

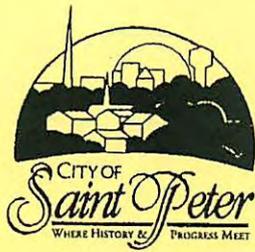
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, July 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
 - 1. Firefighter Jerry Conlon Recognition
 - 2. Others
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled
- VII. NEW BUSINESS**
 - A. Hospital Equipment Purchase
 - B. Community Education Memorandum of Understanding
 - C. Personnel Policy Modifications
- VIII. REPORTS**
 - A. **MAYOR**
 - 1. "Night To Unite" Proclamation
 - 2. Others
 - B. **CITY ADMINISTRATOR**
 - 1. City/County Meeting Discussion
 - 2. 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. 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 July 9, 2012 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**

1. **FIREFIGHTER RECOGNITION**

At this time, Mayor Strand will recognize retired Firefighter Jerry Conlon for his service to the community.

2. **OTHERS**

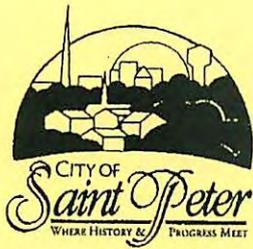
Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for July 5, 2012 through July 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 PURCHASE OF EQUIPMENT BY RIVER'S EDGE HOSPITAL AND CLINIC

The Hospital Commission is recommending approval for the purchase of \$345,445.32 of equipment and supplies necessary for joint replacement surgery. The Hospital has entered an agreement with the Orthopedic and Fracture Clinic to begin performing knee and hip joint replacement at the Hospital in September. Before those surgeries can begin the Hospital needs to purchase the equipment necessary to perform the surgery and provide follow-up care to the patients. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF RESOLUTION APPROVING EXECUTION OF MEMORANDUM OF UNDERSTANDING WITH SCHOOL DISTRICT #508 FOR PROVISION OF SERVICES TO COMMUNITY EDUCATION PROGRAM

Staff recommends approval be provided for execution of a contract with School District #508 for the City to provide services through the Recreation and Leisure Services Department to the District's Community Education program. This contract has been in place for a number of years and the District will reimburse the City \$10,200 for the services. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO CITY'S PERSONNEL POLICY

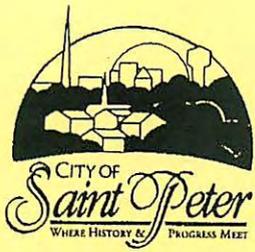
Following discussion at a recent Council workshop, staff was directed to provide for modifications to the City's personnel policy to redefine "household" as it relates to sick leave and to change references to "permanent" employees to "regular" employees. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

1. REPORT ON "NIGHT TO UNITE" PROCLAMATION

Mayor Strand will proclaim August 7, 2012 as "Night To Unite Day" in Saint Peter.



2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING DISCUSSION

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

2. 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
JULY 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 July 9, 2012.

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

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

Approval of Minutes – A motion was made by Eichmann, seconded by Zieman, to approve the minutes of the June 25, 2012 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the June 25, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Public Hearing: Assessment of Unpaid Utility Charges – Mayor Strand opened the public hearing on assessment of unpaid utility charges at 7:02 p.m. Finance Director O'Connell reviewed the proposed assessments and asked for a correction to the resolution to lower the assessment amount for Kasota Properties to \$1,124.99. O'Connell indicated the unpaid charges were from a tenant and as such, the electric portion of the charges was not assessable to the property owner and the error was realized after receipt of a letter from the attorney for Kasota Properties objecting to the assessments. O'Connell indicated the assessments were for a one year period at 1.19% and would be payable on year 2013 taxes. O'Connell also noted that the property owners had thirty (30) days to prepay the assessments without any interest accruing. There being no further speakers, the public hearing was declared closed at 7:04 p.m.

Public Hearing: Assessment of Unpaid Miscellaneous Charges – Mayor Strand opened the public hearing on assessment of unpaid miscellaneous charges at 7:05 p.m. Finance Director O'Connell reviewed the proposed assessments for unpaid snow and weed removal charges which would be assessed for one year at 1.19%. There being no further speakers, the public hearing was declared closed at 7:06 p.m.

Public Hearing: Assessment of Unpaid Water and Wastewater Project Charges – Mayor Strand opened the public hearing on assessment of unpaid charges for water and wastewater projects and some miscellaneous charges at 7:06 p.m. Finance Director O'Connell reviewed the proposed assessments for unpaid water and wastewater project charges and miscellaneous project charges. O'Connell reported that all but three of the affected property owners had agreed to the assessments by execution of a waiver of assessment form and she had received no written objections from the remaining property owners. O'Connell also indicated the terms of the assessments would vary and the interest rate would be 1.19%. There being no further speakers, the public hearing was declared closed at 7:07 p.m.

Public Hearing: Assessment of Unpaid Utility Charges against Green Valley LLP – Mayor Strand opened the public hearing on assessment of unpaid utility charges against Green Valley LLP at 7:07 p.m. Finance Director O'Connell reviewed the proposed assessments, which was in the amount of \$51,062.37, for unpaid utility charges by the owners of Green Valley Trailer Park. O'Connell indicated a letter objecting to the assessments had been received from the Green Valley LLP attorney and the letter had been provided to the City Council. Councilmember Zieman questioned whether staff had had any further contact with Green Valley officials. City Administrator Prafke replied that he had met with the City's Special Attorney and discussed Green Valley LLP's request for mediation, but indicated that staff had no direct contact with the property owners for over eighteen (18) months. There being no further speakers, the public hearing was declared closed at 7:09 p.m.

Consent Agenda – In motion by Pfeifer, seconded by Brand, Resolution No. 2012-94 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Carlin asked for additional information about the 2008 Charger vehicle that was being declared surplus. City Administrator Prafke indicated the engine of the car needed replacement and with the high mileage on the chassis and transmission, staff felt it was not cost effective or financially responsible to put a new engine in the vehicle. Staff also corrected the dates of the disbursement list to be for the period June 27, 2012 through July 4, 2012. Upon roll call, with all in favor, the Resolution was declared passed and adopted with the correction. A complete copy of Resolution No. 2012-94 is contained in the City Administrator's book entitled Council Resolutions 19.

Gault Street (Hallett's) Detention Basin Final Acceptance – Public Works Director Giesking recommended acceptance of the Gault Street (Hallett's) Detention Basin project and asked for authorization to make final payment to Rehnelt Contracting in the amount of \$37,244.74. Giesking also noted that the project came in slightly under the bid amount. Councilmember Eichmann pointed out for the public that the Hallett Detention Basin is not the same as Hallett's Pond. In motion by Zieman, seconded by Kvamme, Resolution No. 2012-95 entitled "Resolution Accepting Gault Street (Hallett's) Detention Basin Project And Authorizing Final Payment To The Contractor", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-95 is contained in the City Administrator's book entitled Council Resolutions 19.

Transformer Project Final Acceptance – Public Works Director Giesking reported the Sunrise Substation transformer had been installed and was online and working well. Giesking asked that the transformer be accepted and staff be authorized to make the final payment to the vendor in the amount of \$39,997.80. Giesking indicated installation of the transformer meant there are four large transformers on the City's electrical system which provides increased reliability for the system and additional flexibility in rerouting power in the event of an outage. Giesking also noted that the forty plus year old transformer at the Front Street substation was being closely monitored by staff to ensure continued operation. In motion by Carlin, seconded by Brand, Resolution No. 2012-96 entitled "Resolution Accepting The Sunrise Substation Transformer Project And Authorizing Final Payment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-96 is contained in the City Administrator's book entitled Council Resolutions 19.

Revolving Loan Fund Request: Inspire Bridal Boutique – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a revolving loan in the amount of \$37,800 to Julie Larson dba Inspire Bridal Boutique which will open at 204 South Minnesota Avenue. Wille pointed out that Ms. Larson

was also the owner of an event planning company called Unique Designs. Wille indicated the terms of the loan included being amortized over a ten year period with a balloon payment due at five years; three percent (3%) interest rate and the loan being secured by UCC filings against the furniture, fixtures, equipment, machinery, inventory, and accounts receivable of Inspire Bridal Boutique and Unique Designs. Wille reported the applicant had submitted a detailed business plan showing the cost of opening the business would be \$78,663, that the applicant was providing \$10,000 of the start-up costs; and Hometown Bank would provide a line of credit for the start-up costs. Wille also noted that City revolving loans are not typically allowed as the primary lending agent for a project, however the City's 48% financing of this project would be secured by a first position on the business. Councilmember Zieman questioned why the proposed interest rate was 3% on this loan and reminded Councilmembers that earlier in the year another applicant was offered a 1% interest rate. Wille indicated the EDA policy was to start at 3% interest and only move up or down on the rate if there was reason to do so. In motion by Kvamme, seconded by Carlin, Resolution No. 2012-97 entitled "Resolution Approving \$37,800 Revolving Loan To Julie Larson To Partially Finance The Start-Up Of Inspire Bridal Boutique", was introduced. A motion was made by Zieman to amend the resolution by lowering the interest rate to 1%. The motion failed for lack of a second.

Councilmember Carlin expressed her belief that "no one size fits all" when revolving loan applications are being considered and asked Councilmember Zieman to refrain from referencing prior loan applications each time a new application is being considered. Councilmember Zieman countered with his belief that the EDA should only recommend or deny a revolving loan application and it should be up to the City Council to establish the terms of the loan. Upon roll call, Councilmembers Kvamme, Eichmann, Carlin, Brand, and Mayor Strand voting aye, Councilmembers Zieman and Pfeifer voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-97 is contained in the City Administrator's book entitled Council Resolutions 19. Councilmember Eichmann stated that the EDA does not operate like a bank and if it did, many applicants would be turned down. Eichmann also stated that Councilmembers shouldn't be voting "nay" on applications based on a political agenda.

Assessment of Unpaid Utility Charges – Finance Director O'Connell requested authorization to proceed with assessment of unpaid utility charges as shown on the proposed resolution and with the previously discussed reduction in the Kasota Properties assessment. In motion by Brand, seconded by Carlin, Resolution No. 2012-98 entitled "Resolution Adopting Assessment For Unpaid Charges For Municipal Utilities And The Writing Off Of Bad Debt Utility Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-98 is contained in the City Administrator's book entitled Council Resolutions 19.

Assessment of Unpaid Miscellaneous Charges – Finance Director O'Connell requested authorization to proceed with assessment of unpaid miscellaneous charges for snow and weed removal. O'Connell again stated the assessments were payable in one year at an interest rate of 1.19%. Councilmembers questioned how the interest rate was determined. O'Connell indicated the interest rate is established at one percent (1%) over the Treasury bill rate. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-99 entitled "Resolution Adopting Assessments Of Unpaid Miscellaneous Charges And Authorizing Write-Off Of Bad Debt Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-99 is contained in the City Administrator's book entitled Council Resolutions 19.

Assessment of Unpaid Water, Wastewater, and Miscellaneous Charges – Finance Director O'Connell requested authorization to proceed with assessment of unpaid water and wastewater improvement charges and miscellaneous charges in the total amount of \$38,247.72. O'Connell noted that a request had been made for deferent of \$5,750 due to the property owner's age. O'Connell also pointed out that the assessments would be for varying terms as provided for in the City's assessment policy. In motion by Kvamme, seconded by Carlin, Resolution No. 2012-100 entitled "Resolution Adopting Water, Wastewater And Miscellaneous Improvement Assessments", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-100 is contained in the City Administrator's book entitled Council Resolutions 19.

Assessment of Unpaid Utility Charges For Green Valley LLP – Finance Director O'Connell requested authorization to proceed with assessment of unpaid utility charges for Green Valley LLP in the amount of \$51,062.37. O'Connell reported the assessment would be at 1.19% and would be for a term of one year. O'Connell again pointed out that the property owner, through their attorney, had filed an objection to the assessments. City Attorney Brandt, when questioned as to the basis for the objection, indicated Green Valley LLP could claim they had been overbilled for water that did not go through the sewer and had in the past claimed the City's rate structure was incorrect. City Administrator Prafke asked that the resolution be modified to include the amount of the assessment. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-101 entitled "Resolution Adopting Assessment For Green Valley LLP's Unpaid Charges Of Municipal Utilities", was introduced with the inclusion of the amount of the assessment in the resolution. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-101 is contained in the City Administrator's book entitled Council Resolutions 19.

Write-Off Of Unpaid Charges – Finance Director O'Connell recommended writing-off \$2,219.11 in bad debt for miscellaneous accounts receivables. O'Connell indicated a number of the charges were for unpaid recreation program charges, non-sufficient funds charges, and one accident where a City light pole was damaged. O'Connell pointed out that the action would remove the charges from the City's books, but collection actions would continue against the debtors. In motion by Carlin, seconded by Kvamme, Resolution No. 2012-102 entitled "Resolution Authorizing Write-Off Of Miscellaneous Accounts Receivables", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-102 is contained in the City Administrator's book entitled Council Resolutions 19.

Workshop Rules Adoption – City Administrator Prafke presented proposed rules for operation of Council workshops. Prafke indicated public participation in workshops was infrequent and it was the Council's wish to have rules for public participation in workshops in place should they choose to allow participation so that everyone was participating under the same regulations. In motion by Eichmann, seconded by Brand, Resolution No. 2012-103 entitled "Resolution Modifying City Council Operational Rules", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-103 is contained in the City Administrator's book entitled Council Resolutions 19.

Unbudgeted Equipment Purchase – City Administrator Prafke recommended approval for the proposed purchase of a replacement printer for the Building Department. Prafke stressed that the purchase was unbudgeted and the printer had failed unexpectedly. Prafke also noted the purchase in the amount of \$1,869.87 from CDW Government would be funded by General Fund reserves. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-104 entitled

"Resolution Authorizing Unbudgeted Printer Purchase For The Building Department", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-104 is contained in the City Administrator's book entitled Council Resolutions 19.

Minnesota Square Park Banner Policy – Community Development Director Wille presented a proposed policy for installation of banners in Minnesota Square Park which provided regulations for who could use the banner structure; limiting the banners to advertising for events in the park and preventing use of the banners to advertise off-premise events; establishing a fee for use of the banners; limiting the banner language and the size of the print; and other specifications for the banner materials and the rope used to attach the banner to the structure. In motion by Carlin, seconded by Eichmann, Resolution No. 2012-105 entitled "Resolution Establishing A Policy To Regulate The Display Of Banners Within Minnesota Square Park", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-105 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Report – Mayor Strand reported on his recent activities which included attending events related to the Fourth of July. Strand complimented the Chamber of Commerce and the St. Peter Ambassadors for their efforts on the holiday celebrations.

Mayor's Task Force Meeting Discussion – City Administrator Prafke indicated that the Mayor's Task Force continues to meet and the members were providing a lot of ideas which will be presented at their next meeting at the end of July.

City/County Meeting Schedule – City Administrator Prafke reminded Councilmembers of the next City/County meeting which will take place on July 11th at the Nicollet County Government Center. Prafke also noted that recently appointed Interim County Administrator Bridgette Kennedy will participate in the meeting.

Coalition of Greater Minnesota Cities Conference (COGMC) – City Administrator Prafke directed Councilmember attention to the notice provided to them regarding the COGMC summer conference. Prafke asked those interested in attending to notify his office as soon as possible.

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 7:55 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: 7/19/12

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The City has received several temporary license applications for City Council approval.

Doc E's BBQ and the St. Peter Police Department have submitted Temporary Soft Drink license applications in order to sell soda. The licensing period for Doc E's will be May 1, 2012 – October 27, 2012. The St. Peter Police Reserves event took place on July 7, 2012. You have already approved the Reserves license and have requested ratification by the City Council.

The St. Peter Community Hospital Foundation has submitted a Temporary Gambling License application in order to hold raffles at the Nicollet County Fairgrounds. The raffles will take place on August 10 & 11, 2012.

The St. Peter Lions Club has submitted a LG220 Application for Exempt Permit in order to hold a raffle at Gustavus Adolphus College. The event will take place on October 23, 2012.

The St. Peter Lions Club would like to sell wine and beer at the Rock Bend Folk Festival event which will take place at Minnesota Square Park on September 8 & 9, 2012. They have submitted a Temporary Wine and Temporary Beer license application for approval.

Please place these items on the July 23, 2012 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

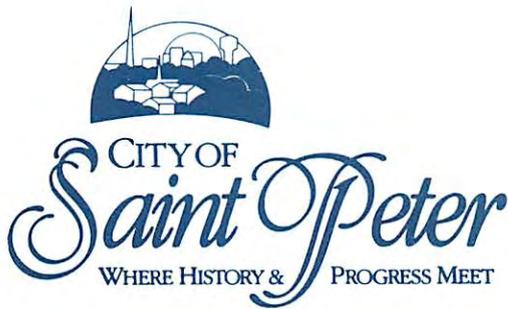
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 07/18/12

FROM: Todd Prafke
City Administrator

RE: Surplus Property Declaration

ACTION/RECOMMENDATION

Include a surplus property declaration on the consent agenda for the July 23, 2012 regular meeting.

BACKGROUND

Following installation of the new NEC phone system, the City has five fiber modems for which we no longer have a need.

On-line research puts the value of the modems at \$200-400 each and I would recommend the modems be declared as surplus property and sold via public sale as authorized in the City Code.

FISCAL IMPACT:

Any funds generated by sale of the modems would be returned to the General Fund as stipulated in the City Code.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action would be taken without additional direction from the Council.

Denial: No further action would be taken.

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

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
4 THE TEAM, LLC	life guard clothing	GENERAL FUND	SWIMMING POOL	733.80	
	cashier staff shirts	GENERAL FUND	SWIMMING POOL	<u>125.96</u>	
			TOTAL:	859.76	
AFFILIATED CREDIT SERVICES	debt collections for june	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>80.69</u>	
			TOTAL:	80.69	
AJ HENRY FENCE CO.	south fence line on main s	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>2,885.00</u>	
			TOTAL:	2,885.00	
AMERICAN CASTING & MANUFACTURING CORP	red & blue meter seals	ELECTRIC FUND	POWER DISTRIBUTION	<u>592.91</u>	
			TOTAL:	592.91	
AMERICAN PUBLIC POWER ASSOCIATION	appa dues for 2012	ELECTRIC FUND	ADMIN AND GENERAL	<u>4,576.90</u>	
			TOTAL:	4,576.90	
ANSWER 24	paggers 4/11-3/12	GENERAL FUND	POLICE	766.29	
	paggers 4/12-3/13	GENERAL FUND	POLICE	766.29	
	credit for 2 paggers not us	GENERAL FUND	POLICE	<u>613.04</u>	
			TOTAL:	919.54	
ARROW ACE HARDWARE INC	aerator for faucet	GENERAL FUND	MUNICIPAL BUILDING	2.13	
	paint, bolts, weedbegone,w	GENERAL FUND	FIRE	53.36	
	tarp, draino	GENERAL FUND	STREETS	4.49	
	nylon baster	GENERAL FUND	STREETS	4.26	
	jugs, sprayer, blacktop se	GENERAL FUND	STREETS	72.61	
	phone, 2way radios,shelves	GENERAL FUND	SWIMMING POOL	339.42	
	receptical,weeder,paint,sc	GENERAL FUND	PARKS	180.04	
	tarp, draino	GENERAL FUND	PARKS	4.49	
	roundup/screwdriver	LIBRARY FUND	LIBRARY	26.71	
	glue,roundup,tools,batteri	COMMUNITY CENTER	COMMUNITY CENTER	101.40	
	phone cords	2012 EQUIPMENT CER	MUNICIPAL BUILDING	74.74	
	auger pistol, scoop,nozzle	WATER	PURIFICATION AND TREAT	58.19	
	tarp, draino	WATER	DISTRIBUTION AND STORA	2.24	
	tarp, draino	WASTE WATER FUND	SOURCE/TREATMENT	2.25	
	primer, pvc plug	WASTE WATER FUND	SOURCE/TREATMENT	16.00	
	stoole,bit,hose,plug,mende	WASTE WATER FUND	SOURCE/TREATMENT	146.85	
	tarp, draino	ENVIRON SERVICES F	REFUSE DISPOSAL	2.24	
	connector & cord switch	ELECTRIC FUND	POWER DISTRIBUTION	18.15	
	tarp, draino	ELECTRIC FUND	POWER DISTRIBUTION	4.49	
	tarp, draino	STORMWATER FUND	TREATMENT	2.23	
	caulk	STORMWATER FUND	TREATMENT	5.33	
	car wash	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>9.07</u>	
			TOTAL:	1,130.69	
	ARROWWOOD RESORT & CONFERENCE CTR.	mn gfoa conf 9/19-21 paula	GENERAL FUND	FINANCE	<u>230.86</u>
				TOTAL:	230.86
	ATLAS COPCO COMPRESSORS LLC	compressor #2 service 6/7/	WASTE WATER FUND	SOURCE/TREATMENT	1,973.76
compressor #1 service 5/29		WASTE WATER FUND	SOURCE/TREATMENT	<u>1,916.70</u>	
			TOTAL:	3,890.46	
B & B ENTERPRISE	plate for maple tree	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>6.84</u>	
			TOTAL:	6.84	
BACHMAN'S, INC.	maple autumn blaze tree	ENVIRON SERVICES F	REFUSE DISPOSAL	130.05	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	130.05
BALLMAN ROOFING & COATINGS, LLC	pw bldg repair metal flash	GENERAL FUND	STREETS	205.75
	pw bldg repair metal flash	GENERAL FUND	PARKS	164.60
	pw bldg repair metal flash	WATER	ADMIN AND GENERAL	82.30
	pw bldg repair metal flash	WASTE WATER FUND	ADMIN AND GENERAL	82.30
	pw bldg repair metal flash	ENVIRON SERVICES F	ADMIN AND GENERAL	82.30
	pw bldg repair metal flash	ELECTRIC FUND	ADMIN AND GENERAL	205.75
			TOTAL:	823.00
BATTERIES PLUS	batteries	COMMUNITY CENTER	COMMUNITY CENTER	42.73
			TOTAL:	42.73
BLUE EARTH COUNTY	2nd qtr 2012 patrol mdts	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOLTON & MENK INC	staff mtgs,msa&funding app	GENERAL FUND	STREETS	137.81
	staff mtgs,msa&funding app	GENERAL FUND	PARKS	110.25
	scholarship amer soccer fi	GENERAL FUND	PARKS	916.60
	wash ave link 5/12-6/8	PERM IMPROVMENT RE	STREETS	2,063.50
	turnbacks 5/12 - 6/8	PERM IMPROVMENT RE	STREETS	15,870.00
	north end 169 5/12-6/8	PERM IMPROVMENT RE	STREETS	6,837.50
	web gis migration	WATER	CAPITAL-WATER DISTRIBU	1,455.00
	staff mtgs,msa&funding app	WATER	ADMIN AND GENERAL	55.13
	web gis migration	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,455.00
	wwtp tuck pointing precon	WASTE WATER FUND	CAPITAL-TREATMENT SYST	112.00
	staff mtgs,msa&funding app	WASTE WATER FUND	ADMIN AND GENERAL	55.13
	proposed compost site	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	229.00
	staff mtgs,msa&funding app	ENVIRON SERVICES F	ADMIN AND GENERAL	55.12
	ch sub access imprvt 5/12-	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,744.00
	staff mtgs,msa&funding app	ELECTRIC FUND	ADMIN AND GENERAL	137.81
	sunrise dr elec easement	ELECTRIC FUND	ADMIN AND GENERAL	168.00
	web gis migration	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,455.00
	dog park lease parcel exhi	RESTRICTED CONTRIB	PARKS	650.00
			TOTAL:	34,506.85
BRIGGS AND MORGAN	wwtp refunding bond	WASTE WATER FUND	ADMIN AND GENERAL	6,540.00
			TOTAL:	6,540.00
BUREAU OF CRIMINAL APPREHENSION	cjdn 2nd qtr conn&oper	GENERAL FUND	POLICE	270.00
			TOTAL:	270.00
CANNON TECHNOLOGIES INC	sunrise & bdway upgrade sc	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,154.80
			TOTAL:	1,154.80
CARQUEST AUTO PARTS STORES	paid twice - wiper blades	GENERAL FUND	POLICE	21.35-
	bar leak #108	GENERAL FUND	POLICE	3.20
	univ trailer conn	GENERAL FUND	POLICE	11.97
	spark plugs	GENERAL FUND	POLICE	49.59
			TOTAL:	43.41
CENTERPOINT ENERGY MINNEGASCO	gas for june '12	GENERAL FUND	FIRE	52.81
	gas for june '12	GENERAL FUND	STREETS	35.36
	gas for june '12	GENERAL FUND	SWIMMING POOL	1,184.89
	gas for june '12	GENERAL FUND	PARKS	28.29
	gas for june '12	LIBRARY FUND	LIBRARY	468.42

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gas for june '12	COMMUNITY CENTER	COMMUNITY CENTER	1,078.88
	gas for june '12	WATER	PURIFICATION AND TREAT	72.78
	gas for june '12	WATER	PURIFICATION AND TREAT	22.02
	gas for june '12	WATER	ADMIN AND GENERAL	14.15
	gas for june '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for june '12	WASTE WATER FUND	SOURCE/TREATMENT	149.45
	gas for june '12	WASTE WATER FUND	ADMIN AND GENERAL	14.15
	gas for june '12	ENVIRON SERVICES F	ADMIN AND GENERAL	14.14
	gas for june '12	ELECTRIC FUND	ADMIN AND GENERAL	35.36
			TOTAL:	3,183.52
CINTAS CORPORATION #754	uniform cleaning june '12	ELECTRIC FUND	ADMIN AND GENERAL	395.52
			TOTAL:	395.52
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	SWIMMING POOL	44.78
			TOTAL:	44.78
CITY OF NORTH MANKATO	tactical response team fee	GENERAL FUND	POLICE	350.00
			TOTAL:	350.00
COPIER BUSINESS SOLUTIONS	shipping for toner	GENERAL FUND	RECREATION/LEISURE SER	4.36
	shipping for toner	COMMUNITY CENTER	COMMUNITY CENTER	4.36
			TOTAL:	8.72
CRAGUN'S RESORT & HOTEL ON GULL LAKE	mn crime prevent conf - ar	GENERAL FUND	POLICE	316.84
			TOTAL:	316.84
CRYSTAL VALLEY	load mgmt fuel	ELECTRIC FUND	POWER PRODUCTION	20,630.12
			TOTAL:	20,630.12
CULLIGAN	meter rental for muni bldg	GENERAL FUND	MUNICIPAL BUILDING	28.05
	drinking water	GENERAL FUND	SWIMMING POOL	121.61
	solar salt & delivery	COMMUNITY CENTER	COMMUNITY CENTER	20.05
			TOTAL:	169.71
DAVIS EQUIPMENT CORPORATION	weldmount arm d #808	GENERAL FUND	PARKS	87.95
			TOTAL:	87.95
DIAMOND VOGEL PAINTS	ball fields paint	GENERAL FUND	PARKS	217.00
			TOTAL:	217.00
ECONO FOODS	napkins, cups, bakery	GENERAL FUND	CITY ADMINISTRATION	21.47
	mr clean, apple vinegar	GENERAL FUND	FIRE	19.38
	sun screen	GENERAL FUND	STREETS	8.41
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	88.43
	jello, chocolate, toothpic	GENERAL FUND	RECREATION/LEISURE SER	100.00
	ice cubes fishing contest	GENERAL FUND	RECREATION/LEISURE SER	14.61
	cleaning supplies	GENERAL FUND	SWIMMING POOL	43.71
	concessions	GENERAL FUND	SWIMMING POOL	81.63
	sun screen	GENERAL FUND	PARKS	6.73
	lunch bags, napkins,lemona	LIBRARY FUND	LIBRARY	10.14
	sun screen	WATER	ADMIN AND GENERAL	3.36
	sun screen	WASTE WATER FUND	ADMIN AND GENERAL	3.36
	sun screen	ENVIRON SERVICES F	ADMIN AND GENERAL	3.36
	sun screen	ELECTRIC FUND	ADMIN AND GENERAL	8.41
	country time lemonade	RESTRICTED CONTRIB	RECREATION/LEISURE SER	9.26

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>422.26</u>
ELECTRIC PUMP	vanton sump gard pump	WASTE WATER FUND	CAPITAL-TREATMENT SYST	<u>9,290.22</u>
			TOTAL:	<u>9,290.22</u>
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	new equip install new 12 c	GENERAL FUND	POLICE	<u>1,788.30</u>
			TOTAL:	<u>1,788.30</u>
GARY R. ENG	ratchet	GENERAL FUND	STREETS	18.70
	ratchet	GENERAL FUND	PARKS	18.70
	ratchet	WATER	DISTRIBUTION AND STORA	9.35
	ratchet	WASTE WATER FUND	SOURCE/TREATMENT	9.36
	ratchet	ENVIRON SERVICES F	REFUSE DISPOSAL	9.35
	ratchet	ELECTRIC FUND	POWER DISTRIBUTION	18.70
	ratchet	STORMWATER FUND	TREATMENT	<u>9.36</u>
			TOTAL:	<u>93.52</u>
BRIAN ENTER	softball ump	GENERAL FUND	RECREATION/LEISURE SER	<u>210.00</u>
			TOTAL:	<u>210.00</u>
ERICKSON OIL PRODUCTS INC	fuel for june '12	GENERAL FUND	POLICE	46.97
	fuel for june '12	GENERAL FUND	STREETS	151.09
	fuel for june '12	WATER	SOURCE OF SUPPLY	34.65
	fuel for june '12	WATER	PURIFICATION AND TREAT	51.98
	fuel for june '12	WATER	DISTRIBUTION AND STORA	259.91
	fuel for june '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	105.65
	fuel for june '12	STORMWATER FUND	TREATMENT	<u>123.00</u>
			TOTAL:	<u>773.25</u>
FASTENAL COMPANY	snapper pin	GENERAL FUND	STREETS	1.75
	snapper pin	GENERAL FUND	PARKS	1.75
	threaded rods	GENERAL FUND	PARKS	51.97
	threaded rod	GENERAL FUND	PARKS	11.26
	snapper pin	WATER	DISTRIBUTION AND STORA	0.87
	cover bolts	WASTE WATER FUND	BIOSOLIDS	12.29
	snapper pin	WASTE WATER FUND	SOURCE/TREATMENT	0.87
	snapper pin	ENVIRON SERVICES F	REFUSE DISPOSAL	0.87
	snapper pin	ELECTRIC FUND	POWER DISTRIBUTION	1.75
	snapper pin	STORMWATER FUND	TREATMENT	<u>0.87</u>
			TOTAL:	<u>84.25</u>
FERGUSON ENTERPRISES, INC.	replacement kits	GENERAL FUND	PARKS	<u>50.16</u>
			TOTAL:	<u>50.16</u>
FIRST NATIONAL BANK	365000 go equip cert 2008b	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	<u>4,812.75</u>
			TOTAL:	<u>4,812.75</u>
THE FREE PRESS	2012 renewal	LIBRARY FUND	LIBRARY	<u>199.95</u>
			TOTAL:	<u>199.95</u>
FROZEN YOGURT CREATIONS	concessions	GENERAL FUND	SWIMMING POOL	46.25
	concessions	GENERAL FUND	SWIMMING POOL	56.25
	concessions	GENERAL FUND	SWIMMING POOL	<u>100.00</u>
			TOTAL:	<u>202.50</u>
GALLS INC	flashlight battery pack, p	GENERAL FUND	POLICE	120.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	handcuffs	GENERAL FUND	POLICE	32.91
			TOTAL:	153.37
GAMETIME	coated chain set - gorman	GENERAL FUND	PARKS	180.83
			TOTAL:	180.83
GELDNER UNDERGROUND, INC.	summit boring & 2" pvc	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	23,458.50
	summit install fiberglass	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	450.00
			TOTAL:	23,908.50
GENESIS	diesel for june '12	GENERAL FUND	FIRE	247.51
	diesel for june '12	GENERAL FUND	STREETS	2,850.04
	diesel for june '12	GENERAL FUND	PARKS	1,403.78
	diesel for june '12	WATER	SOURCE OF SUPPLY	538.58
	diesel for june '12	WATER	DISTRIBUTION AND STORA	665.98
	diesel for june '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	969.44
	diesel for june '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	360.81
	diesel for june '12	ENVIRON SERVICES F	REFUSE DISPOSAL	1,305.31
	diesel for june '12	ELECTRIC FUND	POWER DISTRIBUTION	224.66
	diesel for june '12	ELECTRIC FUND	POWER DISTRIBUTION	348.67
	diesel for june '12	STORMWATER FUND	TREATMENT	318.32
	diesel for june '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	511.20
			TOTAL:	9,744.30
LEWIS GIESKING	miles to shakopee - 169 co	GENERAL FUND	STREETS	49.40
	mileage to mora smmpa mtg	ELECTRIC FUND	ADMIN AND GENERAL	163.61
	mileage to st paul airport	ELECTRIC FUND	ADMIN AND GENERAL	74.04
	meals while in seattle	ELECTRIC FUND	ADMIN AND GENERAL	42.76
	taxi while in seattle	ELECTRIC FUND	ADMIN AND GENERAL	100.00
			TOTAL:	429.81
KRIS GLIDDEN	summer gymn coord 7/9-7/12	GENERAL FUND	RECREATION/LEISURE SER	272.00
			TOTAL:	272.00
GOPHER STATE ONE-CALL INC	locates for june '12	WATER	DISTRIBUTION AND STORA	90.50
	locates for june '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	90.50
	locates for june '12	ELECTRIC FUND	POWER DISTRIBUTION	90.50
			TOTAL:	271.50
GRAYBAR ELECTRIC COMPANY INC	interface for new phone sy 2012	EQUIPMENT CER	MUNICIPAL BUILDING	194.26
			TOTAL:	194.26
GUSTAVUS ADOLPHUS COLLEGE	softner salt pmt #2	WASTE WATER FUND	SOURCE/TREATMENT	686.00
			TOTAL:	686.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for june '12	GENERAL FUND	CITY ADMINISTRATION	42.10
	postage for june '12	GENERAL FUND	CITY CLERK	15.89
	postage for june '12	GENERAL FUND	ELECTIONS	25.50
	postage for june '12	GENERAL FUND	FINANCE	117.90
	postage for june '12	GENERAL FUND	POLICE	209.90
	postage for june '12	GENERAL FUND	FIRE	7.60
	postage for june '12	GENERAL FUND	BUILDING INSPECTOR	6.35
	postage for june '12	GENERAL FUND	PUBLIC WORKS ADMIN	14.50
	postage for june '12	GENERAL FUND	STREETS	7.50
	postage for june '12	GENERAL FUND	RECREATION/LEISURE SER	94.45
	postage for june '12	GENERAL FUND	SWIMMING POOL	1.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage for june '12	GENERAL FUND	PARKS	2.00
	postage for june '12	GENERAL FUND	ECONOMIC DEVMT	51.50
	postage for june '12	LIBRARY FUND	LIBRARY	2.65
	postage for june '12	COMMUNITY CENTER	COMMUNITY CENTER	3.70
	postage for june '12	WATER	CUSTOMER ACCOUNTS	121.53
	postage for june '12	WASTE WATER FUND	ADMIN AND GENERAL	10.60
	postage for june '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	121.53
	postage for june '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	121.53
	postage for june '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	121.54
	postage for june '12	STORMWATER FUND	ADMINISTRATION AND GEN	6.60
	postage for june '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2.00
			TOTAL:	1,107.87
GUSTAVUS ADOLPHUS COLLEGE-DINING	fruit basket - johnson	WATER	CUSTOMER ACCOUNTS	9.35
	fruit basket - johnson	WASTE WATER FUND	CUSTOMER ACCOUNTS	9.35
	fruit basket - johnson	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	9.36
	fruit basket - johnson	ELECTRIC FUND	CUSTOMER ACCOUNTS	9.35
			TOTAL:	37.41
JERROD HAACK	hfr supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	41.80
			TOTAL:	41.80
HACH COMPANY	reagents	WATER	PURIFICATION AND TREAT	703.19
	reagent set	WATER	PURIFICATION AND TREAT	670.20
			TOTAL:	1,373.39
PAUL HAGEN	food drinks reserves 4th j	GENERAL FUND	POLICE	85.90
			TOTAL:	85.90
DERRICK HOFFMAN	softball ump	GENERAL FUND	RECREATION/LEISURE SER	63.00
			TOTAL:	63.00
DAN HONETSCHLAGER	softball ump	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00
HORVICK INC	sprayer	GENERAL FUND	STREETS	435.35
	sprayer	GENERAL FUND	PARKS	946.49
			TOTAL:	1,381.84
HYVEE FOOD STORE	funeral plant	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	42.95
			TOTAL:	42.95
INFRATECH	procam camera head repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	490.67
			TOTAL:	490.67
INTERNATIONAL INSTITUTE OF MUNICIPAL C	2012 membership dues	GENERAL FUND	CITY ADMINISTRATION	135.00
			TOTAL:	135.00
MATT JOHNSON	rockets,balloons specialty	GENERAL FUND	RECREATION/LEISURE SER	39.68
			TOTAL:	39.68
TERRY KAMM	drivers license renewal	WATER	ADMIN AND GENERAL	42.25
			TOTAL:	42.25
KASSULKE MASONRY	n wash sidewalk,sunrise fee	ELECTRIC FUND	POWER DISTRIBUTION	232.00
			TOTAL:	232.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIND VETERINARY CLINIC PA	pound cats & dogs june '12	GENERAL FUND	COMMUNITY SERVICE	863.53
	paws for june '12	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>527.28</u>
			TOTAL:	1,390.81
GRACE KJELLGREN	summer gymn coach 7/9-7/21	GENERAL FUND	RECREATION/LEISURE SER	<u>176.00</u>
			TOTAL:	176.00
KARA KOCMICK	microstars snacks	GENERAL FUND	RECREATION/LEISURE SER	14.34
	vip exhibition concessions	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>51.45</u>
			TOTAL:	65.79
KWIK TRIP INC	fuel for june 2012	GENERAL FUND	POLICE	2,781.69
	car wash	GENERAL FUND	POLICE	86.98
	fuel for june 2012	GENERAL FUND	FIRE	28.69
	fuel for june 2012	GENERAL FUND	BUILDING INSPECTOR	107.34
	fuel for june 2012	GENERAL FUND	PARKS	251.34
	fuel for june 2012	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>2,777.58</u>
			TOTAL:	6,033.62
LGT HYDRAULIC SERVICE CO., INC.	rod, seal, rings, labor #2	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>369.59</u>
			TOTAL:	369.59
LJP ENTERPRISES INC	furniture pickup/recycling	ENVIRON SERVICES F	NON-DEPARTMENTAL	<u>625.00</u>
			TOTAL:	625.00
LOFFLER	patch panel port-phones	2012 EQUIPMENT CER	MUNICIPAL BUILDING	<u>968.29</u>
			TOTAL:	968.29
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	audit	GENERAL FUND	FINANCE	3,250.00
	audit	WATER	ADMIN AND GENERAL	812.50
	audit	WASTE WATER FUND	ADMIN AND GENERAL	812.50
	audit	ENVIRON SERVICES F	ADMIN AND GENERAL	812.50
	audit	ELECTRIC FUND	ADMIN AND GENERAL	<u>812.50</u>
			TOTAL:	6,500.00
MARCO, INC.	copier maint 46492	GENERAL FUND	BUILDING INSPECTOR	22.07
	copier maint 46492	GENERAL FUND	ECONOMIC DEVMT	<u>22.06</u>
			TOTAL:	44.13
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	22.63
	cylinder rental	GENERAL FUND	PARKS	18.10
	cylinder rental	WATER	ADMIN AND GENERAL	9.05
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.05
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.06
	regulator, nitrogen, oxygen	ELECTRIC FUND	POWER DISTRIBUTION	328.02
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	<u>22.63</u>
			TOTAL:	418.54
MELCHER'S POWER-VAC, INC.	dryer vent cleaning	COMMUNITY CENTER	COMMUNITY CENTER	<u>308.90</u>
			TOTAL:	308.90
MENARDS	slip & slide - 4th of july	GENERAL FUND	SWIMMING POOL	<u>155.99</u>
			TOTAL:	155.99
METRO JANITORIAL SUPPLY INC.	degreaser for prk lot clea	GENERAL FUND	STREETS	<u>328.61</u>
			TOTAL:	328.61

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MII LIFE	july 2012 admin fee	GENERAL FUND	CITY ADMINISTRATION	2.93	
	july 2012 admin fee	GENERAL FUND	CITY CLERK	1.83	
	july 2012 admin fee	GENERAL FUND	FINANCE	4.87	
	july 2012 admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.28	
	july 2012 admin fee	GENERAL FUND	POLICE	23.79	
	july 2012 admin fee	GENERAL FUND	BUILDING INSPECTOR	4.67	
	july 2012 admin fee	GENERAL FUND	COMMUNITY SERVICE	1.83	
	july 2012 admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.35	
	july 2012 admin fee	GENERAL FUND	STREETS	2.49	
	july 2012 admin fee	GENERAL FUND	RECREATION/LEISURE SER	5.22	
	july 2012 admin fee	GENERAL FUND	PARKS	9.39	
	july 2012 admin fee	GENERAL FUND	ECONOMIC DEVMT	1.83	
	july 2012 admin fee	LIBRARY FUND	LIBRARY	2.29	
	july 2012 admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.74	
	july 2012 admin fee	WATER	DISTRIBUTION AND STORA	4.48	
	july 2012 admin fee	WATER	ADMIN AND GENERAL	1.65	
	july 2012 admin fee	WATER	CUSTOMER ACCOUNTS	0.36	
	july 2012 admin fee	WASTE WATER FUND	SOURCE/TREATMENT	2.65	
	july 2012 admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.86	
	july 2012 admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.37	
	july 2012 admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	3.66	
	july 2012 admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.74	
	july 2012 admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.37	
	july 2012 admin fee	ELECTRIC FUND	POWER DISTRIBUTION	5.49	
	july 2012 admin fee	ELECTRIC FUND	ADMIN AND GENERAL	6.63	
	july 2012 admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.20	
	july 2012 admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.37	
	july 2012 admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	3.78	
	july 2012 admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.37	
	july 2012 admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.65	
			TOTAL:	106.14	
MISC VENDOR	CITY GRILLE	CITY GRILLE: council goal	GENERAL FUND	CITY ADMINISTRATION	74.17
	KLOSSNER, DONNIE	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	175.00
	MELBY, BARB	furniture pickup refund	ENVIRON SERVICES F	NON-DEPARTMENTAL	17.00
	SAMMELSON, OWEN	furniture pickup refund	ENVIRON SERVICES F	NON-DEPARTMENTAL	40.00
				TOTAL:	306.17
MN CHIEFS OF POLICE	permit to acquire handgun	GENERAL FUND	POLICE	64.02	
				TOTAL:	64.02
MN DEPT OF HUMAN SERVICES	mowing west welco dvpmt	GENERAL FUND	NON-DEPARTMENTAL	300.00	
				TOTAL:	300.00
MN DEPT OF LABOR & INDUSTRY	2nd qtr state surcharge	GENERAL FUND	BUILDING INSPECTOR	907.04	
				TOTAL:	907.04
MN GOVERNMENT FINANCE OFFICERS ASSOC	mn gfoa conf - 9/19-9/21	GENERAL FUND	FINANCE	225.00	
				TOTAL:	225.00
MN MUNICIPAL UTILITIES ASSOCIATION	drug & alcohol testing	GENERAL FUND	FIRE	71.00	
				TOTAL:	71.00
MN POLLUTION CONTROL AGENCY	2012 ww trmt workshop-jen	WASTE WATER FUND	ADMIN AND GENERAL	200.00	
				TOTAL:	200.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN WASTE PROCESSING	waste processing for june	ENVIRON SERVICES F	REFUSE DISPOSAL	12,430.42
			TOTAL:	12,430.42
MOTOROLA SOLUTIONS, INC	replace radios portable&sq 2011	EQUIPMENT CER	POLICE	551.45
	replace radios portable&sq 2012	EQUIPMENT CER	POLICE	351.57
	replace radios portable&sq 2012	EQUIPMENT CER	POLICE	11,828.39
			TOTAL:	12,731.41
PETE MOULTON	breakfast awwa ace conf	WATER	ADMIN AND GENERAL	15.00
	hotel,airfare awwa-reimbur	WATER	ADMIN AND GENERAL	294.01
			TOTAL:	309.01
NAPA AUTO PARTS OF ST PETER	fuel pump	GENERAL FUND	POLICE	251.92
	ratchet,toggle,adapter,too	GENERAL FUND	FIRE	149.10
	switch,grease,fuse,svc	GENERAL FUND	STREETS	14.55
	charger	GENERAL FUND	STREETS	37.60
	switch,grease,fuse,svc	GENERAL FUND	PARKS	14.55
	switch	GENERAL FUND	PARKS	7.41
	switch,grease,fuse,svc	WATER	DISTRIBUTION AND STORA	7.27
	switch,grease,fuse,svc	WASTE WATER FUND	SOURCE/TREATMENT	7.28
	switch,grease,fuse,svc	ENVIRON SERVICES F	REFUSE DISPOSAL	7.27
	vbelt, headliner	ENVIRON SERVICES F	REFUSE DISPOSAL	47.11
	switch,grease,fuse,svc	ELECTRIC FUND	POWER DISTRIBUTION	14.55
	switch,grease,fuse,svc	STORMWATER FUND	TREATMENT	7.29
	am/fm radio antenna	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	15.37
	brakes	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	179.17
			TOTAL:	760.44
JAMES NEARY	uniform allowance	GENERAL FUND	FIRE	51.20
	uniform allowance	GENERAL FUND	PARKS	12.80
			TOTAL:	64.00
NELSON PRINTING COMPANY	paper for name tags	GENERAL FUND	RECREATION/LEISURE SER	53.75
	brochure, user's guide	LIBRARY FUND	LIBRARY	94.33
	metercards,contracts,bills	WATER	CUSTOMER ACCOUNTS	155.64
	metercards,contracts,bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	155.64
	metercards,contracts,bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	155.63
	metercards,contracts,bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	155.64
			TOTAL:	770.63
NEW ULM QUARTZITE QUARRIES	seal coat chips	GENERAL FUND	STREETS	13,458.51
			TOTAL:	13,458.51
NICOLLET COUNTY RECORDER/ABSTRACTER	vacate blk 59 skaro&evenso	GENERAL FUND	CITY ADMINISTRATION	46.00
			TOTAL:	46.00
NICOLLET COUNTY BANK	payroll&a/p ach for june '	GENERAL FUND	FINANCE	14.08
	payroll&a/p ach for june '	WATER	ADMIN AND GENERAL	3.53
	utilites ach for june '12	WATER	CUSTOMER ACCOUNTS	10.19
	payroll&a/p ach for june '	WASTE WATER FUND	ADMIN AND GENERAL	3.53
	utilites ach for june '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	10.19
	payroll&a/p ach for june '	ENVIRON SERVICES F	ADMIN AND GENERAL	3.53
	utilites ach for june '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	10.19
	payroll&a/p ach for june '	ELECTRIC FUND	ADMIN AND GENERAL	3.53
	utilites ach for june '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	10.18
			TOTAL:	68.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NICOLLET COUNTY SENIOR SERVICES	june '12 contract with syl	GENERAL FUND	SENIOR COORDINATOR	2,161.00
	july/aug newsletter	GENERAL FUND	SENIOR COORDINATOR	<u>119.75</u>
			TOTAL:	2,280.75
NORTHERN STATES SUPPLY INC	vests	GENERAL FUND	FIRE	17.31
	gas can, vests	GENERAL FUND	FIRE	91.28
	angle grinder&chuck	GENERAL FUND	STREETS	31.97
	angle grinder&chuck	GENERAL FUND	PARKS	31.97
	angle grinder&chuck	WATER	DISTRIBUTION AND STORA	15.98
	angle grinder&chuck	WASTE WATER FUND	SOURCE/TREATMENT	16.00
	angle grinder&chuck	ENVIRON SERVICES F	REFUSE DISPOSAL	15.98
	angle grinder&chuck	ELECTRIC FUND	POWER DISTRIBUTION	31.97
	angle grinder&chuck	STORMWATER FUND	TREATMENT	<u>16.01</u>
		TOTAL:	268.47	
NORTHLAND BUSINESS SYSTEMS, INC.	computer repairs	GENERAL FUND	POLICE	<u>85.50</u>
			TOTAL:	85.50
NORTHLAND TRUST SERVICES, INC.	2012c greenhill bd agent f	WATER	ADMIN AND GENERAL	<u>750.00</u>
			TOTAL:	750.00
NUTTER CLOTHING CO	clothing allow - arpin	GENERAL FUND	POLICE	<u>18.00</u>
			TOTAL:	18.00
OMG MIDWEST, INC	pay est 9 turnbacks	PERM IMPROVMENT RE	STREETS	<u>278,465.71</u>
			TOTAL:	278,465.71
PEPSI-COLA OF MANKATO INC	concessions	GENERAL FUND	SWIMMING POOL	109.80
	vending machine pop	COMMUNITY CENTER	COMMUNITY CENTER	<u>310.25</u>
			TOTAL:	420.05
PHILIPS HEALTHCARE	pediatric defib pads	GENERAL FUND	SWIMMING POOL	<u>68.08</u>
			TOTAL:	68.08
TODD PRAFKE	mileage to duluth, lmc con	GENERAL FUND	CITY ADMINISTRATION	123.21
	meals while in duluth	GENERAL FUND	CITY ADMINISTRATION	<u>36.86</u>
			TOTAL:	160.07
QUALITY RECORDING SOLUTIONS, LLC	dvd ram drive	GENERAL FUND	POLICE	<u>515.00</u>
			TOTAL:	515.00
QUICK MART ST PETER	fuel for june '12	GENERAL FUND	POLICE	152.58
	fuel for june '12	GENERAL FUND	FIRE	59.92
	fuel for june '12	WATER	CUSTOMER ACCOUNTS	20.26
	fuel for june '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.26
	fuel for june '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>20.26</u>
			TOTAL:	273.28
RECREATION SUPPLY COMPANY	danger signs	GENERAL FUND	SWIMMING POOL	<u>75.67</u>
			TOTAL:	75.67
RED WING SHOE STORE	safety boots	GENERAL FUND	PUBLIC WORKS ADMIN	121.49
	safety boots	GENERAL FUND	PARKS	211.48
	safety boots	COMMUNITY CENTER	COMMUNITY CENTER	114.74
	safety boots	WASTE WATER FUND	ADMIN AND GENERAL	203.99
	safety boots	ELECTRIC FUND	ADMIN AND GENERAL	<u>123.24</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety boots	STORMWATER FUND	ADMINISTRATION AND GEN	<u>203.99</u>
			TOTAL:	978.93
REHNELT EXCAVATING	pay est 1 final hallets ba	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	<u>37,244.74</u>
			TOTAL:	37,244.74
RETROFIT RECYCLING	recycle bulbs	GENERAL FUND	MUNICIPAL BUILDING	<u>291.89</u>
			TOTAL:	291.89
SCHWICKERT'S, INC.	roof repairs to city hall	GENERAL FUND	MUNICIPAL BUILDING	<u>915.00</u>
			TOTAL:	915.00
SEARS COMMERICAL ONE	replacement hose	GENERAL FUND	PARKS	<u>32.05</u>
			TOTAL:	32.05
SIRCHIE FINGER PRINT LAB	evidence id labels	GENERAL FUND	POLICE	<u>57.86</u>
			TOTAL:	57.86
SMALL BUSINESS DEVELOPMENT CENTER	2013 contribution	GENERAL FUND	ECONOMIC DEVMT	<u>1,000.00</u>
			TOTAL:	1,000.00
SOUTHERN MN CONSTRUCTION CO INC	asphalt	GENERAL FUND	STREETS	18,016.05
	asphalt	WATER	DISTRIBUTION AND STORA	99.15
	asphalt	WASTE WATER FUND	COLLECTOR/LIFT STAT	99.15
	asphalt	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>99.16</u>
			TOTAL:	18,313.51
SOUTHERN MN INITIATIVE FOUNDATION	2012 contribution	GENERAL FUND	ECONOMIC DEVMT	<u>1,000.00</u>
			TOTAL:	1,000.00
SOUTHERN MN MUNICIPAL POWER AGENCY	power purchased june '12	ELECTRIC FUND	POWER SUPPLY	<u>695,547.95</u>
			TOTAL:	695,547.95
SPRINT SOLUTIONS, INC.	phone bill for june '12	GENERAL FUND	POLICE	<u>426.79</u>
			TOTAL:	426.79
ST PETER COMMUNITY & FAMILY EDUCATION	1/2 cost of life jackets	GENERAL FUND	SWIMMING POOL	<u>75.40</u>
			TOTAL:	75.40
ST PETER HERALD	fire chassis bid	GENERAL FUND	FIRE	250.30
	street seal coating	GENERAL FUND	STREETS	146.43
	hearing resid plan unit de	GENERAL FUND	ECONOMIC DEVMT	56.40
	pt library ad	LIBRARY FUND	LIBRARY	98.15
	ww operator job	WASTE WATER FUND	ADMIN AND GENERAL	186.09
	assessments	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>104.88</u>
			TOTAL:	842.25
ST PETER INSULATED GLASS	mirrors for bathrooms	COMMUNITY CENTER	COMMUNITY CENTER	<u>192.38</u>
			TOTAL:	192.38
ST PETER LUMBER CO	fabric, film for landscapi	GENERAL FUND	STREETS	13.25
	wood	GENERAL FUND	SWIMMING POOL	62.90
	wood, screws,nozzle	GENERAL FUND	PARKS	229.33
	fabric, film for landscapi	GENERAL FUND	PARKS	13.25
	fabric, film for landscapi	WATER	DISTRIBUTION AND STORA	6.62
	fabric, film for landscapi	WASTE WATER FUND	SOURCE/TREATMENT	6.63

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wood, chisel, plywood	WASTE WATER FUND	SOURCE/TREATMENT	38.39
	fabric, film for landscapi	ENVIRON SERVICES F	REFUSE DISPOSAL	6.62
	fabric, film for landscapi	ELECTRIC FUND	POWER DISTRIBUTION	13.25
	fabric, film for landscapi	STORMWATER FUND	TREATMENT	6.62
	stakes for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	19.18
			TOTAL:	416.04
ST PETER RENTAL CENTER	trencher edging steerable	GENERAL FUND	STREETS	6.95
	trencher edging steerable	GENERAL FUND	PARKS	5.56
	trencher edging steerable	WATER	ADMIN AND GENERAL	2.78
	trencher edging steerable	WASTE WATER FUND	ADMIN AND GENERAL	2.78
	trencher edging steerable	ENVIRON SERVICES F	ADMIN AND GENERAL	2.77
	trencher edging steerable	ELECTRIC FUND	ADMIN AND GENERAL	6.95
			TOTAL:	27.79
ST PETER ROTARY	2012 annual dues	GENERAL FUND	ECONOMIC DEVMT	150.00
			TOTAL:	150.00
ST PETER TENNIS ASSOC.	tennis instructors	GENERAL FUND	RECREATION/LEISURE SER	1,077.50
			TOTAL:	1,077.50
STANDARD & POOR'S	bond rating 2012c	WATER	ADMIN AND GENERAL	4,500.00
			TOTAL:	4,500.00
STEPP MFG	flue type kettle	GENERAL FUND	STREETS	801.56
	tac hose	GENERAL FUND	STREETS	162.94
			TOTAL:	964.50
KEVIN THURSTON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	63.00
			TOTAL:	63.00
TIMBERLAKE LODGE	steve & scot for 7/25-27	WASTE WATER FUND	ADMIN AND GENERAL	536.00
	hotel for mwoa conf steve&	WASTE WATER FUND	ADMIN AND GENERAL	268.00
			TOTAL:	804.00
JANE TIMMERMAN-PETTY CASH	supplies senior dance	GENERAL FUND	SENIOR COORDINATOR	9.47
	lilt rascals bowls	GENERAL FUND	RECREATION/LEISURE SER	6.18
	party in the usa	GENERAL FUND	RECREATION/LEISURE SER	11.85
	vip temp food license	RESTRICTED CONTRIB	RECREATION/LEISURE SER	10.00
	vip car wash supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	4.81
			TOTAL:	42.31
US AUTO FORCE	tires	GENERAL FUND	POLICE	431.80
			TOTAL:	431.80
US BANK	annual bond agent fee	ELECTRIC FUND	ADMIN AND GENERAL	431.25
	bond agent fee	STORMWATER FUND	ADMINISTRATION AND GEN	425.00
			TOTAL:	856.25
VALLEY ENTERPRISES	garbage bags	ENVIRON SERVICES F	REFUSE DISPOSAL	352.00
			TOTAL:	352.00
VISA	safety shoes - terry kamm	WATER	ADMIN AND GENERAL	179.95
			TOTAL:	179.95
VON ESSEN LOCKSMITH SERVICE	storage locker, 2 sided ke	GENERAL FUND	POLICE	107.77

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	107.77
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	190.00
	tires #19a	GENERAL FUND	PARKS	215.30
			TOTAL:	405.30
THE WATSON CO	concessions	GENERAL FUND	SWIMMING POOL	624.46
	1	GENERAL FUND	SWIMMING POOL	636.06
			TOTAL:	1,260.52
TOM WINSELL	mileage to milwaukee	GENERAL FUND	POLICE	420.70
	meals for school training	GENERAL FUND	POLICE	86.84
	hotel - 3 nights	GENERAL FUND	POLICE	276.24
			TOTAL:	783.78
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	37.11
			TOTAL:	37.11

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

101	GENERAL FUND	74,020.99
211	LIBRARY FUND	902.64
217	COMMUNITY CENTER	2,180.13
368	2008B BHS EQUIP CERTIFICA	4,812.75
401	PERM IMPROVMENT REVOLVING	303,236.71
471	2011 EQUIPMENT CERTIFICAT	551.45
472	2012 EQUIPMENT CERTIFICAT	13,417.25
601	WATER	11,851.93
602	WASTE WATER FUND	27,217.42
603	ENVIRON SERVICES FUND	16,878.91
604	ELECTRIC FUND	756,615.11
606	STORMWATER FUND	39,929.04
610	HEARTLAND TRANSIT	3,531.92
820	RESTRICTED CONTRIBUTIONS	1,322.85

 GRAND TOTAL: 1,256,469.10

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

Temporary Soft Drink

Doc E's BBQ	Saint Peter	5/1/12 – 10/27/12
St. Peter Police Reserves	1120 N Swift St	7/7/12

Temporary Gambling License

St. Peter Com. Hosp. Foundation	400 West Union St	8/10/12 – 8/11/12
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LG220 Application for Exempt Permit

St. Peter Lions Club	800 W College	10/23/12
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Temporary On Sale Wine

St. Peter Lions Club	Minnesota Square Park	9/8/12 – 9/9/12
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Temporary On Sale Beer

St. Peter Lions Club	Minnesota Square Park	9/8/12 – 9/9/12
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2. The following items, for which the City no longer has a need, are hereby declared as surplus property and staff is directed to dispose of the items through public sale:

Five (5) RAD FOM-E1T1-ST13/115 Fiber modems

3. The schedule of disbursements for July 5, 2012 through July 18, 2012 is hereby approved.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

Memo To: Honorable Mayor Strand
Members of the City Council

Date: July 18, 2012

From: Colleen A. Spike, CEO
River's Edge Hospital & Clinic

Re: Ortho Equipment

Action/Recommendation

River's Edge Hospital & Clinic (REHC) will begin doing knee and hip joint replacement surgery beginning in September, 2012. River's Edge Hospital & Clinic requests City Council approval to use hospital funds to purchase the equipment necessary to perform joint replacement surgeries at River's Edge.

Background

Several months ago, River's Edge entered into discussions with Orthopaedic & Fracture Clinic (OFC) regarding doing joint replacement surgeries at REHC. River's Edge has for over 15 years provided rehab care (Swing Bed) for post-operative joint replacement surgeries. Two years ago, REHC completed the build-out on our second operating room. With the completion of the second OR it made doing larger cases, such as joint replacement more feasible. OFC approached us with the desire to start doing some of those cases at REHC. We hosted an evening get together with several of the OFC surgeons in attendance. It was mutually agreed, to begin plans for joint replacement surgeries to begin as soon as equipment was secured and training for staff was complete. This project, which will include patient education prior to surgery and it will be called "Joint Effort" a collaboration between Orthopaedic & Fracture Clinic and River's Edge Hospital & Clinic.

Fiscal Impact

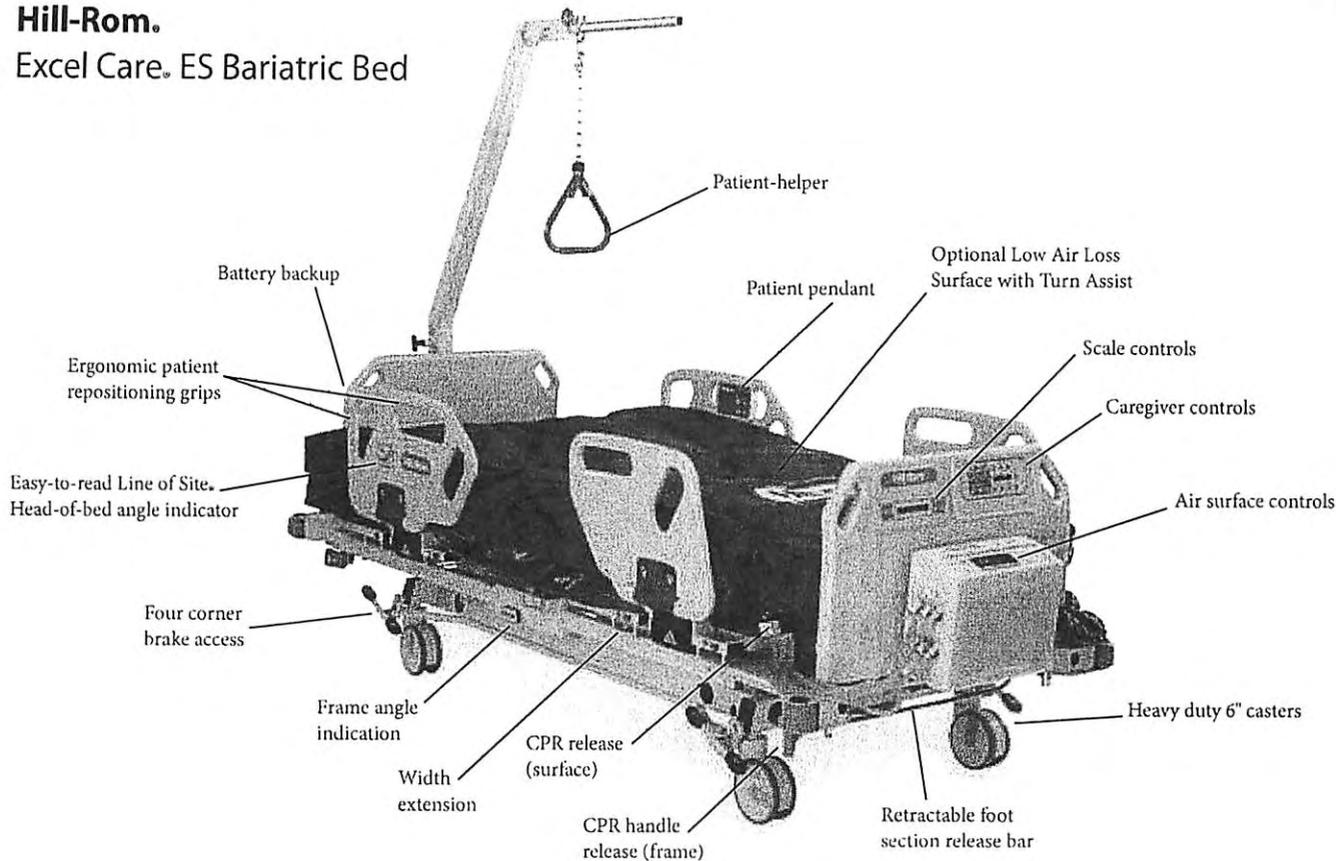
Capital requests for Council approval greater than \$15,000 include Stryker Surgery Equipment at \$218,104.62, Stryker Cable System at \$35,573.30 and a Hill-Rom Bariatric Bed at \$25,693.92. Totalling \$279,371.84. Other items/supplies to be purchased through our Group Purchasing Organization (GPO) amount to \$66,073.48 (see attached itemized costs and attached quotes for the three items greater than \$15,000. For a grand total of

\$345,445.32. Included is a Return On Investment (ROI) which indicates our return on investment would take place in approximately 13 months.

Outcome If Not Purchased

By not purchasing the equipment needed for doing the joint replacement, River's Edge will not be able to perform those surgeries.

Hill-Rom. Excel Care ES Bariatric Bed



Technical Specifications

Bed

Low position – sleep deck to floor.....	17" (43.2cm)
High position – sleep deck to floor.....	29" (73.7cm)
Maximum overall width.....	44"-54" (111.8-137.2cm)
Maximum overall length.....	91"-100" (254cm)
Sleep deck width.....	40"-50" (101.6-127cm)
Sleep deck length.....	80"-88" (223.5cm)
Patient weight capacity.....	1,000 lbs (453.6kg)

Bed angles

Head section.....	0°-50°
Knee section.....	0°-20°
Max Trend/Reverse Trend.....	12°/10°
Head and Trend angle indicators.....	Yes

Sleep surface

Foam.....	80"-88"L x 40"-50"W x 8.0"H (223.5 x 101.6-127 x 20.3cm)
Low Air Loss.....	80"-88"L x 40"-50"W x 8.5"H (223.5 x 101.6-127 x 21.6cm)
Low Air Loss with Turn Assist.....	80"-88"L x 40"-50"W x 8.5"H (223.5 x 101.6-127 x 21.6cm)

Fire safety

Meets the requirements of.....	16CFR1632
Foam mattress also meets.....	CAL 129, CAL 603, NFPA 101, BFDIX-11

Air supply unit

Dimensions.....	12.1"H x 14.5"W x 6.0"D (30.7 x 36.8 x 15.2cm)
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Patient controls

Docking pendant.....	Standard
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Caster & braking system

Caster diameter.....	6" (15.2cm)
Four-wheel braking.....	Yes
Brakes lock both rolling and swiveling.....	Yes

Scale system

Scale weight capacity.....	1,000 lbs (453.6kg)
Weigh in any position (except Trend/Rev Trend).....	Yes
Privacy mode.....	Yes

Electrical characteristics

Backup battery power.....	Standard
Safety listings.....	UL 60601-1
Power requirements.....	120v, 60 cycle AC
Fuse.....	3.15A
Maximum current.....	<1.0A

Options

- Patient-Helper Trapeze
- Low Air Loss Therapy Surface
- Low Air Loss Therapy Surface with Turn Assist

Hill-Rom reserves the right to make changes without notice in design, specifications and models. The only warranty Hill-Rom makes is the express written warranty extended on the sale or rental of its products.

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134695 rev 4 4/11/11



Enhancing Outcomes for Patients and Their Caregivers.

USA 800-445-3730
Canada 800-267-2337

www.hill-rom.com

ESTIMATED Number of OFC Surgical Patients and Patient Days Per Week

Month	Inpatients/ per week	Inpatient Days/ per week	Swing Bed	Swing Bed Patients/ per week	Swing Bed Patient Days/ per week
September '12	2-3/week	6-9/week		1-2/week	5-10/week
October '12	3-4/week	9-12/week		2-3/week	10/15/week
November '12	4-5/week	12-15/week		2-3/week	10/15/week
December '12	5-6/week	15-18/week		3-4/week	15-20/week
January '13	6-7/week	18-21/week		3-4/week	15-20/week
February '13	7-8/week	21-24/week		4-5/week	20-25/week
March '13	8-10/week	24-30/week		4-5/week	20-25/week

Orthopedic Equipment Investment
Return on Investment

Equipment Cost	Capital	Expense	Total	Capital Investment Recovery				
	<u>320,995</u>	24,450	345,445	Cost Report	From Margin	Total	Cum-to-Date	
Annual Depreciation	64,199			@80%	Contribution	Recovery	Recovery	
2012 Expense (4 mo deprec)			45,848	45,848	36,678.04	\$ 47,101	83,779	83,779
2013 Expense			64,199	110,047	51,359.25	\$ 332,060	383,419	467,198
2014 Expense			64,199	174,246	51,359.25	\$ 367,385		
2015 Expense			64,199	238,445	51,359.25	\$ 367,385		
2016 Expense			64,199	302,644	51,359.25	\$ 367,385		
2017 Expense			<u>42,802</u>	<u>345,445</u>	<u>34,241.21</u>	<u>\$ 367,385</u>		
			345,445		276,356	1,848,701		
					345,445			
					<u>80%</u>			
					<u>276,356</u>			

30

Assumptions 80% of OFC surgeries will be Medicare age patients
 20% of OFC surgeries will be Other insured patients
 OFC surgeries are expected to be 40% Hip, 51% Knee, and 9% Bi-lateral Knee.
 Cost Report per diem rate will increase with the annual submission to cover actual costs
 Average insured patient collection factor = 72%
 Increase in patient days will provide additional overhead coverage not fully factored in above

Conclusion: The cost of the orthopedic equipment investment would be recovered in approximately 13 months
 Actual recovery will come with the filing of the 2013 Cost Report which adjusts estimated per diem rates to actual cost.
 An interim cost report will be filed in mid-2013 which will adjust the per diem rates which will accelerate recovery.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING EQUIPMENT PURCHASES BY RIVER'S EDGE HOSPITAL AND CLINIC

WHEREAS, the City Code requires Council approval for any purchases by River's Edge Hospital and Clinic exceeding \$15,000 in value; and

WHEREAS, River's Edge Hospital and Clinic will begin providing facilities for knee and hip joint replacement surgery in September, 2012; and

WHEREAS, Hospital staff must purchase the appropriate equipment before the joint replacement surgeries begin; and

WHEREAS, proposals were received from vendors for the necessary equipment; and

WHEREAS, funding for the purchases is available through Hospital funds.

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

1. River's Edge Hospital and Clinic officials are authorized to proceed with the purchase of the following equipment:

<u>EQUIPMENT</u>	<u>#</u>	<u>COST</u>
Blood Bank Refrigerator	1	\$5,743.32
INR Meter	1	\$2,300.00
Recliners	2	\$4,400.00
Trio Vascular Pumps	2	\$700.00
Bariatric Bed	1	\$25,693.92
Stryker Co. Power, Tourniquets, Cement		\$218,104.62
Large Back Table	1	\$1,300.00
48' Back Table	1	\$691.00
Mayo Stand	1	\$771.00
PT Slider Board	1	\$250.00
Hip	1	\$4,042.00
Leg	1	\$2,245.00
Leg	1	\$1,392.00
TK Stabilizer	1	\$737.00
Procedure Room Cart	1	\$1,380.00
Storage Units	1	\$2,500.00
Suture Storage	1	\$606.00
Yellow Prep Cart	1	\$1,015.00
Ohmeda Suction Regulators	5	\$2,258.00
Double Arm Board	1	\$1,200.00

Computer for PACS	1	\$1,688.00
B/P Monitor	2	\$12,430.40
Gel Positioners	12	\$670.00
Instruments	2 sets	\$9,400.00
Linen/Privacy Curtains		\$771.57
Cable System (Stryker)		\$35,573.00
Scrub Sink		<u>\$7,583.49</u>
Total		\$345,445.32

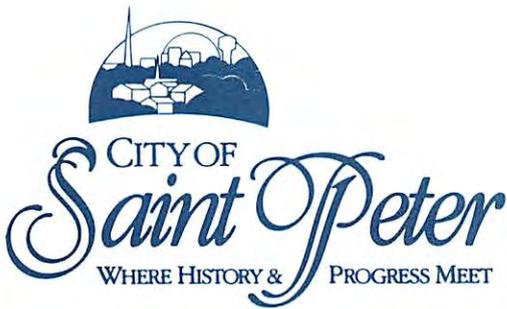
2. Funding for the purchases shall be from Hospital funds.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/19/12

FROM: Todd Prafke
City Administrator

RE: School District Memorandum Of Understanding

ACTION/RECOMMENDATION

Provide authorization for execution of a Memorandum Of Understanding (MOU) with School District #508 for provision of services to the Community Education program.

BACKGROUND

This exchange of service started in about 2004 with severe state budget cuts to Community Education. At that time, as today, we meet cooperatively to discuss issues that affect our local governments. The School District was faced with cuts and with rules that hindered them from making the most of their dollars in the area of Community Education. In addition, we were discussing a re-focus on efforts to accurately articulate to each other what our respective mission was and avoid duplication of efforts.

A contract signed by School District #508 is attached which delineates programs that both Community Education and the City's Recreation and Leisure Services Department will undertake while respecting each other's articulated missions. The contract provides for a payment from the District to the City to support some of their programs that we are able to complete efficiently because of the program connection to other programs that we run.

Again, this contract is similar to what you have approved in previous years. Contract dollars have been reduced over the years with the last reduction occurring in 2010. There is no reduction in this year's contract. Staff still believes that we are in a position to provide the services outlined.

In the bigger picture I am concerned about additional decreases in those dollars. Additional funding erosion may lead us to the point of ending or subsidizing those services, which was not our intent nor is that the intent of the District. Because we currently provide those services if the funding does stop the Council may be put into the position of ending a program that was or isn't really ours. We are not to that point, but this is an issue to be aware of. We would still have the opportunity to provide those programs anyway, but the fee - tax cost basis model may need to change. With levy limits and other factors pressing on our budget it may put us in a hard spot.

Now to the good. This is a very positive example of local units of government working together to provide a service, or continue services in the most efficient way possible by letting go of

traditional territorial boundaries. This contract has served us and our joint customers well over last number of years and I expect that will continue through this year as well.

FISCAL IMPACT:

The cost of service and the funding received are anticipated to be in balance for the 2011 year so this has no direct tax or general fund impact. School District #508 will pay \$10,200 to the City for provision of these services.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council and the City would discontinue the services outlined in the MOU.

Denial: Again, the City would discontinue the services and programs provided as part of the MOU and staff would take no further action.

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

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

TP/bal

Memorandum of Understanding

July 1, 2012 – June 30, 2013

**Saint Peter Public Schools
Community and Family Education
&
City of Saint Peter
Recreation and Leisure Services**

*This memorandum identifies key components
to maximize opportunities to the community.*

- | | |
|---|---------------|
| I. Best Practices & Guiding Principles | page 2 |
| II. Youth Development/Service Funding Assurances | page 3 |
| III. After School Funding Assurances | page 4 |
| IV. Guidelines for Sponsoring Youth Programs | page 5 |
| V. Signature Page | page 6 |

I. BEST PRACTICES & GUIDING PRINCIPLES

C& FE and R&LS recognize a shared commitment to best practices that maximize opportunities for the community.

- A. Prioritize community needs and allocation of funding
- B. Delineate responsibilities to minimize program duplication; including common planning with Gustavus Adolphus College Community Services
- C. When appropriate, combine resources including staff and facilities to strengthen and/or develop signature community wide events
- D. Routinely examine and address community program and service needs
- E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
- F. Co-publish seasonal brochures
- G. Offer common registration dates

II. YOUTH DEVELOPMENT/ SERVICE FUNDING ASSURANCES

STATEMENT OF ASSURANCES:

Community and Family Education will provide funding to Recreation and Leisure Services to enhance Youth Development opportunities, meeting the intent of State Statutes, which govern Youth Development expenditures. (\$7,500)

(Minnesota Statute (2003) 124D.19, Subd. 9. and 10.)

(age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

WITH ADDITIONAL YOUTH DEVELOPMENT/SERVICE FUNDS, R&LS WILL OFFER YOUTH PROGRAMS THAT PROVIDE YOUTH WITH:

- *an understanding and appreciation, of service in their community through hands-on experiences*
- *knowledge needed to make safe and healthy lifestyle choices*
- *an understanding, appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*
- *an opportunity to have a voice in decisions that affect them*
- *positive recreational, social and learning activities*
- *opportunities to develop a safe, equitable, accepting, cooperative, friendly and inclusive school and community environment*

III. AFTER-SCHOOL FUNDING ASSURANCES

STATEMENT OF ASSURANCES:

Community and Family Education (C&FE) will provide funding to Recreation and Leisure Services (R&LS) to enhance after-school opportunities, meeting the intent of State statutes, which govern After-School expenditures. (\$2,700)

(Minnesota Statute (2003) 124D.19, Subd. 13.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

WITH ADDITIONAL YOUTH FUNDS, R&LS WILL OFFER AFTER-SCHOOL PROGRAMS THAT:

- *collaborate with and leverage existing community resources that have demonstrated effectiveness*
- *reach out to youth, including at-risk youth in the community*
- *increase the number of children participating in adult-supervised programs during non-school hours*
- *support academic achievement*
- *increase skills in sports and other activities*

IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS

SCHOOL YEAR 2012-13 YOUTH PROGRAMS

(Sept. 1, 2012–June 1, 2013)

R&LS will offer the following:

- After school activities (e.g. Legos Program, Gymnastics, and Open Gym)
- Leadership and/or certification programs for youth ages 14 and under (e.g. Babysitter Training)

C&FE will offer the following:

- Theatre & Fine Arts experiences (e.g. Arts Center, SPact, and Art with April)
- Educational enrichment experiences (e.g. foreign languages, nutrition, and reading)
- American Red Cross Swim Lessons at the high school pool
- Certification programs for young adults 15 yrs⁺ (e.g. First Aid, CPR, Lifeguard Training, Water Safety Instruction)
- All ISD 508 tickets/registrations/admissions sold at the Community Center

R&LS and C&FE will work jointly to:

- Oversee an after school youth center at North Intermediate School.
- Provide leadership, programming, training and evaluation for the after school youth center.

SUMMER 2013 YOUTH PROGRAMS

(July 1–August 30, 2012 and June 1–30, 2013)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Legos Program, youth sports, and camps)
- American Red Cross Swim Lessons at the city outdoor pool
- Leadership and/or certification programs for youth ages 14 and under (e.g. Volunteer In the Park, Babysitter Training, Guard Start, Youth First Aid and CPR)

C&FE will offer the following:

- Theatre & Fine Arts experiences (e.g. Prairie Fire Theatre, Watch Me Draw, Arts Center & SPact Classes)
- Educational enrichment experiences (e.g. Foreign Languages, nutrition, and reading)
- Parent/Child classes/events (e.g. Art With April & Musikgarten)
- Certification programs young adults 15 yrs⁺ (e.g. First Aid, CPR, Lifeguard Training, and Water Safety Instruction)
- All ISD 508 tickets/registrations/admissions sold at the Community Center

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AUTHORIZING EXECUTION OF YOUTH DEVELOPMENT MEMORANDUM
OF UNDERSTANDING**

WHEREAS, the City Council has established partnerships with many other local units of government including School District #508; and

WHEREAS, the City and School have previously partnered on the programs provided for in the Memorandum of Understanding for Youth Development and Youth Service Programs; and

WHEREAS, use of the service continues to grow or be stable.

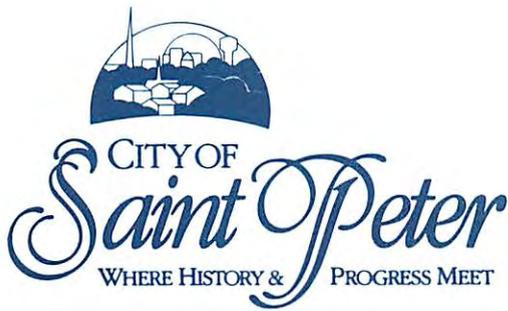
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Administrator is hereby authorized to execute a Memorandum of Understanding for Youth Development and Youth Service Programs with School District #508 for the period July 1, 2012 through June 30, 2013.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/19/12

FROM: Todd Prafke
City Administrator

RE: Personnel Policy Changes

ACTION/RECOMMENDATION

Provide approval for modification to the City's Personnel Policy.

BACKGROUND

At your last goal session, the Council discussed incongruities between union contracts and the City's personnel policy. One of those incongruities relates to sick leave and the definition of immediate family and how that definition is applied relative to the changing dynamics of families in our society.

The language within the Utility Union contracts is as follows:

"The definition of immediate family shall be spouse, parent, sister, brother, parent in law, sister in law, brother in law, child, grandparent grandchildren or a person living in the employee's household."

The most significant recommended change to the policy relates to the addition of "members of household" to the definition of immediate family relative to sick leave.

I think it is logical to view this from a couple of different perspectives. One may be that this is part of our overall planning to ensure that major employee policy changes start with non-union personnel and they may migrate to union contracts later. In this instance, it is a bit backwards in that it is currently in one of the five collective bargaining agreements that the City has in place. If changed in the personnel policy that change would likely be a bargaining issue in the next cycles for each of the remain units.

A second view may be that as our work force changes, and work force changes are likely to occur a bit more often in the next 5 to 7 years for a number of reasons I can discuss at your meeting, we will likely tend to see a skewing towards the general population household numbers that are identified in Census data. That data clearly indicates a trend toward fewer married households. If that data is correct, then this is a hire, retention, and some might argue, fairness issue, across our employee groups including union and non-union groups.

Certainly, there are many views of this, however, the practical implication for us so far, has been a cohabitating couple with a child that is biologically or legally related to one member of the couple. The non-related City Employee has taken paid sick time under the union contract to stay home with or take the minor child to a doctor's appointment. I am confident that is an appropriate view and application of the contract. Another potential example if the change is approved means that, if I had a roommate, and my roommate was sick, I could take paid sick leave to care for him or her. Again, we have not run into that situation, but it would be allowed as paid sick time under these rules.

It is my hope that those same opportunities would be available to all our employees whether covered under a collective bargaining agreement or not.

While there is a cost to any benefit provision, this one is budgeted for and it does not extend the hours or days available for paid sick leave. The exact cost of this change is impossible to determine and an estimate is not predicable because we do not have data relative to make-up of employee households that can be readily used for analysis. Additional cost might only be incurred if this change affects the use of this benefit so that employees no longer reach the ceiling on sick leave. If they do not reach the ceiling, the employee does not lose or turn back sick time to the City. The turning back of sick leave is what actually saves the City money. In addition, this change may mean more sick time is taken. While not affecting the overall cost, it could influence operations, but again it is impossible for me to predict the impact the change might have. I do believe if there is any impact it will be very, very small.

One other proposed change for the Personnel Policy is to change any references to "permanent" employees to "regular" employees. This can be done and indicated throughout the policy by adoption of a separate section "XXVII – Modifications and Amendments". This section would allow us to indicate changes to the policy that might not be easily identifiable within the body of the document.

FISCAL IMPACT:

As mentioned above, the exact cost of these changes is difficult to determine and would be incurred only if employees who utilize the benefit no longer reach the sick leave accumulation limits.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council. The Personnel Policy will remain as is.

Denial: No further action will be taken.

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 MODIFYING PERSONNEL POLICY

WHEREAS, the City Council has adopted personnel policies which establish regulations and policies for employees; and

WHEREAS, the policy is reviewed on a regular basis to ensure compliance with state and federal laws; and

WHEREAS, the policy is also reviewed to provide language comparisons to union contracts; and

WHEREAS, the City Council wishes to change the definition of "household" so the language mirrors that of a union contract; and

WHEREAS, the Council has recommended changes to language defining employees who have passed their probationary period to identify them as "regular" employees versus "permanent" employees.

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

1. Section XI "Employee Leaves - Sick Leave" is hereby modified as follows:

Sick Leave. All full-time employees shall accumulate sick leave at the rate of eight (8) hours per month. Regular part-time employees shall accumulate at a rate proportional to their hours of work based on a forty (40) hour work week for full-time employees. If an employee receives compensation under the Worker's Compensation law, only that portion of his/her regular salary will be paid which will, together with said compensation received, equal his/her regular salary.

Sick leave shall only be granted for absence from duty because of illness or injury of the employee or of the employee's immediate family if the employee's presence is required by reason of the illness or injury. Minnesota Statutes 181.940 provides that an employee may use available personal sick leave to care for a sick child in the same manner and under the same conditions as if it were the employee. Sick leave shall be granted for medical examinations and appointments, including dental and eye examinations, when no other opportunity for such appointments can be arranged outside of working hours. Sick leave not to exceed three (3) consecutive days may be used when an employee's presence is required at home or in the hospital by reason of serious illness or hospitalization of a member of the employee's immediate family. Such use of sick leave must be authorized by the employee's Immediate Supervisor and Department Director. In a case where the employee's presence is required for more than three (3) consecutive days by reason of the above circumstance within the immediate family, paid leave may,

upon obtaining proper approval, be extended by the use of other forms of leave time, such as vacation or compensatory time. Such use of time shall be verified by a doctor's certificate or any such other evidence as may be required by the Immediate Supervisor or the City Administrator. Additional unpaid family leave time may be available when these paid leave options are exhausted through the provisions of the state and federal Family and Medical Leave laws. The City Administrator can provide additional information. The definition of immediate family shall be made by the City Administrator and shall normally consist of spouse, child, parent, sibling, parent-in-law, sister-in-law, brother-in-law, grandparent, grandchild, and members of household.

2. Section XXVII – Modifications and Amendments is hereby created to list changes to the policy that are difficult to identify and the first entry in the section shall be as follows:
 - All Personnel Policy references to “permanent” employees shall be changed to “regular” employees.
3. These changes shall become effective July 24, 2012.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

“NIGHT TO UNITE DAY”

WHEREAS, the Minnesota Crime Prevention Association, along with AAA of Minnesota/Iowa and local law enforcement agencies, are sponsoring a statewide program called Night to Unite on August 7, 2012; and

WHEREAS, Night to Unite is designed to help neighbors get to know one another, build neighborhood involvement by bringing police and communities together; and bringing an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, Night to Unite supports the idea that crime prevention is an inexpensive and effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Saint Peter by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the citizens of Saint Peter play an important role in assisting the Saint Peter Police Department through joint crime, drug and violence prevention efforts; and

WHEREAS, the Police Department is sponsoring the fourth annual Night to Unite event in Veterans Memorial Park on August 7, 2012.

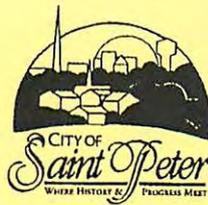
NOW, THEREFORE, I, Timothy Strand, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim August 7, 2012 as “NIGHT TO UNITE DAY” in the City and hereby do encourage all citizens of Saint Peter to participate in the fourth annual Night To Unite celebration at Veteran’s Memorial Park. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 23rd day of July, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



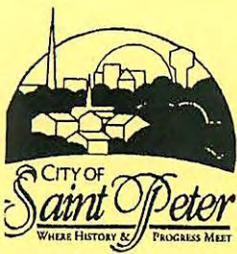


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

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

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. PUBLIC HEARINGS**
 - A. Assessment of Unpaid Utility Charges
 - B. Assessment of Unpaid Miscellaneous Charges
 - C. Assessment of Unpaid Water, Wastewater, Stormwater Charges
 - D. Assessment of Unpaid Utility Charges For Green Valley LLP
- V. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
- VII. UNFINISHED BUSINESS**
 - A. Gault Street Detention Basin Final Acceptance
 - B. Transformer Project Final Acceptance
- VIII. NEW BUSINESS**
 - A. Revolving Loan Fund Request: Inspire Bridal Boutique
 - B. Assessment of Unpaid Charges Utility Charges
 - C. Assessment of Unpaid Miscellaneous Charges
 - D. Assessment of Unpaid Water, Wastewater, Stormwater Charges
 - E. Assessment of Unpaid Utility Charges For Green Valley LLC
 - F. Write-Off Of Unpaid Charges
 - G. Workshop Rules Adoption
 - H. Unbudgeted Equipment Purchase
 - I. Minnesota Square Park Banner Policy
- IX. REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Mayor's Task Force Meeting Discussion
 - 2. City/County Meeting Schedule – July 11
 - 3. 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. **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 June 25, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. **PUBLIC HEARINGS**

A. **PUBLIC HEARING ON ASSESSMENT OF UNPAID UTILITY CHARGES**

A public hearing has been scheduled at this time on assessment of unpaid utility charges. Notice of the hearing has been duly published in the Saint Peter Herald and has been provided to the affected property owners. It is appropriate at this time to receive public comment on the proposed assessments. Action on the proposed assessments is scheduled under NEW BUSINESS.

B. **PUBLIC HEARING ON ASSESSMENT OF UNPAID MISCELLANEOUS CHARGES**

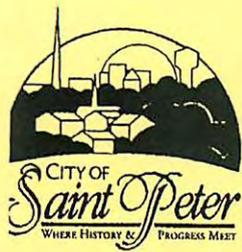
A public hearing has been scheduled at this time on assessment of unpaid miscellaneous charges. Notice of the hearing has been duly published in the Saint Peter Herald and has been provided to the affected property owners. It is appropriate at this time to receive public comment on the proposed assessments. Action on the proposed assessments is scheduled under NEW BUSINESS.

C. **PUBLIC HEARING ON ASSESSMENT OF UNPAID WATER, WASTEWATER AND STORMWATER CHARGES**

A public hearing has been scheduled at this time on assessment of unpaid water, wastewater and stormwater charges. Notice of the hearing has been duly published in the Saint Peter Herald and has been provided to the affected property owners. It is appropriate at this time to receive public comment on the proposed assessments. Action on the proposed assessments is scheduled under NEW BUSINESS.

D. **PUBLIC HEARING ON ASSESSMENT OF UNPAID UTILITY CHARGES AGAINST GREEN VALLEY LLP**

A public hearing has been scheduled at this time on assessment of unpaid utility charges against Green Valley LLP. Notice of the hearing has been duly published in the Saint Peter Herald and has been provided to the affected property owner. It is appropriate at this time to receive public comment on the proposed assessments. Action on the proposed assessments is scheduled under NEW BUSINESS.



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 June 21, 2012 through July 4, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION ACCEPTING GAULT STREET (HALLETT'S) DETENTION BASIN PROJECT

The Gault Street (Hallett's) Detention Basin Project has been completed as per the plans and specifications. Staff recommends the project be accepted as completed and authorization be provided to make final payment to the contractor. Please see the attached staff report and RESOLUTION.

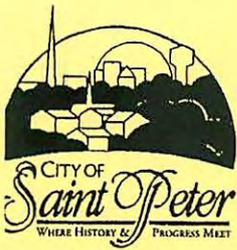
B. ADOPTION OF A RESOLUTION ACCEPTING TRANSFORMER PROJECT

The transformer purchased for use at the Sunrise Substation has been installed and is online. Staff recommends the project be accepted as completed and authorization be provided for final payment to SPX Transformer Solutions, Inc.) which we have been referring to as "Waukesha". Please see the attached staff report and RESOLUTION.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN FUND APPLICATION FOR INSPIRE BRIDAL BOUTIQUE

The Economic Development Authority recommends approval of a an application by Julie Larson dba Inspire Bridal Boutique, for a revolving loan in the amount of \$37,800. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF RESOLUTION APPROVING ASSESSMENTS FOR UNPAID UTILITY CHARGES

Following the public hearing, it is appropriate to consider action to approve the assessments for unpaid utility charges. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING ASSESSMENTS FOR UNPAID MISCELLANEOUS CHARGES

Following the public hearing, it is appropriate to consider action to approve the assessments for unpaid utility charges. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING ASSESSMENTS FOR UNPAID WATER, WASTEWATER AND STORMWATER CHARGES

Following the public hearing, it is appropriate to consider action to approve the assessments for unpaid water, wastewater and stormwater charges. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING ASSESSMENTS OF UNPAID UTILITY CHARGES FOR GREEN VALLEY LLC

Following the public hearing, it is appropriate to consider action to approve the assessment of unpaid utility charges for Green Valley LLC. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING WRITE-OFF OF UNPAID CHARGES

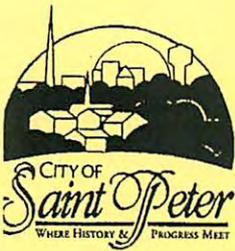
Staff recommends approval of a resolution that would provide for write-off of unpaid charges. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION ADOPTING RULES FOR PUBLIC PARTICIPATION IN CITY COUNCIL WORKSHOPS

The Council has considered adoption of rules governing public participation in the City Council workshops. Staff has prepared a written policy as directed by the Council. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED EQUIPMENT PURCHASE FOR BUILDING DEPARTMENT

The printer in the Building Department is failing and staff recommends purchase of a replacement printer as repair costs are excessive. This would be an unbudgeted purchase that could be funded by General Fund reserves. Please see the attached staff report and RESOLUTION.



I. ADOPTION OF A RESOLUTION APPROVING MINNESOTA SQUARE PARK BANNER POLICY

Staff recommends adoption of a policy for installation of banners on the City owned banner support structures in Minnesota Square Park. 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 MAYOR'S TASK FORCE MEETING DISCUSSION

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

2. REPORT ON CITY/COUNTY MEETING SCHEDULE

The next meeting of the City/County committee will take place on July 11th at the Nicollet County Government Center. A report will be provided at this time.

3. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

JUNE 25, 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 June 25, 2012.

A quorum present, Mayor Strand called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Carlin, Pfeifer, Kvamme, Eichmann, Zieman, Brand, and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

Approval of Minutes – A motion was made by Eichmann, seconded by Carlin, to approve the minutes of the June 11, 2012 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the June 11, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Public Hearing: RPUD Definition Modification – Mayor Strand opened the public hearing on modification of the zoning code to redefine "Residential Planned Unit Development" at 7:03 p.m. Community Development Director Wille relayed the Planning and Zoning Commission recommendation to change the definition of a Residential Planned Unit Development (RPUD) to include a lot two acres in size that is owned by a single owner. Wille also reported the definition would follow tax increment financing definitions of substandard properties and specified that the substandard properties would need to have existed on the property within the previous five year period to qualify any proposed development as a RPUD. Wille reported his office had received no written comments for or against the change. Councilmember Kvamme pointed out that the proposed City Code change was not being requested specifically to allow for development on the old hospital site and the change was being requested to enhance redevelopment efforts in older sections of the community. There being no further speakers, the public hearing was declared closed at 7:08 p.m.

Consent Agenda – In motion by Eichmann, seconded by Brand, Resolution No. 2012-87 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-87 is contained in the City Administrator's book entitled Council Resolutions 19.

2011 Audit Presentation and Acceptance – Jim Eichten, Managing Partner of the City's audit firm of Malloy, Montague, Karnowski and Radosevich, Inc, presented his findings of the audit of the City's 2011 financials. Eichten reviewed what the law requires to be included in an audit and his findings. Eichten reported he had issued an unqualified opinion with findings related to a lack of segregation of duties which is common among cities of Saint Peter's size; and a finding related to federal grant funds where the City did not expend funds prior to receiving the grant money. Eichten indicated the City compensates with internal controls for the segregation of duties finding and staff will follow federal grant regulations in the future. Eichten

stated City staff does a good job of adhering to the budgets and the City was showing an improvement in the overall financial position and administration was doing an excellent job of forecasting the City's financial needs and budgeting accordingly. Eichten also reviewed all the revenues and expenditures in the General Fund and the enterprise funds and expressed concern over the water fund which had experienced a significant drop in income. Eichten encouraged the Council and staff to play close attention to the fund which had debt related to the new water plant and new water wells. Councilmember Zieman asked if there was anything Eichten recommended the City do differently and Mr. Eichten replied the City's Finance Department does an excellent job of monitoring financial needs and suggested that the Council be aware that the biggest element to consider is management of the City's debt. Mr. Eichten reiterated that the audit was a "very good financial report". In motion by Kvamme, seconded by Brand, Resolution No. 2012-88 entitled "Resolution Accepting 2011 Financial Statements Together With Independent Auditor's Report", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-88 is contained in the City Administrator's book entitled Council Resolutions 19.

Zoning Modification: RPUD – Community Development Director Wille presented the Planning Commission recommendation to modify the City Code by redefining the requirements for a Residential Planned Unit Development. In motion by Kvamme, seconded by Pfeifer, Ordinance No. 7, Third Series entitled "An Ordinance Amending Saint Peter City Code, Chapter 24 'Land Use Regulations' And Section 24-506, 'General Provisions' To Reduce The Minimum Size Of A Residential Planned Unit Development From Five (5) Acres To Two (2) Acres When Properties Are being Redeveloped", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 7, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Request For City Assistance: Fourth of July – City Administrator Prafke recommended approval of a request from the Chamber of Commerce for City assistance with the Fourth of July event. Prafke noted that the cost to the City was approximately \$7,500 and the request included a new service of having Public Works staff haul the barbeque pit from Public Works to the park and back. In motion by Pfeifer, seconded by Carlin, Resolution No. 2012-89 entitled "Resolution Authorizing City Assistance For Fourth Of July Event", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-89 is contained in the City Administrator's book entitled Council Resolutions 19.

North Interceptor Sewer Project – Public Works Director Giesking recommended Bolton and Menk, Inc. be retained to prepare plans and specifications and receive bids for the first phase of a project to repair 4,900' of the North Interceptor Sewer. Giesking noted that substantial inflow and infiltration was occurring when river levels reached an elevation of 747' and because there was such an extensive amount of pipe involved the project would be broken into five different phases. Giesking indicated Bolton and Menk could prepare the preliminary engineering work for a not to exceed fee of \$14,000. Giesking also pointed out that some of the repairs may include lining the pipe, replacing manholes, or having to make an open cut on Highway 169 which would be done in coordination with other planned highway work to minimize disruption. In motion by Brand, seconded by Carlin, Resolution No. 2012-90 entitled "Resolution Authorizing Engineer To Prepare Plans And Specifications And Receive Bids For North Interceptor Sewer Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-90 is contained in the City Administrator's book entitled Council Resolutions 19.

Substation Entrance Project Quotes – Public Works Director Giesking recommending accepting the low quote (\$26,997) submitted by Kent Kassulke for construction of a concrete access on the south side of the main substation. Giesking indicated the new access was required to ensure access of equipment in the event the 45 year old transformer located on the south end of the substation were to fail. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-91 entitled "Resolution Accepting Quote For Construction Of Concrete Access To Front Street Substation", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-91 is contained in the City Administrator's book entitled Council Resolutions 19.

Seal Coat Bid Award – Public Works Director Giesking recommended awarding the bid for the 2012 seal coat project to Caldwell Asphalt in the amount of \$2.91 per gallon of oil applied. Giesking noted the price bid was substantially higher than in 2011 and would limit the amount of seal coating that could be done to 96 blocks for a total expenditure of \$147,000. In motion by Zieman, seconded by Eichmann, Resolution No. 2012-92 entitled "Resolution Awarding Bid For 2012 Seal Coat Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-92 is contained in the City Administrator's book entitled Council Resolutions 19.

Assignment Of Lease For 430 Ritt Street Property – Community Development Director Wille recommended approval of a request to assign the City's lease for the property at 430 Ritt Street with Jari, USA to Peter D. Jones. Wille reported that Jari wished to sell their business to Mr. Jones and the terms of the original lease require Council approval for assignment. Wille indicated the terms of the three year lease would not be changed and indicated the Economic Development Authority would be asked to ratify the Council action (versus the EDA acting on the request first) in an effort to expedite the sale of the property. In motion by Pfeifer, seconded by Carlin, Resolution No. 2012-93 entitled "Resolution Authorizing The Assignment Of Jari, USA's Lease Of The 430 Ritt Street Property To Peter D. Jones", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-93 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Report – Mayor Strand reported on his recent activities which included attending Region Nine Development Commission meetings on the 2012 budget; attending the Council Goal Session; and attending the annual League of Minnesota Cities conference in Duluth. Strand also commented on the "Last Man's Club" which had been established by the American Legion and VFW for Vietnam era veterans.

League of Minnesota Cities Conference – City Administrator Prafke reported the theme of the annual League of Minnesota Cities conference had focused on how to strategically view a community for the future.

City/School/Gustavus Meeting – Councilmember Kvamme reported on the discussion at the last City/School/Gustavus meeting which included extensive discussion on shared facilities and blue sky thinking.

Goal Session Schedule – City Administrator Prafke reported discussion at the June 14th goal session included looking forward and setting priorities and goals for downtown, north end development and residential development. Councilmember Kvamme commented on the good food which was from the City Grille restaurant.

City Administrator Prafke reminded Councilmembers of the retirement party for MNDOT District 7 Engineer Jim Swanson.

Councilmember Brand reported on his attendance at the meeting with businesses in the area of Union Street/Highway 169.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 8:37 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: 7/19/12

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The City has received an annual Off Sale 3.2 Beer license renewal as well as six temporary license applications for City Council approval.

Victor de Jesus Virula dba La Mexicana Market located at 215 S MN, has submitted a renewal application for 3.2 Off Sale Beer. The licensing period will be July 10, 2012 – June 30, 2013.

The St. Peter Jaycees has submitted two temporary license applications in order to sell 3.2 beer and soft drinks at the Nicollet County Fairgrounds, 400 Union Street. The licensing period is August 8, 2012 – August 12, 2012.

Robert Hayes has submitted a Temporary Soft Drink license application on behalf of Bob & Bobbies Mini Donuts. Soda will be sold at Minnesota Square Park on September 8 & 9, 2012.

The Church of St. Peter will be holding their annual fundraiser on September 15, 2012 at 1801 West Broadway. They have submitted a Temporary 3.2 On Sale Beer license application and a LG220 Application for Exempt Permit in order to hold a raffle.

The Govenaires have submitted a Temporary Soft Drink license application in order to sell pop at Minnesota Square on July 4th. You have already approved the license and have requested ratification by the City Council.

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

FISCAL IMPACT:

None other than receipt of the permit fees.

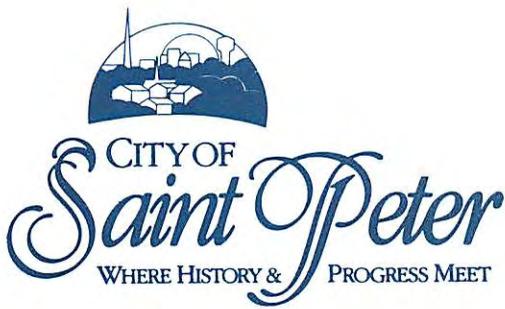
ALTERNATIVES/VARIATIONS:

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

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

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

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/05/12

FROM: Lewis Giesking
Director of Public Works

RE: Hire Replacement Wastewater Operator

ACTION/RECOMMENDATION

It is recommended the City Council hire a replacement Wastewater Operator at the wage of \$23.39 per hour.

BACKGROUND

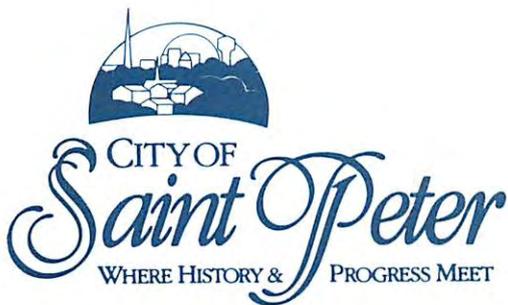
One of the City's Wastewater Operator's resigned in April. The recruitment process was initiated and ten applications were received. Of those, five candidates were interviewed.

I recommend the appointment of top candidate Jeff Frost as a Wastewater Operator for the City. Mr. Frost meets all of the requirements for the position and most recently worked for the City of Mayer as a Public Works employee. He holds a Class B wastewater license and a Class B water license.

As outlined in the Utility Union contract, Mr. Frost would receive a starting wage of \$23.39 per hour which reflects 96% of the starting wage for a Class B Wastewater Operator and the additional amount for having a Class B water license. If hired, he would be able to start employment with the City in approximately three weeks.

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

LGG/wwt



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/03/12

FROM: Matthew A. Peters
Chief of Police

RE: Consent Agenda—Surplus Vehicles

ACTION/RECOMMENDATION

Provide for a declaration of surplus property as part of the July 9th consent agenda.

BACKGROUND

I respectfully request that the listed vehicles be presented to the Saint Peter City Council as a Consent Agenda item. Approval of the Consent Agenda by the Saint Peter City Council would cause these vehicles to be declared surplus property. This action will allow the Police Department to dispose of these vehicles via the Minnesota Department of Administration on-line auction service.

1. 1991 Plymouth Vin #-1P4Gh44R4MX500047
2. 1996 Ford Explorer 4 dr wagon Vin #- 1FMDU34X8TUC23734
3. 1999 Chevy Monte Carlo LS Coupe Vin #- 2G1WW12M4X9290489
4. 2001 Dodge Ram Truck Vin #- 4C 3B7HF13Z81G191729
5. 1993 Ford Taurus GL 4 door Sedan Vin #-1FALP5247PG194877
6. 2008 Dodge Charger Vin#-2B3KA43H18H252590

Vehicles seized by the Police Department are impounded until the court cases are exhausted and all civil forfeiture procedures are followed and exhausted. The vehicles are then sold via auction. Old City vehicles are also sold utilizing the State of Minnesota on-line auction service. In this case, one City vehicle (No. 6) is being sold.

Any proceeds from the sale of vehicles will go to the General Fund. Vehicles seized through DWI forfeiture procedures will be receipted to the General Fund following the formula set by statute: 70% to the police general fund, 20% to the prosecuting authority and 10% to the State of Minnesota.

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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESALE	concessions	COMMUNITY CENTER	COMMUNITY CENTER	65.57
			TOTAL:	65.57
ADOLPH KIEFER AND ASSOCIATES	umbrella for guard chair	GENERAL FUND	SWIMMING POOL	54.95
			TOTAL:	54.95
AFFORDABLE TOWING OF MANKATO, INC.	tow swat van - reimbursed	GENERAL FUND	POLICE	190.06
			TOTAL:	190.06
ALL AMERICA PRESSURE WASHER MFG., INC.	rent hot water washer	GENERAL FUND	STREETS	106.88
	coupler, plug washer	WATER	PURIFICATION AND TREAT	12.29
			TOTAL:	119.17
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radio	GENERAL FUND	MUNICIPAL BUILDING	58.53
	battery for pager	GENERAL FUND	FIRE	170.34
	maint on ltr radio	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint on ltr radio	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radio	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint on ltr radio	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	468.34
AMAZON	ink	GENERAL FUND	CITY ADMINISTRATION	21.30
	ink	GENERAL FUND	CITY CLERK	21.30
	ink	GENERAL FUND	FINANCE	14.20
	ink	GENERAL FUND	POLICE	11.36
	ink	GENERAL FUND	BUILDING INSPECTOR	5.68
	ink	GENERAL FUND	PUBLIC WORKS ADMIN	2.84
	ink	GENERAL FUND	STREETS	26.66
	ink	GENERAL FUND	PARKS	21.33
	ink	GENERAL FUND	ECONOMIC DEVMT	1.42
	books & dvds	LIBRARY FUND	LIBRARY	615.29
	dvd cases	PUBLIC ACCESS	PUBLIC ACCESS	11.54
	ink	WATER	ADMIN AND GENERAL	10.66
	ink	WATER	ADMIN AND GENERAL	12.78
	ink	WASTE WATER FUND	ADMIN AND GENERAL	10.66
	ink	WASTE WATER FUND	ADMIN AND GENERAL	12.77
	ink	ENVIRON SERVICES F	ADMIN AND GENERAL	10.67
	ink	ELECTRIC FUND	ADMIN AND GENERAL	26.66
	ink	ELECTRIC FUND	ADMIN AND GENERAL	38.34
			TOTAL:	875.46
APT MACHINING & FABRICATING, INC	straigten ss pipe	WASTE WATER FUND	COLLECTOR/LIFT STAT	35.00
			TOTAL:	35.00
ARBOR DAY FOUNDATION	annual membership - dan ki	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00
			TOTAL:	15.00
AUDIO EDITIONS	adult audio	LIBRARY FUND	LIBRARY	55.92
			TOTAL:	55.92
B & B ENTERPRISE	suit tag	GENERAL FUND	FIRE	2.78
			TOTAL:	2.78
B & L UTILITY MAINTENANCE, LLC	sand blast & paint transfo	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	10,942.00
			TOTAL:	10,942.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BACHMAN'S, INC.	trees for ww trmt plant	WASTE WATER FUND	SOURCE/TREATMENT	189.40
	maple autumn blaze	ENVIRON SERVICES F	REFUSE DISPOSAL	1,426.03
	arbovitae	ELECTRIC FUND	POWER DISTRIBUTION	831.54
			TOTAL:	2,446.97
BARNUM GATE SERVICES, INC.	trasmitters, edges	WASTE WATER FUND	COLLECTOR/LIFT STAT	191.73
			TOTAL:	191.73
BATTERIES PLUS	6v lead	GENERAL FUND	FIRE	25.60
			TOTAL:	25.60
BOBCAT OF MANKATO	tie rod	GENERAL FUND	PARKS	113.49
			TOTAL:	113.49
BORDER STATES ELECTRIC SUPPLY	cable term kit, 1/0 comp t	ELECTRIC FUND	NON-DEPARTMENTAL	698.76
	cable term kit #386	ELECTRIC FUND	NON-DEPARTMENTAL	70.90
			TOTAL:	769.66
BRANDT LAW OFFICE	civil charges for june '12	GENERAL FUND	LEGAL SERVICES	1,524.75
	criminal charges for june	GENERAL FUND	LEGAL SERVICES	8,214.50
	kasota prop-not recovered	GENERAL FUND	LEGAL SERVICES	302.00
	green valley	WATER	ADMIN AND GENERAL	55.00
			TOTAL:	10,096.25
C & S SUPPLY CO INC	clothing allowance - dave	GENERAL FUND	PUBLIC WORKS ADMIN	43.18
	boots - ben r	GENERAL FUND	STREETS	128.66
	clothing allowance - jared	GENERAL FUND	PARKS	78.98
	boots - jordan w	GENERAL FUND	PARKS	110.66
	boots - wayne	COMMUNITY CENTER	COMMUNITY CENTER	98.36
	boots - luke hermer	WATER	ADMIN AND GENERAL	67.47
	boots - luke hermer	WASTE WATER FUND	ADMIN AND GENERAL	67.48
	boots - luke c, lance w	ENVIRON SERVICES F	ADMIN AND GENERAL	221.32
	clothing allowance - raoul	ENVIRON SERVICES F	ADMIN AND GENERAL	89.59
	boots - alec b	STORMWATER FUND	ADMINISTRATION AND GEN	122.95
			TOTAL:	1,028.65
CARQUEST AUTO PARTS STORES	tie rod end	GENERAL FUND	POLICE	60.76
	arm puller	GENERAL FUND	STREETS	4.41
	arm puller	GENERAL FUND	PARKS	4.41
	belt	GENERAL FUND	PARKS	22.81
	arm puller	WATER	DISTRIBUTION AND STORA	2.21
	socket	WASTE WATER FUND	COLLECTOR/LIFT STAT	31.65
	arm puller	WASTE WATER FUND	SOURCE/TREATMENT	2.21
	arm puller	ENVIRON SERVICES F	REFUSE DISPOSAL	2.21
	arm puller	ELECTRIC FUND	POWER DISTRIBUTION	4.41
	arm puller	STORMWATER FUND	TREATMENT	2.20
	starter t12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	133.02
	wheel chair bracket	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	27.05
			TOTAL:	297.35
CENTRAL LANDSCAPE SUPPLY	agriform tablets & rake	ENVIRON SERVICES F	REFUSE DISPOSAL	176.14
			TOTAL:	176.14
JOHN CHA	tae kwon do 6/4-6/27/12	GENERAL FUND	RECREATION/LEISURE SER	480.00
			TOTAL:	480.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CONNIE CLARK	shoes	GENERAL FUND	POLICE	59.99
			TOTAL:	59.99
COLE PAPERS INC	sprayers,tt,boxed towels,w	GENERAL FUND	STREETS	78.37
	lunch room mat	GENERAL FUND	STREETS	65.04
	towels,glass cleaner, cove	GENERAL FUND	STREETS	118.25
	sprayers,tt,boxed towels,w	GENERAL FUND	PARKS	78.37
	lunch room mat	GENERAL FUND	PARKS	65.04
	jumbo tp	GENERAL FUND	PARKS	210.65
	towels,glass cleaner, cove	GENERAL FUND	PARKS	118.25
	cleaning gloves	COMMUNITY CENTER	COMMUNITY CENTER	108.75
	sprayers,tt,boxed towels,w	WATER	DISTRIBUTION AND STORA	39.18
	lunch room mat	WATER	DISTRIBUTION AND STORA	32.52
	towels,glass cleaner, cove	WATER	DISTRIBUTION AND STORA	59.12
	sprayers,tt,boxed towels,w	WASTE WATER FUND	SOURCE/TREATMENT	39.23
	lunch room mat	WASTE WATER FUND	SOURCE/TREATMENT	32.56
	towels,glass cleaner, cove	WASTE WATER FUND	SOURCE/TREATMENT	59.19
	sprayers,tt,boxed towels,w	ENVIRON SERVICES F	REFUSE DISPOSAL	39.18
	lunch room mat	ENVIRON SERVICES F	REFUSE DISPOSAL	32.52
	towels,glass cleaner, cove	ENVIRON SERVICES F	REFUSE DISPOSAL	59.12
	sprayers,tt,boxed towels,w	ELECTRIC FUND	POWER DISTRIBUTION	78.37
	lunch room mat	ELECTRIC FUND	POWER DISTRIBUTION	65.04
	towels,glass cleaner, cove	ELECTRIC FUND	POWER DISTRIBUTION	118.25
	sprayers,tt,boxed towels,w	STORMWATER FUND	TREATMENT	39.24
	lunch room mat	STORMWATER FUND	TREATMENT	32.53
	towels,glass cleaner, cove	STORMWATER FUND	TREATMENT	59.18
			TOTAL:	1,627.95
COPIER BUSINESS SOLUTIONS	copier maint. 6/22-9/21	GENERAL FUND	STREETS	25.59
	copier maint. 6/22-9/21	GENERAL FUND	PARKS	20.47
	copier maint. 6/22-9/21	WATER	ADMIN AND GENERAL	10.23
	copier maint. 6/22-9/21	WASTE WATER FUND	ADMIN AND GENERAL	10.23
	copier maint. 6/22-9/21	ENVIRON SERVICES F	ADMIN AND GENERAL	10.23
	copier maint. 6/22-9/21	ELECTRIC FUND	ADMIN AND GENERAL	25.59
			TOTAL:	102.34
COURT SPORTS AND MORE	clothing allowance - jim n	GENERAL FUND	FIRE	77.60
	clothing allowance - jim n	GENERAL FUND	PARKS	19.40
			TOTAL:	97.00
CROP PRODUCTION SERVICES	weed control	GENERAL FUND	STREETS	516.12
			TOTAL:	516.12
CRYSTAL VALLEY	load mgmt diesel fuel	WASTE WATER FUND	SOURCE/TREATMENT	7,867.49
			TOTAL:	7,867.49
CUSHMAN MOTOR COMPANY INC	spring tines, broom assemb	GENERAL FUND	PARKS	631.72
			TOTAL:	631.72
DAVID DROWN ASSOCIATES, INC.	usda refdg bond fee	WASTE WATER FUND	ADMIN AND GENERAL	11,250.00
			TOTAL:	11,250.00
DAVIS EQUIPMENT CORPORATION	belt set,rollers,arm,blade	GENERAL FUND	PARKS	254.38
			TOTAL:	254.38
DEWILD GRANT RECKERT & ASSOCIATES CO	sub improvements 5/31/12	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,686.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,686.50</u>
NEIL DOOSE	softball ump	GENERAL FUND	RECREATION/LEISURE SER	<u>105.00</u>
			TOTAL:	<u>105.00</u>
DPC INDUSTRIES, INC.	potassium perm&polymer	WATER	PURIFICATION AND TREAT	<u>1,819.46</u>
			TOTAL:	<u>1,819.46</u>
DRANTTEL SALES & SERVICE	chainsaw blade	ELECTRIC FUND	POWER DISTRIBUTION	<u>17.10</u>
			TOTAL:	<u>17.10</u>
EARL F ANDERSEN INC	sign post stabilizer	GENERAL FUND	STREETS	67.54
	name plates	GENERAL FUND	STREETS	<u>436.14</u>
			TOTAL:	<u>503.68</u>
EMERGENCY APPARATUS MAINT.	nfpa pump test - eng 11	GENERAL FUND	FIRE	318.15
	nfa pump test eng 6	GENERAL FUND	FIRE	318.15
	tested nfpa pump tanker 50	GENERAL FUND	FIRE	<u>318.15</u>
			TOTAL:	<u>954.45</u>
GARY R. ENG	socket set	GENERAL FUND	STREETS	33.55
	socket set	GENERAL FUND	PARKS	33.55
	socket set	WATER	DISTRIBUTION AND STORA	16.77
	socket set	WASTE WATER FUND	SOURCE/TREATMENT	16.80
	socket set	ENVIRON SERVICES F	REFUSE DISPOSAL	16.77
	socket set	ELECTRIC FUND	POWER DISTRIBUTION	33.55
	socket set	STORMWATER FUND	TREATMENT	<u>16.80</u>
			TOTAL:	<u>167.79</u>
BRIAN ENTER	softball ump	GENERAL FUND	RECREATION/LEISURE SER	<u>210.00</u>
			TOTAL:	<u>210.00</u>
ENVIRONMENTAL TOXICITY CONTROL, INC.	acute toxicity control	WASTE WATER FUND	SOURCE/TREATMENT	<u>750.00</u>
			TOTAL:	<u>750.00</u>
FASTENAL COMPANY	credit on bulbs	GENERAL FUND	FIRE	133.19-
	msds binder	GENERAL FUND	FIRE	52.80
	safety exit signs	GENERAL FUND	STREETS	13.20
	electric tape	GENERAL FUND	STREETS	24.53
	batteries d's	GENERAL FUND	STREETS	13.67
	blade fuse box 3amp	GENERAL FUND	STREETS	0.63
	water additive for eye was	GENERAL FUND	STREETS	18.67
	metal cabinet shelves	GENERAL FUND	STREETS	12.17
	cable ties	GENERAL FUND	STREETS	49.16
	capscrews,hex nuts,flat wa	GENERAL FUND	STREETS	9.25
	safety exit signs	GENERAL FUND	PARKS	10.56
	electric tape	GENERAL FUND	PARKS	24.53
	batteries d's	GENERAL FUND	PARKS	13.67
	blade fuse box 3amp	GENERAL FUND	PARKS	0.63
	water additive for eye was	GENERAL FUND	PARKS	14.94
	metal cabinet shelves	GENERAL FUND	PARKS	12.17
	cable ties	GENERAL FUND	PARKS	49.16
	capscrews,hex nuts,flat wa	GENERAL FUND	PARKS	9.25
	electric tape	WATER	DISTRIBUTION AND STORA	12.26
	batteries d's	WATER	DISTRIBUTION AND STORA	6.83
	blade fuse box 3amp	WATER	DISTRIBUTION AND STORA	0.32

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	metal cabinet shelves	WATER	DISTRIBUTION AND STORA	6.08
	cable ties	WATER	DISTRIBUTION AND STORA	24.58
	capscrews,hex nuts,flat wa	WATER	DISTRIBUTION AND STORA	4.62
	safety exit signs	WATER	ADMIN AND GENERAL	5.28
	water additive for eye was	WATER	ADMIN AND GENERAL	7.47
	electric tape	WASTE WATER FUND	SOURCE/TREATMENT	12.28
	batteries d's	WASTE WATER FUND	SOURCE/TREATMENT	6.84
	blade fuse box 3amp	WASTE WATER FUND	SOURCE/TREATMENT	0.32
	metal cabinet shelves	WASTE WATER FUND	SOURCE/TREATMENT	6.09
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	24.61
	lamps	WASTE WATER FUND	SOURCE/TREATMENT	334.41
	capscrews,hex nuts,flat wa	WASTE WATER FUND	SOURCE/TREATMENT	4.63
	safety exit signs	WASTE WATER FUND	ADMIN AND GENERAL	5.28
	water additive for eye was	WASTE WATER FUND	ADMIN AND GENERAL	7.47
	electric tape	ENVIRON SERVICES F	REFUSE DISPOSAL	12.26
	batteries d's	ENVIRON SERVICES F	REFUSE DISPOSAL	6.83
	blade fuse box 3amp	ENVIRON SERVICES F	REFUSE DISPOSAL	0.32
	cap screws	ENVIRON SERVICES F	REFUSE DISPOSAL	9.31
	metal cabinet shelves	ENVIRON SERVICES F	REFUSE DISPOSAL	6.08
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	24.58
	capscrews,hex nuts,flat wa	ENVIRON SERVICES F	REFUSE DISPOSAL	4.62
	safety exit signs	ENVIRON SERVICES F	ADMIN AND GENERAL	5.28
	water additive for eye was	ENVIRON SERVICES F	ADMIN AND GENERAL	7.47
	safety exit signs	ELECTRIC FUND	POWER PRODUCTION	39.60
	electric tape	ELECTRIC FUND	POWER DISTRIBUTION	24.53
	batteries d's	ELECTRIC FUND	POWER DISTRIBUTION	13.67
	blade fuse box 3amp	ELECTRIC FUND	POWER DISTRIBUTION	0.63
	metal cabinet shelves	ELECTRIC FUND	POWER DISTRIBUTION	12.17
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	49.16
	capscrews,hex nuts,flat wa	ELECTRIC FUND	POWER DISTRIBUTION	9.25
	safety exit signs	ELECTRIC FUND	ADMIN AND GENERAL	13.20
	safety shoes - brian s	ELECTRIC FUND	ADMIN AND GENERAL	149.21
	water additive for eye was	ELECTRIC FUND	ADMIN AND GENERAL	18.67
	electric tape	STORMWATER FUND	TREATMENT	12.26
	batteries d's	STORMWATER FUND	TREATMENT	6.83
	blade fuse box 3amp	STORMWATER FUND	TREATMENT	0.32
	metal cabinet shelves	STORMWATER FUND	TREATMENT	6.08
	cable ties	STORMWATER FUND	TREATMENT	24.62
	capscrews,hex nuts,flat wa	STORMWATER FUND	TREATMENT	4.62
			TOTAL:	1,126.74
FERGUSON ENTERPRISES, INC.	metered rr faucets	GENERAL FUND	PARKS	653.39
			TOTAL:	653.39
FERGUSON WATERWORKS	#2 copper horn w/swivel nu	WATER	NON-DEPARTMENTAL	993.21
			TOTAL:	993.21
FRONTIER PRECISION, INC	trible & software	WATER	CAPITAL-WATER DISTRIBU	3,585.65
	trible & software	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	3,585.66
	trible & software	STORMWATER FUND	CAPITAL-GENERAL PLANT	3,585.66
			TOTAL:	10,756.97
FROZEN YOGURT CREATIONS	frozen yogurt - concession	GENERAL FUND	SWIMMING POOL	50.00
			TOTAL:	50.00
GELDNER UNDERGROUND, INC.	pw irrigation	GENERAL FUND	STREETS	404.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pw irrigation	GENERAL FUND	PARKS	323.40
	pw irrigation	WATER	CAPITAL-GENERAL PLANT	161.70
	pw irrigation	WASTE WATER FUND	CAPITAL-GENERAL PLANT	161.70
	pw irrigation	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	161.70
	welco addition project,sod	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	843.50
	pw irrigation	ELECTRIC FUND	CAPITAL-GENERAL PLANT	404.25
			TOTAL:	2,460.50
LEWIS GIESKING	mileage to litchfield smmp	ELECTRIC FUND	ADMIN AND GENERAL	94.52
			TOTAL:	94.52
KRIS GLIDDEN	gymn coach	GENERAL FUND	RECREATION/LEISURE SER	272.00
			TOTAL:	272.00
GRAYMONT WESTERN LIME INC.	calcium quicklime	WASTE WATER FUND	BIOSOLIDS	3,356.54
	adjustment for inv 43441	WASTE WATER FUND	BIOSOLIDS	351.79-
			TOTAL:	3,004.75
GREEN TECH RECYCLING	appliance pick up	ELECTRIC FUND	NON-DEPARTMENTAL	585.00
			TOTAL:	585.00
GUARANTEED ELECTRIC SERVICE, INC.	radio proj receptacle in g	GENERAL FUND	POLICE	125.00
			TOTAL:	125.00
PAUL HAGEN	cell phone - uniform allow	GENERAL FUND	POLICE	24.98
			TOTAL:	24.98
KEITH HANSON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	294.00
			TOTAL:	294.00
HAWKINS CHEMICAL	soda,chlorine,sodium	WATER	PURIFICATION AND TREAT	5,492.50
	caustic soda	WATER	PURIFICATION AND TREAT	1,395.25
	sulfuric acid & aqua hawk	WASTE WATER FUND	SOURCE/TREATMENT	5,634.06
			TOTAL:	12,521.81
DERRICK HOFFMAN	softball ump	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00
HOLIDAY COMMERCIAL	fuel for june '12	GENERAL FUND	FINANCE	53.10
	fuel for june '12	GENERAL FUND	POLICE	335.89
	car washes	GENERAL FUND	POLICE	16.01
	fuel for june '12	GENERAL FUND	BUILDING INSPECTOR	111.38
	fuel for june '12	GENERAL FUND	PUBLIC WORKS ADMIN	146.51
	fuel for june '12	GENERAL FUND	STREETS	191.77
	fuel for june '12	GENERAL FUND	PARKS	415.36
	fuel for june '12	WATER	SOURCE OF SUPPLY	33.67
	fuel for june '12	WATER	PURIFICATION AND TREAT	50.51
	fuel for june '12	WATER	DISTRIBUTION AND STORA	252.56
	fuel for june '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	243.52
	fuel for june '12	ENVIRON SERVICES F	REFUSE DISPOSAL	251.91
	fuel for june '12	ELECTRIC FUND	POWER DISTRIBUTION	474.94
	fuel for june '12	STORMWATER FUND	TREATMENT	285.45
			TOTAL:	2,862.58
DAN HONETSCHLAGER	softball ump 6/18-6/28	GENERAL FUND	RECREATION/LEISURE SER	105.00
			TOTAL:	105.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
IMPACT	printing for may '12	WATER	CUSTOMER ACCOUNTS	131.46
	consumer confidence report	WATER	CUSTOMER ACCOUNTS	976.85
	postage for may '12	WATER	CUSTOMER ACCOUNTS	334.12
	printing for may '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	131.46
	postage for may '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	334.12
	printing for may '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	131.46
	postage for may '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	334.13
	printing for may '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	131.45
	advertising	ELECTRIC FUND	CUSTOMER ACCOUNTS	104.98
	postage for may '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	334.12
	TOTAL:			2,944.15
INFRATECH	quadex swift dead end	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	898.00
	warthog nozzle& centralize	WASTE WATER FUND	BIOSOLIDS	2,002.85
	quadex storm mh (4)	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	5,311.00
	quadex front & chestnut	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	998.00
	TOTAL:			9,209.85
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	550.84
				TOTAL: 550.84
INVENTORY TRADING COMPANY	uniform allowance	GENERAL FUND	POLICE	370.00
				TOTAL: 370.00
LOREN JANSEN	gun cleaning kit	GENERAL FUND	POLICE	23.50
				TOTAL: 23.50
JT SERVICES	4" & 2" reel interduct	ELECTRIC FUND	NON-DEPARTMENTAL	7,426.21
	4" coupling interduct #460	ELECTRIC FUND	NON-DEPARTMENTAL	186.92
	coupling	ELECTRIC FUND	NON-DEPARTMENTAL	144.28
	poly lube	ELECTRIC FUND	POWER DISTRIBUTION	158.58
	TOTAL:			7,915.99
GRACE KJELLGREN	gymn coach	GENERAL FUND	RECREATION/LEISURE SER	55.00
				TOTAL: 55.00
LOCATORS & SUPPLIES, INC.	gloves	GENERAL FUND	STREETS	50.17
	gloves	GENERAL FUND	PARKS	50.17
	gloves	WATER	DISTRIBUTION AND STORA	25.08
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	25.11
	gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	25.08
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	50.17
	gloves	STORMWATER FUND	TREATMENT	25.11
		TOTAL:		
LUBRICATION TECHNOLOGIES, INC.	oil filters	GENERAL FUND	POLICE	24.95
	coolant, filters, oil	GENERAL FUND	STREETS	447.32
	coolant, filters, oil	GENERAL FUND	PARKS	447.32
	coolant, filters, oil	WATER	DISTRIBUTION AND STORA	223.64
	coolant, filters, oil	WASTE WATER FUND	SOURCE/TREATMENT	223.92
	coolant, filters, oil	ENVIRON SERVICES F	REFUSE DISPOSAL	223.64
	coolant, filters, oil	ELECTRIC FUND	POWER DISTRIBUTION	447.32
	coolant, filters, oil	STORMWATER FUND	TREATMENT	223.89
	oil filters	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	16.64
		TOTAL:		

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MARCO, INC.	copier maint for 46018	GENERAL FUND	CITY ADMINISTRATION	19.26	
	copier maint for 46018	GENERAL FUND	CITY CLERK	19.26	
	copier maint for 46018	GENERAL FUND	FINANCE	12.84	
	copier maint for 46018	GENERAL FUND	POLICE	10.27	
	copier maint for 46018	GENERAL FUND	BUILDING INSPECTOR	5.14	
	copier maint for 46018	GENERAL FUND	PUBLIC WORKS ADMIN	2.57	
	copier maint for 46018	GENERAL FUND	ECONOMIC DEVT	1.28	
	copier maint for 46018	WATER	ADMIN AND GENERAL	11.55	
	copier maint for 46018	WASTE WATER FUND	ADMIN AND GENERAL	11.55	
	copier maint for 46018	ELECTRIC FUND	ADMIN AND GENERAL	34.66	
			TOTAL:	128.38	
MARY'S FLOWERS	library celebration-corsag	LIBRARY FUND	LIBRARY	24.05	
			TOTAL:	24.05	
MENARDS	cement squeegee&air freshe	GENERAL FUND	STREETS	24.77	
	lumber screws	GENERAL FUND	SWIMMING POOL	73.73	
	cement squeegee&air freshe	GENERAL FUND	PARKS	24.77	
	cement squeegee&air freshe	WATER	DISTRIBUTION AND STORA	12.38	
	cement squeegee&air freshe	WASTE WATER FUND	SOURCE/TREATMENT	12.40	
	cement squeegee&air freshe	ENVIRON SERVICES F	REFUSE DISPOSAL	12.38	
	cement squeegee&air freshe	ELECTRIC FUND	POWER DISTRIBUTION	24.77	
	cement squeegee&air freshe	STORMWATER FUND	TREATMENT	12.38	
			TOTAL:	197.58	
METRO JANITORIAL SUPPLY INC.	cleaning products	COMMUNITY CENTER	COMMUNITY CENTER	625.09	
			TOTAL:	625.09	
MIKE'S COUNTRYSIDE BODY SHOP INC	accident repair - reimburs	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	96.00	
	accident repair - reimburs	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	592.80	
			TOTAL:	688.80	
MISC VENDOR	MEDIGER, JODY	missed appliance pickup	ELECTRIC FUND	NON-DEPARTMENTAL	15.00
	O'MALLEY, JULIE	O'MALLEY, JULIE:refund she	GENERAL FUND	NON-DEPARTMENTAL	34.41
	TURELOVE, KIM	TURELOVE, KIM: refund clas	GENERAL FUND	NON-DEPARTMENTAL	37.00
			TOTAL:	86.41	
MN DEPT OF HUMAN SERVICES	mow 403 nassau	GENERAL FUND	NON-DEPARTMENTAL	50.00	
			TOTAL:	50.00	
MN DEPT OF TRANSPORTATION	material testing & inspect	PERM IMPROVMENT RE	STREETS	1,060.54	
			TOTAL:	1,060.54	
MN MUNICIPAL UTILITIES ASSOCIATION	safety mgmt prgm 3rd qtr	GENERAL FUND	FIRE	130.22	
	safety mgmt prgm 3rd qtr	GENERAL FUND	PUBLIC WORKS ADMIN	780.24	
	summer conf - lew 8/20-22	GENERAL FUND	STREETS	57.50	
	safety mgmt prgm 3rd qtr	GENERAL FUND	STREETS	780.79	
	summer conf - lew 8/20-22	GENERAL FUND	PARKS	46.00	
	safety mgmt prgm 3rd qtr	GENERAL FUND	PARKS	651.10	
	safety mgmt prgm 3rd qtr	COMMUNITY CENTER	COMMUNITY CENTER	390.66	
	summer conf - lew 8/20-22	WATER	ADMIN AND GENERAL	23.00	
	safety mgmt prgm 3rd qtr	WATER	ADMIN AND GENERAL	520.88	
	summer conf - lew 8/20-22	WASTE WATER FUND	ADMIN AND GENERAL	23.00	
	safety mgmt prgm 3rd qtr	WASTE WATER FUND	ADMIN AND GENERAL	780.79	
	summer conf - lew 8/20-22	ENVIRON SERVICES F	ADMIN AND GENERAL	23.00	
	safety mgmt prgm 3rd qtr	ENVIRON SERVICES F	ADMIN AND GENERAL	260.44	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	summer conf - lew 8/20-22	ELECTRIC FUND	ADMIN AND GENERAL	57.50
	safety mgmt prgm 3rd qtr	ELECTRIC FUND	ADMIN AND GENERAL	651.10
	job traing&safety pgm 3rd	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	3rd qtr dues for 2012	ELECTRIC FUND	ADMIN AND GENERAL	3,261.75
	safety mgmt prgm 3rd qtr	STORMWATER FUND	ADMINISTRATION AND GEN	<u>390.66</u>
			TOTAL:	9,516.13
MN PIPE & EQUIPMENT	vlave, setter, clamp	WATER	NON-DEPARTMENTAL	738.63
	3/4" lo ball valve	WATER	NON-DEPARTMENTAL	916.35
	1.5" flange sets #343	WATER	NON-DEPARTMENTAL	152.90
	gasket	WATER	DISTRIBUTION AND STORA	<u>7.40</u>
			TOTAL:	1,815.28
MN STATE HORTICULTURAL SOCIETY	1 year subscription 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>34.00</u>
			TOTAL:	34.00
PETE MOULTON	mileage to airport	WATER	ADMIN AND GENERAL	75.48
	meals for awwa - ace in te	WATER	ADMIN AND GENERAL	67.90
	parking	WATER	ADMIN AND GENERAL	45.60
	mileage to awwa mtg st clo	WATER	ADMIN AND GENERAL	123.21
	mileage & meal lamberton h	WASTE WATER FUND	ADMIN AND GENERAL	<u>100.19</u>
			TOTAL:	412.38
MVTL LABORATORIES INC	salty discharge testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>333.00</u>
			TOTAL:	333.00
NAPA AUTO PARTS OF ST PETER	service rotorkit	GENERAL FUND	POLICE	307.99
	batteries,tuneup,belt,bulb	GENERAL FUND	FIRE	820.72
	clamp, brush, tape,notouch	GENERAL FUND	FIRE	33.10
	filters,clnr,drill,bulb,fl	GENERAL FUND	STREETS	35.37
	filters,clnr,drill,bulb,fl	GENERAL FUND	PARKS	35.37
	filters,clnr,drill,bulb,fl	WATER	DISTRIBUTION AND STORA	17.68
	battery	WATER	DISTRIBUTION AND STORA	86.57
	filters,clnr,drill,bulb,fl	WASTE WATER FUND	SOURCE/TREATMENT	17.71
	filters,clnr,drill,bulb,fl	ENVIRON SERVICES F	REFUSE DISPOSAL	17.68
	alternator, batter	ENVIRON SERVICES F	REFUSE DISPOSAL	206.41
	filters,clnr,drill,bulb,fl	ELECTRIC FUND	POWER DISTRIBUTION	35.37
	steering gear,pump	ELECTRIC FUND	POWER DISTRIBUTION	232.74
	filters,clnr,drill,bulb,fl	STORMWATER FUND	TREATMENT	17.70
	battery	STORMWATER FUND	TREATMENT	<u>44.72</u>
			TOTAL:	1,909.13
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	60.02
	filters	GENERAL FUND	NON-DEPARTMENTAL	<u>7.34</u>
			TOTAL:	67.36
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	72.02
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	<u>276.55</u>
			TOTAL:	348.57
OAKLEY SALES CORP.	sunglasses-travis uniforma	GENERAL FUND	POLICE	<u>138.94</u>
			TOTAL:	138.94
PEPSI-COLA OF MANKATO INC	concessions	GENERAL FUND	SWIMMING POOL	128.10
	concessions	GENERAL FUND	SWIMMING POOL	18.30
	concessions	COMMUNITY CENTER	COMMUNITY CENTER	273.30

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>419.70</u>
PET EXPO DIST.	aquarium maintenance	LIBRARY FUND	LIBRARY	85.29
			TOTAL:	<u>85.29</u>
MATTHEW PETERS	scanner/printer	GENERAL FUND	POLICE	322.10
			TOTAL:	<u>322.10</u>
MATTHEW PETERS-PETTY CASH	vehicle transfer fees	GENERAL FUND	POLICE	86.00
	postage	GENERAL FUND	POLICE	21.02
	meals for training	GENERAL FUND	POLICE	28.50
			TOTAL:	<u>135.52</u>
SCOT PETERSON	wastewater license	WATER	ADMIN AND GENERAL	23.00
	ww exam	WASTE WATER FUND	ADMIN AND GENERAL	55.00
	wastewater license	WASTE WATER FUND	ADMIN AND GENERAL	45.00
			TOTAL:	<u>123.00</u>
TODD PRAFKE-PETTY CASH	postage	GENERAL FUND	MAYOR & COUNCIL	0.45
	postage	GENERAL FUND	POLICE	0.90
	meals	GENERAL FUND	BUILDING INSPECTOR	24.44
	mielage, coffee, donuts, meal	GENERAL FUND	ECONOMIC DEVMT	108.12
	postage	GENERAL FUND	ECONOMIC DEVMT	19.60
	postage	WATER	ADMIN AND GENERAL	2.46
	postage	WATER	ADMIN AND GENERAL	7.50
	card	WATER	CUSTOMER ACCOUNTS	3.00
	postage	WATER	CUSTOMER ACCOUNTS	2.86
	recycle vcr	WASTE WATER FUND	SOURCE/TREATMENT	5.00
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	2.86
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	2.87
	recycle window air cond	ELECTRIC FUND	ADMIN AND GENERAL	15.00
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	0.45
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.86
			TOTAL:	<u>198.37</u>
PROFESSIONAL WATER TECHNOLOGIES	anti scalant	WATER	PURIFICATION AND TREAT	10,000.00
			TOTAL:	<u>10,000.00</u>
RONALD D. QUADE	mileage & reg to mnvalley	GENERAL FUND	FIRE	49.40
			TOTAL:	<u>49.40</u>
QUALITY FLOW SYSTEMS, INC	pump repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,218.00
			TOTAL:	<u>1,218.00</u>
BRODIE RAYMOND	softball ump 6/18 - 6/28	GENERAL FUND	RECREATION/LEISURE SER	42.00
			TOTAL:	<u>42.00</u>
KELLY RAYMOND	softball ump	GENERAL FUND	RECREATION/LEISURE SER	105.00
			TOTAL:	<u>105.00</u>
RECREATION SUPPLY COMPANY	battery & charger	GENERAL FUND	SWIMMING POOL	280.86
			TOTAL:	<u>280.86</u>
RIVER'S EDGE HOSPITAL & CLINIC	may/jun rent for vacancies	MEDICAL CAMPUS	NON-DEPARTMENTAL	16,138.00-
	jan - may '12 maintenance	MEDICAL CAMPUS	ADMIN & GENERAL	46,552.42
			TOTAL:	<u>30,414.42</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
RYAN ELECTRIC OF ST PETER	peds mn2	GENERAL FUND	PARKS	493.49	
	peds mill pond	GENERAL FUND	PARKS	115.57	
	gorman recep at gazebo	GENERAL FUND	PARKS	<u>94.24</u>	
			TOTAL:	703.30	
SHERWIN-WILLIAMS	latex paint, red & white	GENERAL FUND	STREETS	<u>1,533.39</u>	
			TOTAL:	1,533.39	
SIGNATURE AQUATICS INC.	monthly pool moss dosage	GENERAL FUND	SWIMMING POOL	<u>1,123.98</u>	
			TOTAL:	1,123.98	
SIRCHIE FINGER PRINT LAB	bags, labels, tape, seals	GENERAL FUND	POLICE	<u>295.96</u>	
			TOTAL:	295.96	
SOUTHERN MN CONSTRUCTION CO INC	asphalt	GENERAL FUND	STREETS	14,283.81	
	asphalt	GENERAL FUND	STREETS	13,202.31	
	invoice was voided	GENERAL FUND	STREETS	1,368.08-	
	invoice was voided	GENERAL FUND	STREETS	4,573.15-	
	invoice was voided	GENERAL FUND	PARKS	1,094.46-	
	asphalt	WATER	DISTRIBUTION AND STORA	837.30	
	asphalt	WATER	DISTRIBUTION AND STORA	119.70	
	class 5 for gravel yard	WATER	ADMIN AND GENERAL	152.91	
	invoice was voided	WATER	ADMIN AND GENERAL	547.23-	
	asphalt	WASTE WATER FUND	COLLECTOR/LIFT STAT	119.70	
	class 5 for gravel yard	WASTE WATER FUND	ADMIN AND GENERAL	152.91	
	invoice was voided	WASTE WATER FUND	ADMIN AND GENERAL	547.23-	
	class 5 for gravel yard	ENVIRON SERVICES F	ADMIN AND GENERAL	76.46	
	invoice was voided	ENVIRON SERVICES F	ADMIN AND GENERAL	547.24-	
	class 5 for gravel yard	ELECTRIC FUND	ADMIN AND GENERAL	382.28	
	invoice was voided	ELECTRIC FUND	ADMIN AND GENERAL	1,368.08-	
	asphalt	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>119.70</u>	
			TOTAL:	19,401.61	
	SOUTHWEST MN CHAPTER OF ICC	'12 ibc trans conf-dean&da	GENERAL FUND	BUILDING INSPECTOR	<u>20.00</u>
				TOTAL:	20.00
SPRINT SOLUTIONS, INC.	phone bill june 2012	GENERAL FUND	POLICE	279.93	
	phone bill june 2012	GENERAL FUND	FIRE	17.50	
	phone bill june '12	WATER	ADMIN AND GENERAL	25.91	
	phone bill june '12	ELECTRIC FUND	ADMIN AND GENERAL	<u>25.91</u>	
			TOTAL:	349.25	
SPX TRANSFORMER SOLUTIONS, INC	90% transformer	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	387,272.44	
	10% transformer	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>39,997.80</u>	
			TOTAL:	427,270.24	
ST CROIX RECREATION CO INC	ada swing seat	RESTRICTED CONTRIB	PARKS	<u>598.50</u>	
			TOTAL:	598.50	
ST PETER AREA CHAMBER OF COMMERCE	post legislative lunch - r	GENERAL FUND	ECONOMIC DEVMT	<u>12.00</u>	
			TOTAL:	12.00	
ST PETER GREENHOUSE & FLORAL	funeral plant	WATER	ADMIN AND GENERAL	<u>49.75</u>	
			TOTAL:	49.75	
ST PETER RENTAL CENTER	starter rope on stihl	GENERAL FUND	PARKS	21.45	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sthil blower	GENERAL FUND	PARKS	70.61
	weed whips	WATER	PURIFICATION AND TREAT	11.04
	weed whips	WASTE WATER FUND	SOURCE/TREATMENT	11.04
	stud nuts	ENVIRON SERVICES F	REFUSE DISPOSAL	2.67
	weed whips	STORMWATER FUND	TREATMENT	11.05
			TOTAL:	127.86
STAPLES ADVANTAGE	chair mat,calculator,cardf	GENERAL FUND	FINANCE	315.08
	3 chair mats	GENERAL FUND	POLICE	181.12
	fax machine,folders,labels	GENERAL FUND	STREETS	153.13
	labeltape,postits,flags	GENERAL FUND	STREETS	375.34
	keyboard	GENERAL FUND	RECREATION/LEISURE SER	183.91
	keyboard arm rest,staples,	GENERAL FUND	RECREATION/LEISURE SER	70.04
	office supplies	GENERAL FUND	SWIMMING POOL	174.79
	fax machine,folders,labels	GENERAL FUND	PARKS	122.51
	keyboard arm rest	COMMUNITY CENTER	COMMUNITY CENTER	48.09
	fax machine,folders,labels	WATER	ADMIN AND GENERAL	61.25
	fax machine,folders,labels	WASTE WATER FUND	ADMIN AND GENERAL	61.25
	fax machine,folders,labels	ENVIRON SERVICES F	ADMIN AND GENERAL	61.26
	fax machine,folders,labels	ELECTRIC FUND	ADMIN AND GENERAL	153.13
			TOTAL:	1,960.90
TIMOTHY STRAND	mileage to duluth	GENERAL FUND	MAYOR & COUNCIL	258.63
	meals for league of mn con	GENERAL FUND	MAYOR & COUNCIL	27.14
	parking	GENERAL FUND	MAYOR & COUNCIL	4.00
	hotel for 2 nights	GENERAL FUND	MAYOR & COUNCIL	224.50
			TOTAL:	514.27
STREICHER'S	clothing allowance	RESTRICTED CONTRIB	FIRE	156.89
			TOTAL:	156.89
KEVIN THURSTON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	63.00
			TOTAL:	63.00
TIGERDIRECT.COM	replace monitor - peters	GENERAL FUND	POLICE	150.20
			TOTAL:	150.20
TIRE ASSOCIATES	flat repiar	GENERAL FUND	STREETS	42.40
			TOTAL:	42.40
TRAVERSE DES SIOUX GARDEN CENTER	flag pole flowers	GENERAL FUND	MUNICIPAL BUILDING	97.18
	meadian peat moss	ENVIRON SERVICES F	REFUSE DISPOSAL	48.06
	peat	ENVIRON SERVICES F	REFUSE DISPOSAL	16.02
	fertilizer	ENVIRON SERVICES F	REFUSE DISPOSAL	41.65
	fertilizer	ENVIRON SERVICES F	REFUSE DISPOSAL	256.41
	mn ave planters	ENVIRON SERVICES F	REFUSE DISPOSAL	946.46
			TOTAL:	1,405.78
TRAVERSE DES SIOUX LIBRARY SYSTEM	2nd half for 2012 contract	LIBRARY FUND	LIBRARY	12,481.67
			TOTAL:	12,481.67
UHL COMPANY	check & fix chiller june 1	LIBRARY FUND	LIBRARY	2,364.00
			TOTAL:	2,364.00
VISA	meals for mtgs	GENERAL FUND	CITY ADMINISTRATION	108.82
	meal for facebook training	GENERAL FUND	FINANCE	6.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	clothing allowance	GENERAL FUND	POLICE	89.98
	ram for 3 squad cars	GENERAL FUND	POLICE	48.06
	ink for matt's printer	GENERAL FUND	POLICE	78.93
	ink for lew's printer	GENERAL FUND	PUBLIC WORKS ADMIN	78.92
	reciever, remote controls	GENERAL FUND	STREETS	66.98
	return daddy daughter supp	GENERAL FUND	RECREATION/LEISURE SER	25.33-
	camp supplies	GENERAL FUND	RECREATION/LEISURE SER	90.75
	softball registration	GENERAL FUND	RECREATION/LEISURE SER	615.00
	camp supplies	GENERAL FUND	RECREATION/LEISURE SER	101.50
	meal for admin staff mtg	GENERAL FUND	RECREATION/LEISURE SER	25.07
	summer supplies	GENERAL FUND	RECREATION/LEISURE SER	113.39
	chairs for pool	GENERAL FUND	SWIMMING POOL	559.02
	return chairs for pool	GENERAL FUND	SWIMMING POOL	18.23-
	reciever, remote controls	GENERAL FUND	PARKS	66.98
	paint, bookmarks,glowstick	LIBRARY FUND	LIBRARY	108.27
	reciever, remote controls	WATER	DISTRIBUTION AND STORA	33.49
	reciever, remote controls	WASTE WATER FUND	SOURCE/TREATMENT	33.53
	reciever, remote controls	ENVIRON SERVICES F	REFUSE DISPOSAL	33.49
	reciever, remote controls	ELECTRIC FUND	POWER DISTRIBUTION	66.98
	meals for underground scho	ELECTRIC FUND	ADMIN AND GENERAL	60.09
	room deposit mpwa summer c	ELECTRIC FUND	ADMIN AND GENERAL	125.00
	reciever, remote controls	STORMWATER FUND	TREATMENT	33.50
	camp supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	83.24
	jewelery for afterschool	RESTRICTED CONTRIB	RECREATION/LEISURE SER	52.75
	youth supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	28.88
	afterschool supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	94.34
	hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	2.26
			TOTAL:	2,762.56
VOLK BUILDING	overpayment for 12-260	GENERAL FUND	NON-DEPARTMENTAL	11.00
			TOTAL:	11.00
VON ESSEN TOWING	tow bus #12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	70.00
			TOTAL:	70.00
THE WATSON CO	concessions	GENERAL FUND	SWIMMING POOL	456.74
	concessions	GENERAL FUND	SWIMMING POOL	463.06
			TOTAL:	919.80
WESCO DISTRIBUTION INC	4/o compressions lug conne	ELECTRIC FUND	NON-DEPARTMENTAL	106.88
	1/o test pt elbow #384	ELECTRIC FUND	NON-DEPARTMENTAL	313.30
	4" interduct 3 (500') reel	ELECTRIC FUND	NON-DEPARTMENTAL	4,969.69
	locate flags	ELECTRIC FUND	POWER DISTRIBUTION	582.34
	ratcheting box wrench	ELECTRIC FUND	POWER DISTRIBUTION	376.02
	return ref inv 448102	ELECTRIC FUND	POWER DISTRIBUTION	68.40-
			TOTAL:	6,279.83
WINDSCAPES OUTLET CENTER	playground mulch - treemen	RESTRICTED CONTRIB	PARKS	333.45
			TOTAL:	333.45
DOUG WOLFE	mileage to tds meetings	LIBRARY FUND	LIBRARY	149.85
			TOTAL:	149.85
ZACK'S INC	shovels	GENERAL FUND	STREETS	80.63
	squeegee handle,hex key se	GENERAL FUND	SWIMMING POOL	252.95
	wrenches	GENERAL FUND	PARKS	129.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	462.85
ZIEGLER INC	sw45 wheel saw #408	2012 EQUIPMENT	CER STREETS	10,742.50
	install creeper control sa	2012 EQUIPMENT	CER STREETS	796.27
			TOTAL:	11,538.77

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

101	GENERAL FUND	57,204.22
211	LIBRARY FUND	16,435.18
213	PUBLIC ACCESS	11.54
217	COMMUNITY CENTER	1,609.82
401	PERM IMPROVMENT REVOLVING	1,060.54
472	2012 EQUIPMENT CERTIFICAT	11,538.77
601	WATER	29,499.88
602	WASTE WATER FUND	40,048.47
603	ENVIRON SERVICES FUND	4,795.47
604	ELECTRIC FUND	464,418.15
606	STORMWATER FUND	11,386.45
610	HEARTLAND TRANSIT	935.51
627	MEDICAL CAMPUS	30,414.42
820	RESTRICTED CONTRIBUTIONS	1,350.31

 GRAND TOTAL: 670,708.73

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/03/12

FROM: Lewis Giesking
Director of Public Works

RE: Accept the Gault Street (Hallett's) Detention Basin Storm Improvement's and Authorize Final Payment

ACTION/RECOMMENDATION

It is recommended the City Council accept the Gault Street (Hallett's) Detention Basin Storm Improvement's and Authorize Final Payment of \$37,244.74.

BACKGROUND

The contractor, Rehneit Excavating, LLC, has successfully completed the repairs to the failed storm sewer entering the Gault Street (Hallett's) Stormwater Detention Basin from the north side. City inspectors have confirmed the work was completed as per the plans and specifications. The contractor has completed all the punch list items and project documentation. The project actual cost of \$37,244.74 is \$221.66 less than the amount bid for the project.

FISCAL IMPACT:

This work is funded with money budgeted in the 2012 stormwater utility fund.

ALTERNATIVES/VARIATIONS:

Do not act: Project will be closed and final payment made,

Negative Votes: Staff will seek City Council direction.

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

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

LGG/vwt



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

June 29, 2012

Mr. Lewis Giesking
Director of Public Works
City of Saint Peter
405 W. St. Julien Street
Saint Peter, MN 56082



RE: Acceptance and Final Payment Recommendation
2012 Gault Street (Hallet's Park) Detention Basin Storm Improvements
BMI Project No. M14.104314

Dear Lew:

Enclosed are signed copies of Contractor's Estimate No. 1-Final in the amount of \$37,244.74, along with the Consent of Surety to Final Payment and IC-134 certifying the withholding of income tax. The final project cost is slightly lower than the bid amount of \$37,466.40.

We believe the project has been constructed according to the plans and specifications and, therefore, can recommend acceptance and final payment to Rehnelt Excavating, LLC.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer

Enclosures

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING FINAL PAYMENT GAULT STREET DETENTION BASIN
PROJECT**

WHEREAS, manholes and old corrugated pipe storm sewer had failed where they discharge into the Hallett's Stormwater Detention Basin; and

WHEREAS, the City authorized contractor has successfully completed the repairs; and

WHEREAS, the project was completed under budget.

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

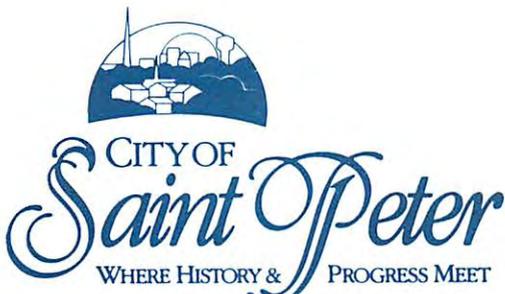
1. The Gault Street (Hallett's Detention Basin) Storm Improvements project is hereby accepted as completed and staff is authorized to provide final payment of \$37,244.74 to Rehnelt Excavating, LLC of Kasota, MN.
2. Funding for the project shall be from Stormwater Funds.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/02/12

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: Accept Sunrise Transformer and Authorize Final Payment

ACTION/RECOMMENDATION

It is recommended the City Council accept the Sunrise Substation Transformer and authorize final payment of \$39,997.80.

BACKGROUND

The City Council ordered a second new substation transformer on March 28, 2011, as an emergency replacement for the failed substation transformer at the Front Street electric substation. The original transformer that was on order in 2010 for the Sunrise Electric Substation was authorized to be installed at the Front Street Substation in early May of 2011. The second transformer was delivered and installed at the Sunrise Substation on May 20, 2012. Waukesha Inspectors checked out the transformer on May 30th and 31st, then came back and made some corrections on June 11, 2012. As per the contract ninety percent of the purchase price was due thirty days after the transformer delivery which was paid and delivered before June 30, 2012. Hooper Construction, working for SMMPA for the transmission/substation project wired the transformer to be placed in service. The city electric crew installed three new distribution circuits this spring to connect the substation to the electric system in the north end of the city. The wiring was completed and the new substation transformer was successfully placed into service on June 19, 2012. The substation is currently serving about 3,000 kw of the average daily city load of 17,000 kw. The substation is working as designed; therefore, it is appropriate for the City Council to accept the transformer purchase and authorize the final payment:

Ninety Percent Paid	\$359,980.20
Ten Percent to be Paid	\$ 39,997.80
Total Substation Transformer Cost	\$399,978.00
Plus Sales Taxes (Paid with ninety percent)	\$ 27,292.24
Total	\$407,270.24

FISCAL IMPACT:

The transformer is funded by proceeds from an Electric Utility Bond, issued for the purchase. The sales taxes are reimbursed to the city.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: Staff will seek City Council direction.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING THE SUNRISE SUBSTATION TRANSFORMER AND
AUTHORIZING FINAL PAYMENT**

WHEREAS, a substation transformer failed in the Front Street Substation in March of 2011; and

WHEREAS, the city authorized the use of a substation transformer, originally ordered for the Sunrise Substation to be used as a replacement for the Front Street Substation transformer; and

WHEREAS, a second substation transformer was ordered on March 28, 2011 for the Sunrise Substation; and

WHEREAS, the new transformer has been delivered, inspected and installed and was placed in service on June 19, 2012.

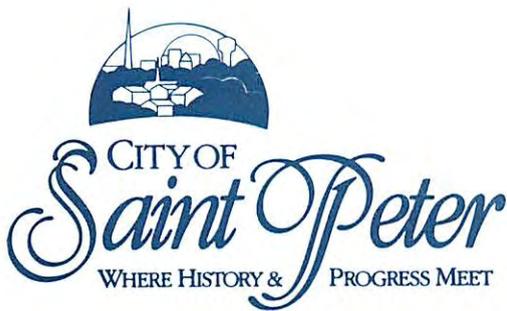
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: hereby accepts the Sunrise Substation transformer as delivered and installed and authorizes the final payment for the transformer of \$39,997.80.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/06/12

FROM: Russ Wille
Community Development Director

RE: Revolving Loan Fund Request: Julie Larson/Inspire Bridal Boutique

ACTION/RECOMMENDATION

Adopt the attached resolution approving a \$37,800 revolving loan to Julie Larson to partially finance the start up of Inspire Bridal Boutique at 204 South Minnesota Avenue.

BACKGROUND

For the last 10+ years, Julie Larson has owned and operated Unique Designs located in New Ulm. Unique Designs is an event planning and design service which has booked approximately two events a month. The business has focused on the wedding market although the firm has also successfully created anniversary celebrations as well as special events for area businesses. Ms Larson has undertaken the duties of Unique Designs while she also taught at Jefferson Public School in the New Ulm district.

At this time, Ms Larson has planned the opening of Inspire Bridal Boutique at 204 South Minnesota Avenue. Inspire Bridal Boutique will sell wedding gowns, bridesmaid dresses, prom dresses and wedding accessories in a retail setting.

The initial cost of opening the retail business has been estimated to be \$78,663.00. The start-up expenses are itemized as follows:

Bridal Gown Inventory:	\$52,800
Office Equipment:	1,800
Leasehold Improvements:	11,563
Rent (6 mo.)	7,200
Marketing/Web:	<u>5,300</u>
TOTAL:	\$78,663

To partially finance the project, Hometown Bank has qualified Ms Larson for a \$32,000 home equity line of credit. The Bank has structured the loan to initially accept interest only payments. The applicant has also demonstrated the liquidity of up to \$10,000 which has been committed to the start up of Inspire Bridal Boutique.

The applicant has requested a \$37,800 revolving loan from the Saint Peter Economic Development Authority to finance the balance of the \$78,663 start up costs. While the EDA has

traditionally required bank financing of at least 50% of any project, the advantage of the suggested financing is that the City would obtain a **first position** on the fixtures, furnishings, equipment, inventory and accounts receivable of both Inspire Bridal Boutique and Unique Designs.

Ms. Larson has requested that the Economic Development Authority loan be amortized over a ten (10) year period but due and payable in full via balloon payment at the conclusion of the fifth year of operations. Such a scenario would result in monthly payments of \$365.00.

The retail operation will be initially staffed by Ms Larson and one other employee that will serve as sales and marketing manager while also providing bridal consulting services. When fully established, the business is expected to employ as many as five (5) employees.

The Economic Development Authority considered Ms Larson's request at a special meeting held on July 3, 2012. The EDA has recommended that the loan be granted under the terms and conditions requested by the applicant. A resolution to that effect is included in the agenda packet for your consideration.

FISCAL IMPACT:

A loan of \$37,800 would be provided from the established revolving loan fund. The loan would bear interest at a rate of 3% and amortized on a 10 year schedule. The note would be due and payable via balloon payment after five years.

ALTERNATIVES/VARIATIONS:

Adopt: The Community Development Director and City Attorney will provide for loan closing.

Deny: The applicant will be notified of the City Council's denial of the requested loan.

Modify: The Council could suggest alternative terms or loan conditions which would need to be accepted by the applicant prior to closing.

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012-

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

**RESOLUTION APPROVING \$37,800 REVOLVING LOAN TO JULIE LARSON TO
PARTIALLY FINANCE THE START-UP OF INSPIRE BRIDAL BOUTIQUE**

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

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

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

WHEREAS, Julie Larson has submitted an application requesting revolving loan funds to partially finance the opening of Inspire Bridal Boutique in a leased space at 204 South Minnesota Avenue; and

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

WHEREAS, the EDA has reviewed the loan request submitted by Julie Larson.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: a loan of \$37,800 is approved for Julie Larson to partially finance the start up of Inspire Bridal Boutique at 204 South Minnesota Avenue subject to the following terms:

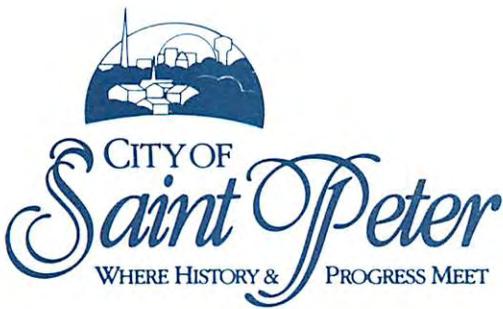
1. The loan shall be amortized on a 10 year schedule and repaid in full via a balloon payment after 5 years.
2. The annual interest rate of the loan shall be fixed at 3.0%.
3. The note shall be secured via UCC filing against the fixtures, furnishings, equipment, machinery and accounts receivable of Inspire Bridal Boutique.
4. The loan is contingent upon the execution of a lease of the 204 South Minnesota Avenue property by and between Julie Larson and the property owner.

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

ATTEST:

Timothy Strand
Mayor

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: June 27, 2012

FROM: Paula O'Connell *PO*
Finance Director

RE: Assessment/Write off of Delinquent Utility Accounts

Action/Recommendation

Approve the Assessment Roll and Write offs of Delinquent Utility Accounts.

Background

On Monday, June 11th, the City Council ordered the preparation of the proposed assessments. The date of the assessment public hearing was published in the paper, and all property owners have been notified by mail.

The detailed list of delinquent accounts is from June 15, 2010 to May 15, 2011. Notifications have gone to the homeowners and renters each month since they have become past due and assessment searches have been done, if requested, on property transactions. A detailed listing of all delinquent utility accounts and other pertinent information is attached. The assessable and non-assessable amounts have changed, due to payments and clarifications, since the hearing date was set.

All written off accounts are charges not allowed to be assess by law, under \$10 for combined property owner charges, or are unpaid charges incurred before bankruptcy or death.

Fiscal Impact:

The City of St. Peter has a **2011** total of \$32,189.06 in delinquent utility accounts. \$17,071.17 will be written off to bad debt and \$15,117.89 will be assessed to property owners. It appears we are having more business unpaid accounts than we have had prior to 2008 and again this year we have businesses that have failed.

Delinquent utility assessments are assessed for one year and I recommend a 1.19% interest rate. This interest rate is based on treasury bonds, plus one percent.

ALTERNATIVES/VARIATIONS:

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

Negative Votes: A future action would be necessary to address the status of these charges.

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

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

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<u>CUSTOMER NAME</u>	<u>NO STREET ADDRESS</u>	<u>APT</u>	<u>TOTAL</u>	<u>ASSESS</u>	<u>Nonasses</u>	<u>COMMENTS</u>	<u>PROPERTY OWNER</u>
BRYANT R. RISLOVE	201 MINNESOTA AVE S 1/2	2	\$118.93	\$68.11	\$50.82		DAVID NEIMAN
BRITNEY C. PETCHELL	201 MINNESOTA AVE S 1/2	2	\$168.16	\$92.52	\$75.64		DAVID NEIMAN
PHILLIP A. HOSTETLER	201 MINNESOTA AVE S 1/2	3	\$178.50	\$54.84	\$123.66		DAVID NEIMAN
TANYA F. BUTSON	212 MINNESOTA AVE S 1/2	208	\$181.81	\$0.00	\$181.81	TOO SMALL TO ASSESS \$2.37	
TONYA B. AURINGER	201 PARK ROW ST W	109	\$138.75	\$0.00	\$138.75		
ELIZABETH M. OOYMAN	410 FRONT ST S	1	\$777.12	\$362.20	\$414.92		LANCE M. WIBORG
ERICK R. MOHLIN & MEGAN A. LUNDIN	414 FRONT ST S		\$307.70	\$80.29	\$227.41		LYNDA D. NYGARD
HEATHER A. ELBERTSON	414 FRONT ST S 1/2		\$295.01	\$78.33	\$216.68		LYNDA D. NYGARD
DANIEL J. JOHANNESON	815 MINNESOTA AVE S	3	\$226.44	\$0.00	\$226.44		
BERNIE E. NICHOLS	815 MINNESOTA AVE S	3	\$140.32	\$0.00	\$140.32		
STEVEN R. RADEMAKER	417 FRONT ST S		\$118.79	\$118.79	\$0.00		STEVEN RADEMAKER
BOWLERO LANES			\$1,310.92	\$0.00	\$1,310.92	BANKRUPTCY DISCHARGED	
DARRIN FREDERICK	1619 THIRD ST S	6	\$68.60	\$0.00	\$68.60		
MELINDA S. VOSS	1619 THIRD ST S	4	\$218.53	\$0.00	\$218.53	TOO SMALL TO ASSESS \$1.95	
SAMUEL SNYDER	1217 FIFTH ST S		\$175.16	\$175.16	\$0.00		SAMUEL K SNYDER
BRIDGET P. SERIG	511 JEFFERSON AVE W		\$27.04	\$27.04	\$0.00		BRIDGET P. SERIG
SANDY E. HEWITT	301 WASHINGTON AVE S	308	\$165.12	\$0.00	\$165.12		
JAMES J. BECKER	423 GRACE ST W		\$308.37	\$162.11	\$144.26		JUAN E ARRAZOLO
CARRIE ANN CREAGER	502 THIRD ST S		\$974.70	\$686.63	\$288.07		JOHN & LORNA BUNGUM
LACOTA ENTERPRISES	408 THIRD ST S		\$5,653.01	\$5,653.01	\$0.00		KASOTA PROPERTIES,LLC
SHERITY & RONALD J. STEWART II	33041 STATE HWY 99	1	\$468.42	\$0.00	\$468.42		
MARGARITO LOPEZ	1700 FREEMAN DR 18		\$658.84	\$616.62	\$42.22		BRET HASLIP
MARK A. BEARL	1700 FREEMAN DR 40		\$728.56	\$281.55	\$447.01		BRET HASLIP
ASHLEY A. SCHEURER	1700 FREEMAN DR 45		\$67.09	\$48.24	\$18.85		BRET HASLIP
HOPE A. JUAREZ	1700 FREEMAN DR 47		\$681.61	\$508.58	\$173.03		BRET HASLIP
LIBAN S. SAMATAR	1515 ASPEN DR		\$166.75	\$0.00	\$166.75		
PAUL K. GROSCLAUS	1521 ASPEN DR		\$84.75	\$0.00	\$84.75		
SHANNON R. VICKSTROM	1531 ASPEN DR		\$301.88	\$0.00	\$301.88		
SARITA H. MAGNO & NATHAN D. PARKINS	1545 ASPEN DR		\$93.12	\$0.00	\$93.12		
ADAM P. HUTZENBUHLER	1037 ALPINE WAY		\$553.43	\$320.58	\$232.85		NICOLLET MEADOWS TOWNHOMES LLC
JENNY JANDERA	1081 ALPINE WAY		\$432.03	\$231.89	\$200.14		NICOLLET MEADOWS TOWNHOMES LLC
CASEY S. GILBERTSON	1304 MENK DR W		\$94.73	\$0.00	\$94.73		
CASSANDRA D ANDERSON	1318 MENK DR W		\$78.17	\$0.00	\$78.17		
MICHELLE M. REICHEL	820 WASHINGTON AVE N		\$1,336.34	\$548.52	\$787.82		RRJ PROPERTIES LLC
WILLIE J. TAYLOR	626 WASHINGTON AVE N		\$381.67	\$310.36	\$71.31		SPEGANIN ENTERPRISES LLC
LAURA R. YOST	624 WASHINGTON AVE N		\$522.12	\$362.37	\$159.75		SPEGANIN ENTERPRISES LLC
WILLIAM F. UBER	605 EVENSON ST W		\$183.86	\$163.24	\$20.62		HOBDAY MICHAEL G & KRISTEN
JOHN P. ANDERSON	521 BROADWAY AVE W		\$773.60	\$550.35	\$223.25		RONALD C JOHNSON
TREMA R. PEREZ	1305 MINNESOTA AVE OLD 19		\$200.00	\$90.88	\$109.12		GREEN VALLEY LLP
GERARDO MARTINEZ	1305 MINNESOTA AVE OLD 26		\$1.67	\$0.00	\$1.67	WRITE OFF UNDER \$10	
ISABELLE J. & GERARDO MARTINEZ	1305 MINNESOTA AVE OLD 26		\$970.75	\$87.26	\$883.49		GREEN VALLEY LLP
JESUS CARILLO	1305 MINNESOTA AVE OLD 31		\$384.84	\$98.08	\$286.76		GREEN VALLEY LLP
JOSE L. PEREZ	1305 MINNESOTA AVE OLD 35		\$288.16	\$134.46	\$153.70		GREEN VALLEY LLP
PRESTON A. ZIMMER	1310 OLD MINNESOTA AVE		\$71.38	\$0.00	\$71.38		
JUSTIN K. MENK	205 THIRD ST N		\$310.67	\$176.29	\$134.38		STEVEN R RADEMAKER
STEVEN R. RADEMAKER	205 THIRD ST N		\$222.62	\$222.62	\$0.00		STEVEN R RADEMAKER
BENEFICIAL LOAN & THRIFT CO	109 THIRD ST N		\$39.68	\$39.68	\$0.00		WARD STEVEN C
SUPER STOP & WASH OF ST PETER	804 MINNESOTA AVE N	GAS	\$3,059.13	\$224.78	\$2,834.35		NEBUTI TRADE AND TRAVEL INC
SUPER STOP & WASH OF ST PETER	804 MINNESOTA AVE N	CAR WASH	\$2,050.13	\$1,586.06	\$464.07		NEBUTI TRADE AND TRAVEL INC
CASSANDRA A. MCCONNELL	49 SUMMIT PARK		\$257.01	\$78.66	\$178.35		SUMMIT PARK MHC LLC
GILMA MORALES	205 SUMMIT PARK		\$405.82	\$82.56	\$323.26		SUMMIT PARK MHC LLC
JESSICA L. RANNOU	228 SUMMIT PARK		\$192.84	\$34.93	\$157.91		SUMMIT PARK MHC LLC
ANNE L. HANSEN	307 SUMMIT PARK		\$262.62	\$119.94	\$142.68		SUMMIT PARK MHC LLC
JENNIFER A. MORTENSON	509 FIFTH ST N		\$531.65	\$379.26	\$152.39		JACQUELYN M MCCABE
BRYAN QUIRAM	1403 WASHINGTON AVE N	101	\$80.84	\$0.00	\$80.84	TOO SMALL TO ASSESS \$4.58	
SHANIQUA D. PHILLIPS	1703 RIGGS RD	1	\$266.92	\$106.68	\$160.24		GROWTH HOLDINGS LLC
HEATHER M. FENGER	1703 RIGGS RD	2	\$416.29	\$84.56	\$351.73		GROWTH HOLDINGS LLC
ANJELA J. RAHMAN	1701 RIGGS RD	1	\$421.33	\$56.59	\$364.74		GROWTH HOLDINGS LLC
ABDIWAHIB ABDI	1615 FIFTH ST N	204	\$0.75	\$0.00	\$0.75	WRITE OFF UNDER \$10	

<u>CUSTOMER NAME</u>	<u>NO STREET ADDRESS</u>	<u>APT</u>	<u>TOTAL</u>	<u>ASSESS</u>	<u>Nonasses</u>	<u>COMMENTS</u>	<u>PROPERTY OWNER</u>
FRANCISCO J. HERNANDEZ	1615 FIFTH ST N	302	\$105.49	\$0.00	\$105.49	TOO SMALL TO ASSESS \$4.36	
BONNIE A. BOSMA	1519 FIFTH ST N	4	\$237.06	\$0.00	\$237.06	TOO SMALL TO ASSESS \$4.04	
BEN A. KVAM	1519 FIFTH ST N	9	\$21.18	\$0.00	\$21.18	TOO SMALL TO ASSESS \$2.60	
COURTNEY C. WHITMORE	1435 SUNRISE DR	502	\$293.03	\$10.48	\$282.55		SUNRISE MEADOW ASSOCIATES
BARBARA J. FORS	1435 SUNRISE DR	406	\$615.01	\$0.00	\$615.01	DECEASED	
LISA M. BURG	1435 SUNRISE DR	301	\$340.35	\$5.51	\$334.84		SUNRISE MEADOW ASSOCIATES
VANESSA VELAZQUEZ	1435 SUNRISE DR	304	\$564.07	\$8.86	\$555.21		SUNRISE MEADOW ASSOCIATES
TIFFANY R. SCHLUTER	1435 SUNRISE DR	206	\$169.56	\$8.42	\$161.14		SUNRISE MEADOW ASSOCIATES
ELAINE R. ASHPOLE	1856 VISTA VIEW DR		\$250.26	\$0.00	\$250.26		
			\$32,189.06	\$15,117.89	\$17,071.17		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES FOR MUNICIPAL UTILITIES AND THE
WRITING OFF OF BAD DEBT UTILITY CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for unpaid charges for municipal utilities; and

WHEREAS, by State Statute, the City can not assess property owners for unpaid charges incurred by a renter for municipal electric utilities;

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff and vendors.

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

1. Such proposed assessment, for unpaid charges for municipal utility accounts closed as of May 15, 2011, a copy of which is attached hereto as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Such assessment shall be payable over a period of (1) one year on or before the first Monday in January 2013, and shall bear interest at the rate of 1.19% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013.
3. The owner of any property so assessed may, at anytime prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The owner may at anytime thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the following year.
4. Accounts due by May 15, 2011 of unpaid charges for municipal electric utilities incurred by renters, unpaid charges of combined property owner's municipal utility accounts of less than ten (10) dollars, and unpaid charges incurred before bankruptcy and death, be written off as a bad debt expense for the 2012 fiscal year.
5. The Director of Finance/Treasurer shall forthwith transmit a certified duplicate of this assessment to the County auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

 Timothy Strand
 Mayor

ATTEST:

 Todd Prafke
 City Administrator

**Exhibit 1
 Delinquent Utility Assessment**

<u>ASSESS</u>	<u>PROPERTY OWNER</u>	<u>PARCEL</u>	<u>SUBDIVISION</u>	<u>LEGAL</u>
\$1,454.99	BRET W. HASLIP	19.029.0100	Sect-29 Twp-110 Range-026	PT OF NE 1/4 OF NE 1/4 LYING S OF TH99;W OF E SEC LINE & NWLY OF CL OF TH 295; "EX .57AC" ACRES 7.13
27.04	BRIDGET P. SERIG	19.412.0680	AMENDED PLAT	ELY 18.73' OF THE WLY 210.09' OF THE SLY 72' JEFFERSON SQUARE
\$215.47	DAVID NEIMAN	19.412.5780	AMENDED PLAT	BLOCK N 63' OF W 100' BLK 203
\$410.68	GREEN VALLEY LLP	19.704.0280	PLAT OF TRAVERSE	BLK 105 "EX HWY ROW" ALSO VAC ALLEY AND VAC ST LYG ADJ TO S PLAT OF TRAVERSE DES SIOUX ALSO SLY 1/2 NICHOLS ST LYG ADJ TO BLK 105 & PT OF BLK 53 & VAC ALLEY IN PLAT OF TRAVERSE
\$171.24	GROWTH HOLDINGS LLC	19.502.0880	DAUN'S ADDD	LOT 25 BLK 4
\$56.59	GROWTH HOLDINGS LLC	19.502.0890	DAUN'S ADDD	LOT 26 BLK 4
\$163.24	HOBDAY MICHAEL G & KRISTEN K HOBDAY	19.791.1370	SKARO & EVENSONS ADD	BLOCK 54 LOT 7 & S 10' OF LOT 8
\$379.26	JACQUELYN M. MCCABE	19.794.0110	SUB LOTS OF SE1/4-16 110 26	55' X 155' IN NW 1/4 OF SE 1/4
\$686.63	JOHN & LORNA BUNGUM	19.412.3120	AMENDED PLAT	BLOCK 160 "EX N 29.5'" LOT N 2/3 OF LOTS 7 & 8
\$162.11	JUAN E ARRAZOLO	19.412.1370	AMENDED PLAT	LOT SWLY 73' & WLY 101.34' OF LOTS 1 & 2 BLOCK 136
\$5,653.01	KASOTA PROPERTIES, LLC	19.412.3260	AMENDED PLAT	BLOCK 161 LOT S 72' OF LOTS 7, 8 & 9
\$362.20	LANCE M. WIBORG	19.412.5600	AMENDED PLAT	BLOCK 201 LOT S 6' LOT 9 & ALL LOT 8
\$158.62	LYNDA D. NYGARD	19.412.5590	AMENDED PLAT	LOT 7 BLK 201 "EX E 18' OF W 36'" BLK 7 LOT 201
\$1,810.84	NEBUTI TRADE AND TRAVEL INC	19.503.1020	DODD'S ADD	BLOCK 16 LOT 2

\$552.47	NICOLLET MEADOWS TOWNHOMES LLC	19.664.0470	NICOLLET MEADOWS	LOT OUTLOT G
\$550.35	RONALD C JOHNSON	19.791.2860	SKARO & EVENSONS ADD	E 1/2 OF W 2/3 OF LOT 2 BLK 79 "EX N 13" &
\$548.52	RRJ PROPERTIES LLC	19.791.0560	SKARO & EVENSONS ADD	BLOCK 40 LOT 11
\$175.16	SAMUEL K SNYDER	19.412.2100	AMENDED PLAT	BLOCK 145 LOT N 1/2 OF LOTS 1, 2, & 3
\$672.73	SPEGANIN ENTERPRISES LLC	19.791.1400	SKARO & EVENSONS ADD	BLOCK 54 LOT N 10' OF LOT 11 & ALL OF LOT 12
\$398.91	STEVEN R RADEMAKER	19.503.0560	DODD'S ADD	BLOCK 10 LOT "EX E 70" LOT 4
\$118.79	STEVEN RADEMAKER	19.412.6235	AMENDED PLAT	N 1/3 LOTS 1, 2, 3 BLK 219 & E 1/2 VAC ALLEY ADJ N 4
\$316.09	SUMMIT PARK MHC LLC	19.009.0100	SECT-09 TWP-110 RANGE-026	PT OF S 1/2 OF SEC 9 LYING N OF TH 22 "EX 1.68 AC FOR RD" ACRES 39.25
\$33.27	SUNRISE MEADOW ASSOCIATES	19.702.0010	PETRIE SUBD	LOT 1 BLK 1
\$39.68	WARD STEVEN C	19.503.0470	DODD'S ADD	BLOCK 9 LOT 4
<u>15,117.89</u>	TOTAL			



TO: Todd Prafke
City Administrator

DATE: July 3, 2012

FROM: Paula O'Connell
Finance Director

A handwritten signature in blue ink, appearing to be "P. O'Connell", is written next to the name Paula O'Connell.

RE: Assessment for Unpaid Miscellaneous Charges.

ACTION/RECOMMENDATION

Approve the following assessment roll to be placed on the appropriate parcels for the 2013 Property taxes.

BACKGROUND

On Monday, June 11th, the City Council ordered the preparation of the proposed assessments. The date and place of the public hearing was published in the paper, and all property owners have been notified by mail.

The proposed assessments include unpaid snow and weed removal from 2011. They will be assessed according to our assessment policy for one year at an interest rate of 1.19%.

Following the Public hearing held earlier in this meeting it is appropriate to present the following resolution.

FISCAL IMPACT:

The following \$830.00 will be placed on the property taxes of each parcel:

Unpaid snow removal charges	\$ 335.00
Lawn mowing	\$ 495.00

ALTERNATIVES AND VARIATIONS:

Do not Act: Staff will continue methods of collection.

Negative vote: These charges will likely go unpaid and the city will not recover the revenue.

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

CUSTOMER NAME	HOUSE #	STREET ADDRESS	TOTAL	OWNER LAST	OWNER FIRST
WELCO DEVELOPMENT LLC		WELCO WEST SUBD	\$ 495.00	WELCO DEVELOPMENT LLC	
JEANETTE STAPLES	1002	WASHINGTON AVE S	\$ 75.00	TNS PROPERTIES LLC	
JENNA K. & DAVID P. ARKINS	923	MINNESOTA AVE S	\$ 65.00	ARKINS	DAVID P.
RON JOHNSON	327	NASSAU W	\$ 65.00	JOHNSON	RON
RON JOHNSON	326	MYRTLE ST W	\$ 65.00	JOHNSON	RON
MARTIN MCCABE	316	WALNUT ST W	\$ 65.00	MCCABE	MARTIN
			<u>\$ 830.00</u>		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION ADOPTING ASSESSMENTS OF UNPAID MISCELLANEOUS CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for unpaid snow and weed removal charges; and

WHEREAS, the property owners have unpaid charges.

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

1. Such proposed assessment, a copy of which is attached hereto as Exhibit A and made apart hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over the period indicated on Exhibit A. The first of the installments to be payable on or before the first Monday in January 2013, and shall bear interest of 1.19% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He may at anytime thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the succeeding year.
5. The City Finance Director shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

Timothy Strand
Mayor

ATTEST:

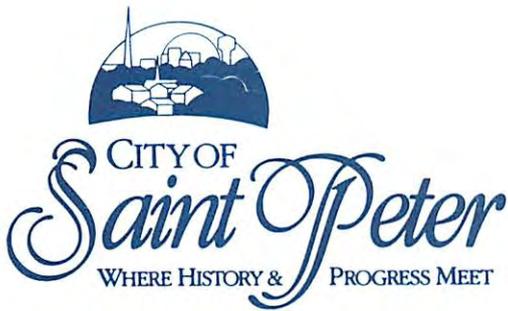
Todd Prafke
City Administrator

Exhibit A
Snow and Weed Removal Charges

OWNER	TOTAL	Years	Parcel Number	Subdivision	Legal Description
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0010	WELCO WEST SUBDIVISION	Block 1 Lot 1
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0020	WELCO WEST SUBDIVISION	Block 1 Lot 2
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0030	WELCO WEST SUBDIVISION	Block 1 Lot 3
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0040	WELCO WEST SUBDIVISION	Block 1 Lot 4
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0050	WELCO WEST SUBDIVISION	Block 1 Lot 5
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0060	WELCO WEST SUBDIVISION	Block 1 Lot 6
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0070	WELCO WEST SUBDIVISION	Block 1 Lot 7
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0080	WELCO WEST SUBDIVISION	Block 1 Lot 8
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0090	WELCO WEST SUBDIVISION	Block 1 Lot 9
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0100	WELCO WEST SUBDIVISION	Block 1 Lot 10
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0110	WELCO WEST SUBDIVISION	Block 1 Lot 11
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0120	WELCO WEST SUBDIVISION	Block 1 Lot 12
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0210	WELCO WEST SUBDIVISION	Block 1 Lot 21
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0220	WELCO WEST SUBDIVISION	Block 1 Lot 22
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0230	WELCO WEST SUBDIVISION	Block 1 Lot 23
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0240	WELCO WEST SUBDIVISION	Block 1 Lot 24
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0250	WELCO WEST SUBDIVISION	Block 1 Lot 25
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0260	WELCO WEST SUBDIVISION	Block 1 Lot 26
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0270	WELCO WEST SUBDIVISION	Block 1 Lot 27
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0280	WELCO WEST SUBDIVISION	Block 1 Lot 28
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0290	WELCO WEST SUBDIVISION	Block 1 Lot 29
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0300	WELCO WEST SUBDIVISION	Block 1 Lot 30
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0310	WELCO WEST SUBDIVISION	Block 1 Lot 31

WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0320	WELCO WEST SUBDIVISION	Block 1 Lot 32
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0330	WELCO WEST SUBDIVISION	Block 1 Lot 33
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0340	WELCO WEST SUBDIVISION	Block 1 Lot 34
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0350	WELCO WEST SUBDIVISION	Block 1 Lot 35
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0360	WELCO WEST SUBDIVISION	Block 1 Lot 36
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0370	WELCO WEST SUBDIVISION	Block 1 Lot 37
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0380	WELCO WEST SUBDIVISION	Block 1 Lot 38
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0390	WELCO WEST SUBDIVISION	Block 1 Lot 39
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0400	WELCO WEST SUBDIVISION	Block 1 Lot 40
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0410	WELCO WEST SUBDIVISION	Block 1 Lot 41
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0420	WELCO WEST SUBDIVISION	Block 2 Lot 1
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0430	WELCO WEST SUBDIVISION	Block 2 Lot 2
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0440	WELCO WEST SUBDIVISION	Block 2 Lot 3
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0450	WELCO WEST SUBDIVISION	Block 2 Lot 4
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0460	WELCO WEST SUBDIVISION	Block 2 Lot 5
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0470	WELCO WEST SUBDIVISION	Block 2 Lot 6
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0480	WELCO WEST SUBDIVISION	Block 2 Lot 7
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0490	WELCO WEST SUBDIVISION	Block 2 Lot 8
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0500	WELCO WEST SUBDIVISION	Block 2 Lot 9
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0510	WELCO WEST SUBDIVISION	Block 2 Lot 10
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0520	WELCO WEST SUBDIVISION	Block 2 Lot 11
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0530	WELCO WEST SUBDIVISION	Block 2 Lot 12
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0540	WELCO WEST SUBDIVISION	Block 2 Lot 13
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0550	WELCO WEST SUBDIVISION	Block 2 Lot 14
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0560	WELCO WEST SUBDIVISION	Block 2 Lot 15
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0600	WELCO WEST SUBDIVISION	Block 2 Lot 19
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0610	WELCO WEST SUBDIVISION	Block 2 Lot 20
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0620	WELCO WEST SUBDIVISION	Block 2 Lot 21
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0630	WELCO WEST SUBDIVISION	Block 2 Lot 22
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0640	WELCO WEST SUBDIVISION	Block 2 Lot 23
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0650	WELCO WEST SUBDIVISION	Block 2 Lot 24

WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0660	WELCO WEST SUBDIVISION	Block 2 Lot 25
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0670	WELCO WEST SUBDIVISION	Block 2 Lot 26
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0680	WELCO WEST SUBDIVISION	Block 2 Lot 27
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0690	WELCO WEST SUBDIVISION	Block 2 Lot 28
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0700	WELCO WEST SUBDIVISION	Block 2 Lot 29
WELCO DEVELOPMENT LLC	\$8.25	1	19.880.0710	WELCO WEST SUBDIVISION	Block 2 Lot 30
TNS PROPERTIES LLC	\$75.00	1	19.412.0320	AMENDED PLAT	LOT E 95' OF LOT 7 BLOCK 102
DAVID P ARKINS	\$65.00	1	19.412.5190	AMENDED PLAT	LOT 10 BLOCK 196
RON JOHNSON	\$65.00	1	19.412.3400	AMENDED PLAT	LOT 1, BLOCK 163
RON JOHNSON	\$65.00	1	19.412.3050	AMENDED PLAT	LOT W 50' OF LOT 12, BLOCK 159
MARTIN MCCABE	\$65.00	1	19.412.2890	AMENDED PLAT	LOT 10, BLOCK 158
	<u>\$ 830.00</u>				



Memorandum

TO: Todd Prafke
City Administrator

DATE: July 3, 2012

FROM: Paula O'Connell
Director of Finance

RE: Street, Water, Wastewater and Miscellaneous Improvements.

ACTION/RECOMMENDATION

Approve the final assessment roll for Water, Wastewater and Miscellaneous Improvements.

BACKGROUND

Staff in the Public Works Department have worked with property owners and have agreements to complete the work. The cost of the work will be assessed to the properties according to our assessment policy. Water and sewer service lines have been repaired for four properties in 2011. The Project costs are \$26,185.07, of which \$5,750.00 is being asked to be deferred. Drainage improvements have also been completed for a total cost of \$8,177.65.

Other assessable projects include the removal of an old shed for \$3,500.00, materials provided to a property that wasn't paid by the contractor for \$295.00, and catch basin cleaning for \$90.

The list on the next page is composed of those who have waiver agreements above the line and those properties that do not have waiver agreements below the line. In some instances those below the line disagree with the charges. In some instances they were under order to make repair and refused, so according to City code the repair was completed and is assessed through this process.

Notices have been published in the St. Peter Herald and provided to the effected property owners. Following Monday's public hearing it is appropriate to present the Council with this resolution approving the assessment roll of \$38,247.72 to be certified to the County Auditor.

The parcels and individuals associated with these assessments and their pertinent information are included in Exhibit I.

FISCAL IMPACT:

The Water, Wastewater, and PIR fund reserves will fund these costs until recouped through assessments for a total of \$38,247.72.

The assessments will be certified to the County Auditor for the number of years allowed in our assessment policy with an interest rate of 1.19% (1% over the investment rate of a treasury

bond).

ALTERNATIVES/VARIATIONS:

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

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

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

Please contact me if you have any further questions.

PROJECT	HOUSE	STREET ADDRESS	COMMENTS	RATE	TOTAL	OWNER LAST	OWNER FIRST	years
Water & Sewer service line repair	214	Fourth Street North		1.19	15,234.61	Rasmussen	Christine	15
Water service line repair	406	Nichols Court		1.19	375.70	Kendall	Jay & Heather	1
Sanitary sewer service line repair	522	Broadway Avenue		1.19	4,824.76	Bollmann	Michele	10
Sanitary sewer service line repair	627	Jefferson Ave W	DEFER	1.19	5,750.00	Schaefer	Irvin	10
Drainage Improvements	922	Washington Ave S		1.19	5,770.00	Solberg Trust Agre	Mary	10
Drainage Improvements	301	Minnesota Ave S		1.19	2,407.65	Sweat Equity LLC		5
tore down old shed	324	Eighth St N		1.19	3,500.00	Helfman	Lynn	10
blacktop driveway	1650	Third St S		1.19	295.00	Thomas	Laurance (Bud)	1
clean catch basin	103	Minnesota ave S		1.19	90.00	NICPRO LLC		1
					<u>38,247.72</u>			

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ADOPTING WATER, WASTEWATER AND MISCELLANEOUS
IMPROVEMENT ASSESSMENTS**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment of the Water, Wastewater and Miscellaneous Improvements; and

WHEREAS, the work has been completed and accepted by staff; and

WHEREAS, city staff has completed the financial summary of the project, and have calculated the assessable cost.

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

1. Such proposed assessment, a copy of which is attached hereto as Exhibit I and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over the period as indicated in Exhibit I. The first of the installments to be payable on or before the first Monday in January 2013, and shall bear interest of 1.19% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at anytime prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He may at anytime thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
4. The City Finance Director shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

 Timothy Strand
 Mayor

ATTEST:

 Todd Prafke
 City Administrator

Exhibit I

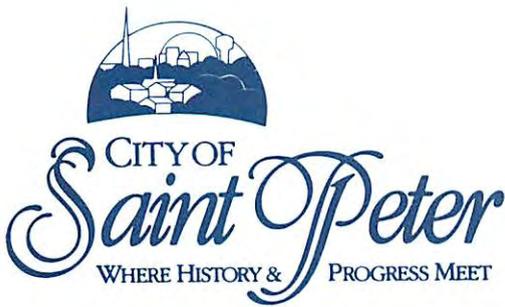
Street, Water, Wastewater and Miscellaneous Improvements

TOTAL	OWNER LAST	OWNER FIRST	YRS	PARCEL	SUBDIVISION	LEGAL DESCRIPTION
15,234.61	Rasmussen	Christine	15	19.503.2080	Dodd's Addition	Lot 2, Block 28
375.70	Kendall	Jay & Heather	1	19.592.0050	Kollman's Subdivision	Lot 5, Block 1
4,824.76	Bollmann	Michele	10	19.791.3030	Skaro & Evenson's Addition	Lot 1 & 2, Block 82
5,770.00	Solberg Trust Agreement	Mary	10	19.412.0210	Amended Plat	Lot 4 & S 6' of Lot 5, Block 101
2,407.65	Sweat Equity LLC		5	19.412.5630	Amended Plat	N 26' of W 90' Lot 1, Block 202
3,500.00	Helfman	Lynn	10	19.791.2590	Skaro & Evenson's Addition	Lot 11 & 12, Block 73
295.00	Thomas	Laurance	1	19.541.0230	Gardner Court Subd	Lot 12, Block 2
90.00	NICPRO LLC		1	19.412.5910	Amended Plat	S 22' Lot 1, Block 204

DEFERRED ASSESSMENTS

The following property has been approved to defer payment of improvements. The assessment listed below will be certified to the County Auditor. The deferment ends and all accumulated amounts (plus applicable interest) become due upon the death of the owner (if the spouse is not otherwise eligible for the deferment); the sale, transfer or subdivision of any part of the property; loss of homestead status on the property; or the council's determination that immediate or partial payment would impose no hardship. Upon occurrence of any of these instances the amount of the assessment shall become due and payable with interest accruing from the date of the resolution.

5,750.00	Schaefer	Irvin		19.412.0420	Amended Plat	W 46 2/3' of S 134' Lot 1, Block 104
<u>\$38,247.72</u>	Total					



Memorandum

TO: Todd Prafke
City Administrator

DATED: July 2, 2012

FROM: Paula O'Connell
Finance Director

RE: Assessment of Green Valley's Delinquent Utility Account

ACTION/RECOMMENDATION

Approve the assessment roll of for Green Valley LLP's delinquent utility account.

BACKGROUND

On Monday, June 11th, the City Council ordered the preparation of the proposed assessment. The date of the assessment public hearing was published in the paper, and the property owners have been notified by mail.

There have been discussions and negotiations with the owners of Green Valley Manufactured Home Park regarding the delinquent utilities, but we have not come to any resolution. It is recommended that the delinquent utilities be assessed to the property.

Since 2009 the owners of the park have disagreed with the water rate structure. Along with them reducing the bill according to what they believed to be a correct rate structure, they also had a leak that increased their bill substantially. March 11, 2009 was the last time they had been current on paying their bills. Currently the outstanding charges are \$51,062.37, which includes (tenants pay electric and garbage on their own utility account):

\$18,203.80	water
\$29,425.95	wastewater
\$ 3,425.96	penalties
\$ 6.66	water surcharge
<u>\$51,062.37</u>	Total

The tenants have come together to become the tenants of record and theoretically they are paying the monthly charges to keep the water from being disconnected. By Law the City has to allow this and cannot discontinue services. Our goal is to deal with the owners and not put the tenants in jeopardy due to the failure of the owners to pay.

FISCAL IMPACT:

This assessment will be for one year at an interest rate of 1.19%. Once the outstanding bill is assessed, the current bills should be kept current as long as the tenants continue to be the

tenant of record and they make the payments according to the due date.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will continue collection efforts.

Negative vote: A future action would be necessary to address the status of these charges.

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

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

PO

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ADOPTING ASSESSMENT FOR GREEN VALLEY LLP'S UNPAID CHARGES
OF MUNICIPAL UTILITIES**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for unpaid charges for municipal utilities; and

WHEREAS, by State Statute, the City can not assess property owners for unpaid charges incurred by a renter for municipal electric utilities;

WHEREAS, city staff has made many attempts to talk to the owners and attorneys for collecting the unpaid charges.

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

1. Such proposed assessment, for unpaid charges for municipal utility accounts, with Green Valley, LLP is hereby accepted and shall constitute the special assessment against the parcel of, 19.704.0280, described as Plat Of Traverse - Blk 105 "Ex Hwy Row" Also Vac Alley And Vac St Lyg Adj To S Plat Of Traverse Des Sioux Also Sly 1/2 Nichols St Lyg Adj To Blk 105 & Pt Of Blk 53 & Vac Alley In Plat Of Traverse.
2. Such assessment shall be payable over a period of (1) one year on or before the first Monday in January 2013, and shall bear interest at the rate of 1.19% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013.
3. The owner of any property so assessed may, at anytime prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The owner may at anytime thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the following year.
4. The Director of Finance/Treasurer shall forthwith transmit a certified duplicate of this assessment to the County auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: July 3, 2012

FROM: Paula O'Connell
Director of Finance

A handwritten signature in blue ink, appearing to read "PO", is written over the name Paula O'Connell.

RE: Write off of uncollectible Accounts Receivables

ACTION/RECOMMENDATION

Approve the resolution to write off uncollectible accounts receivables.

BACKGROUND

It has been 4 years since the City Council has seen our listing of miscellaneous accounts receivables. We have been sending notices and trying to make contacts to get these bills collected. The list consists of invoices (except fire related invoices) from 2008 to 2011 that have not been paid.

In summary we have:

\$ 221.50	Non-Sufficient Checks and charges
\$ 627.00	Recreation registrations
\$ 1,360.61	accidents
\$ <u>10.00</u>	lease and rents
\$ 2,219.11	

FISCAL IMPACT:

There is a total of \$2,219.11 to be written off. Once we write these accounts off we remove the amounts from our financial records, but we do keep the listing to continue collection.

If you have any questions, please contact me.

ALTERNATIVES/VARIATIONS:

Do not Act: the amount will remain in the financial records.

Negative vote: the amount will remain in the financial records.

Modification of the resolution: This is always an option.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012-

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

**RESOLUTION TO AUTHORIZE WRITING OFF MISCELLANEOUS
ACCOUNTS RECEIVABLES**

WHEREAS, a list of uncollectible accounts receivables totaling \$2,219.11 have been compiled; and

WHEREAS, collection of these past due invoices have been attempted; and

WHEREAS, These invoices will be removed from our financial records, but continued to be collected.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following past due invoices be removed from accounts receivables:

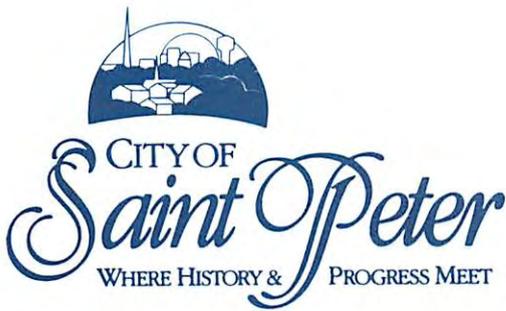
<u>Date</u>	<u>Customer</u>	<u>Amount</u>	<u>Comment</u>
02/06/08	Maria Rodriguez	140.00	Fitness registration
03/24/08	Miriam Capachina	10.00	Community Center Rent
04/22/08	Dawn Jordan	46.00	trip registration
06/02/08	Kimberly Hernandez	138.00	Summer registrations
06/11/08	Megan Lundin	68.00	swimming lessons
07/02/08	Irene Troncosco	155.00	Summer registrations
10/22/08	Estelita Edwards	80.00	Little Saints Basketball registration
06/01/09	Todd Noble	1,360.61	Accident
07/16/10	Sierra White	40.50	Swimming NSF Check & Fee
07/30/10	Sierra White	36.00	Swimming NSF Check & Fee
07/07/11	Melissa Mensink	65.00	Swimming Family pass NSF & Fee
09/12/11	Kathryn Meagher	80.00	Football registration NSF & Fee
		<u>2,219.11</u>	

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/6/12

FROM: Todd Prafke
City Administrator

RE: Workshop and Hearing Rules

ACTION/RECOMMENDATION

Approve the attached policy which establishes rules for workshop discussions and comment from the public.

BACKGROUND

At a previous workshop, the Council had an introspective discussion about workshops and participation by both Councilmembers and community members. That discussion led to staff being asked to put some additional framework around the structure of workshops. In other words, the Council asked staff to draft some proposed rules. What you see attached is an attempt to use a familiarly formatted and used document and convert it for use in workshops. It is meant to provide guidance to Members as well as visitors. As discussed, it provides an opportunity for public input on agenda items so that the Council may be better informed, but restricts the sometimes-difficult "free for all" interchanges between Council and visitors that have occurred at one or two of your workshops. I do not believe it is the goal of the Council at workshops to accept public input, but this provides guidance if there is want or need to do so.

It should be noted that public input at workshops is a challenge for many reasons including the meeting structure, but also because no decisions are made and no minutes are kept at these meetings. As described in the title "Workshops", the clear intent of this type of meeting is to provide in-depth information to the members, to "work" on a more full development of ideas or actions, for the members to study issues, and for Council to direct staff in their research. This, in turn, provides opportunity for additional information to be given back to the Council so that decisions are well informed. Workshops are open to the public, but are not designed to be public input opportunities. However, should the occasion arise that the Council wishes to provide opportunity for public input, this set of rules will provide the framework for how that will work.

If approved, it is my intent to have these available at each workshop for members of the public. Moving forward the rules will be provided to the Council at your first organizational meeting of the year and may be modified just as you do currently with the regular meeting rules.

FISCAL IMPACT:

There is no cost to the adoption of these rules.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for further direction.

Negative vote. Staff will continue to operate under the same policies you currently have in place.

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 MODIFYING CITY COUNCIL OPERATIONAL RULES

WHEREAS, the City Council has adopted rules which, among other things, provide a framework for operation of City Council meetings; and

WHEREAS, Council rules do not currently provide an opportunity for the public to comment or otherwise participate in workshop sessions of the City Council; and

WHEREAS, the City Council believes there may be occasions when they wish to allow public input in workshop sessions; and

WHEREAS, it is appropriate for the Council rules to be modified to provide for public input as determined by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council operational rules adopted in January, 2012 are hereby modified to include the following provision:

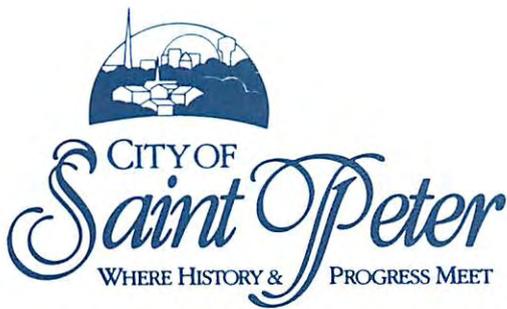
“Visitors must indicate their wish to address the Council on a workshop agenda item prior to the start of the workshop. Visitors who wish to speak will be required to provide their name, home address and to identify the agenda topic they wish to speak to. The Mayor will call on the visitor when that agenda item comes up and will allow five (5) minutes to comment. The Council reserves the right to ask questions and to respond to any question at a later time. The Council may also ask staff to contact the visitor about his/her comments at another time. When commenting, visitors must be courteous to all and limit comments to an expression of concern or constructive suggestions on the agenda topic. If a visitor’s remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments.”

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/06/12

FROM: Dean Busse
Director of Building

RE: Unbudgeted Purchase

ACTION/RECOMMENDATION

Approve the unbudgeted purchase of a replacement printer in the amount of \$1,869.87 from CDW Government.

BACKGROUND

The printer currently used by the Building Department, a HP 4000 Laser black and white printer, is failing. The printer is over 10 years old and has served its purpose well. Quotes were received for a replacement printer as follows:

Computer Technology Solutions	\$2,003.91 (Mankato)
CDW Government	\$1,869.87 (Mankato)
Provantage	\$1,797.14 (Online order—does not include shipping)

Quotes include all of the add-ons needed to replace the old printer including two paper trays and an envelope feeder.

This printer was not budgeted for in 2012 because we did not expect to have to replace it, however at this time I recommend replacement of the printer and acceptance of the quote from CDW Government.

FISCAL IMPACT:

The \$1,869.87 cost would be funded by General Fund reserves.

ALTERNATIVES/VARIATIONS:

Do not Act: No further action will be taken without Council direction.
Denial: No additional action will be taken without Council authorization.
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 on this agenda item.

DB/II

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AUTHORIZING UNBUDGETED PRINTER PURCHASE FOR THE BUILDING
DEPARTMENT**

WHEREAS, the ten year old printer used by the Building Department is failing; and

WHEREAS, repairing the printer is not a cost-effective option; and

WHEREAS, purchase of a replacement printer will allow staff to work efficiently and eliminate problems at the front desks while customers are waiting.

WHEREAS, staff received three quotes for the purchase of a replacement printer; and

WHEREAS, the lowest quote, which was from an online company, did not include shipping and would make any repairs or warranty work difficult; and

WHEREAS, replacement of the printer was not included in the 2012 budget; and

WHEREAS, funds are available in General Fund reserves to finance the proposed purchase.

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

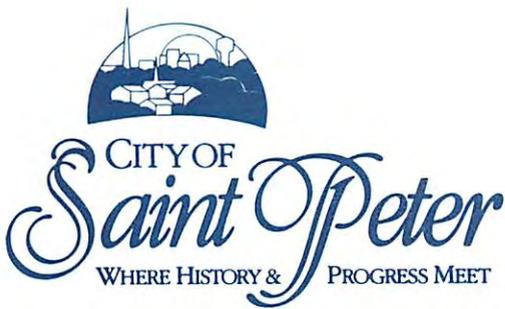
1. Staff is authorized to proceed with the unbudgeted purchase of a HP Laser Jet Enterprise M602x printer from CDW Government in the amount of \$1,869.87.
2. Funding for the unbudgeted purchase shall be from General Fund reserves.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/05/12

FROM: Russ Wille
Community Development Director

RE: Minnesota Square Banner Policy

ACTION/RECOMMENDATION

Adopt the attached resolution establishing a policy regulating the display of banners in Minnesota Square Park.

BACKGROUND

The City has developed three structures within Minnesota Square Park for the hanging of banners. A policy has been proposed to regulate the use of the banner displays in a manner that provides for uniformity, durability and functionality.

It is assumed that the banner displays will be predominantly used for the promotion of City activities. Non-profit organizations and the Chamber of Commerce would also be provided access to the banner displays for the advertisement and identification of events occurring within Minnesota Square Park. The suggested policy does not allow the banner displays to be used as a billboard advertising off-premises activity.

An organization wishing to use the displays will be required to have their banner(s) constructed according to the standards identified in the policy. Banners that do not meet the standards will not be approved for installation without exception.

To ensure durability and uniformity of appearance, banners will be required to be constructed out of a canvas, synthetic canvas (Sunbrella®) or a scrim (reinforced) vinyl material of at least eighteen ounces. The scrim vinyl is a vinyl material with a woven synthetic fiber. Each of these materials should be suitable to utilization in all seasons. They should also be able to withstand the wind load of the environment.

As with the banners displayed over Highway 169, the banner displays at Minnesota Square Park would prohibit the use of corporate or commercial logos. It is assumed that the banners are not to be used as an advertising billboard, but rather as a manner of communicating community activities and/or events. Likewise, the banners could not display phone numbers, addresses or web sites. The intent would be to discourage travelers from slowing down or stopping in the right-of-way to note phones numbers, addresses or websites.

All text included on the banner would be required to be at least 6 inches in height. At 35 miles per hour, the traveling public would have approximately 9 – 12 seconds to identify and decipher the message displayed on the banner. Materials provided by the Main Street program suggest a minimum of six inches for signage text at those highway speeds. Higher speeds would require even larger text.

It is proposed that the banners be attached to the banner displays using a nylon rope material. It is assumed that each banner would require approximately 36 feet of rope to adequately attach the banner. The plan would be for the applicant to install and secure the banner to the display. The applicant would also be required to remove the banner at the appropriate time.

The banner policy establishes a \$40 fee for use of the banner display areas. The fee would cover a two week display period and would be paid prior to installation of the banner. Display reservations would be accepted on a first-come, first-served basis.

FISCAL IMPACT:

The suggested banner policy would be expected to generate minimal revenue via payment of the \$40 banner fees.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await further direction from the Council.

Negative Votes: The banner displays will remain vacant and unused.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ESTABLISHING A POLICY TO REGULATE THE DISPLAY OF BANNERS
WITHIN MINNESOTA SQUARE PARK**

WHEREAS, the City of Saint Peter has erected structures within Minnesota Square Park to allow for the display of banners; and

WHEREAS, the City intends to utilize the banners to promote programs and activities of the City; and

WHEREAS, the structures may also be utilized by non-profit organizations and the Chamber of Commerce to identify and advertise events occurring within Minnesota Square Park; and

WHEREAS, to ensure that the banners are displayed in a uniform and consistent manner, a policy has been developed pertaining to the display of banners.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Minnesota Square Park Banner policy, as shown in Exhibit A is hereby adopted.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

EXHIBIT A

**CITY OF SAINT PETER
MINNESOTA SQUARE PARK BANNER POLICY**

Application for placement of banners on the City owned structures in Minnesota Square Park shall be made on the attached form. The applicant shall provide any and all information required by the City to review the eligibility of the application and information to be placed on the banners. Application forms are available at City Hall from the City Administrator's office, 227 South Front Street.

Applicants will be informed of their eligibility by telephone or email. If approved, the applicant must then submit the required fee to reserve the dates requested. Applicants are advised they should not have the banners made before receiving notice from the City of Saint Peter as to whether or not the application has been approved.

ELIGIBILITY

Non-profit organizations and the Chamber of Commerce may apply to utilize the Minnesota Square Park banners to promote community events or festivals conducted within the confines of Minnesota Square Park. The banners shall not be used as a billboard for promotion or advertisement of off-site events, festivals, or activities.

The City of Saint Peter also reserves the right to utilize the Minnesota Square Park banners for the marketing and promotion of the Saint Peter community by the City.

PRIORITY

The City will attempt to meet the needs of all applicants, but should two or more applicant requests be received for placement at the same time, the City Administrator shall reserve all rights to determine which applicant receives the benefit of placement of banners and the time frame for which placement will be provided.

BANNER CONSTRUCTION

It is the responsibility of the applicant to provide banners meeting the specifications identified in this application packet. The City of Saint Peter is not responsible for any damage that may occur to the banners while being displayed. The City may refuse to allow installation of banners that do not meet the specifications.

Once an application has been approved by the City Administrator's Office, it will be necessary for the applicant to provide the City with banners constructed to meet the specifications outlined below. Should the applicant have any questions regarding the adopted specifications, please contact the City prior to production of the banners to ensure compliance. Specifications shall meet the minimum construction guidelines including:

1. Banners shall be constructed in accordance with Saint Peter Utility Standard Detail, Plate No. 9003A, Banner Detail (attached) as adopted by the City Council.
2. Banners shall be constructed of natural canvas, synthetic canvas (Sunbrella®) or a scrim (fabric reinforced) vinyl material of at least eighteen (18) ounces. Banners should be suitable for all weather outdoor applications.
3. All graphics or text shall be displayed on both sides of each banner. In addition, the graphics or text of the banners must not display:
 - a. Commercial or corporate logos.
 - b. Phone numbers, addresses or websites.
4. All text on the banner shall be a minimum of six inches (6") in height.

5. Grommets shall be installed all the way around the banner material with grommet holes no more than twelve inches (12") apart.
6. Banner edges shall be **2", double thickness**.
7. Rope for the attachment should be one-fourth inch (1/4") nylon that will be woven through all grommet holes to secure and shall be neutral in color or black in color. Approximately thirty-six feet (36') of rope is needed for each banner.

SHOULD YOU HAVE ANY QUESTIONS REGARDING THESE SPECIFICATIONS, PLEASE CONTACT THE CITY AT 934-0663 PRIOR TO HAVING YOUR BANNERS CONSTRUCTED! BANNERS WHICH DO NOT MEET CITY SPECIFICATIONS WILL NOT BE INSTALLED.

FEE

A fee of \$40 per banner shall be paid upon approval of the banner application and in no event shall the banners be installed without the fee first being paid. The \$40 fee shall cover a period of two (2) weeks. Said fee shall be made payable to the City of Saint Peter and shall be delivered to the City Administrator's office once the applicant has been notified the banner application has been approved. Specific dates for banner pole use are not reserved for any applicant until the fee is received.

Reservations for use of the banner standards will be taken no more than one year in advance of the installation date.

If you have any questions about this policy, please contact the City Administrator's office at 507-934-0663.