.

BPT EFFLUENT LIMITATIONS FOR METAL FINISHING INDUSTRY		
Pollutant or Pollutant Property	Maximum for Any 1 Day	Monthly Average Shall Not Exceed Amount
	Milligrams per liter (mg/l)	
Cadmium	0.69	0.26
Chromium	2.77	1.71
Copper	3.38	2.07
Lead	0.69	0.43
Nickel	3.98	2.38
Silver	0.43	0.24
Zinc	2.61	1.48
Cyanide	1.20	0.65
TTO	2.13	---
Oil and Grease	52	26
TSS	60	31
pH	(1)	(1)
(1) Within 6.0 to 9.0		

(21.) MEI shall use phosphorous free soaps in the operation of its elevator production facility. Wastewater containing phosphorus shall be subject to fees as described in Article VI.

B. If any waters or wastes are discharged or are proposed to be discharged to the CITY's Sewerage System which contain substances or possess the characteristics enumerated in Paragraph A of this Article, and which, in the judgment of the CITY, may have a deleterious effect upon the CITY's Sewerage System, processes, or equipment; the receiving waters, soil, vegetation or groundwater; or which otherwise create a hazard to life or constitute a public nuisance, the CITY may take one or all of the following actions:

- (1.) Reject the wastes prior to or during their discharge to the CITY's Sewerage System;
- (2.) Require pretreatment to an acceptable condition for discharge to the public sewers, pursuant to Section 307 (b) of the Federal Water Pollution Control Act as amended;

(3.) Require such remedial steps, as are in the judgment of the CITY, necessary to abate any further impairment, either direct or indirect, of the proper functioning of the CITY's Sewerage System;

(4.) Require control over the quantities and rates of discharge which may include the restriction, limitation or suspension thereof;

(5.) Require payment to cover the added costs of handling, treating and disposing of wastes not covered by existing user or sewer service charges. This includes, but is not limited to, reimbursement for any fines or penalties levied against the CITY for a violation of its NPDES permit or which otherwise have resulted from a discharge from the MEI.

ARTICLE VI. USER CHARGES

A. MEI agrees to pay User Charges to the CITY for discharging wastewater to the CITY. The User Charges will be based on a monthly base charge for the capital costs and a monthly usage charge for the operation, maintenance and replacement costs.

The monthly base charge has been determined on the design flow and loading parameters and is \$350.00 per month plus the following loading charges:

(1.) User Charges will be based on flow that is received and the charges will be established by the City Council in the "Fee Schedule" for wastewater received from outside the regional service area.

(2.) BOD \$1.00 per pound for each pound delivered to the CITY's system.

(3.) TSS \$1.00 per pound for each pound delivered to the CITY's system.

(4.) pH \$100.00 per load that the pH is less than 6.0 or greater than 9.0 based on a grab sample. Two loads with continuous violations will result in a 2 x multiplier for each continuous violation (ex. \$100 first violation, \$200 second violation, \$400 third violation).

(5.) Wastewater containing phosphorus shall be treated to remove phosphorus. MEI agrees to pay the \$17.00 per pound for each pound removed.

(6.) MEI will provide metal testing results on quarterly basis. Metal analyst to include, and not inclusive; Cadmium, Chromium, Copper, Lead, Nickel, Silver, Zinc, Arsenic, Cyanide, Selenium, Mercury

B. The usage charge will be determined by staff based on current billings for industrial customers, flow and loading parameters that are discharged into the CITY's wastewater facility and a multiplier for treatment services provided for customers from outside the

corporate boundaries of Saint Peter. The CITY will provide a projected annual operations budget as the basis of monthly billings. The amount paid by MEI to the CITY will be reviewed annually and any recommendations for changes will be reviewed with MEI and the City Council.

C. The CITY shall provide written notice to MEI of any proposed increases in the user charge rate, including a detailed explanation of the rationale for the proposed increase.

The User Charges payments shall be payable monthly within fifteen (15) days after receipt of the CITY's bill to MEI.

D. Any surcharges or penalties incurred under Article VI of this Agreement shall be in addition to the base charge and usage charges for allowable discharges under this Agreement.

ARTICLE VII. TERM OF AGREEMENT

The terms of this Agreement shall commence as of the date that MEI signs the Agreement. The Agreement is for a one (1) year period and will be renewed for a like period unless either of the parties notifies the other in writing at least sixty (60) days before the expiration date.

ARTICLE VIII. MODIFICATIONS

The terms and conditions, other than rates, of this Agreement may be subject to modification during the term of this Agreement if limitations on discharge from the Plant, as set forth in any applicable NPDES Permit, are modified. Except as may be required by any applicable NPDES Permit, this Agreement may not be amended, changed, or modified unless the amendment, change, or modification is in writing and is signed by both parties. At the request of either party, the parties agree to meet to discuss issues related to the operation of the CITY's wastewater treatment facility, the status of the physical equipment, proposed User Charge rates, and any other matters that may arise under this Agreement.

ARTICLE IX. MISCELLANEOUS PROVISIONS

A. The CITY will keep records in which complete entries shall be made available of all transactions and costs relating to the Sewerage System. The records shall at all reasonable times be subject to inspection and copying by any party to this Agreement. The CITY shall also provide MEI such information regarding the design or other technical information regarding the Sewerage System as MEI may request.

B. In the event that MEI should sell, transfer, merge or reorganize MEI or its property or shares, the obligations and benefits of this Agreement shall pass to the surviving company and shall remain in full force and effect and be made binding on the surviving company. No agreement entered into by MEI shall be contrary thereto.

C. The CITY and MEI warrant that each has the authority to enter into this Agreement and to perform each and every term, covenant and condition in this Agreement.

D. The CITY and MEI agree that this Agreement constitutes the entire understanding of the parties, and that this Agreement supersedes any other oral or written understandings of the parties. Nothing in this Agreement shall prohibit from adopting and enforcing ordinances, rules or regulations providing for pretreatment of Sewage, exclusion of Sewage, or the establishing of sewerage user charges, provided that no such action shall affect the MEI rights hereunder.

E. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been given if and when delivered or mailed, postage prepaid, by regular United States mail, to:

- (1) City of Saint Peter
Attn: City Administrator
227 S Front Street
Saint Peter, MN 56082

- (2) Minnesota Elevator Inc.
Attn: James Meyer
19336 607th Avenue
Mankato, MN 56001

F. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Subject to Article III, above, remedies provided in this Agreement are not exclusive of any other rights or remedies that might be available to the parties at law or in equity.

G. This Agreement shall bind the parties and their respective successors and assigns, except as herein limited.

ARTICLE X. DEFAULT

A. The CITY may declare a default under this Agreement for any of the following reasons:

- (1) Failure to factually report rate of flows and loadings; or
- (2) Failure to report significant changes in rate of flows and loadings; or
- (3) Refusing reasonable access for purposes of investigation, inspection or monitoring; or
- (4) Violating or breaching any other term or condition of this Agreement.

B. Whenever the CITY finds conduct which constitutes a default under the terms of Paragraph A of this Article, the CITY shall serve or cause to be served upon MEI a written notice by certified mail, stating the nature of the alleged default. Within thirty (30) days of the date of receipt of the notice, MEI shall respond in writing to the CITY, advising of its position with respect to the allegations. The CITY may require representatives of MEI to meet three (3) times with representatives of the CITY at a location chosen by the CITY in order to ascertain the accuracy of the allegations and where necessary, establish a plan for the satisfactory correction thereof.

C. In the event of any continuing default on the part of either party hereto, the aggrieved party, after first giving reasonable written notice and affording a reasonable opportunity to correct such default, may, at the non-defaulting party's option, submit said grievance to binding arbitration; or the non-defaulting party, may, at its option, institute any other action or proceedings as provided for herein, or available at law or in equity, as may be considered by it upon advice of legal counsel to be most effective for the enforcement of this Agreement.

D. In addition to the remedies provided for in this Agreement and any other available remedies at law or in equity, in the case of a default, the non-defaulting party may bring an action for specific performance to compel the performance of this Agreement in accordance with its terms.

ARTICLE XI. DISPUTES

A. Negotiation. When a disagreement or dispute shall arise over interpretation of any provision of this Agreement and such dispute does not constitute an event of default under Article XXIV, the CITY and MEI will direct staff members as they deem appropriate to meet at a mutually convenient time and place to attempt to resolve the disagreement or dispute through negotiation.

B. Arbitration/Adjudication. When the parties to this Agreement are unable to resolve a disagreement or dispute over interpretation of any provision of this Agreement through negotiation, either party may seek relief by submitting a grievance to binding arbitration or through initiation of an action in a court of competent jurisdiction.

ARTICLE XII. RELATIONSHIP OF THE PARTIES

No party to this Agreement shall by virtue of this Agreement have any responsibility with respect to services provided or contractual obligations assumed by any other party, and nothing in this Agreement shall be deemed to constitute or to create any fiduciary or agency relationship among the parties or any other party.

ARTICLE XIII. WAIVER

The waiver by either party of an event of default of any term of this Agreement by the non-defaulting party shall not operate, or be construed to operate, as a waiver of any subsequent claim of default or any other claim available under this Agreement or available at law or in equity. The making or the acceptance of a payment by either party with knowledge of the existence of a default shall not operate, or be construed to operate, as a waiver of any subsequent claim of default or any other claim available under this Agreement or available at law or in equity.

ARTICLE XIV. PENALTY FOR NON-PAYMENT

Failure on the part of MEI to pay to the CITY the payments specified above in Article VI shall render such unpaid amount delinquent; and in the event such non-payment continues for a period of more than sixty (60) days after the due date, such delinquent amount shall bear interest at an annual rate of six percent (6%). The CITY shall have and hereby reserves the right to enforce payment against MEI by appropriate proceedings at law or in equity in any court of competent jurisdiction. All costs incurred by the CITY in connection with collecting such delinquent accounts shall be paid by MEI.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement the date and year first above written.

CITY OF SAINT PETER

By _____
Tim Strand, Mayor

By _____
Todd Prafke, City Administrator

Date: _____

MINNESOTA ELEVATOR, INC.

By _____
James Meyer,
Vice President of Product Management

Date: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH MINNESOTA
ELEVATOR INCORPORATED FOR WASTEWATER TREATMENT**

WHEREAS, the City wishes to partner with neighboring businesses for treatment of wastewater;
and

WHEREAS, the City has developed an agreement to handle and dispose of such wastewater;
and

WHEREAS, Minnesota Elevator (MEI) has wastewater which requires documented disposal at a facility that possess a salty discharge permit through the State of Minnesota and the Environmental Protection Agency; and

WHEREAS, the City's wastewater facility has adequate capacity to handle the flows as determined in the agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes staff to enter into an agreement to treat wastewater from Minnesota Elevator Incorporated of Saint Clair, Minnesota as per the Industrial Wastewater Treatment Agreement.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

To: Todd Prafke
City Administrator

Date: January 4, 2012

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: New Soft Drink License

Chad Guentzel has submitted a Soft Drink license application in order to sell soft drinks/energy drinks from a vending machine located inside his business (Anytime Fitness) located at 100 Dodd Avenue. The licensing period will be in effect from January 1, 2012 – December 31, 2012.

Please place this item on the January 9, 2012 City Council agenda for approval.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING NEW SOFT DRINK LICENSE APPLICATION

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

SOFT DRINK

Anytime Fitness

100 Dodd Avenue

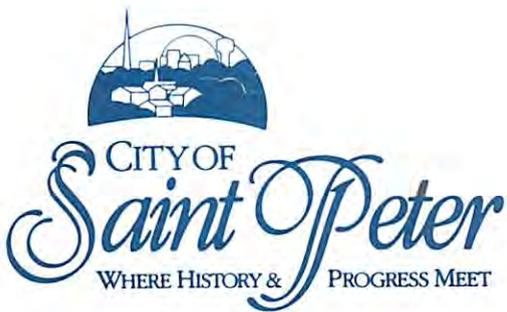
1/1/12 – 12/31/12

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/4/12

FROM: Todd Prafke
City Administrator

RE: Minnesota Square Park Pavilion Process

ACTION/RECOMMENDATION

Approve the attached resolution providing approval for establishment of a Mayor's Task Force to help assist in developing the initial vision of the rehabilitation, construction, or enhancement of the Minnesota Square Park Pavilion. The Task Force would be made up of 33 members. In addition, the resolution directs staff to develop and solicit proposals for an architectural firm to provide services to the Mayor's Task Force.

BACKGROUND

Members may recall four or five distinct discussions about the Minnesota Square Park Pavilion. The first of these discussions centered on the need for significant maintenance and applying for some bonding money from the State of Minnesota. You may also recall that we received comments about what appeared to some to be a very high price tag with little definition as to what the project would entail.

Additional discussion was held at your September 2011 goal session where you directed me to more fully develop a plan for action in the 2012 year that included a strong community input component and some timelines that might be reasonable so that the Council has some bench marks to measure against. Your latest discussion was at your December 2011 goal session where you provided additional specific direction related to the representation on a Mayor's Task Force to move a project forward.

The mission of this Task Force is to:

- Bring additional community input into the development of a vision for the future of the pavilion. (What purpose(s) do we want a pavilion to serve? How do we want it to look?)
- Work with an architectural firm to develop rehabilitation, construction and/or enhancements based on the vision and see that vision transformed into a concept rendering.

That rendering and vision will then be taken by the City Council to develop the specific plans and timelines and to address financial issues related to the work.

Based on your additional direction please find below some thoughts about that process and a timeline for your review and discussion.

It was clear at your September 2011 goal session, that the Council wished to see a community involvement process similar in nature to the one undertaken as a part of building the Community Center. That process included the appointment of a Mayor's Task Force which was convened to discuss the big picture aspects of a project. In this instance, I believe the Task Force would include use, general aesthetics, and a concept related to scope of work. The Task Force would recommend those larger

picture concepts to the Council. The Council would hire a design professional to assist the Task Force at the conceptual stage and work with the Council through the final design determination and completion.

The task force should be comprised of the entire Council, and members of stakeholder organizations. (Stakeholders is defined as groups that use the pavilion for festivals and events.) It should also be made up of three members of the Parks and Recreation Advisory Board. In addition and following what you did with the Community Center, the Task Force would also include a representative from each of the Kiwanis, Lions, Rotary, Red Men and Jaycees as well as a School Board representative, two appointees of the Chamber of Commerce (in addition to their one Stakeholder Representative) and a call put out to the community asking for 7 additional volunteers. I also believe that the Public Works Director, Recreation and Leisure Services Director and Community Development Director should be involved as members of the Task Force.

The final list might then look like this:

Mayor and Council	7
Stakeholders	5 (Chamber, Ambassadors, Rock Bend, Relay for Life, Live Stock)
Community Groups	5 (Rotary, Lions, Kiwanis, Jaycees, Redman)
Park and Rec. Board	3
Chamber	2
City Staff	3
Community Volunteers	<u>7 (One from the Veterans Memorial Group)</u>
TOTAL	33

If memory serves me correctly, we had 34 for the Community Center Task Force. Thirty-three is a pretty large group, but I believe it is manageable for the relatively short period of time they would meet. I do, however, suggest we hire a facilitator as well as have an architectural firm on board for the initial discussions.

I would anticipate that the Mayor, with approval of the Council, would recommend appointment of the Mayor's Task Force members in February. The Task Force would meet three, possibly four times over the course of a six-month period and that by mid- to late-summer of 2012 a concept would be turned over to the City Council for their detailed work with the Architect. The Task Force may be included in efforts directed towards fund raising for specific portions of the project. That however, may be a later decision of the Council and is certainly dependent on a number of variables that might be recommended by the Task Force and acted upon by the City Council.

The meetings of the task force might be structured like this:

- First Meeting
 - Organizational and report on the current maintenance needs of the facility. In addition, it may be of value for initiation of the discussion as to the wants of the various groups that are stakeholders related to future and more convenient use of the current facilities.
- Second Meeting
 - A review of the first meeting with some additional technical insight from the architect and others about what might be able to be accomplished and a start of prioritization of wants and needs related to the project.
- Third Meeting
 - A more synthesized concept would start to emerge and a review of estimated costs and constructability thoughts would be brought into the discussion.
- Fourth Meeting
 - A recommendation of the concept would be finalized and sent on to the City Council.

By the fall of 2012 a final design, as determined by the City Council, would be in place. Review of financing, donations, and other issues would take place over the remainder of 2012 into 2013 dependent on a number of variables including financing. Bids could be solicited in the early part of 2013 for repair/construction in the 2013 year.

The proposed timeline provides for what is generally thought to be the best time to bid from a pricing perspective. That best time is winter. It also provides notice for event organizers so that alternative planning for their event can be done, dependent on the final construction timeline. We should not underestimate the need for planning for events that may need to be temporarily relocated. There will be some challenges with a temporary relocation including parking, utilities, accessibility, and marketing to name a few.

Development of a Mayor's taskforce at this meeting provides the opportunity for communication with stakeholder groups for them to put forward a representative and solicit community volunteers.

During January, I will put together a short RFP for an architectural firm to assist us through this initial process. The Council will conduct short interviews with responding firms and take action to select a firm prior to the start of the Task Force work. I believe that an RFP for architects for the first stage alone is reasonable. We do not yet know the scope of the project nor do we know the level of resources that may be available. A trial with a firm gives us a chance to change if/when a project goes forward. Of course, if you have a firm that is working well they could be hired for the remainder of the project. The hire of an architectural firm will be at the discretion of the Council and I would anticipate the short interview process would be a part of a workshop in early February with a selection to follow.

Solicitation for the seven community volunteers would be based on interested persons sending an email or letter to City Hall before the end of January. We would solicit them through our web site, the HOT SHEET, Facebook and Nixle communication tools. The Mayor would review and make recommendation with the other stakeholder names at a February meeting.

Without some level of action, the Pavilion will deteriorate even further and at some point, use and safety will become an issue. A process of this type is good for the community because it allows for additional input, maintains an amenity that is certainly recognized as being an important part of our community, and provides additional opportunity to enhance community events that are held there.

FISCAL IMPACT:

I anticipate that the architect for this initial stage of the project would cost \$1,000 to \$3,000. I believe that the cost of a facilitator would be in a range, based on the number of meetings, at \$300 to \$500 per meeting.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for additional action on the part of the City Council.

Negative vote. Staff will assume that the Council does not wish to proceed in this manner and 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.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING DEVELOPMENT OF MAYOR'S TASK FORCE FOR MINNESOTA
SQUARE PARK PAVILION PROJECT**

WHEREAS, the Pavilion located in Minnesota Square Park is a community landmark; and

WHEREAS, the structure is used extensively during the summer months for various events in the park;
and

WHEREAS, the structure is beginning to deteriorate to the point where it will become unstable; and

WHEREAS, the Council is seeking input from the community on replacement of the pavilion; and

WHEREAS, community input is best gained through the development of Mayor's Task Force consisting of representatives from park event users, community organizations and members of the public at large.

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

1. A Mayor's Task Force for the replacement of the Minnesota Square Park Pavilion is hereby created with membership as follows:

Mayor and Council	7
Stakeholders	5 (Chamber, Ambassadors, Rock Bend, Relay for Life, Live Stock)
Community Groups	5 (Rotary, Lions, Kiwanis, Jaycees, Redman)
Park and Rec. Board	3
Chamber	2
City Staff	3
Community Volunteers	<u>7 (One from the Veterans Memorial Group)</u>
TOTAL	33

2. Staff is directed to develop and solicit proposals from architectural firms to provide services to the Mayor's Task Force.

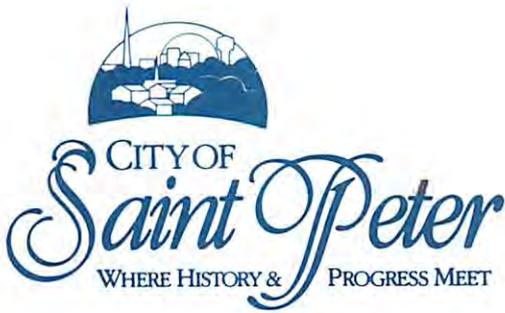
3. Funding for the costs associated with the pavilion project shall be from General Fund reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/6/12

FROM: Todd Prafke
City Administrator

RE: 2012 Municipal Fee Schedule

ACTION/RECOMMENDATION

Provide for adoption of the 2012 municipal fee schedule.

BACKGROUND

On an annual basis the Council reviews the fee schedule for the City. The Council has discussed the proposed changes to the fee schedule at the last workshop session and the changes you have requested have been incorporated into the proposed resolution.

As in the past, budgets in many of these areas have already been approved so the material impact of these changes on budgets is expected to be minimal. Usually major changes are based on a previous policy change or direction given by the Council. Minor changes usually reflect a change in facts, process, or a perceived "fairness" issue that has been brought up or noticed by customers, Council, or staff.

It should be noted that this Fee Schedule does not encompass everything that we charge for and from time to time issues or services come up that we provide and we establish a one-time charge for. We base those charges on the Department's best estimate of costs and an overall understating of the City Council policies. An example may be the sale of goods. This list does not include candy sales at the Pool, nor does it include parts that might be sold infrequently to a plumber for a water installation as examples. In those instances, we set the fee internally with a couple things in mind.

First, we want to provide a service, but at a rate that is at times slightly higher than private competitors charge because we do not want to be the preferred place to stop and buy candy or a pipefitting. We will do it, but our goal is to not seriously compete with private enterprise. Second, usually we have inventory for our own use and there are costs involved for replacement of items that we might sell to others that are sometimes higher than our cost when the inventory was originally purchased, so our price should be reflective of the issues stated above, but also current market pricing as well. Lastly, it would be a substantial challenge to come up with every possible service or sale we might provide and the time commitment is likely not worth the value to control this at the Council fee schedule level. Having that list also might be interpreted to exclude any other sales and may limit our ability to help customers.

At your last workshop, the Council asked for additional information about a few of the fees:

- The Plan Check Fee can be removed as it is redundant and it should be noted that in #32 the Commercial plan review was a typo and it should be 65%. I will make sure to have the issue of permit fees and SAC, WAC, EAC on the workshop schedule when the fee survey comes out. You should note that no change is planned from the 2011 schedule in this area.
- Pawn Shop fee is a fee that was set by the City in 1996. There is no state determined fee for this type of licensure.

Any other changes are based on your request at your workshop.

One additional change is recommended and it is an addition to the Community Center fees. We have begun to have groups asking to reserve the lobby use for their meetings or activities. As such, and because it deprives the general public's use of the space, I recommend that a fee for rental of the lobby be implemented. It is listed on the fee schedule as #161.

FISCAL IMPACT:

The proposed changes would have minimal impact on the operations of the various fund budgets.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for your direction and no fees will change until the Council provides approval.

Negative vote: The 2011 fee schedule will remain in place until the Council chooses to make modifications.

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

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

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 license fees, permit fees and other charges for municipal services required by and provided for in the Saint Peter City Code shall be effective commencing January 10, 2012 as follows:

BUSINESS LICENSES AND PERMITS

1.	On-Sale Liquor License	
	A. Initial License	\$2,500.00
	B. Investigation Fee	250.00
	C. Annual Renewal	1,400.00
	D. Temporary On-Sale Liquor per day (non-profit organizations only)	30.00
	E. Extension of On-Sale Liquor per day beyond licensed premises	30.00
2.	Club Liquor License	
	A. Investigation Fee (New applicants)	250.00
	B. For a club with under 200 members	300.00
	C. For a club with between 201 and 500 members	500.00
	D. For a club with between 501 and 1,000 members	650.00
	E. For a club with between 1,001 and 2,000 members	800.00
	F. For a club with between 2,001 and 4,000 members	1,000.00
	G. For a club with between 4,001 and 6,000 members	2,000.00
	H. For a club with over 6,000 members	3,000.00
3.	Off-Sale Liquor License	
	A. Investigation Fee	250.00
	B. Annual Renewal	150.00
4.	Sunday On-Sale Liquor License Annual Renewal	200.00
5.	Consumption and Display License	
	A. Investigation Fee	250.00
	B. Annual Renewal (sent to State)	150.00
	C. Daily Fee (not to exceed 10 permits issued annually)	30.00
6.	On-Sale Wine License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
7.	On-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
8.	Off-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	155.00
	C. Annual Renewal	150.00
9.	Short-term On-Sale Beer License	

	(per day not to exceed \$75.00 for requests involving periods of 3-90 consecutive days)	25.00
10.	Duplicate business license	10.00
11.	Taxi Cab License	
	A. Investigation Fee	100.00
	B. First Vehicle	50.00
	C. Each additional vehicle	25.00
	D. Vehicle inspection fee (per vehicle/per year)	30.00
12.	Tree Worker's License	
	A. Initial License	55.00
	B. Annual renewal	50.00
13.	Peddler/Transient Merchant License	
	A. Investigation Fee	50.00
	B. Annual License	375.00
	C. Six Month License	200.00
	D. Daily License	50.00
14.	Pawnbroker and Precious Metal Dealer License	
	A. Annual Fee	\$8,000.00
	B. Investigation Fee	500.00
15.	Solid Waste Hauler's Permit	
	A. Investigation Fee	250.00
	B. Annual Renewal	120.00
16.	Amusement Device License (per device per year) (10 devices included in On-Sale Liquor fee)	15.00
17.	Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee)	25.00
18.	Short-term non-regulated Gambling/Bingo License Initial Investigation fee for permanent gambling sites	100.00
19.	Temporary Gambling License (per event)	25.00
20.	Dance License	
	A. Annual License (per year)	135.00
	B. Daily License (per day)	15.00
21.	Fireworks Display Permit (per occasion)	50.00
22.	Tobacco License	
	A. Initial License	250.00
	B. Annual Renewal	100.00
23.	Soft Drink License	
	A. Initial License	30.00
	B. Annual Renewal	25.00
	C. Daily License (for 1-4 days) (per day/per vendor)	5.00
	D. Short term license (for periods 5-180 consecutive days/per vendor)	15.00
	E. Temporary Event Soft Drink License (event sponsor must obtain)	50.00
24.	Show and Theater License (includes circus/carnivals)	
	A. Initial License	40.00
	B. Annual Renewal	35.00
	C. Daily fee (per day)	5.00
25.	Business license and permit document replacement	5.00

NON-BUSINESS LICENSES AND PERMITS

26.	Sign Permit (copy of design and site plan required)	
	A. 100 square feet or less	50.00

	B. Each additional 25 square feet or portion thereof after 100 square feet	10.00
27.	Adult Foster Care/Day Care Facility inspection (per inspection)	
	A. Within City limits	\$45
	B. Outside City limits	\$55 plus mileage
28.	Rental Housing Registration and Inspection Permit	
	A. Rental Certificate application fee per unit (valid for 24 months)	24.00
	B. Inspection fee per unit (maximum of 6 unites per apartment complex)	20.00
	C. Re-inspection fee per unit (failure to pass inspection)	20.00
	D. Rental certificate application fee per unit after December 31st	36.00
29.	<u>Demolition Permits</u>	
	A. Garage	20.00
	B. House	50.00
	C. Other structures	50.00
30.	<u>Building Permits including replacement of windows and exterior doors and/or Plumbing and Mechanical Permits</u>	
	\$1 to \$500	\$21.00
	\$501 to \$2,000	\$21.00
	(for the first \$500 plus \$2.36 for each additional \$100 or fraction thereof to and including \$2,000)	
	\$2,001 to \$25,000	
	(for the first \$2,000 plus \$10.50 for each additional \$1,000 or fraction thereof to and including \$25,000)	\$56.40
	\$25,001 to \$50,000	\$297.90
	(for the first \$25,000 plus \$8.40 for each additional \$1,000 or fraction thereof, to and including \$50,000)	
	\$50,001 to \$100,000	\$507.90
	(for the first \$50,000 plus \$6.30 for each additional \$1,000 or fraction thereof, to and including \$100,000)	
	\$100,001 to \$500,000	\$822.90
	(for the first \$100,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$500,000)	
	\$500,001 to \$1,000,000	\$2,922.90
	(for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000)	
	\$1,000,000 and up	\$5,547.90
	(for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof)	
31.	Permit for replacement of garage doors	\$45 plus \$5 state surcharge
32.	Plan Review:	
	A. Commercial properties	65% of building permit fee
	B. Residential properties	35% of building permit fee
	C. Similar plans meeting 1300.0160, subp. 6	25% of building permit fee
33.	Permit for replacement of furnace, air conditioner, or water heater	\$15.00
34.	Inspection fees outside of normal business hours (2 hour minimum)	\$45.00/hour
35.	Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing)	\$45.00/hour
36.	Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee)	\$1 up to 100% of building permit fee at discretion of Building Official

37.	Surcharge fees	As provided in State Statutes
38.	Building moving permit	
	A. Primary Structures	\$100.00 & utility crew expense
	B. Accessory Structures	\$50.00 & utility crew expense
39.	Mobile home installation fee	50.00
40.	Conditional Use Permit	300.00
41.	Petition to subdivide plats	250.00
42.	Variance application filing fee	300.00
43.	Easement vacation requests	80.00
44.	Interim parking use permit	110.00
45.	South 7th Street Residential Parking Permit	15.00
46.	Capital Drive Residential Parking Permit	15.00
47.	Rezoning request filing fee	300.00
	Publication fee	125.00
48.	Code Amendment Fee	300.00
	Publication Fee	125.00
49.	Street/Alley Vacation Request Filing Fee	300.00
50.	Annexation Request Filing Fee	
	A. Filing Fee	230.00
	B. Municipal Board Fee	\$5.00/acre (\$100 minimum/\$600 maximum)
51.	Waiver of Subdivision Fee	200.00
52.	Golf Cars/ATV/Personal Mobility devices Permit for use of City Streets	50.00
53.	Municipal Parking Lot Permit Fee (per permit/per calendar year)	25.00
54.	Private Use of City Parking Lots, Streets and Sidewalks	
	A. Private use of public sidewalks (permit valid for a period of five years)	100.00
	B. Private use of public parking lots or streets	25.00
55.	Request for renaming streets or for private drive designations (per name)	\$100.00

CHARGES FOR SERVICE

	<u>General Government</u>	
56.	Copies	
	A. One side (per copy)	0.10
	B. Two sides (per copy)	0.15
	C. Color Copies per single side page	\$1.00
57.	Faxing (no international calls allowed)	
	A. Per page sent	1.00
	B. Per page received	1.00
58.	Notary Public Services	
	A. Notary Public services (per signature by Notary)	1.00
	B. Certified copies of resolutions/ordinances (per document)	5.00
59.	City map sales (per map)	
	A. 11" x 17" colored City map (first map free)	5.00
	B. 2' x 3' black and white	10.00
	C. Colored zoning map	20.00

	D. Address map	50.00
60.	City Code	
	A. City Code Book Sales	150.00
	B. Updates to City Code (per Chapter)	\$75.00
	C. Zoning Ordinance	15.00
	D. Requests to Change City Code	
	1. Codification Charges	400.00
	2. Publication Charges	200.00
61.	Audited Financial Report (per copy)	20.00
62.	Other City publications without specific charge (per publication)	15.00
63.	Comprehensive Plan (per copy)*	30.00
64.	Assessment search and certification	35.00
65.	Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)	2,500.00
66.	Service charge for returned checks (per check)	30.00
67.	Utility Bill Advertisements (whether printed by City or provided by advertiser)	
	A. Full page ad	700.00
	B. One-half page ad	350.00
68.	Utility Flyer Community Custom Event Notice	25.00
69.	Utility Flyer Community Event Notice via form (less than 25 words)	5.00
70.	Voting booth rental (per booth)	25.00
71.	Replacement dog/cat license tags	1.00
72.	Dog licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 th	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
73.	Cat licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 th	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
74.	Dog Pound	
	A. Impounding Fee (per dog)	30.00
	B. Daily maintenance fee (per day)	7.70
75.	Cat Pound	
	A. Impounding Fee (per cat)	30.00
	B. Daily maintenance fee (per day)	7.70
73.	Animal Adoption Fee (Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)	120.00
76.	General Parking Violations	
	A. Minimum fine for General Parking violations	12.00
	B. If paid after 7 days but prior to 21 days	25.00

	C. After 21 days and prior to summons	50.00
77.	Snow Emergency Parking Violations (Effective July 1, 2011)	
	A. Minimum fine for Snow Emergency Violations	25.00
	B. If paid after 7 days but prior to 21 days	50.00
	C. After 21 days and prior to summons	150.00
78.	Penalties for violations of alcohol and alcohol related statutes and ordinances	
	A. First offense within 12 month licensing period	\$50.00
	B. Second offense within 12 month licensing period	\$100.00
	C. Third offense within 12 month licensing period	\$200.00 and/or suspension or revocation
	D. Fourth offense within 12 month licensing period	\$400.00 and/or suspension or revocation
79.	Penalties for violations of tobacco and tobacco related products statutes and ordinances.	
	A. Purchase or attempt to purchase tobacco related products	100.00
	B. Illegal possession or use of a tobacco related product - 1st offense	25.00
	C. Illegal possession or use of a tobacco related product - 2nd offense	50.00
	D. Aiding/assisting another to illegally purchase a tobacco related product	125.00
	E. Furnishing tobacco related products to person under age of 18 years	125.00
	F. Sale of tobacco related products to person under age of 18 years	100.00
	G. All other violations	100.00
80.	Conveyance of parcels in violation of City Code (per lot or parcel)	100.00
81.	Storage of impounded items	
	A. Cars, vans and trucks (per day)	10.00
	B. Other motorized vehicles (per day)	10.00
	C. Non-motorized equipment (per day)	5.00
	D. Bicycle storage (per day)	2.00
	(Exceptions: bikes with Police Department or MN inspection/registration sticker)	
82.	Highway 169 banner (for each two week period or portion thereof)	350.00
83.	Non-resident finger printing	20.00
84.	Police Reports	
	A. Accident and theft reports (per report)	5.00
	B. Civil action cases (per case)	30.00
	C. Civil action pictures (per case)	30.00
	D. Drivers record check fee	5.00
	E. Vehicle registration check fee	5.00
	F. Criminal history check	5.00
85.	False Alarms (after 3 false alarms within a calendar year – fee to be waived if alarm illegally set off)*	
	A. 4th burglar or fire alarm	25.00
	B. 5th burglar or fire alarm	50.00
	C. Each burglar or fire alarm thereafter	100.00
86.	Use of Hurst Tool by Fire Department (per incident)	350.00
87.	Fire call fee	\$350.00 + \$100 per hour after the first hour up to a maximum of \$1,000
88.	Fire CO2 Detector Call Fee	\$175.00
89.	Police Labor	
	A. Licensed Peace Officer (per hour)	50.00
	B. K-9 Officer with canine (per hour)	70.00
	C. Communications Technicians (per hour)	25.00
	D. Police Reserve Officer (per hour)	15.00
	E. Community Service Officer (per hour)	30.00
	F. Building Moving Escort Fee	minimum \$50 per Officer/hour

90.	Weed removal on private property	
	A. City crew	Refer to #126 and #128
	B. City subcontractor (per hour for first two hours)	\$75 per hour
	C. City subcontractor for each hour in excess of first two	\$30
91.	Sidewalk snow removal City crew (per hour) (minimum charge one hour)	65.00
92.	Tree removal on private property	Refer to #126 and #128
93.	Work Zone Equipment Fees	<u>Per sign/per day</u>
	A. 36" x 36" sign (on strut)	3.00
	B. 36" x 36" sign only	1.50
	C. 36" x 36" arrow	1.50
	D. Road closed sign	2.00
	E. Cone	2.00
	F. Reflective Cone	1.00
	G. Safety Fence (50 foot roll plus posts)	3.00
	H. Type "A" Flasher	2.50
	I. Type "I" Barricade with flasher	2.00
	J. Type "I" Barricade (6 feet)	1.50
	K. Type "III" Barricade	3.50
	L. Electric Arrowboard (2 shift) and trailer	75.00
94.	Campsites	
	A. Mill Pond site with electrical hookup (per day)	20.00
	B. Mill Pond/Riverside Park primitive site (per day)	10.00
	<u>Utilities</u>	
95.	Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions.	2.00
96.	Water service line thawing (per line)	325.00
97.	Water Main Tapping Fee:	
	1" Water Main Tap	340.00
	1½" Water Main Tap	540.00
	2" Water Main Tap	640.00
98.	Sanitary Sewermain Tapping Fee:	
	4" Sanitary Sewer Tap	340.00
	6" Sanitary Sewer Tap	360.00
99.	Water Main Access Fee:	
	1" Line	1,800.00
	1½" Line	1,900.00
	2" Line	2,000.00
	4" Line	2,400.00
	6" Line	3,000.00
	8" Line	3,800.00
	10" Line	4,800.00
	12" Line	6,000.00
100.	Sanitary Sewer Main Access Fee:	
	4" Line	1,500.00
	6" Line	2,100.00
	8" Line	2,900.00
	10" Line	3,900.00
	12" Line	5,100.00
101.	Storm Sewer Access Fee:	
	2-4" Line	300.00
	6-10" Line	500.00
	12-24" Line	1,000.00
102.	Freeze Water Service Line ¾" or 1" Lines	200.00
	<u>Traverse des Sioux Laboratory Fees</u>	
103.	Certified Test Results	

	A. Ammonia	18.00
	B. Carbonaceous Biochemical Oxygen Demand (CBOD)	30.00
	C. Colilert – 24	16.00
	D. Colilert (re-check within 7 days)	12.00
	E. Fecal Coliform Plate	28.00
	F. Fluoride	16.00
	G. Nitrate/Colilert Combination	25.00
	H. Nitrates	15.00
	I. Ortho Phosphorus	16.00
	J. pH	9.00
	K. Total Phosphorus	19.00
	L. Total Suspended Solids	15.00
	M. Rush Orders	Double original cost
104.	Uncertified Test Results:	
	A. Biological Oxygen Demand	30.00
	B. Dissolved Oxygen	12.00
	C. Chloride	13.00
	D. Iron	15.00
	E. Manganese	15.00
	F. Sulfate	14.00
	G. Total Dissolved Solids	12.00
	H. Total Hardness	18.00
	I. Turbidity	12.00
	J. Quantitray	20.00
	K. Rush Orders	Double original cost
105.	Wastewater Treatment Surcharges	
	A. Volume Base (flow) – per 1,000 gallons delivered (regular cost plus \$10/1,000)	18.00
	B. Monthly dumping fee	350.00
	C. Biological Oxygen Demand (BOD) – per pound removed	1.00
	D. Total Suspended Solids (TSS) – per pound removed	1.00
	E. Phosphorus (P) – per pound removed	17.00
	F. Ammonia (NH3) – per pound removed	2.00
	G. pH Violation – per violation	100.00
106.	<u>Sewer Televising</u>	
	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).	
	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).	
	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).	
	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).	
107.	Stormwater Utility right-of-way management fees	
	A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway	\$100.00/block
	B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips).	\$25.00/block
108.	Cleaning Catch Basins on Private Property (per sump)	
	A. Structures less than 1.4 cubic feet in size	\$90.00
	B. Structures greater than 1.4 cubic feet in size	\$135.00
109.	Underground Utility Work Permit Fees	

	A. Excavation – work performed in any area of the right-of-way	\$150.00
	B. Trenching or Direction Boring for underground utilities	\$150 plus \$15.00/100 l.f.
	C. Utility Inspection per crossing (boring, trenching)	\$50.00
	D. Services Installation in Utility Easement/Alley Outside Street ROW	\$25.00
	E. Inspection – failure to provide notification within 48 hours of the job completion and/or expiration of the 90-day permit.	\$50.00
110.	Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours)	\$5.00/day
111.	Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional)	\$50.00
112.	Unauthorized Work Permit	Fee is regular permit fee plus \$100.00
113.	Permit Penalty Fee for failure to provide notification to City within 48 hours of job completion and/or at expiration of 90-day permit	\$30.00
114.	Irrigation Meter application and permit	25.00
115.	Reconnection Charges Resulting From Failure To Pay (per water or electric meter)	
	A. 7:00 a.m. - 3:30 p.m.	70.00
	B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored (effective 5/1/03)	300.00
116.	Reconnection charges for reasons other than failure to pay (per water or electric meter)	
	A. 7:00 a.m. - 3:30 p.m.	65.00
	B. During call-out hours (per call)	150.00
117.	Frozen water meter replacement (charges are for business hours 7:00 a.m. - 5:00 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
118.	Seasonal meter installation (per meter)	65.00
119.	Residential electric and water meter test (up to 1" meter by request)	
	A. First request (no charge if meter is defective)	50.00
	B. Second request within 12 months (no charge if meter is defective)	100.00
120.	Meter test for all other meters (no charge if meter is defective)	Labor and equipment charge out rates
121.	Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)	500.00
122.	Fee in lieu of assessments	
	A. Per building lot serviced per utility	3,200.00
	B. Per dwelling unit in excess of two per utility	600.00
	<u>Public Works</u>	
123.	A. Street repair	Labor, equipment and cost of materials
	B. Asphalt Street Patch for new Driveway	\$150
124.	Salt/sand materials (per ton)	75.00
125.	Winter asphalt mix materials (per ton)	115.00
126.	Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person)	
	A. Business hours	50.00
	B. Non-business hours	65.00

127.	Truck parking electrical outlets		
	A. Seasonal (November 1 - May 1)		300.00
	B. Short-term (3 days - 3 nights)		50.00
128.	Equipment Charges Per Hour - With Operators	<u>Business Hours</u>	<u>Non-Business Hours</u>
	A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck	\$125.00	\$145.00
	B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader	\$135.00	\$155.00
	C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower.	\$160.00	\$180.00
	D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors	\$90.00	\$110.00
	E. Six inch pumps with engine	\$75.00	\$95.00
	F. 12" high capacity low head pump with engine	\$80.00	\$100.00
	G. 16" high capacity low head pump with engine	90.00	\$105.00
	H. Bucket truck, digger derrick, trencher	\$145.00	\$165.00
	I. Sewer jet rodding machine, Vactor with pickup (Each of these require two operators. There is an additional charge of \$0.35 per lineal foot for sewer cleaning.)	\$135.00	\$145.00
	J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher	\$85.00	\$105.00
	K. All other equipment such as chain saw, push mower, snow blower, and weed whips	\$75.00	\$95.00
	L. Skidsteer with milling machine	\$110.00	\$120.00
	M. Dump truck with leaf blower, (tandem truck with 2 operators)	160.00	190.00
	N. Crash Trailer with Operator and arrow Board	\$160.00	\$180.00
	O. Air Compressor Soda Blaster with Operator	\$135.00	\$155.00
129.	Special Situations - Contractor televising of stormwater lines and sanitary sewer main lines (minimum charge of \$150.00)	1.50/lineal foot	
130.	Hydrant Meter Charge - provides meter a for a period of 2 consecutive weeks; minimum water charge of 5,000 gallons		\$130.00
		CITY REFUSE CUSTOMERS	NON-REFUSE CUSTOMERS
131.	Yard Waste Drop Off Site		
	A. Disposal of yard bag of leaves or grass	No charge*	\$1.00 each
	B. Per cubic yard of leaves or grass	No charge*	\$5.00 each
	C. Per cubic yard of brush	No charge*	\$7.00 each
	D. Per cubic yard of branches	No charge*	\$7.50 each
	E. Per Christmas tree (undecorated)	No charge*	\$3.00 each
	F. Per Christmas wreath (no wire)	No charge*	\$0.50 each
	**No charge other than environmental services fee on utility bills		
	<u>Swimming Pool</u>	<u>Resident</u>	<u>Non-Resident</u>
132.	Ticket Books		
	A. 10 tickets	\$20.00	
	B. 20 tickets	\$30.00	
133.	Family Season Swim Pass	\$35.00	
134.	Individual Season Swim Pass	\$35.00	
135.	Day Care Pass (up to 10 daycare children on one pass – only for use during daycare hours of operation and daycare supervisor must accompany children)	\$75.00	
136.	Daily rates	\$2.50	
137.	Lap Swim, Swimnastics Senior Watercise	\$2.50	
138.	Lap Swim – 10 punch card	\$15.00	
139.	Family Swim* - Adults	\$2.50	
	*Children free when accompanied by an adult		

138.	Pool Party Rental		
	A. 1-25 people # of guards - 2	\$50.00	\$65.00
	B. 26-50 people # of guards - 3	\$60.00	\$78.00
	C. 51-75 people # of guards - 4	\$70.00	\$91.00
	D. 76-100 people# of guards - 5	\$80.00	\$104.00
139.	Special Events	Determined by Director	
	<u>Park Related Fees</u>		
140.	Picnic Shelter Reservation	\$40.00	\$52.00
141.	Refundable Park Cleanup Deposit		
	A. 1-199 People	\$100.00	\$100.00
	B. 200+ people	\$250.00	\$250.00
142.	Alcoholic Beverages Deposit	\$100.00	\$100.00
143.	Softball Fields Tournament Fee		
	A. Locally sponsored reservation fee	\$40.00	
	B. Refundable performance deposit	\$100.00	
	C. Basic Maintenance fee per field	\$25.00	\$25.00
	D. Additional dragging fee – after play starts per field	\$5.00	
	E. Additional striping fee – after play starts per field	\$10.00	
	F. Diamond Dry fee -per bag	\$15.00	
	G. Light fee per hour and field	\$20.00	
	H. Out-of-Town Sponsor per team		\$13.00
	I. Refundable Deposit		\$100.00
144.	Tent Installation Non-Refundable Fee - cumulative		
	A. 1st day	\$25.00	\$32.50
	B. 2nd day additional	\$50.00	\$65.00
	C. 3rd day additional	\$100.00	\$130.00
	<u>Senior Citizen Activities</u>		
145.	Seniortise (per day)	\$1.00	\$1.50
146.	Trips and tours	Determined by Director	
147.	Continental Breakfast	Determined by Director	
148.	Community Center gym walking	No charge	
	<u>Transit</u>	<u>Saint Peter</u>	<u>Kasota/Shoreland</u>
149.	Cash Fares		
	A. One-way	\$1.75	\$2.25
	B. Seniors One-way	\$1.00	\$1.50
	C. Preschoolers	\$0.50	\$0.50
150.	Ticket Books		
	A. 32 tickets	\$40.00	\$48.00
	B. 20 tickets	\$27.00	\$32.00
	C. 10 tickets	\$14.00	\$17.00
	D. Senior Citizens 32 tickets book	\$28.00	\$32.00
	E. Senior Citizens 20 tickets book	\$18.00	\$20.00
151.	Monthly Preschool Rates		
	A. Three days (MWF)		
	1 way	21.00	27.00
	2 way	36.00	48.00
	B. Two Days (T-R)		
	1 way	14.00	18.00
	2 way	24.00	32.00
152.	Night/weekend rate – bus with driver	\$36/hour	
	<u>COMMUNITY CENTER ROOM RENTAL</u>	<u>BASE RATE</u>	<u>EACH ADDTL</u>
		<u>(1-3 hrs.)</u>	<u>HOURL</u>
153.	Meeting Room 102 – Traverse des Sioux	\$30.00	\$10.00

154.	Conference Room 104 – Nicollet Room	\$25.00	\$10.00
155.	Locker room lockers	\$12.00/6 months	
156.	Storage Cage/Room 120 per month	\$30.00	
157.	Meeting room 217 – St. Peter Room	\$40.00	\$15.00
158.	Senior Center/Room 219	\$100.00	\$15.00
159.	Gymnasium Room 218A or 218B	\$65.00 (1/2 gym)	\$25.00
160.	Gymnasium Room 218 (whole gym)	\$130.00	\$25.00
161.	Community Center Lobby Rental	\$100.00	\$15.00
162.	Reception Room 300A or 300B – Governors' Room	\$55.00	\$15.00
163.	Reception Room 300 – Governors' Room	\$75.00	\$15.00
164.	Multi-purpose Room	\$40.00	\$10.00
165.	Damage deposit	\$100.00	
166.	Alcohol permit fee (for use of alcohol in Community Center rooms)	\$20.00	
167.	Room set-up fee (for rearranging room in other than normal set-up)	\$25.00	
168.	LCD Projector fee with room rental	\$25/day + \$100 security deposit	
169.	Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director)	Free with \$100 damage deposit	
170.	Non-resident within the school district rate	Base rate + 25%	
171.	Non-resident outside school district rate	Base rate + 100%	
172.	<u>COPIES</u>		
	A. Copies – tenant one side	\$.08	
	B. Copies – tenant two sides	\$.12	
	C. Copies – public one side	\$.10	
	D. Copies – public two sides	\$.15	
	E. Copies color per one sided page	\$1.00	
173.	<u>FAX SERVICES – International Faxes Shall Not Be Allowed</u>		
	A. Tenant fax – received or sent per page per attempt	\$.75	
	B. Public fax – received or sent per page per attempt	\$1.00	
	<u>PUBLIC LIBRARY FEES FOR LOST/DAMAGED MATERIALS</u> - all fees are as stated OR the actual cost of the item - whichever is greater		
174.	<u>HARDCOVER BOOKS (per item)</u>		
	A. Adult Fiction	\$30.00	
	B. Adult Non-Fiction	\$35.00	
	C. Junior/Young Adult Fiction	\$25.00	
	D. Junior/Young Adult Non-Fiction	\$30.00	
	E. Picture Book Fiction	\$25.00	
	F. Picture Book Non-Fiction	\$30.00	
	G. Reader	\$25.00	
175.	<u>PAPERBACK BOOKS (per item)</u>		
	A. Adult Fiction	\$20.00	
	B. Adult Non-Fiction	\$20.00	
	C. Junior Fiction	\$15.00	
	D. Junior Non-Fiction	\$20.00	

	E. Young Adult Fiction	\$20.00
	F. Young Adult Non-Fiction	\$20.00
176.	<u>MISCELLANEOUS PRINT MATERIALS (per item)</u>	
	A. Board Book	\$15.00
	B. Periodicals	\$10.00
177.	<u>AUDIO-VISUAL MATERIALS (per item)</u>	
	A. Books on CD	\$20.00
	B. Books on Tape	\$20.00
	C. Cassette Picture Book	\$25.00
	D. Compact Discs (CDs)	\$30.00
	E. DVD	\$40.00
	F. Videocassette	\$30.00
	** All above costs include a \$10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the \$10.00 service fee.	
178.	<u>Overdue Service Charges</u>	
	A. Books, Books on Tape & Periodicals per day	\$.25
	1. Maximum Per Item Fine for Books/Periodicals	\$ 5.00
	B. CDs, DVDs, and Videocassettes per day	\$ 1.00
	<u>Other Library Charges/Fees</u>	
179.	Replacement library cards	\$ 5.00
180.	Photocopies per page	\$.25
181.	Printing from Computer (b/w) per page	\$.25
182.	Printing from Computer (color) per page	\$.50
183.	Library Meeting Room Deposit	\$30.00

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator