

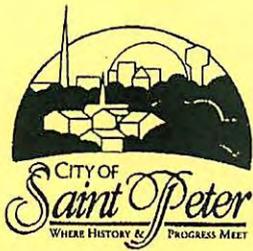
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, June 25, 2012  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. PUBLIC HEARING**
  - A. Zoning Code Modification
  
- V. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
  
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
  
- VII. UNFINISHED BUSINESS**

None scheduled
  
- VIII. NEW BUSINESS**
  - A. 2011 Audit Presentation and Acceptance
  - B. Zoning Modification: RPUD
  - C. Request for City Assistance: Fourth of July
  - D. North Interceptor Sewer Project
  - E. Substation Entrance Project Quotes
  - F. Seal Coat Bid Award
  - G. Assignment Of Lease For 430 Ritt Street Property
  
- IX. REPORTS**
  - A. **MAYOR**
  
  - B. **CITY ADMINISTRATOR**
    - 1. City/School/Gustavus Meeting Discussion
    - 2. League of Minnesota Cities Conference
    - 3. Goal Session Discussion
    - 4. Others
  
- X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. CALL TO ORDER

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

II. 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 11, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. PUBLIC HEARING

A. **PUBLIC HEARING ON ZONING CODE MODIFICATION**

A public hearing has been scheduled at this time on proposed modification to the definition of RPUD in the Saint Peter Zoning Code. Notice of the hearing has been duly published in the Saint Peter herald. It is appropriate at this time to receive public comment on the proposed language modification. Action on the proposed change is scheduled under NEW BUSINESS.

V. VISITORS

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

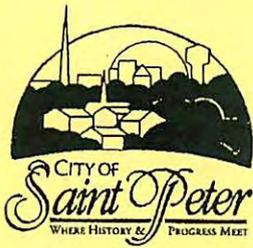
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

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 7, 2012 through June 20, 2012, is attached. Please see the attached staff reports and RESOLUTION.



**VII. UNFINISHED BUSINESS**

None scheduled.

**VIII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION ACCEPTING 2011 AUDIT**

Auditor Jim Eichten of MMKR, the City's audit firm, will be in attendance at the Council meeting to review his findings related to the City's 2011 audit. Following the presentation it is appropriate for the Council to formally accept the audit. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF AN ORDINANCE MODIFYING ZONING CODE DEFINITION OF RESIDENTIAL PLANNED UNIT DEVELOPMENT (RPUD)**

Following the public hearing it is appropriate to consider action to amend the City Code by modification of the definition of a residential planned unit development (RPUD) in the Zoning Code. Please see the attached staff report and ORDINANCE.

**C. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR FOURTH OF JULY**

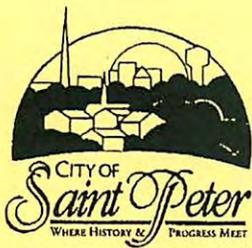
The Chamber of Commerce has submitted a request for assistance with their annual Fourth of July event in Minnesota Square Park and the parade. Staff recommends approval of the request as outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING SERVICES FOR NORTH INTERCEPTOR SEWER PROJECT**

Staff recommends Bolton and Menk, Inc. be retained to prepare plans and specifications and receive bids for the first phase of the North Interceptor Sewer Project. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION ACCEPTING QUOTE FOR FRONT STREET SUBSTATION DRIVEWAY PROJECT**

Staff needs a southern access to the Front Street Substation. Quotes were received for the work and staff recommends accepting the quote



from Kent Kassulke in the amount of \$26,997. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION AWARDED BID FOR SEAL COAT PROJECT**

Bids were received for the annual seal coat project. Staff recommends award of the low bid to Caldwell Asphalt in the amount of \$2.91 per gallon applied. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING ASSIGNMENT OF LEASE FROM JARI USA TO**

The City Council previously authorized a lease of the property at 430 Ritt Street to Jari, USA. The owners of the company wish to sell the company to Peter D. Jones. The terms of the property lease require City Council approval for assignment of the lease. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**IX. REPORTS**

**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/SCHOOL/GUSTAVUS MEETING DISCUSSION**

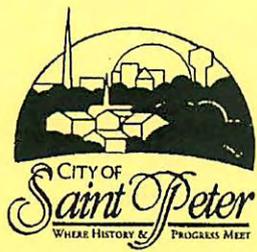
A report will be provided at this time on discussion at the June 13th City/School/Gustavus meeting.

**2. REPORT ON LEAGUE OF MINNESOTA CITIES CONFERENCE**

A report will be provided at this time by Councilmembers Pfeifer and Zieman, Mayor Strand and City Administrator Prafke on the League of Minnesota Cities conference.

**3. REPORT ON GOAL SESSION DISCUSSION**

A report will be provided at this time on discussion at the June 14th goal session.



4. 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 11, 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 11, 2012.

A quorum present, Mayor Strand called the meeting to order at 7:01 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 Carlin, 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 May 29, 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 May 29, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – Mayor Strand noted two changes to the list of election judges which had been requested by staff. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-74 entitled "Resolution Approving Consent Agenda" was introduced with the changes. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-74 is contained in the City Administrator's book entitled Council Resolutions 19.

**G.O. Water Revenue Bond Sale** – Shannon Sweeney of David Drown Associates presented his recommendation for approval of the sale of \$745,000 in general obligation water revenue bonds to United Banker's Bank at the rate of 1.9210% which was below his projected interest rate. Sweeney indicated the low rate was due in part to the City's participation in the State of Minnesota Credit Enhancement Program which allowed the City to use the State's AA+ credit rating (compared to the City's A+ rating) for the ten year issuance. Sweeney indicated the payback would be approximately \$74,000 each year. Councilmember Zieman asked if there was anything the City could be refinancing to save interest costs. Sweeney indicated that most of the City's bond issuances were through the Public Facilities Authority which already offered extremely low interest rates of 1-2% for projects like the water plant and wastewater plant. In motion by Brand, seconded by Carlin, Resolution No. 2012-75 entitled "Resolution Accepting Proposal On The Sale Of \$745,000 General Obligation Water Revenue Bonds, Series 2012C, And Pledging For The Security Thereof Net Revenues", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-75 is contained in the City Administrator's book entitled Council Resolutions 19.

**Emergency Warning Siren Equipment Purchase** – Police Chief Peters requested authorization to purchase equipment and provide for installation of the equipment to upgrade the City's emergency warning sirens as required by FCC regulations. Peters recommended purchase of the equipment from Federal Signal in the amount of \$8,817.19 and installation by

Ready Watt Electric in the amount of \$2,370 to be funded by the Police Department budget and equipment certificate funds. Both companies submitted the lowest quotes for the work. Councilmember Carlin asked how many sirens were in place and Peters indicated the City has eight sirens, two of which are outdated and will not be replaced when they are no longer functional. Peters also indicated that the six remaining sirens, which would be upgraded as per FCC regulations, provided greater coverage making the older sirens unnecessary. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-76 entitled "Resolution Authorizing Purchase Of Equipment Needed To Upgrade City Emergency Warning System", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-76 is contained in the City Administrator's book entitled Council Resolutions 19.

**Geographical Information System Implementation** – Public Works Director Giesking recommended purchasing software and hardware for implementation of a geographical information system (GIS) from Bolton and Menk, Inc. in the amount of \$10,756.97 and retaining Bolton and Menk, Inc. to provide training and support for the system implementation in an amount not to exceed \$15,000. Giesking reported City staff, most likely interns, would collect data on water, wastewater and stormwater utility equipment and facilities and the information would be entered into the GIS system by Bolton and Menk, Inc. staff where it would be maintained and stored on their system and integrated with the existing City mapping information Bolton and Menk. Councilmember Zieman asked who would own the information and what would happen if the City changed engineering firms. Giesking indicated that the City would have to pay Bolton and Menk, Inc. to retrieve the information from them because it would be maintained on their system. In motion by Eichmann, seconded by Carlin, Resolution No. 2012-77 entitled "Resolution Authorizing Purchase Of Equipment And Engineering Services For Geographical Information System (GIS) Implementation", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-77 is contained in the City Administrator's book entitled Council Resolutions 19.

**Assessment Process Initiation** – Finance Director O'Connell recommended initiation of the assessment process for a number of unpaid charges. O'Connell first recommended the assessment process be initiated for \$51,062.37 in unpaid water charges by the owners of Green Valley trailer park. O'Connell reported that the owners became delinquent in 2009 and the tenants had worked with legal aid attorneys to become "payor of record" on the utility account and the tenants had been paying the water bills in full since mid-2011 so that the water to the park would not be shut off. City Administrator Prafke indicated he had had numerous contacts with the Green Valley ownership group and they were not flexible in coming to an agreement on payment of the outstanding charges. O'Connell recommended a public hearing on the proposed assessments be held on July 9th. In motion by Kvamme, seconded by Brand, Resolution No. 2012-78 entitled "Resolution Declaring Unpaid Charges For Municipal Utilities To Be Assessed And Ordering Preparation Of Proposed Assessment Against Green Valley LLP", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-78 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Brand, seconded by Zieman, Resolution No. 2012-79 entitled "Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed Against Green Valley LLP", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-79 is contained in the City Administrator's book entitled Council Resolutions 19.

O'Connell also recommended initiation of the assessment process for \$32,733.31 in unpaid utility bills, of which \$15,324.54 was assessable. O'Connell explained that if the utilities were in a renters name, the electric portion of the charges were not assessable. If the utilities were in a property owner's name, all of the bill would be assessable. O'Connell also noted that the total amount that is non-assessable represents only .109% of total utility sales. O'Connell also reported that once a bill becomes delinquent by three months, it is turned over to a collection agency and collection efforts continue until the statute of limitations expires. In motion by Brand, seconded by Carlin, Resolution No. 2012-80 entitled "Resolution Declaring Unpaid Charges For Municipal Utilities To Be Assessed And Ordering Preparation Of Proposed Assessment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-80 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Kvamme, seconded by Zieman, Resolution No. 2012-81 entitled "Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-81 is contained in the City Administrator's book entitled Council Resolutions 19.

O'Connell recommended initiation of the assessment process for \$42,753.80 in water and wastewater improvement projects charges. O'Connell indicated that most of the property owners involved had already agreed to the assessments in writing, but four property owners had not and may object to the assessments. In motion by Kvamme, seconded by Eichmann, Resolution No. 2012-82 entitled "Resolution Declaring The Cost To Be Assessed And Ordering Preparation Of Proposed Assessment Of Water, Wastewater And Miscellaneous Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-82 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Zieman, seconded by Brand, Resolution No. 2012-83 entitled "Resolution Calling For A Public Hearing On Proposed Assessments Of Water, Wastewater, And Miscellaneous Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-83 is contained in the City Administrator's book entitled Council Resolutions 19.

O'Connell recommended initiation of the assessment process for \$635 in unpaid snow and weed removal charges. In motion by Kvamme, seconded by Carlin, Resolution No. 2012-84 entitled "Resolution Declaring Unpaid Charges To Be Assessed And Ordering Preparation Of Proposed Assessment Of Miscellaneous Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-84 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Pfeifer, seconded by Carlin, Resolution No. 2012-85 entitled "Resolution Calling For Public Hearing On Assessment Of Miscellaneous Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-85 is contained in the City Administrator's book entitled Council Resolutions 19.

**Business License Application** – City Administrator Prafke recommended approval of a temporary soft drink license for Kansas City BBQ. Prafke indicated the background investigation found nothing that would prohibit issuance of the license. In motion by Carlin,

seconded by Eichmann, Resolution No. 2012-86 entitled "Resolution Approving New Temporary Business License Application", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-86 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 budget and personnel meetings and attending Blues Fest.

**Community Center Parking Lot** – City Administrator Prafke reported City staff continued to work on finishing the maintenance at the Community Center parking lots.

**Mayor's Task Force** - City Administrator Prafke indicated the next meeting of the Mayor's Task Force would include designs from the architects based on discussion at the second meeting. Councilmember Carlin indicated several new and novel ideas had been discussed by the Task Force members.

**City/School/Gustavus Meeting Schedule** – City Administrator Prafke reminded Councilmembers of the June 13th meeting to be held at Gustavus in the President's Dining Room at 6:30 p.m.

**Goal Session Schedule** – City Administrator Prafke also reminded Councilmembers of the next Goal Session which was scheduled for June 14th at 3:00 p.m. in the Governors' Room.

**League of Minnesota Cities Conference** – City Administrator Prafke noted that he would be attending the League of Minnesota Cities conference in Duluth along with Mayor Strand, Councilmember Pfeifer, and Councilmember Ziemann the week of June 19th.

**Municipal Pool Opening** – City Administrator Prafke reported the pool was open and reminded the public of the family pass which was available for only \$35.

**Rain Barrel Program Update** – Public Works Director Giesking reported the rain barrel program would end on June 15th and 75 rebates had been awarded.

Councilmember Kvamme questioned when the dog park would be opened. Staff indicated approval has just been received from Le Sueur County for the fencing layout and signage and staff would begin installation of the fence in the near future.

There being no further business, a motion was made by Carlin, seconded by Brand, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:59 p.m.

---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 7/19/12

**FROM:** Cindy Moulton *Cindy*  
Administrative Secretary

**RE:** Temporary License

### **ACTION/RECOMMENDATION**

Provide approval of temporary licenses.

### **BACKGROUND**

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

The St. Peter Baseball Association has submitted two temporary On Sale Beer license applications in order to sell 3.2 beer at Veterans Field and the Nicollet County Fairgrounds. The licensing period for beer sales at Veterans Field is June 26, 2012 – September 8, 2012. The Association will also be selling beer at the Nicollet County Fairgrounds during the county fair on August 9, 2012 – August 12, 2012.

Please place these items on the June 25, 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

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESALE	concessions	COMMUNITY CENTER	COMMUNITY CENTER	200.66
			TOTAL:	200.66
ADOLPH KIEFER AND ASSOCIATES	rescue tubes, whistles	GENERAL FUND	SWIMMING POOL	203.00
			TOTAL:	203.00
AFFILIATED CREDIT SERVICES	credit collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	30.38
			TOTAL:	30.38
ALPHA WIRELESS COMMUNICATIONS CO	ltr radio maintenance	GENERAL FUND	MUNICIPAL BUILDING	58.53
	pager #8 clip assembly	GENERAL FUND	FIRE	14.32
	ltr radio maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	ltr radio maintenance	WATER	ADMIN AND GENERAL	56.08
	ltr radio maintenance	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	ltr radio maintenance	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	312.32
AMAZON	books/dvds	LIBRARY FUND	LIBRARY	664.42
	dvd/vcr player	PUBLIC ACCESS	PUBLIC ACCESS	159.23
			TOTAL:	823.65
AMERICAN PAYMENT CENTERS	qtrly drop box rent	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
AMERICAN RED CROSS	babysitter training items	GENERAL FUND	RECREATION/LEISURE SER	80.00
			TOTAL:	80.00
ANDRESEN PLUMBING AND HEATING	urinal flush valve - gorma	GENERAL FUND	PARKS	835.98
			TOTAL:	835.98
ARROW ACE HARDWARE INC	paint, battery tester,weed	GENERAL FUND	FIRE	140.15
			TOTAL:	140.15
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	441.12
			TOTAL:	441.12
AUTOMATIC SYSTEMS CO.	on site system service	WASTE WATER FUND	SOURCE/TREATMENT	1,226.30
			TOTAL:	1,226.30
BATTERIES PLUS	rayovac coupon inv 176744	GENERAL FUND	POLICE	4.00-
	camera battery #511	GENERAL FUND	FIRE	36.33
			TOTAL:	32.33
BOLTON & MENK INC	aerials geldner prop & fai	GENERAL FUND	CITY ADMINISTRATION	57.75
	staff meetings	GENERAL FUND	STREETS	144.38
	staff meetings	GENERAL FUND	PARKS	115.50
	aerials geldner prop & fai	GENERAL FUND	ECONOMIC DEVMT	57.75
	wash ave link 4/14-5/11	PERM IMPROVMENT RE	STREETS	4,008.50
	295 turnback	PERM IMPROVMENT RE	STREETS	11,236.25
	169 options thru 5/11/12	PERM IMPROVMENT RE	STREETS	12,729.01
	greenhill reservoir 4/14-5	WATER	CAPITAL-WATER DISTRIBU	490.00
	staff meetings	WATER	ADMIN AND GENERAL	57.75
	n lift station ww/wtr impr	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	311.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wwtp tuck pointing	WASTE WATER FUND	CAPITAL-TREATMENT SYST	336.00
	staff meetings	WASTE WATER FUND	ADMIN AND GENERAL	57.75
	compost site s of kasota	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	220.00
	staff meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	57.74
	ch sub access imprvmt	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	4,190.50
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	144.38
	dog park	RESTRICTED CONTRIB	PARKS	100.00
			TOTAL:	34,314.26
BORDER STATES ELECTRIC SUPPLY	wire #438	ELECTRIC FUND	NON-DEPARTMENTAL	7,358.34
			TOTAL:	7,358.34
BRANDT LAW OFFICE	may civil legal services	GENERAL FUND	LEGAL SERVICES	1,281.25
	may criminal legal service	GENERAL FUND	LEGAL SERVICES	9,674.25
	Kasota properties	GENERAL FUND	LEGAL SERVICES	1,806.75
	easement	ELECTRIC FUND	ADMIN AND GENERAL	20.25
			TOTAL:	12,782.50
CALDWELL ASPHALT CO, INC	fog seal cc parking area	COMMUNITY CENTER	COMMUNITY CENTER	7,636.00
			TOTAL:	7,636.00
CAREERTRACK	facebook seminar	GENERAL FUND	FINANCE	99.00
			TOTAL:	99.00
CARQUEST AUTO PARTS STORES	flow controls, #211	GENERAL FUND	STREETS	289.16
	fuel pump #6	GENERAL FUND	PARKS	322.75
	hyd fluid, back up alarm,	WASTE WATER FUND	COLLECTOR/LIFT STAT	128.20
	connector #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	5.17
	wheel bearing, protectors	STORMWATER FUND	TREATMENT	33.93
			TOTAL:	779.21
CATCO	control head, core, condui	GENERAL FUND	FIRE	45.89
	270amp alt conversion #511	GENERAL FUND	FIRE	794.76
	core, conduit, fast	GENERAL FUND	FIRE	60.84
			TOTAL:	901.49
CDW GOVERNMENT, INC.	thumb drives for picture a	GENERAL FUND	PUBLIC WORKS ADMIN	66.16
			TOTAL:	66.16
CINTAS CORPORATION #754	may uniforms	ELECTRIC FUND	ADMIN AND GENERAL	435.31
	LS safety shirts	ELECTRIC FUND	ADMIN AND GENERAL	126.95
			TOTAL:	562.26
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	CITY ADMINISTRATION	8.31
	first aid supplies	GENERAL FUND	CITY CLERK	8.31
	first aid supplies	GENERAL FUND	FINANCE	5.54
	first aid supplies	GENERAL FUND	POLICE	4.43
	first aid supplies	GENERAL FUND	BUILDING INSPECTOR	2.22
	first aid supplies	GENERAL FUND	PUBLIC WORKS ADMIN	1.11
	12 boxes ear plugs	GENERAL FUND	STREETS	16.01
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	21.15
	first aid supplies	GENERAL FUND	SWIMMING POOL	285.86
	12 boxes ear plugs	GENERAL FUND	PARKS	12.80
	first aid supplies	GENERAL FUND	ECONOMIC DEVMT	0.55
	first aid supplies	WATER	ADMIN AND GENERAL	4.99
	12 boxes ear plugs	WATER	ADMIN AND GENERAL	6.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	5.00
	12 boxes ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	6.40
	12 boxes ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	6.40
	first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	14.97
	12 boxes ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	16.01
			TOTAL:	426.46
COALITION OF GREATER MN CITIES	registration Prafke 5/31/1	GENERAL FUND	CITY ADMINISTRATION	55.00
			TOTAL:	55.00
COLE PAPERS INC	glass cleaner	GENERAL FUND	CITY ADMINISTRATION	12.05-
	glass cleaner	GENERAL FUND	CITY CLERK	12.05-
	glass cleaner	GENERAL FUND	FINANCE	8.03-
	glass cleaner	GENERAL FUND	POLICE	6.43-
	glass cleaner	GENERAL FUND	BUILDING INSPECTOR	3.21-
	glass cleaner	GENERAL FUND	PUBLIC WORKS ADMIN	1.61-
	cleaner, towels, bags	GENERAL FUND	SWIMMING POOL	463.99
	glass cleaner	GENERAL FUND	ECONOMIC DEVMT	0.80-
	cleaning supplies	LIBRARY FUND	LIBRARY	263.66
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	1,054.63
	gym floor wax not used	COMMUNITY CENTER	COMMUNITY CENTER	1,397.45-
	glass cleaner	WATER	ADMIN AND GENERAL	7.23-
	glass cleaner	WASTE WATER FUND	ADMIN AND GENERAL	7.22-
	glass cleaner	ELECTRIC FUND	ADMIN AND GENERAL	21.69-
			TOTAL:	304.51
COPIER BUSINESS SOLUTIONS	copier maint for may '12	GENERAL FUND	RECREATION/LEISURE SER	149.51
	copier maint for may '12	COMMUNITY CENTER	COMMUNITY CENTER	149.51
			TOTAL:	299.02
CROP PRODUCTION SERVICES	weed control dwntwn side,	GENERAL FUND	PARKS	203.22
			TOTAL:	203.22
CRYSTEEL TRUCK EQUIPMENT INC	#45 sandblast & seal dump	GENERAL FUND	STREETS	9,159.67
	#45 tarp w/tension hoop	GENERAL FUND	STREETS	1,456.17
	#45 cabshield braces, rear	GENERAL FUND	STREETS	1,067.66
	rec tube & hook mount #47	GENERAL FUND	STREETS	101.53
	#45 tarp w/tension hoop	ENVIRON SERVICES F	REFUSE DISPOSAL	1,456.17
			TOTAL:	13,241.20
EBSCO ACCOUNTS RECEIVABLE	rate adjustment for 2012	LIBRARY FUND	LIBRARY	75.33
			TOTAL:	75.33
ECONO FOODS	senior dance food	GENERAL FUND	SENIOR COORDINATOR	45.96
	m&m's for summer training	GENERAL FUND	RECREATION/LEISURE SER	4.26
	balloons, flour create cam	GENERAL FUND	RECREATION/LEISURE SER	8.94
	library celebre chips,drin	LIBRARY FUND	LIBRARY	46.16
			TOTAL:	105.32
BRIAN ENTER	softball ump 5/28-6/15	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00
ERICKSON OIL PRODUCTS INC	fuel for may '12	WATER	SOURCE OF SUPPLY	10.07
	fuel for may '12	WATER	PURIFICATION AND TREAT	15.10
	fuel for may '12	WATER	DISTRIBUTION AND STORA	75.52
	fuel for may '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	127.17

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel for may '12	STORMWATER FUND	TREATMENT	167.24
			TOTAL:	395.10
FASTENAL COMPANY	flash lights	GENERAL FUND	STREETS	7.22
	carriage bolts & hex nuts	GENERAL FUND	SWIMMING POOL	114.52
	dewalkt repair & nonskid t	GENERAL FUND	PARKS	197.23
	flash lights	GENERAL FUND	PARKS	7.22
	face shield	COMMUNITY CENTER	COMMUNITY CENTER	29.63
	flash lights	WATER	DISTRIBUTION AND STORA	3.61
	flash lights	WASTE WATER FUND	SOURCE/TREATMENT	3.61
	flash lights	ENVIRON SERVICES F	REFUSE DISPOSAL	3.61
	flash lights	ELECTRIC FUND	POWER DISTRIBUTION	7.22
	flash lights	STORMWATER FUND	TREATMENT	3.62
			TOTAL:	377.49
GELDNER UNDERGROUND, INC.	1/2 of appraisal 1203 s fr	GENERAL FUND	CITY ADMINISTRATION	750.00
			TOTAL:	750.00
GENESIS	diesel for may '12	GENERAL FUND	FIRE	203.62
	diesel for may '12	GENERAL FUND	STREETS	2,125.34
	diesel for may '12	GENERAL FUND	PARKS	1,696.24
	diesel for may '12	WATER	DISTRIBUTION AND STORA	536.26
	diesel for may '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	677.30
	diesel for may '12	ENVIRON SERVICES F	REFUSE DISPOSAL	791.32
	diesel for may '12	ELECTRIC FUND	POWER DISTRIBUTION	895.92
	diesel for may '12	STORMWATER FUND	TREATMENT	227.19
	diesel for may '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	847.05
			TOTAL:	8,000.24
KRIS GLIDDEN	gymnastics coordinator	GENERAL FUND	RECREATION/LEISURE SER	170.00
			TOTAL:	170.00
GOODTIMES MANUFACTURING	summer staff shirts	GENERAL FUND	RECREATION/LEISURE SER	201.50
	summer staff shirts	GENERAL FUND	SWIMMING POOL	201.50
			TOTAL:	403.00
GOPHER STATE ONE-CALL INC	locates for may '12	WATER	DISTRIBUTION AND STORA	124.17
	locates for may '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	124.17
	locates for may '12	ELECTRIC FUND	POWER DISTRIBUTION	124.16
			TOTAL:	372.50
GRAYBAR ELECTRIC COMPANY INC	4" adap pvc	ELECTRIC FUND	NON-DEPARTMENTAL	160.39
			TOTAL:	160.39
GREATER MANKATO GROWTH	3rd qtr econ dvlp agreemen	GENERAL FUND	ECONOMIC DEVMT	6,287.50
			TOTAL:	6,287.50
GUSTAVUS ADOLPHUS COLLEGE	2nd qtr work study	GENERAL FUND	RECREATION/LEISURE SER	380.91
	2nd qtr work study	LIBRARY FUND	LIBRARY	410.08
	softner salt	WASTE WATER FUND	SOURCE/TREATMENT	686.00
			TOTAL:	1,476.99
HACH COMPANY	ascorbic acid powder	WATER	PURIFICATION AND TREAT	116.20
			TOTAL:	116.20
KEITH HANSON	softball ump 5/28-6/15	GENERAL FUND	RECREATION/LEISURE SER	399.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>399.00</u>
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,397.25
	aqua hawk	WASTE WATER FUND	BIOSOLIDS	5,444.75
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	<u>5,374.59</u>
			TOTAL:	<u>12,216.59</u>
HD SUPPLY FACILITIES MAINTENANCE	replace faucets bath#2	COMMUNITY CENTER	COMMUNITY CENTER	<u>164.35</u>
			TOTAL:	<u>164.35</u>
ELIZABETH HERR	mileage to mankato	GENERAL FUND	RECREATION/LEISURE SER	13.88
	jumbo bat, softball	GENERAL FUND	RECREATION/LEISURE SER	<u>15.22</u>
			TOTAL:	<u>29.10</u>
HICKORY TECH	phone bill for may '12	GENERAL FUND	CITY ADMINISTRATION	91.69
	phone bill for may '12	GENERAL FUND	CITY CLERK	18.14
	phone bill for may '12	GENERAL FUND	FINANCE	142.73
	phone bill for may '12	GENERAL FUND	MUNICIPAL BUILDING	8.47
	phone bill for may '12	GENERAL FUND	POLICE	390.94
	phone bill for may '12	GENERAL FUND	FIRE	153.24
	phone bill for may '12	GENERAL FUND	BUILDING INSPECTOR	53.21
	phone bill for may '12	GENERAL FUND	PUBLIC WORKS ADMIN	87.51
	phone bill for may '12	GENERAL FUND	STREETS	61.68
	phone bill for may '12	GENERAL FUND	SENIOR COORDINATOR	6.05
	phone bill for may '12	GENERAL FUND	RECREATION/LEISURE SER	137.67
	phone bill for may '12	GENERAL FUND	SWIMMING POOL	31.12
	phone bill for may '12	GENERAL FUND	PARKS	98.53
	phone bill for may '12	GENERAL FUND	ECONOMIC DEVT	35.08
	phone bill for may '12	LIBRARY FUND	LIBRARY	103.19
	phone bill for may '12	PUBLIC ACCESS	PUBLIC ACCESS	18.11
	phone bill for may '12	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	phone bill for may '12	WATER	ADMIN AND GENERAL	307.01
	phone bill for may '12	WASTE WATER FUND	ADMIN AND GENERAL	197.51
	phone bill for may '12	ENVIRON SERVICES F	ADMIN AND GENERAL	39.19
	phone bill for may '12	ELECTRIC FUND	ADMIN AND GENERAL	171.04
	phone bill for may '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>52.32</u>
			TOTAL:	<u>2,251.65</u>
DERRICK HOFFMAN	sb ump 5/28-6/15 6 games	GENERAL FUND	RECREATION/LEISURE SER	<u>126.00</u>
			TOTAL:	<u>126.00</u>
DAN HONETSCHLAGER	sb ump 5/28-6/15 8 games	GENERAL FUND	RECREATION/LEISURE SER	<u>168.00</u>
			TOTAL:	<u>168.00</u>
HYTEST SAFETY FOOTWEAR	safety boots scott z	GENERAL FUND	PARKS	<u>85.99</u>
			TOTAL:	<u>85.99</u>
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	<u>1,107.35</u>
			TOTAL:	<u>1,107.35</u>
LOREN JANSEN	leather holster	GENERAL FUND	POLICE	<u>59.95</u>
			TOTAL:	<u>59.95</u>
JAVENS MECHANICAL CONTRACTING CO.	pool rpz test & clean debr	GENERAL FUND	SWIMMING POOL	126.00
	spring pm wtp	WATER	PURIFICATION AND TREAT	1,410.00
	labor freezestats	WASTE WATER FUND	SOURCE/TREATMENT	<u>165.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,701.00
JEFFERSON FIRE & SAFETY INC	panel shield	GENERAL FUND	FIRE	61.00
	headband/ratchet cover, fa	GENERAL FUND	FIRE	60.23
			TOTAL:	121.23
KEELEY FARM DRAINAGE	landscaping parts	COMMUNITY CENTER	COMMUNITY CENTER	23.25
			TOTAL:	23.25
KIND VETERINARY CLINIC PA	pound cats & dogs	GENERAL FUND	COMMUNITY SERVICE	61.80
	paws for may '12	RESTRICTED CONTRIB	COMMUNITY SERVICE	44.92
			TOTAL:	106.72
GRACE KJELLGREN	gymn coach 6/11-6/14 10 h	GENERAL FUND	RECREATION/LEISURE SER	110.00
			TOTAL:	110.00
KWIK TRIP INC	fuel for may '12	GENERAL FUND	POLICE	2,745.49
	car wash	GENERAL FUND	POLICE	9.00
	fuel for may '12	GENERAL FUND	BUILDING INSPECTOR	51.36
	may fuel	GENERAL FUND	STREETS	94.39
	may fuel	GENERAL FUND	PARKS	62.20
	fuel for may '12	WATER	CUSTOMER ACCOUNTS	20.07
	fuel for may '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	45.35
	may fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	57.35
	fuel for may '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.07
	may fuel	ELECTRIC FUND	POWER DISTRIBUTION	86.88
	fuel for may '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	20.09
	fuel for may '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3,041.96
			TOTAL:	6,254.21
LAGER'S INC	#2 sensor, module, distrib	GENERAL FUND	STREETS	804.06
			TOTAL:	804.06
LEAGUE OF MN CITIES INSURANCE TRUST	reduce values	TORNADO DISASTER R	ECONOMIC DEVMT	9,661.00-
	reduce values	ELECTRIC FUND	POWER PRODUCTION	1,481.00-
			TOTAL:	11,142.00-
LIQUI-SYSTEMS INC	sensor solution	WATER	PURIFICATION AND TREAT	89.78
			TOTAL:	89.78
LJP ENTERPRISES INC	refuse pickup and disposal	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	refuse pickup and disposal	WATER	PURIFICATION AND TREAT	94.69
	refuse pickup and disposal	WASTE WATER FUND	SOURCE/TREATMENT	124.57
	refuse pickup and disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	998.56
			TOTAL:	1,649.33
LOCATORS & SUPPLIES, INC.	gloves	GENERAL FUND	STREETS	116.07
	gloves	GENERAL FUND	PARKS	116.07
	gloves	WATER	DISTRIBUTION AND STORA	58.03
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	58.10
	gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	58.03
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	116.07
	safety shirts	ELECTRIC FUND	ADMIN AND GENERAL	93.99
	gloves	STORMWATER FUND	TREATMENT	58.07
			TOTAL:	674.43

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MED-COMPASS INC	medical exams, fit tests	GENERAL FUND	FIRE	2,557.50	
			TOTAL:	2,557.50	
MENARDS	weed killer, marble stone	GENERAL FUND	FIRE	25.39	
	hoses for rr & flowers	GENERAL FUND	PARKS	74.74	
	tool bag, pruner, pliers,	GENERAL FUND	PARKS	100.45	
			TOTAL:	200.58	
METRO FIRE	nightfighter hud,mount brk	GENERAL FUND	FIRE	270.32	
	elite face piece lens	GENERAL FUND	FIRE	59.97	
			TOTAL:	330.29	
METRO JANITORIAL SUPPLY INC.	cleaning products	LIBRARY FUND	LIBRARY	73.47	
	cleaning products	COMMUNITY CENTER	COMMUNITY CENTER	293.91	
			TOTAL:	367.38	
METRO SALES INC	printer fees for copy mach	LIBRARY FUND	LIBRARY	362.39	
			TOTAL:	362.39	
MII LIFE	monthly admin fee	GENERAL FUND	CITY ADMINISTRATION	3.40	
	monthly admin fee	GENERAL FUND	CITY CLERK	2.12	
	monthly admin fee	GENERAL FUND	FINANCE	3.61	
	monthly admin fee	GENERAL FUND	MUNICIPAL BUILDING	2.33	
	monthly admin fee	GENERAL FUND	POLICE	21.23	
	monthly admin fee	GENERAL FUND	BUILDING INSPECTOR	4.25	
	monthly admin fee	GENERAL FUND	COMMUNITY SERVICE	2.12	
	monthly admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	2.32	
	monthly admin fee	GENERAL FUND	STREETS	2.89	
	monthly admin fee	GENERAL FUND	RECREATION/LEISURE SER	2.12	
	monthly admin fee	GENERAL FUND	PARKS	8.77	
	monthly admin fee	GENERAL FUND	ECONOMIC DEVMT	2.12	
	monthly admin fee	LIBRARY FUND	LIBRARY	0.21	
	monthly admin fee	COMMUNITY CENTER	COMMUNITY CENTER	3.19	
	monthly admin fee	PERM IMPROVMENT RE	STREETS	1.38	
	monthly admin fee	WATER	DISTRIBUTION AND STORA	4.25	
	monthly admin fee	WATER	ADMIN AND GENERAL	1.38	
	monthly admin fee	WATER	CUSTOMER ACCOUNTS	0.43	
	monthly admin fee	WASTE WATER FUND	SOURCE/TREATMENT	6.48	
	monthly admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.51	
	monthly admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.43	
	monthly admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	2.12	
	monthly admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.75	
	monthly admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.43	
	monthly admin fee	ELECTRIC FUND	POWER DISTRIBUTION	8.49	
	monthly admin fee	ELECTRIC FUND	ADMIN AND GENERAL	7.06	
	monthly admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.28	
	monthly admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.28	
	monthly admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	4.25	
	monthly admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	1.42	
	monthly admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.21	
	monthly admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.19	
	monthly admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2.12	
			TOTAL:	106.14	
MISC VENDOR	ANNEXSTAD, GRANT	water protection grant rei	WATER	ADMIN AND GENERAL	603.20
	HAGER, TOM	water protection grant rei	WATER	ADMIN AND GENERAL	5,472.30

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HERNADEZ, CHRISTINA	refund tae kwon do	GENERAL FUND	NON-DEPARTMENTAL	34.00
JOHNSON, TOM	water protection grant rei	WATER	ADMIN AND GENERAL	307.98
JOLLY WOODCHOPPER	entertain for senior dance	GENERAL FUND	SENIOR COORDINATOR	125.00
KIENLEN, PAT	water protection grant rei	WATER	ADMIN AND GENERAL	864.20
LAMBERT, BILL	water protection grant rei	WATER	ADMIN AND GENERAL	937.28
MEDIACOM	dodd & wash repairs	ELECTRIC FUND	POWER DISTRIBUTION	381.41
MOGENSEN, DAVE	water protection grant rei	WATER	ADMIN AND GENERAL	868.26
SCHOLARSHIP AMERICA	land lease	GENERAL FUND	PARKS	10.00
VONESCHEN, CASEY	refund park reservation	GENERAL FUND	NON-DEPARTMENTAL	42.75
WETTERGREN, MARK	water protection grant rei	WATER	ADMIN AND GENERAL	345.68
WETTERGREN, RICHARD	water protection grant rei	WATER	ADMIN AND GENERAL	495.90
WILLSON, CHELSEA	fog seal shoe replacement	GENERAL FUND	STREETS	24.99
			TOTAL:	10,512.95
MN DEPT OF COMMERCE	1st qtr fy 2013 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	1,504.66
	1st qtr fy 2013 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	438.56
			TOTAL:	1,943.22
MN DEPT OF HEALTH	4th qtr water service conn	WATER	NON-DEPARTMENTAL	4,765.92
			TOTAL:	4,765.92
MN DEPT OF HUMAN SERVICES	mow 484 w union	GENERAL FUND	NON-DEPARTMENTAL	50.00
			TOTAL:	50.00
MN NATIONAL GUARD ARMORY	6/4-7/26 gymn rent armory	GENERAL FUND	RECREATION/LEISURE SER	800.00
			TOTAL:	800.00
MN PIPE & EQUIPMENT	vb top & vb ext	WATER	NON-DEPARTMENTAL	724.85
			TOTAL:	724.85
MN WASTE PROCESSING	may refuse disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	15,757.55
			TOTAL:	15,757.55
MN WASTEWATER OPERATORS ASSOCIATION	2012 mwoa conf - scot p	WASTE WATER FUND	ADMIN AND GENERAL	225.00
			TOTAL:	225.00
PETE MOULTON	class sb license mpca	WASTE WATER FUND	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
MUNICIPAL CODE CORPORATION	annual code on internet fe	GENERAL FUND	CITY ADMINISTRATION	200.00
	annual code on internet fe	WATER	ADMIN AND GENERAL	50.00
	annual code on internet fe	WASTE WATER FUND	ADMIN AND GENERAL	50.00
	annual code on internet fe	ENVIRON SERVICES F	ADMIN AND GENERAL	50.00
	annual code on internet fe	ELECTRIC FUND	ADMIN AND GENERAL	50.00
			TOTAL:	400.00
MVTL LABORATORIES INC	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00
	salty disc testing	WASTE WATER FUND	SOURCE/TREATMENT	15.00
	sludge analysis	WASTE WATER FUND	SOURCE/TREATMENT	341.00
	aerobic plate ct	WASTE WATER FUND	SOURCE/TREATMENT	22.00
			TOTAL:	698.00
NAPA AUTO PARTS OF ST PETER	battery, core deposit	GENERAL FUND	POLICE	298.18
	stepwell,wiper blades,spad	GENERAL FUND	FIRE	106.28
	starter, spark plug	GENERAL FUND	FIRE	286.48
	trans filter #9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	51.82

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	742.76
NELSON PRINTING COMPANY	ups safety vests-logos	GENERAL FUND	STREETS	3.50
	stickers for fb folders	GENERAL FUND	RECREATION/LEISURE SER	60.38
	sleeves,lanyards	GENERAL FUND	RECREATION/LEISURE SER	17.96
	ups safety vests-logos	GENERAL FUND	PARKS	2.80
	colored paper	LIBRARY FUND	LIBRARY	37.00
	sign mounted for lib celeb	LIBRARY FUND	LIBRARY	32.06
	ups safety vests-logos	WATER	ADMIN AND GENERAL	1.40
	ups safety vests-logos	WASTE WATER FUND	ADMIN AND GENERAL	1.40
	ups safety vests-logos	ENVIRON SERVICES F	ADMIN AND GENERAL	1.40
	ups safety vests-logos	ELECTRIC FUND	ADMIN AND GENERAL	3.50
			TOTAL:	161.40
NICOLLET COUNTY BANK	ach payroll, accts pay	GENERAL FUND	FINANCE	6.48
	ach payroll, accts pay	WATER	ADMIN AND GENERAL	1.63
	utility bills ach	WATER	CUSTOMER ACCOUNTS	11.38
	ach payroll, accts pay	WASTE WATER FUND	ADMIN AND GENERAL	1.63
	utility bills ach	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.38
	ach payroll, accts pay	ENVIRON SERVICES F	ADMIN AND GENERAL	1.63
	utility bills ach	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.38
	ach payroll, accts pay	ELECTRIC FUND	ADMIN AND GENERAL	1.63
	utility bills ach	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.36
			TOTAL:	58.50
NICOLLET COUNTY SENIOR SERVICES	contract for sylvia perron	GENERAL FUND	SENIOR COORDINATOR	2,161.00
			TOTAL:	2,161.00
NICOLLET SOIL & WATER CONSERV. DIST.	tree order pine, hackberry	ENVIRON SERVICES F	REFUSE DISPOSAL	175.81
			TOTAL:	175.81
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	12.24
			TOTAL:	12.24
NORTHERN STATES SUPPLY INC	battery for #506	GENERAL FUND	FIRE	106.87
			TOTAL:	106.87
NORTHLAND CHEMICAL CORP.	tar & asphalt remover	GENERAL FUND	STREETS	272.53
			TOTAL:	272.53
OFFICEMAX	replace lew's printer	GENERAL FUND	PUBLIC WORKS ADMIN	106.86
			TOTAL:	106.86
OMG MIDWEST, INC	295 turnback - pay est 8	PERM IMPROVMENT RE	STREETS	138,443.03
			TOTAL:	138,443.03
PEPSI-COLA OF MANKATO INC	concessions	GENERAL FUND	SWIMMING POOL	83.20
			TOTAL:	83.20
PETER'S SODDING SERVICE	overseeding median	ENVIRON SERVICES F	REFUSE DISPOSAL	600.00
			TOTAL:	600.00
TODD PRAFKE	mileage st paul mn dot tas	GENERAL FUND	STREETS	78.26
			TOTAL:	78.26
QUALITY FLOW SYSTEMS, INC	service ck lift stations	WASTE WATER FUND	COLLECTOR/LIFT STAT	400.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	400.00
QUICK MART ST PETER	fuel for may '12	GENERAL FUND	FIRE	63.88
			TOTAL:	63.88
QUILL	ink cartridges	GENERAL FUND	STREETS	13.60
	coupon for inv 2702233	GENERAL FUND	STREETS	5.00-
	ink cartridges	GENERAL FUND	PARKS	10.88
	coupon for inv 2702233	GENERAL FUND	PARKS	4.00-
	ink cartridges	WATER	ADMIN AND GENERAL	37.65
	ink cartridges	WATER	ADMIN AND GENERAL	5.44
	coupon for inv 2159194	WATER	ADMIN AND GENERAL	5.00-
	coupon for inv 2702233	WATER	ADMIN AND GENERAL	2.00-
	printer	WATER	CUSTOMER ACCOUNTS	42.50
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	37.65
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	5.44
	coupon for inv 2159194	WASTE WATER FUND	ADMIN AND GENERAL	5.00-
	coupon for inv 2702233	WASTE WATER FUND	ADMIN AND GENERAL	2.00-
	printer	WASTE WATER FUND	CUSTOMER ACCOUNTS	42.50
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	18.81
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	5.43
	coupon for inv 2159194	ENVIRON SERVICES F	ADMIN AND GENERAL	2.50-
	coupon for inv 2702233	ENVIRON SERVICES F	ADMIN AND GENERAL	2.00-
	printer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	42.49
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	94.12
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	13.60
	coupon for inv 2159194	ELECTRIC FUND	ADMIN AND GENERAL	12.50-
	coupon for inv 2702233	ELECTRIC FUND	ADMIN AND GENERAL	5.00-
	printer	ELECTRIC FUND	CUSTOMER ACCOUNTS	42.50
			TOTAL:	367.61
KELLY RAYMOND	softball ump 5/28-6/15	GENERAL FUND	RECREATION/LEISURE SER	105.00
			TOTAL:	105.00
RECREATION SUPPLY COMPANY	sign-mn pool rules	GENERAL FUND	SWIMMING POOL	91.31
	basketball net, clock	GENERAL FUND	SWIMMING POOL	59.43
			TOTAL:	150.74
RED WING SHOE STORE	safety boots - mike m	GENERAL FUND	STREETS	169.99
	safety boots - eric j	WATER	ADMIN AND GENERAL	242.24
			TOTAL:	412.23
RHOMAR INDUSTRIES, INC.	asphalt &tack oil emulsifi	GENERAL FUND	STREETS	608.38
			TOTAL:	608.38
RIVER ROCK COFFEE	coffee - drug task force	GENERAL FUND	POLICE	11.50
			TOTAL:	11.50
RIVER'S EDGE HOSPITAL & CLINIC	mandated drug screens	GENERAL FUND	POLICE	26.45
	mandated drug screens	GENERAL FUND	STREETS	29.00
	mandated drug screens	GENERAL FUND	SWIMMING POOL	957.00
	mandated drug screens	GENERAL FUND	PARKS	58.00
	mandated drug screens	WATER	ADMIN AND GENERAL	29.00
	mandated drug screens	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	mandated drug screens	ENVIRON SERVICES F	ADMIN AND GENERAL	58.00
	mandated drug screens	STORMWATER FUND	ADMINISTRATION AND GEN	29.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,215.45</u>
RYAN ELECTRIC OF ST PETER	tunnel lights	GENERAL FUND	PARKS	480.24
	jefferson disconnect score	GENERAL FUND	PARKS	70.00
	peds at mn square park	GENERAL FUND	PARKS	105.00
	terminal meter socket, fros	ELECTRIC FUND	NON-DEPARTMENTAL	904.13-
	4" pvc conduit substation	ELECTRIC FUND	POWER DISTRIBUTION	<u>650.00</u>
			TOTAL:	401.11
S&S THERMO DYNAMICS	repair & prev maint hvac	LIBRARY FUND	LIBRARY	<u>667.12</u>
			TOTAL:	667.12
SCHWICKERT'S, INC.	roof inspection	LIBRARY FUND	LIBRARY	550.00
	roof inspection	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,555.00</u>
			TOTAL:	2,105.00
SERVOCAL INSTRUMENTS INC.	calibrate water flow meter	WASTE WATER FUND	SOURCE/TREATMENT	<u>390.00</u>
			TOTAL:	390.00
SHERWIN-WILLIAMS	paint for parking lot	COMMUNITY CENTER	COMMUNITY CENTER	<u>221.23</u>
			TOTAL:	221.23
SHORELAND COUNTRY CLUB	golf instructor junior gol	GENERAL FUND	RECREATION/LEISURE SER	<u>1,200.00</u>
			TOTAL:	1,200.00
SOUTHERN MN CONSTRUCTION CO INC	asphalt willow dr/lower jo	GENERAL FUND	STREETS	6,804.95
	mh & valves	WATER	DISTRIBUTION AND STORA	123.69
	asphalt willow dr/lower jo	WATER	DISTRIBUTION AND STORA	251.82
	mh & valves	WASTE WATER FUND	COLLECTOR/LIFT STAT	123.69
	asphalt willow dr/lower jo	ELECTRIC FUND	POWER DISTRIBUTION	251.82
	mh & valves	STORMWATER FUND	COLLECTIONS/LIFT STATI	123.69
	asphalt willow dr/lower jo	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>251.81</u>
			TOTAL:	7,931.47
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power for may '1	ELECTRIC FUND	POWER SUPPLY	<u>598,842.40</u>
			TOTAL:	598,842.40
SPRINT ROTHHAMMER INTERNATIONAL, INC.	googles to sell at pool	GENERAL FUND	SWIMMING POOL	<u>92.53</u>
			TOTAL:	92.53
SPS COMPANIES INC	1" pvc tee	WASTE WATER FUND	SOURCE/TREATMENT	24.31
	pvc ball valve & bushings	WASTE WATER FUND	SOURCE/TREATMENT	61.87
	bushing	WASTE WATER FUND	SOURCE/TREATMENT	<u>14.59</u>
			TOTAL:	100.77
ST PETER COMMUNITY & FAMILY EDUCATION	summer brochure	GENERAL FUND	RECREATION/LEISURE SER	1,182.74
	move furniture for rec cor	COMMUNITY CENTER	COMMUNITY CENTER	<u>237.65</u>
			TOTAL:	1,420.39
ST PETER HERALD	ticket books	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>278.53</u>
			TOTAL:	278.53
ST PETER LUMBER CO	plywood underlay	GENERAL FUND	STREETS	45.69
	painter tape, round up, 2x	WATER	PURIFICATION AND TREAT	33.99
	pine wood lath	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>17.53</u>
			TOTAL:	97.21

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER POLICE RESERVES	security checks - rivers e	GENERAL FUND	POLICE	33.75
	blues fest - id checks	GENERAL FUND	POLICE	<u>166.08</u>
			TOTAL:	199.83
ST PETER SOCCER ASSOCIATION	summer soccer	GENERAL FUND	RECREATION/LEISURE SER	<u>4,560.12</u>
			TOTAL:	4,560.12
STREICHER'S	clothing allowance	GENERAL FUND	POLICE	<u>75.98</u>
			TOTAL:	75.98
SWANK MOTION PICTURES INC	movies in the park	GENERAL FUND	RECREATION/LEISURE SER	<u>1,055.92</u>
			TOTAL:	1,055.92
KEVIN THURSTON	softball ump 5/28-6/15	GENERAL FUND	RECREATION/LEISURE SER	<u>63.00</u>
			TOTAL:	63.00
TIGERDIRECT.COM	spare ups	GENERAL FUND	CITY ADMINISTRATION	17.42
	spare ups	GENERAL FUND	CITY CLERK	17.42
	spare ups	GENERAL FUND	FINANCE	11.61
	spare ups	GENERAL FUND	POLICE	9.29
	spare ups	GENERAL FUND	BUILDING INSPECTOR	4.64
	spare ups	GENERAL FUND	PUBLIC WORKS ADMIN	2.32
	spare ups	GENERAL FUND	ECONOMIC DEVMT	1.16
	spare ups	WATER	ADMIN AND GENERAL	10.45
	19" monitor	WATER	ADMIN AND GENERAL	150.34
	spare ups	WASTE WATER FUND	ADMIN AND GENERAL	10.44
	spare ups	ELECTRIC FUND	ADMIN AND GENERAL	<u>31.35</u>
			TOTAL:	266.44
	JANE TIMMERMAN-PETTY CASH	mileage to sam's club	GENERAL FUND	RECREATION/LEISURE SER
toothpicks for createacamp		GENERAL FUND	RECREATION/LEISURE SER	<u>4.15</u>
			TOTAL:	17.47
TIRE ASSOCIATES	tire service #33	GENERAL FUND	STREETS	<u>57.03</u>
			TOTAL:	57.03
TOTAL ENTERTAINMENT	cd repair	LIBRARY FUND	LIBRARY	<u>10.00</u>
			TOTAL:	10.00
TRANE	boiler prevent maint jun-a	COMMUNITY CENTER	COMMUNITY CENTER	<u>925.50</u>
			TOTAL:	925.50
TRAVERSE DES SIOUX GARDEN CENTER	3 bags of mulch	GENERAL FUND	PARKS	25.62
	2 bags of mulch	GENERAL FUND	PARKS	<u>17.08</u>
			TOTAL:	42.70
UNITED RENTALS AERIAL EQUIPMENT	spped patch repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>502.31</u>
			TOTAL:	502.31
USA BLUE BOOK	stripe wand 33'	STORMWATER FUND	TREATMENT	<u>98.98</u>
			TOTAL:	98.98
VISA	meal for pavilion meetings	GENERAL FUND	MAYOR & COUNCIL	24.51
	meals, luggage, parking	GENERAL FUND	CITY ADMINISTRATION	193.73
	poster compliance for wate	WATER	ADMIN AND GENERAL	<u>84.90</u>
			TOTAL:	303.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	240.00
	tire repair	GENERAL FUND	POLICE	15.00
	TOTAL:			255.00
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	chg in service april '12	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	chg in service may '12	ENVIRON SERVICES F	NON-DEPARTMENTAL	10.00
	refuse pickup april '12	ENVIRON SERVICES F	REFUSE DISPOSAL	18,330.90
	refuse pickup may '12	ENVIRON SERVICES F	REFUSE DISPOSAL	18,563.10
TOTAL:			36,909.00	
THE WATSON CO	concessions set up for poo	GENERAL FUND	SWIMMING POOL	1,399.42
	concessions	GENERAL FUND	SWIMMING POOL	789.31
	return concessions	GENERAL FUND	SWIMMING POOL	39.71-
TOTAL:			2,149.02	
WESCO DISTRIBUTION INC	1/o elbos, box pads	ELECTRIC FUND	NON-DEPARTMENTAL	2,196.87
	TOTAL:			2,196.87
WILSON DEVELOPMENT SERVICES, LLC	aquisition/relocate wash 1	PERM IMPROVMENT RE	STREETS	417.20
	TOTAL:			417.20
WINDSCAPES OUTLET CENTER	certified playground chips	RESTRICTED CONTRIB	PARKS	333.45
	TOTAL:			333.45

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

101	GENERAL FUND	77,341.18
211	LIBRARY FUND	4,843.56
213	PUBLIC ACCESS	177.34
217	COMMUNITY CENTER	11,575.79
240	TORNADO DISASTER REV LOAN	9,661.00CR
401	PERM IMPROVMENT REVOLVING	166,835.37
601	WATER	21,346.31
602	WASTE WATER FUND	17,897.99
603	ENVIRON SERVICES FUND	57,298.35
604	ELECTRIC FUND	616,190.65
606	STORMWATER FUND	999.60
610	HEARTLAND TRANSIT	4,273.80
820	RESTRICTED CONTRIBUTIONS	478.37
-----		
GRAND TOTAL:		969,597.31
-----		

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 On Sale Beer**

St. Peter Baseball Association	Veterans Field	6/26/12 – 9/8/12
St. Peter Baseball Association	Nic. Co. Fairgrounds	8/9/12 – 8/12/12

2. The schedule of disbursements for June 7, 2012 through June 20, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 25th day of June, 2012.

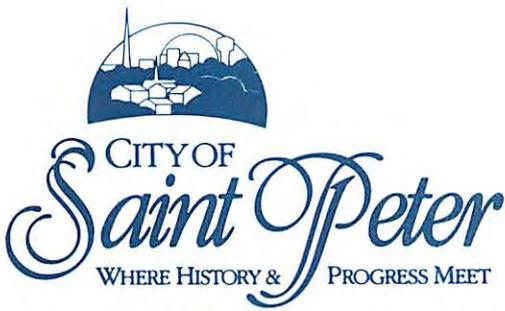
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
 City Administrator

**DATE:** June 21, 2012

**FROM:** Paula O'Connell *PO*  
 Finance Director

**RE:** Resolution Accepting 2011 Financial Statements

### Action/Recommendation

Approve the resolution accepting the 2011 Financial Statements and the Independent Auditor's Report.

### Background

An addition to the packet, is a copy of the 2011 Annual Financial Report, the special purpose report and the Management Report from our audit firm, Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR). Jim Eichten, MMKR CPA will be attending the City Council meeting to present and discuss Saint Peter's financial position. The Auditor has given an unqualified (clean) opinion on the 2011 Financial Statements.

In the 2011 financial audit we've complied with the GASB 54 Statement and due to that fact our General fund as we've seen it in the past will now include data from the Insurance, Old Hospital, and the Tornado Funds. These funds are combined due to the fact that the fund balances are unassigned.

During our discussions on the General Fund we measure financial strength by the amount of reserve on hand. We strive to maintain cash to cover five months of expenses, which comes out to 42%. As of December 31, 2011 the following balances make up the General Fund Balance in the Financial Statements:

General Fund	\$3,061,945	52.4% of the 2012 General Fund Budget
Insurance Fund	\$ 142,222	
Old Hospital Fund	\$ -54,557	
Tornado Fund	<u>\$ 247,724</u>	
Total:	\$3,397,334	58.7% of all the 2012 General Fund Budgets

The 2011 increase in the General Fund reserve (without the additional funds) was \$143,069.

Special Revenue Funds include the library, community center, public access, fireman's relief, Revolving loans, and tax increment financing districts.

Debt Service Funds are doing as projected with the exception of one fund. A special assessment bond has temporarily lost approximately half of the revenue to repay the debt obligation. The developer has filed bankruptcy and stopped paying the assessments. Once the property is resold, the repayment of the special assessments will continue.

Capital Project Funds include the Permanent Improvement Fund, Parkland Dedication Fund, Equipment Certificates, Nicollet Meadows & Washington Terrace Housing, and the Industrial Park. These funds are also performing as projected.

Enterprise Funds consist of electric, refuse, water, wastewater and storm water utilities, transit system, telecommunications conduit, Long Term Care Facility Lease fund, and the Medical Office Building. The Unrestricted category of net assets shown in the utility funds are a good indicator of how funds are doing from year to year; this is an amount of money that the utility has available for future operation. The electric fund had the greatest reduction due to the use of funds for capital improvements. In 2011, enterprise fund debt has decreased by \$219,000.

Trust Funds are set up when money is designated for a specific use. We have funds set up to use interest only for the purchase of library books, to record donations, DARE activity and employee flexible benefit proceeds.

**Fiscal Impact:**

The City will submit the 2011 Financial Report to the State Auditor and we will continue discussions for maintaining and increasing fund balances at adequate levels.

**Alternatives and Variations:**

Do not act: Our policy is to have approval from City Council prior to the June 30<sup>th</sup> submittal deadline.

Negative vote: Staff will wait for further direction from the City Council.

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

I will be available to answer any questions or clarify any points.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING 2011 FINANCIAL STATEMENTS TOGETHER WITH INDEPENDENT  
AUDITOR'S REPORT**

WHEREAS, the preparation of the financial statements has been completed for the fiscal year ended December 31, 2011; and

WHEREAS, the content of these statements have been disclosed to the City Council and to the public in a public presentation; and

WHEREAS, a summary of the information contained in these statements will be published in the official newspaper for public information.

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

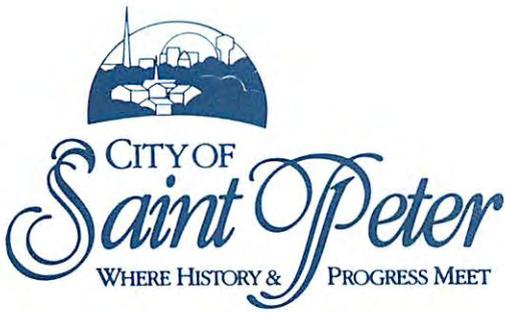
1. The "City of Saint Peter, Minnesota - Financial Statements together with the Independent Auditor's Report" with opinion dated June \_\_, 2012 for the fiscal year ended December 31, 2011 be accepted and approved as an official and permanent record.
2. The closing entries and adjusting transactions made in connection with the audit of the financial statements be accepted and approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of June 2012.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 06/21/12

**FROM:** Russ Wille  
Community Development Director

**RE:** Residential Planned Unit Development –  
Minimum Lot Size

### **ACTION/RECOMMENDATION**

Adopt the attached ordinance reducing the minimum size of a Residential Planned Unit Development from five (5) acres to two (2) acres if the property is to be redeveloped.

### **BACKGROUND**

The current Zoning Code of the City of Saint Peter allows for the establishment of a Residential Planned Unit Development (RPUD) on parcels of land containing a minimum of five (5) acres. The RPUD process allows for a combination of residential uses and permitted uses within a development under common ownership.

It is anticipated that the RPUD process would be utilized to allow for the proposed residential development upon the former St. Peter Community Hospital property at the intersection of Broadway and Washington Avenues. However, the former hospital site does not contain the minimum of five (5) acres of land required in Chapter 24, Division 18.

In lieu of rezoning the property to (R-3) Multi-Family Residential, the Planning Commission has recommended an amendment to the Zoning Code of the City of Saint Peter to reduce the minimum size of a RPUD if the development is to occur on “redeveloped” property.

The amendment uses the existing Tax Increment Financing law to guide the definition of what would be considered to be “redeveloped” property. The definition would require that 70% of the parcels within the RPUD be occupied by buildings, streets, utilities, parking lots or similar structures. The amendment goes on to require that more than 50% of the structures within the proposed RPUD are “substandard” to the extent that it would require an expenditure equal to 15% of the replacement cost of the building to bring the building up to current building code standards.

Finally, the amendment allows for development of an RPUD if the previous standards exist or existed within the last five (5) years.

**FISCAL IMPACT:**

Once adopted, the ordinance must be published in the St. Peter Herald. The cost of publication will be paid out of the Community Development departmental budget and would be approximately \$400. In addition, there will be a cost for codification of the new language into the City Code. The approximate cost of the update is \$900-\$1,000.

**ALTERNATIVES/VARIATIONS:**

Do not act: The existing language in the ordinance will remain.

Negative Votes: The existing language in the ordinance will remain.

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.

ORDINANCE NO. \_\_\_\_\_, SECOND SERIES

**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**

WHEREAS, the Planning and Zoning Commission has petitioned to consider an amendment to City Code Section 24-506, "General Provisions"; and

WHEREAS, the applicable section of Code currently requires that a Residential Planned Unit Development contain a minimum of five (5) acres of land under a single ownership; and

WHEREAS, the Planning Commission has recommended the amendment of Section 24-506 to reduce the minimum lot size to two (2) acres of land under a single ownership if the area includes land to be redeveloped; and

WHEREAS, following Planning and Zoning Commission review, the Commission has determined that it would be advantageous and appropriate to amend the City Code to encourage and facilitate the utilization of Residential Planned Unit Developments in the redevelopment of neighborhoods; and

WHEREAS, the City Council has found that the requested amendment to the City Code is consistent with the provisions of the comprehensive plan for the development of the City.

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

Section 1. Saint Peter City Code, Section 24-506, "General Provisions" is hereby amended as follows:

- (1) Control of the RPUD.
  - a. A Residential Planned Unit Development may be established for any parcel or tract of land under single ownership (control) containing a minimum of five (5) acres of land.
  - b. A Residential Planned Unit Development may be established on a parcel of land as small as two (2) acres in size if the parcel(s) include land to be redeveloped. Land shall be considered as redeveloped if the following conditions exist or existed within the last 5 years:
    - i. The proposed RPUD consists of an area in which 70% of the parcels were occupied by buildings, streets, utilities, parking lots, or other similar structures and more than 50% of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance.
    - ii. To find a building structurally substandard, it shall be determined that the building contains defects or deficiencies and the cost to remedy the defects or deficiencies requires an expenditure equal

to 15% of the cost of new construction of the same square footage and materials.

Section 2. Saint Peter City Code Chapter 1 entitled, "General Provisions" and Section 1-6 entitled, "Violation A Misdemeanor Or A Petty Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of June, 2012.

ATTEST:

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

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

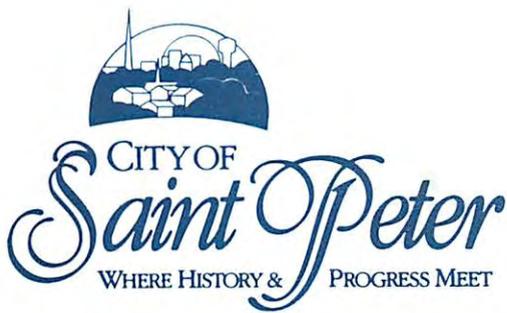
The foregoing Ordinance was adopted by the following votes:

Ayes:

Nayes:

Absent:

Published in the *Saint Peter Herald* on the \_\_\_\_ day of July, 2012.



## Memorandum

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

**DATE:** 6/19/12

**FROM:** Todd Prafke  
City Administrator

**RE:** City Assistance Request – Fourth of July

### **ACTION/RECOMMENDATION**

Approve the attached resolution authorizing City assistance for the community-wide Fourth of July celebration.

### **BACKGROUND**

The Chamber of Commerce has once again requested City assistance for the community-wide Fourth of July celebration in Saint Peter and staff recommends approval of the request as outlined in the letter from the Chamber of Commerce and the proposed resolution.

The recommended approval will include staff assistance; use of water, electricity and restroom facilities in the park; closing roadways, and restricted parking in the area of Minnesota Square Park and along the parade and parade staging routes.

One new request from the Chamber is for City staff to assist with hauling the chicken barbeque pit from the storage site at Public Works to the Park. Previously Sentence to Serve crews did this, but they are unable to do so this year.

As we have in the past two years, both the Chamber of Commerce and the owners of the animals being displayed in the park must provide Certificates of Insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000. We now make this requirement for all community events that seek City assistance. The resolution also requires the Chamber to ensure that vendors in the park have no more than one vehicle in the park and that they have obtained the required City, County and/or State licensure for their sales.

#### **Fiscal Impact:**

The cost to the City for this assistance is estimated to be \$7,500.

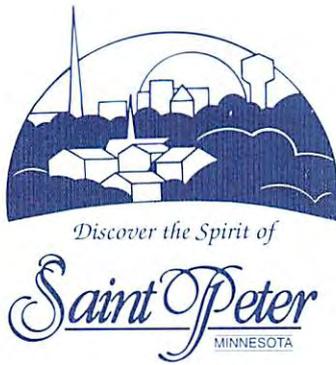
#### **Alternatives and Variations:**

**Do Not Act:** Should the Council fail to take action on this request, no assistance will be provided.

**Negative vote:** No further action will be taken without additional direction from the Council. **Modification of the resolution:** This is always an option of the Council.

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

TP/bal



*Area Chamber of Commerce  
and  
Tourism and Visitors Bureau*

101 South Front Street  
Saint Peter, MN 56082-2500



June 7, 2012

Honorable Mayor Tim Strand  
Members of City Council  
City of St. Peter  
227 S. Front St.  
St. Peter, MN 56082

Dear Mayor Strand and City Council Members:

The St. Peter Area Chamber of Commerce has been making preparations for an old-fashioned July Fourth celebration. For the 42<sup>nd</sup> consecutive year, the celebration will include a parade, a picnic in Minnesota Square, and other activities. Throughout the years, the organizers of the event have enjoyed the full cooperation of the City of St. Peter and its employees. The Chamber of Commerce respectfully requests this assistance for 2012 as outlined below:

**MINNESOTA SQUARE PARK**

- + Use of the Park Tues., July 3 through Thurs., July 5 for setup, activities on the 4<sup>th</sup>, and tear down on the 5<sup>th</sup>. (The Park has been reserved with the Recreation and Leisure office.)
- + Picnic tables delivered to the Park and placed under the shade tents (afternoon of July 3). Number to be determined.
- + Use of fully supplied public restrooms along with keys to the store room to maintain the Park restrooms. Contact person's cell phone number.
- + Use of water in the Park.
- + Check and activate electricity in the Park; provide contact name and phone number of person to call for help, if needed.
- + Set up slip 'n slide in the Park (set up - Public Works; Rec. Dept. staffs)
- + Use of the Park for pony rides.
- + Use of the Park for kiddie train rides.
- + Spray for mosquito control as determined by City staff.



507-934-3400 800-473-3404 Fax 507-934-8960

[www.tourism.st-peter.mn.us](http://www.tourism.st-peter.mn.us)  
e-mail: [spchamb@hickorytech.net](mailto:spchamb@hickorytech.net)

32



**NO PARKING**

- + Establishment of "No Parking" restrictions on July 4<sup>th</sup> as follows (as early as possible, to be determined by proper City department):
  - A) South Washington from Broadway Ave. to Elm St. and Elm St. to Third St. for the parade.
  - B) North Washington Ave. from Broadway Ave. to just short of Traverse Rd. for parade staging.
  - C) 200 to 500 blocks of Elm St. (both sides).
  - D) 200 block of West College Ave. (south side from handicap parking area to Minnesota Ave.).
  - E) South 4<sup>th</sup> St. from Elm St. to St. Paul St. designated as "BUS PARKING ONLY" on east side and "NO PARKING BEFORE 9:15 A.M." on both sides from St. Paul to College Ave.
  - F) Cones placed as above from College Avenue to St. Paul St. for 8K Run and Walk access.

**STREET CLOSURES**

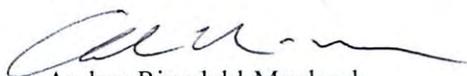
- + Washington Ave. from Elm St. to just before Traverse Rd.
- + 200 through 500 blocks of Elm St.
- + Street to be determined for 8K race route (Police Department will determine).

**ADDITIONAL ITEMS**

- + Bleachers set up in Gorman Park for viewing the parade.
- + Police personnel and reserves to monitor/assist with parade and 8K run as necessary. Other City employees to assist as necessary.
- + Place curbies along parade route and staging areas to assist public and participants
- + Portable toilets have been ordered from Seppmann and will be placed along the parade route and staging area and in the Park to assist the public and participants.
- + Announcement will be made throughout the event that pet animals are not allowed in the park; visitors with animals will be asked to remove them from the park.

Thank you for your consideration of the request. If you need additional information, please let me know. We look forward to meeting with City staff to review the plans and to address any concerns.

Sincerely,



Anders Ringdahl-Mayland  
President/CEO

ep

cc: Todd Prafke, City Administrator  
Matt Peters, Chief of Police  
Lew Giesking, Director of Public Works  
Tim Mayo, Maintenance Superintendent  
Brian Grey, July 4<sup>th</sup> Task Force Chair  
Rachel More, Run/Walk Coordinator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION AUTHORIZING CITY ASSISTANCE FOR FOURTH OF JULY EVENT**

WHEREAS, the Fourth of July celebration in Saint Peter is a community event; and

WHEREAS, the Chamber of Commerce has requested City assistance to provide for this event; and

WHEREAS, there is a need to allow for parade staging, parade and detour routes, and establishment of a temporary bridle trail in Minnesota Square Park for pony rides; and

WHEREAS, the City Council finds that parking restrictions and closure of streets on July 4th would not cause a public safety concern and would be in the best interest of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following authorizations are provided for the community Fourth of July celebration:

The Chamber is authorized to:

- Use Minnesota Square Park from July 1st through the morning of July 5th for setup, the actual celebration and tear down of the associated facilities.
- Use the portion of Minnesota Square Park located adjacent to the intersection of South Third Street and West Elm Street on July 4, 2012 in order to provide for pony rides and for display of horse team provided the owners of the animals provide certificates of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000.
- Use public restroom keys to maintain the Minnesota Square restroom.
- Use City water and electricity in the park for the Chamber and vendors.

The City shall:

- Provide mosquito control in the park prior to the event.
- Provide for delivery of additional picnic tables to the park.
- Provide "No Parking" designations on July 4, 2011 as follows:
  - South Washington Avenue from Broadway Avenue to West Elm Street and West Elm Street to South Third Street (parade route)
  - North Washington Avenue from Broadway Avenue to Traverse Road (parade staging)
  - 200 -500 blocks of West Elm Street (both sides)
  - 200 block West College Avenue (south side from handicapped parking area to Minnesota Avenue)
  - South Fourth Street (east side) from Elm Street to St. Paul Street signed as "BUS PARKING ONLY" on east side and "NO PARKING BEFORE 9:15 A.M." on both sides from St. Paul Street to College Avenue

- Placement of cones as above from College Avenue to St. Paul Street for 8K run and walk access.
- Provide for street closures on July 4, 2012 as follows:
  - Washington Avenue from Elm Street to Sumner Street
  - 200 - 500 blocks of West Elm Street
  - Along the 8K race route (to be determined at a later date by the Police Department)
- Provide Police Department assistance with the July 4, 2012 "8K Run" and parade.
- Provide for Police regulation of parking and street closures as may be necessary to ensure public safety during these events.
- Place temporary bleachers in Gorman Park for viewing the parade.
- Authorize placement of portable toilets and curbies along the parade route and staging area and in the park to assist the public and participants.
- Set up and staff the water slide in Minnesota Square Park on July 4, 2012.
- Provide for transporting the Chamber barbeque pit from the storage facility at the Public Works site to the park and back.

The Chamber of Commerce shall:

- Provide regular announcements throughout the event that pets are not allowed in Minnesota Square Park and asking visitors with pets to remove them from the park.
- Provide to the City a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000.
- Ensure that each vendor shall be limited to having no more than one vehicle in the park.
- Ensure that each vendor receives the appropriate City, County, and/or State licensures prior to the event.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of July, 2012.

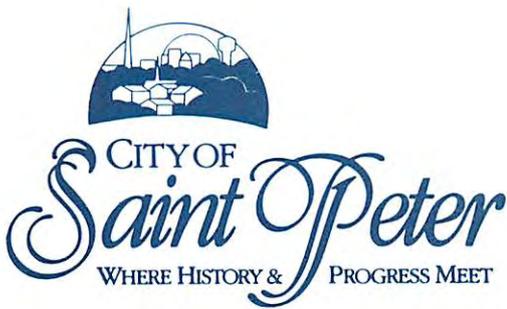
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 6/21/12

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

**RE:** North Interceptor Sewer Project

### **ACTION/RECOMMENDATION**

Authorize Bolton and Menk to prepare plans and specifications and to receive bids for work to be performed on the North Interceptor sewer in an amount not to exceed \$14,000.

### **BACKGROUND**

Staff is proposing remedial maintenance work on the North Interceptor Sewer. That portion of sanitary sewer system has experienced high flows from the North Interceptor Sewer when the Minnesota River reaches an elevation of about 747 feet. The attached memo from Bolton and Menk, Inc. provides information on possible problems and solutions. The attached map shows five proposed phases for correction going north to south.

City staff has isolated the problems to 4,900 feet of concrete and clay pipe and is proposing to divide the problem area into five sections or projects for corrections. In Phase I staff proposes to address the first 850 feet of pipe adjacent to the lift station, the deepest section of the problem area. City staff is televising this section of sewer and will then work with Bolton and Menk to determine what remedial action is necessary and a project would then be developed and bid. \$60,000 has been budgeted for this remedial work for this year.

This project is important to the community and our operations in that it will help eliminate a significant amount of inflow and infiltration (I & I) into our sewer system. This I & I water is then treated by the wastewater treatment plant, which costs our customers money as we essentially are treating ground water. In addition, during flood conditions, significant I & I can cause other problems in the treatment plant such as hydraulic overloading and sewer back-ups.

Bolton and Menk, Inc. has proposed a fee not to exceed \$14,000 for engineering work for Phase I that includes bidding the project and processing the contract documents. If approved, the project would be bid later this summer with work to be completed before November 1.

Generally, we plan to start with the areas or Phases that we believe provide the best value for the work to be performed (cost for reduction in I & I) and over time continue to do the remaining phases of the work.

**FISCAL IMPACT:**

Funds have been budgeted in the Water Fund for this work.

**ALTERNATIVES AND VARIATIONS:**

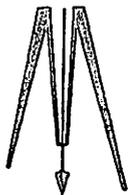
Do not act. Staff will wait for direction from the Council.

Negative vote: Staff will wait for further instructions.

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

## MEMORANDUM

**DATE:** May 25, 2012  
**TO:** Pete Moulton  
Water Utilities Superintendent  
**FROM:** Jeffrey A. Domras, P.E.  
Project Manager

**SUBJECT:** Proposal for North Interceptor Sewer Rehabilitation – Phase 1

When the Minnesota River reaches an elevation of approximately 747, the wastewater treatment plant begins to experience an increase in flow. It is believed the increased flow is due to a combination of ground and surface water entering the sanitary sewer system through its pipes and manholes.

City staff has investigated possible locations for inflow by monitoring manholes during flood events. Flow monitoring observations indicates the 4,900 feet of pipe extending north from the north lift station to Dranttel Street is the biggest culprit. The entire length of pipe is 15-inches in diameter and includes 16 manholes. More than 80% lies within the westerly ditch of TH 169. A portion also lies within the depressed TH 169 median north of Union Street which is frequently under water.

It is believed that flood waters enter the manholes through the covers and side walls. It is also believed that groundwater enters the sanitary sewer pipe through joints that are not adequately sealed. It is also known that sanitary sewer pipe, stubbed from the west to the east side of TH 169, shows sign of infiltration.

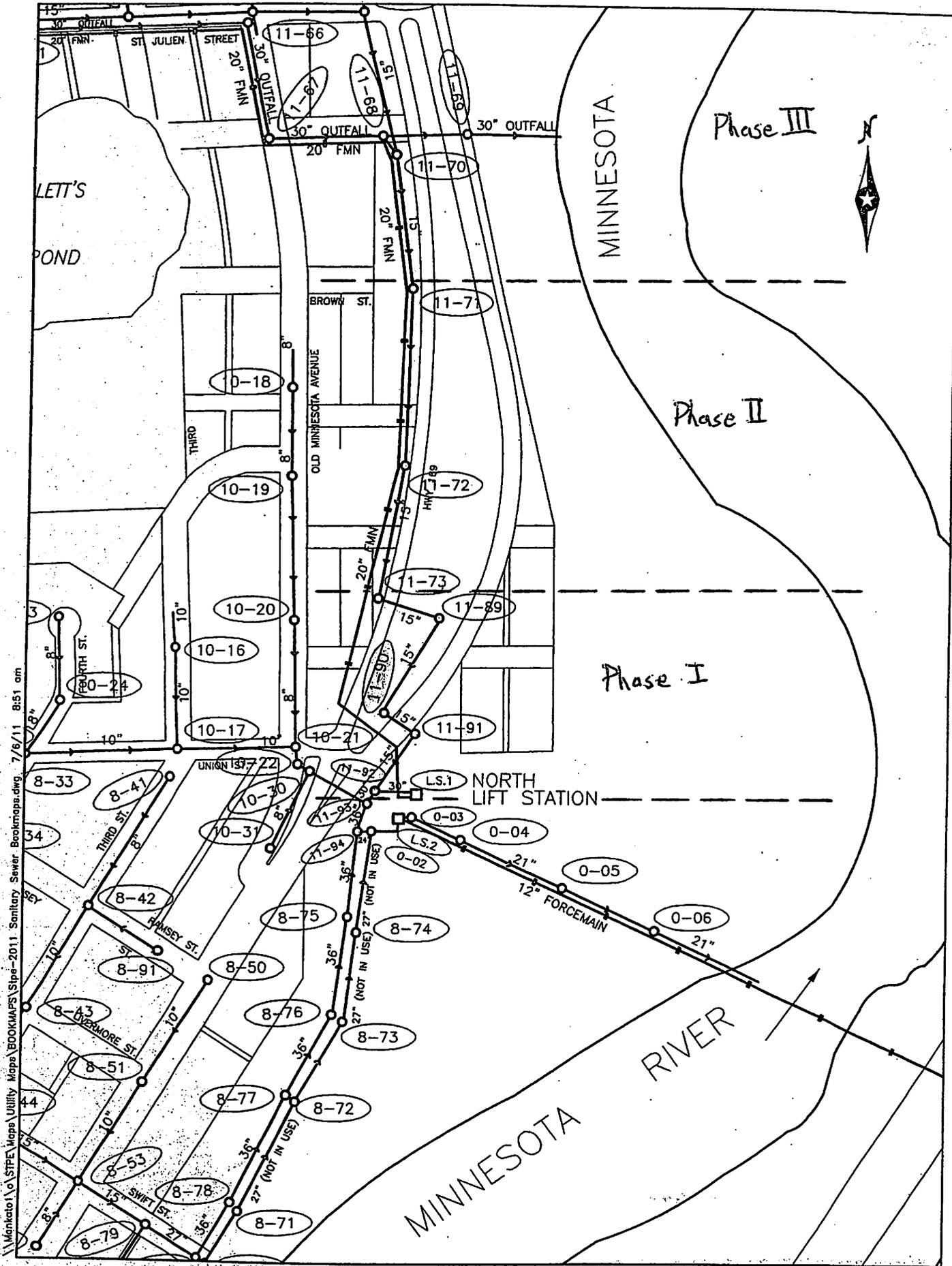
With the existing sanitary sewer pipe being deep, structurally sound and within a narrow corridor, conditions make it a good candidate for lining. Rather than excavate and replace the pipe, a special liner is placed inside the existing pipe. The liner provides a durable and excellent seal. The sanitary sewer manholes can also be lined to prevent water from infiltrating joints.

The City is considering completing the project in five equal phases with the first phase beginning at the north lift station and extending 850 feet north. A large part of the first phase lies within the TH 169 median and it may be feasible to locate this sanitary sewer outside the median to prevent exposure to floodwaters. City crews will be televising to determine the condition of the line.

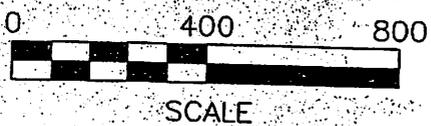
To assist the City with the first phase of improvements we propose to provide the following services:

Topographical Survey & Utility Locate .....	\$3,500
Preliminary Design, Feasibility & Cost Estimates .....	\$2,500
Coordinate Work with Mn/DOT, Prepare & Submit Permit..	\$2,500
Prepare Final Design Plans and Specifications .....	\$4,500
Bidding & Contract Preparation .....	<u>\$1,000</u>
Total	\$14,000

We propose to perform the above work at our normal hourly rates for a fee not to exceed **\$14,000**. If acceptable bids are received and the City moves ahead with the project, we will provide a proposal for the construction services requested by the City. Please let me know if you have any questions



I:\Monticato\GIS\STPE\Utility Maps\BOOKMAPS\Stipe-2011 Sanitary Sewer Bookmaps.dwg 7/6/11 8:51 am



SANITARY SEWER MAP C5  
SAINT PETER, MINNESOTA



TRAVERSE

NATURAL RES

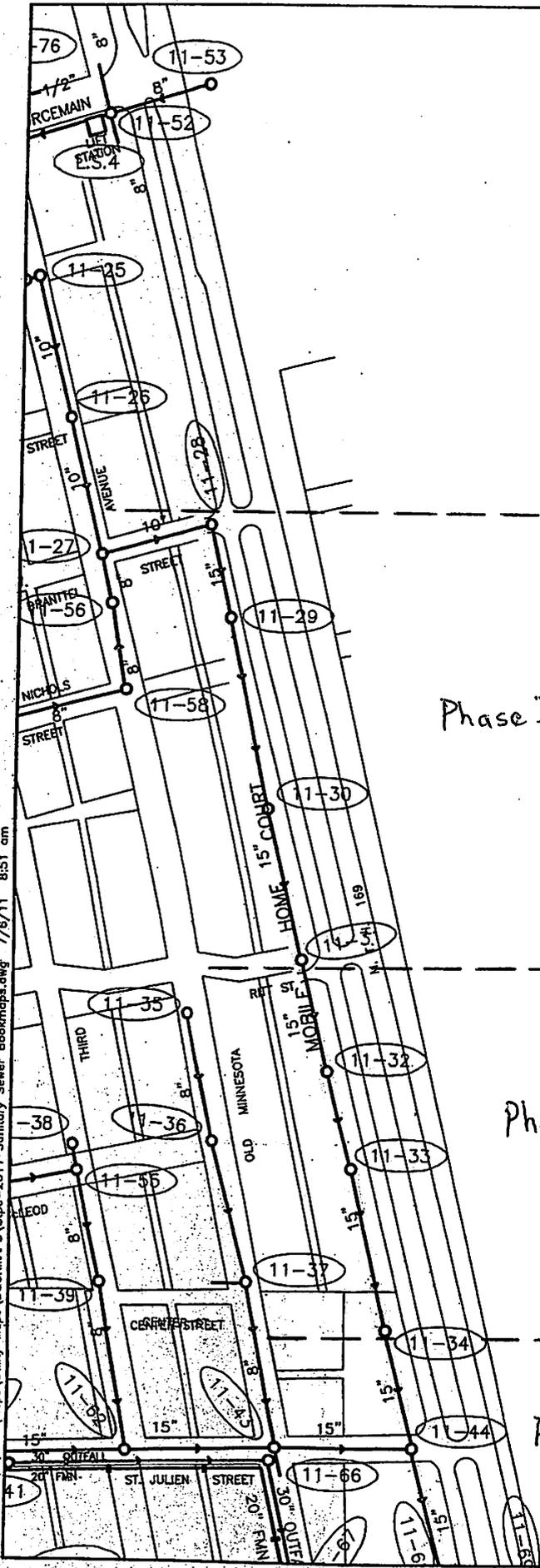
Phase V

Phase IV

Phase III

RIVER

\\Manicoto\GIS\STPE Maps\Utility Maps\BOOKMAPS\Spec-2011 Sanitary Sewer Bookmaps.dwg 7/8/11 8:51 am



SANITARY SEWER MAP B5  
SAINT PETER, MINNESOTA

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION AUTHORIZING ENGINEER TO PREPARE PLANS AND SPECIFICATIONS  
AND RECEIVE BIDS FOR NORTH INTERCEPTOR SEWER PROJECT**

WHEREAS, staff is proposing remedial work on the North Interceptor Sewer; and

WHEREAS, the sanitary sewer system has experienced high flows due to Inflow and Infiltration from the North Interceptor Sewer when the Minnesota River reaches an elevation of approximately 747 feet; and

WHEREAS, City staff has isolated the problems to 4,900 feet of concrete and clay pipe; and

WHEREAS, staff is proposing to divide the problem area into five sections or projects for corrections; and

WHEREAS, the first phase would address the first 850 feet of pipe adjacent to the lift station.

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

1. Bolton and Menk Engineering is hereby authorized to prepare plans and specifications and to receive bids for the work to be performed on the North Interceptor Sewer Project for a not to exceed fee of \$14,000.
2. Funding for the engineering services shall be from the wastewater fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25<sup>th</sup> day of June, 2012.

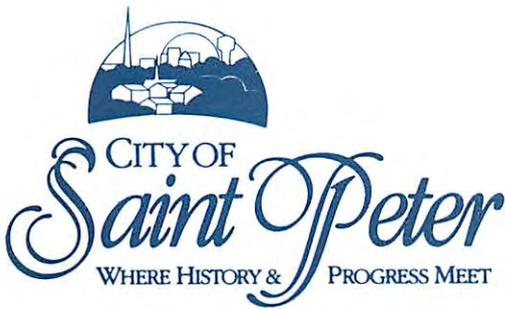
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 6/21/12

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

**RE:** Front Street Substation Access Project

### ACTION/RECOMMENDATION

Authorize Kassulke Construction of Saint Peter, Minnesota to install a concrete access to the Front Street Substation in the amount of \$26,997.

### BACKGROUND

In March 2011, the City Council took action to purchase a new transformer for the failed transformer located at the Front Street Substation. Corrections included the installation of a new transformer and breakers in a slightly different configuration, which eliminated the existing internal gravel access. Better access is needed on the South side of this substation due to the configuration of the equipment there, the future replacement of the older transformer and the size of equipment that will be larger than in the past.

Staff has been working with Bolton and Menk to design an access that would allow heavy equipment and crews an access during all types of weather conditions.

An invitation to supply a written quote was sent to the following:

Kent Kassulke	\$26,997.00
Nielsen Blacktopping and Concrete	\$30,477.50
D.J. Siehndel Construction	DID NOT QUOTE
O'Malley Construction	DID NOT QUOTE

It is recommended that the City Council accept the low quote of \$26,997 from Kassulke Construction of Saint Peter.

Construction would occur this summer.

### FISCAL IMPACT:

The Electric Utility has budgeted funds for this capital expenditure.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction. This enhancement could be done later but the concern would be the time needed to provide an access for larger equipment at a time when the need for that equipment was likely stimulated by a failure of some type.

Negative vote. Staff will inform the appropriate parties.

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 19, 2012

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

RE: Front Street Substation Access

Dear Lewis,

We have invited quotes from four local concrete contractors to construct the concrete access to the Front Street Substation. The new access is proposed to be constructed from the existing Mill Pond bituminous ring road to approximately 100-feet inside the substation. The access is proposed to be concrete due to the anticipated loads and for providing access to the substation from the south side. The new access will also allow for delivery and placement of a new transformer should the existing fail.

The following bids were received:

Kassulke Construction	\$26,997.00
Nielsen Blacktopping and Concrete	\$30,477.50
D.J. Siehndel Construction	\$ Did not bid
O'Malley Construction	\$ Did not bid

Kassulke Construction is the low bidder and we believe they can perform the necessary work according to the plans and specifications. Therefore, we recommend awarding this work to Kassulke Construction in the amount of \$26,997.00.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.  
Project Engineer

44



# PROJECT COST ESTIMATE

Front Street Substation  
 CITY OF SAINT PETER  
 BMI PROJECT NO. M 14.104965

DATE: 6/20/2012

4/17

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Kassulke Construction		Nielsen Blacktopping	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Remove Concrete Walk	360	SF	\$0.69	\$249.84	\$3.00	\$1,080.00
2	Remove, Salvage and Stockpile Aggregate	95	CY (CV)	\$6.32	\$600.40	\$25.00	\$2,375.00
3	Aggregate Resurfacing	80	CY (CV)	\$27.50	\$2,200.00	\$27.50	\$2,200.00
4	9-Inch Concrete Pavement	290	SY	\$71.37	\$20,697.30	\$59.00	\$17,110.00
5	18-inch No. 13 Epoxy Coated Dowels	100	EA	\$1.65	\$164.50	\$20.00	\$2,000.00
6	4" Concrete Walk	150	SF	\$4.00	\$600.00	\$4.75	\$712.50
7	Topsoil Borrow	80	CY	\$20.00	\$1,600.00	\$25.00	\$2,000.00
8	Sodding, Lawn Type	85	SY	\$3.00	\$255.00	\$10.00	\$850.00
9	Preassembled Silt Fence	215	LF	\$2.93	\$629.95	\$10.00	\$2,150.00
				<b>SUBTOTAL</b>	<b>\$26,996.99</b>	<b>SUBTOTAL</b>	<b>\$30,477.50</b>

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ACCEPTING QUOTE FOR CONSTRUCTION OF CONCRETE ACCESS TO  
FRONT STREET SUBSTATION**

WHEREAS, in March of 2011 the City Council took action to purchase a new transformer for the failed transformer located at the Front Street Substation; and

WHEREAS, corrections included the installation of a new transformer and breakers in a slightly different configuration which eliminated the existing internal gravel access; and

WHEREAS, to address any maintenance concerns a new access needs to be provided; and

WHEREAS, quotes were requested for the work which will be funded by the Electric Fund.

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

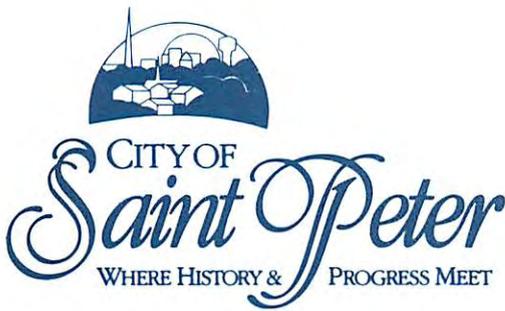
1. The low quote from Kassulke Construction of Saint Peter, Minnesota to install a concrete access to the Front Street Substation in the amount of \$26,997 is hereby accepted.
2. Funding for the work shall be from Electric Funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25<sup>th</sup> day of June, 2012.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

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

**RE:** 2012 Seal Coat

**DATE:** June 20, 2012

### ACTION/RECOMMENDATION

It is recommended the City Council award the 2012 Seal Coat work in the amount of \$2.91 per gallon to Caldwell Asphalt Co., for a total project expenditure not to exceed a total of \$147,000.

### BACKGROUND

The 2012 Amended Street Maintenance Budget includes \$147,000 for funding of seal coating. Based on the available funding and the prices received the desired size of project will have to be reduced to 96 blocks.

The contract portion of the seal coating project includes:

1. Contractor supplies the asphalt emulsion.
2. Contractor supplies equipment to load and haul seal coat stone and install the asphalt emulsion and stone.

Two contractors supplied quotes meeting City specifications for the 2012 Seal Coat:

CONTRACTORS	CSR2 68,806 gallons	TOTAL QUOTE (Including sales tax)
Caldwell Asphalt Co.	\$2.91	\$161,350.00
Pearson Bros. Co.	\$3.20	\$179,699.85

The City supplies the stone (approved at the last City Council meeting) and traffic control. The approach makes the contractor responsible for the finished product, yet, minimizes the City's cash cost for the work.

### FISCAL IMPACT:

Funding for the 2012 Seal Coat Project will be from the General Fund.

### ALTERNATIVES AND VARIATIONS:

Do Not Act: The Street Department will not seal coat

Negative Vote: Staff will await further direction regarding the 2012 seal coat.

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

LGG/bll



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

RESOLUTION AWARDING BID FOR 2012 SEAL COAT PROJECT

WHEREAS, two bids were received for seal coating oil and application as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Caldwell	\$2.91 per gallon installed
Pearson Bros. Inc.	\$3.20 per gallon installed

WHEREAS, Caldwell Asphalt Co. is the apparent low bidder for seal coating; and

WHEREAS, Caldwell Asphalt has successfully performed this work for the City in the past; and

WHEREAS, funding restrictions will allow only \$147,000 for seal coating work.

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

1. The City Council hereby awards the bid for the 2012 Seal Coating Project to Caldwell Asphalt Co. of Hawick, Minnesota in the amount of \$2.91 per gallon of oil applied to a maximum expenditure of \$147,000.
2. Funding for the seal coating work will be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25<sup>th</sup> day of June 2012.

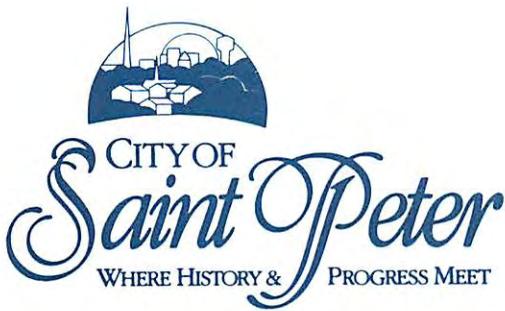
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 06/21/12

**FROM:** Russ Wille  
Community Development Director

**RE:** Jari, USA – Assignment of Lease to Peter D. Jones

### **ACTION/RECOMMENDATION**

Adopt the attached resolution approving the assignment of Jari, USA's interest in the lease between the City of Saint Peter and Jari, USA to Peter D. Jones.

### **BACKGROUND**

In February, 2011, the City of Saint Peter and Jari, USA entered into a three (3) year lease of the former Taytronics, Inc. building at 430 Ritt Street property. In addition, the lease has a three (3) year extension at the option of the tenant. The tenant utilizes the building to manufacture and assemble sickle bar mowers, after-market tractor accessories and has a distribution location for single serve coffee makers.

The tenant has honored the terms of the lease and has provided for the prompt payment of all rents due the City. The tenant has also paid all municipal utility charges as due.

At this time, Jari, USA is being sold to Peter D. Jones. As such, Jari, USA and Mr. Jones are requesting that the City Council ratify and endorse the assignment of the lease to Mr. Jones. The existing lease states, "Tenant shall not assign, transfer, mortgage or encumber this lease or sublet or rent or permit occupancy or use of the Premises in whole or in part, either voluntarily or involuntarily, without the prior written consent of the Landlord which consent shall not be unreasonably withheld".

Councilmembers may remember that part of our original efforts related to the lease of this building included discussion with Mr. Jones as he was looking at a purchase of Jari at that time. Staff views this change as continuing the positive effort to maintain tenants in this building and is confident Mr. Jones will be a wonderful tenant. Again, the use of the building is not expected to change because of this assignment.

The resolution prepared for City Council consideration provides for the assignment as requested by the tenant.

**FISCAL IMPACT:**

No fiscal impact has been identified. Mr. Jones would be bound by the terms and conditions of the lease negotiated between the City and Jari, USA.

**ALTERNATIVES/VARIATIONS:**

Do not act: The sale between Jari, USA and Peter D. Jones cannot occur without Council action. Jari, USA and Mr. Jones will be notified of the City Council's failure to consider the matter.

Negative Votes: Jari, USA and Mr. Jones will be notified of the Council's denial of the assignment.

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.

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION 2012 –

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

**RESOLUTION AUTHORIZING THE ASSIGNMENT OF JARI, USA'S LEASE OF THE 430  
RITT STREET PROPERTY TO PETER D. JONES**

WHEREAS, in 2011, the City Council passed Resolution No. 2011-14 to enter into a lease of the 430 Ritt Street property to Peter D. Jones; and

WHEREAS, prior to occupancy, Mr. Jones sold his Jari, USA business to Al Hertaus; and

WHEREAS, subsequent to the sale, the City entered into an alternative three year lease of the property to Al Hertaus; and

WHEREAS, Mr. Hertaus at this time intends to sell the Jari, USA business interests back to Peter D. Jones; and

WHEREAS, Mr. Hertaus has requested that the City Council approve the assignment of his lease of the 430 Ritt Street property to Peter D. Jones.

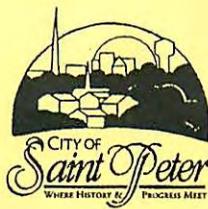
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNSOTA THAT: The City Council hereby consents to the assignment of the existing lease of the 430 Ritt Street property to Peter D. Jones.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 25th day of June, 2012.

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

ATTEST:

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

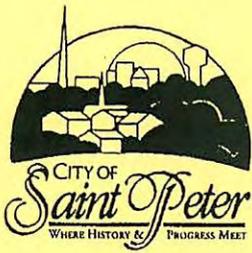


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, June 11, 2012  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
  - A. G.O. Water Revenue Bond Sale
- VII. NEW BUSINESS**
  - A. Emergency Warning System Equipment Purchase
  - B. Geographical Information System Implementation
  - C. Assessment Process Initiation
  - D. Business License Application
- VIII. REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. Community Center Parking Lot
    - 2. Mayor's Task Force Meeting Discussion
    - 3. City/School/Gustavus Meeting Schedule
    - 4. Goal Session Schedule
    - 5. League of Minnesota Cities Conference
    - 6. Municipal Pool Opening
    - 7. Rain Barrel Project
    - 8. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the May 29, 2012 regular Council meeting is attached for approval. A MOTION is in order.

V. **VISITORS**

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

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

B. **General Visitor Comments**

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

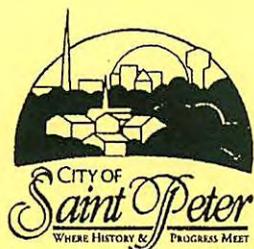
VI. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for May 24, 2012 through June 6, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VII. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION AWARDED SALE OF GENERAL OBLIGATION WATER REVENUE BONDS**

The Council previously authorized David Drown Associates to provide for to solicit bids for the competitive negotiated sale of \$745,000 in general obligation water revenue bonds. Shannon Sweeney of David Drown Associates will be in attendance at the Council meeting to provide a recommendation on sale of the bonds. Please see the attached staff report and RESOLUTION.



VIII.

NEW BUSINESS

A. **ADOPTION OF A RESOLUTION AUTHORIZING PURCHASE OF EMERGENCY WARNING SYSTEM EQUIPMENT**

Staff requests authorization to proceed with purchase and installation of equipment for the City's emergency warning system. Funding for the work is allocated in the 2012 Police Department budget as well as the 2012 and 2011 equipment certificates. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING IMPLEMENTATION OF GEOGRAPHICAL INFORMATION SYSTEM**

The City has an opportunity to develop a Geographical Information System (GIS), attaching information to Global Positioning System coordinates. It is proposed to initiate a GIS with the water, wastewater, and stormwater utilities by purchasing hardware and software and retaining Bolton and Menk, Inc. to provide training and support for the project. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION AUTHORIZING INITIATION OF ASSESSMENT PROCESS FOR MISCELLANEOUS CHARGES**

Staff recommends the assessment process be initiated for unpaid miscellaneous charges. Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION APPROVING TEMPORARY BUSINESS LICENSE APPLICATION**

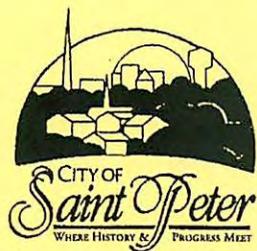
Staff recommends approval of a temporary Soft Drink License for Kansas City BBQ. A background investigation has been completed and nothing was found that would prohibit issuance of the license. Please see the attached staff report and RESOLUTION.

IX.

REPORTS

A. **MAYOR**

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



**B. CITY ADMINISTRATOR**

**1. REPORT ON COMMUNITY CENTER PARKING LOT MAINTENANCE**

A report will be provided at this time on the recent maintenance work at the Community Center parking lots.

**2. REPORT ON MAYOR'S TASK FORCE MEETING DISCUSSION**

A report will be provided at this time on discussion at the second Mayor's Task Force meeting.

**3. REPORT ON CITY/SCHOOL/GUSTAVUS MEETING SCHEDULE**

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

**4. REPORT ON GOAL SESSION SCHEDULE**

The next Council goal session is scheduled for June 14th. A report will be provided at this time on the goal session.

**5. REPORT ON LEAGUE OF MINNESOTA CITIES CONFERENCE**

City Administrator Prafke will be attending the League of Minnesota Cities conference along with Mayor Strand and Councilmembers Zieman and Pfeifer. A report on the conference will be provided at this time.

**6. REPORT ON MUNICIPAL POOL OPENING**

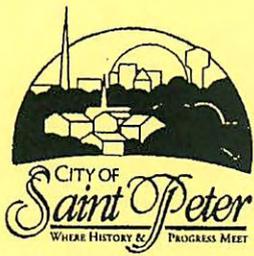
A report will be provided at this time on results from the grand opening of the municipal pool on June 3rd.

**7. REPORT ON RAIN BARREL PROGRAM**

A report will be provided at this time on extension of the rain barrel program.

**8. OTHERS**

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



CITY COUNCIL  
AGENDA MEMORANDUM 12-11  
REGULAR MEETING OF JUNE 11, 2012  
7:00 P.M.

X. ADJOURNMENT

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
MAY 29, 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 May 29, 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, Ziemann, 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 Kvamme, seconded by Eichmann, to approve the minutes of the May 14, 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 May 14, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Visitors** – Stephen Grams, 420 South Washington Avenue, addressed the Council to request something be done about the number of dogs running at large in Gorman Park and dogs not being cleaned up after by their owners. Mr. Grams also requested modification to the crosswalk at the intersection of West Mulberry Street and South Washington Avenue. He indicated drivers rarely stop for pedestrians at the intersection and suggested installation of a flashing light would make drivers more likely to yield to pedestrians. City Administrator Prafke indicated staff would look into the intersection issue and see what kind of marking was allowed under the Minnesota Manual on Uniform Traffic Control and also suggested that the Police Department be contacted when Mr. Grams' notices violations in the park.

**Consent Agenda** – In motion by Pfeifer, seconded by Brand, Resolution No. 2012-65 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. 2012-65 is contained in the City Administrator's book entitled Council Resolutions 19.

**2012 Street Maintenance Budget Modification** – City Administrator Prafke recommended an additional \$40,000 be allocated from General Fund reserves for street maintenance in 2012. Prafke indicated \$143,000 in general fund savings were realized at the end of 2011 and legislative action has now assured the City will receive the same level of local government aid in 2013 as in 2012 which prompted the recommendation. Prafke also noted that materials costs for street maintenance had risen dramatically and the additional funding would allow additional work to be done. In motion by Eichmann, seconded by Carlin, Resolution No. 2012-66 entitled "Resolution Modifying 2012 Street Maintenance Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-66 is contained in the City Administrator's book entitled Council Resolutions 19.

**Request For City Assistance: Blues Fest** – City Administrator Prafke recommended approval of a request for City assistance by the St. Peter Ambassador's for their Blues Fest event in Minnesota Square Park. Prafke outlined the recommended assistance which was contingent upon publicity for the event including the prohibition on dogs in the park; food vendors being licensed by the City, County or State; access to the Public Works site being limited to normal work hours; limiting vehicles in the park; providing for refuse disposal and additional restroom facilities; return of the park to pre-event condition; and providing a certificate of insurance naming the City as an additional insured. In motion by Kvamme, seconded by Carlin, Resolution No. 2012-67 entitled "Resolution Approving Request For City Assistance For 'Blues Fest'", was introduced. Councilmember Kvamme questioned why the resolution didn't stipulate the need for the Ambassador's to pay City fees for after-hours access to Public Works. Prafke indicated that the requirement had been conveyed to the organizers and would be included in future year resolutions. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-67 is contained in the City Administrator's book entitled Council Resolutions 19.

**Old Hospital Site (Park Row Crossing) MNHFA Application** – City Administrator Prafke presented a resolution of support for a development called Park Row Crossing which would be located at the old hospital site. Prafke indicated the developer of the project, Southwest Minnesota Housing Partnership (SWMHP), was submitting a funding application to the Minnesota Housing Finance Agency and the City support would consist of selling the land for one dollar; agreeing to abate \$310,000 in assessment on the property; and providing tax increment financing for the project. SWMHP Executive Director Rick Goodemann addressed the Council and indicated the project would consist of forty (40) townhomes and rent would be two-tiered and based on sixty percent (60%) of the median income in Nicollet County. Goodemann indicated the project would cost \$7,072,195 and two market studies (one for the Mankato area and one specifically for Saint Peter) indicated the need for the type of rental project being proposed. Councilmembers discussed the need for additional rental properties when the vacancy rate is below five percent (5%) and Prafke indicated the low vacancy rate doesn't allow for reasonable competition in the marketplace or maintenance efforts when apartments turn over. Prafke also noted that the Council would have impact on the design of the building if funding was awarded, that the proposed buildings would not be any higher than the nursing home and hospital that were previously on the property, and that the property would have more green space than the hospital and nursing home. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-68 entitled "Resolution Supporting Southwest Minnesota Housing Partnership Proposed Park Row Crossing Townhome Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-68 is contained in the City Administrator's book entitled Council Resolutions 19.

**Generation Catalytic Engineering** – Public Works Director Giesking recommended DeWild, Grant and Reckert (DGR) electrical engineers be retained to provide design engineering for a project to install catalytic oxidation units at the City's electric generation plant for a fee of \$29,000. Giesking noted that Environmental Protection Agency regulations would be modified to mandate a reduction in carbon dioxide emissions from generation units like the City's plant. Giesking stated City staff had already installed crankcase ventilation kits on four of the six engines and would complete the remaining two this fall at a total cost of \$4,000 for materials, but Giesking indicated the oxidation units must be designed by an engineer and the total project cost was \$500,000. Giesking also noted that attempts are being made to delay the deadline for installation from May 3, 2012 to five years in the future, but with everyone attempting to purchase materials for and install the units by the deadline, it was important to begin the design

work right away. Giesking also pointed out the resolution provided for \$14,500 in construction services from DGR if the project moved forward. Councilmembers discussed the unfunded mandate and future costs for maintenance or repair of the units which, based on 1,000 hours of generator use each year, would occur every five years. In motion by Brand, seconded by Pfeifer, Resolution No. 2012-69 entitled "Resolution Retaining Engineers To Design The Installation Of Oxidation Catalyst For The Electric Generation Plant", was introduced. Councilmember Kvamme pointed out that the proposed contract from DGR reflected a price of \$29,900 (versus the \$29,000 shown in the proposed resolution), and asked that the amount be corrected in the resolution. Upon roll call, with all in favor, the Resolution was declared passed and adopted as corrected. A complete copy of Resolution No. 2012-69 is contained in the City Administrator's book entitled Council Resolutions 19.

**Swift and Sumner Intersection Improvement Project Bid Award** – Public Works Director Giesking recommended award of the bid for the Swift and Sumner Street Drainage Improvement Project to low bidder W.W. Blacktopping, of Mankato in the amount of \$59,276. Giesking reported the intersection would be reshaped and have other work completed to resolve drainage issues which occur during heavy rains causing water to overflow the curb and enter the adjacent industrial buildings. Giesking indicated five competitive bids were received and the low bid was below the engineer's estimate of \$65,454.50. In motion by Kvamme, seconded by Carlin, Resolution No. 2012-70 entitled "Resolution Awarding Bid For Swift And Sumner Street Drainage Improvement Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-70 is contained in the City Administrator's book entitled Council Resolutions 19.

**2012 Equipment Certificate Purchase: Wheel Saw** – Public Works Director Giesking requested authorization for the purchase of a used 2003 18" wheel saw from Ziegler Cat in the amount of \$11,542.50 to be funded from the 2012 Equipment Certificate. Giesking indicated funding for the purchase was included in the equipment certificate budget and would allow asphalt and concrete to be cut with a sharper edge which would result in a better seal when the patch was made. In motion by Carlin, seconded by Zieman, Resolution No. 2012-71 entitled "Resolution Authorizing Purchase Of A Wheel Saw Attachment For A Skidsteer To Be Funded By The 2012 Equipment Certificate", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-71 is contained in the City Administrator's book entitled Council Resolutions 19.

**Scholarship America Lease** – City Administrator Prafke recommended execution of a lease with Scholarship America for approximately two acres of land to be used for City recreational activities. Prafke indicated the lease cost was \$10 per year with the City mowing the area being used and providing insurance coverage for the activities. In motion by Zieman, seconded by Brand, Resolution No. 2012-72 entitled "Resolution Directing The Leasing Of Land From Scholarship America", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-72 is contained in the City Administrator's book entitled Council Resolutions 19.

**Business License Application** – City Administrator Prafke presented an application for a six month Peddler License by Amana Construction. Prafke indicated nothing was found in the background investigation that would prohibit issuance of the license. In motion by Carlin, seconded by Zieman, Resolution No. 2012-73 entitled "Resolution Approving New License", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-73 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 board meetings for the Region Nine Development Commission and League of Minnesota Cities; attending the Memorial Day observances in Saint Peter; and a visit by Senator Klobuchar to the American Legion Post.

**Rain Barrel Program Update** – Public Works Director Giesking reported applications for sixty-seven (67) rebates had been submitted for the rain barrel program.

**Pool Opening** – City Administrator Prafke reported the outdoor pool would open on June 3rd.

**Mayor's Task Force** - City Administrator Prafke reminded Councilmembers of the second Task Force Meeting on the Minnesota Square Park pavilion which was scheduled for 6:00 p.m. on May 30th. Prafke reminded everyone attending that the parking lots at the Community Center would be closed for maintenance work May 29th and 30th and meeting participants would need to park on the street.

Councilmembers commented on all the events being held in Minnesota Square Park including Livestock and Blues Fest as well as a couple of weddings.

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 8:10 p.m.

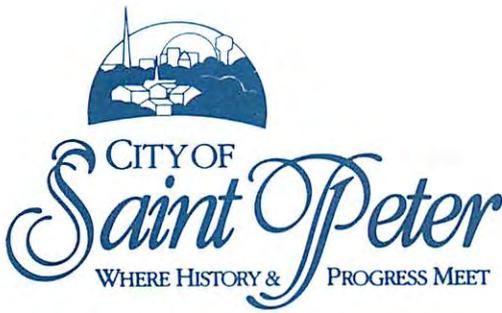
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/18/2012

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

**RE:** 2012 Antiscalant Blanket Purchase Order – Professional Water Technologies

### ACTION/RECOMMENDATION

It is recommended the City Council authorize Professional Water Technologies of Vista CA to furnish and deliver antiscalant to be used in the water treatment process in the amount of \$31,500 for a calendar year beginning in June of 2012.

### BACKGROUND

Staff solicited bids for purchase and delivery of antiscalant for its water treatment process. Antiscalant is a sequestering agent which keeps minerals dissolved in the reverse osmosis process that will prevent the membranes from plugging and causing permanent damage.

The bid tabulation is as follows.

<u>Chemical</u>	<u>Prof. Water Tech.</u>	<u>C. Emery Nelson</u>	<u>GE Betz</u>
Antiscalant	\$1.05 per pound	\$1.99 per pound	\$2.27 per pound

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

<u>Chemical</u>	<u>2011 Usage</u>	<u>2012 Price</u>	<u>Estimate Cost</u>
Antiscalant	30,000 pounds	\$1.05 per pound	\$31,500

The 2012 bid price of \$1.05 per pound is a reduction of \$1.50 per pound from 2011 which the utility paid \$2.55 per pound.

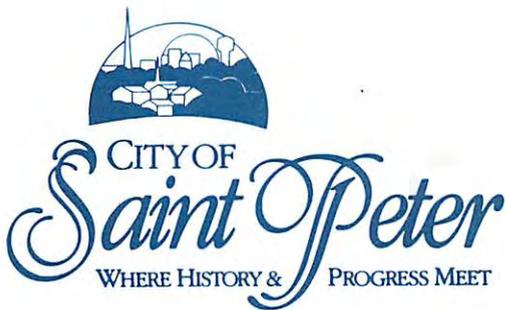
Included in the price quotation from Professional Water Technologies is four service visits, assistance with a clean in place (CIP) procedure, review of operator log sheets, water sampling, and troubleshooting. Staff recommends purchasing antiscalant from Professional Water Technologies, Inc. This report was prepared by Water Foreman Voeltz and Water Utilities Superintendent Moulton.

### FISCAL IMPACT:

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

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** May 25, 2012

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

**RE:** Purchase and Hauling of Seal Coat Chip Stone for Street Maintenance

### ACTION/RECOMMENDATION

It is recommended the City Council approve the purchase of 1,700 tons of seal coat chip stone from New Ulm Quartzite for \$33,065.00, sales tax included. Furthermore, it is recommended the City Council approve the delivery of the seal coat chip stone by Northland Valley for a total amount of \$8,325.00. Funding would be from the 2012 Street Maintenance Budget.

### BACKGROUND

For the Streets Maintenance Program for 2012 there is a need for additional chip stone. It is estimated that an additional 1,700 tons of chip stone will need to be added to the city's existing stock of seal coat chip stone that will complete the 2012 seal coating program. A list of this years seal coat program is attached. Staff is recommending the purchase of stone from a single vendor, New Ulm Quartzite. Their particular type of crushed granite stone, a 19/64 diameter, has a sharper edge, when placed in the tack oil, has a higher grade of durability. Pea rock, which is perfectly round, has a tendency to roll. This type of Quartzite stone is only found at New Ulm Quartzite. Northland Valley and Johnson Aggregate, Two trucking firms who had verbal quotes to haul the stone are listed below. Because of fuel and labor costs it is more economical to have semi trucks haul the material than utilize city equipment and staff. Bidder's trucks can haul 20 plus tons each while the city's tandem dump trucks can only haul 10-12 tons each. Listed below are the per ton costs for both materials and hauling.

Vendor	Per Ton w/ Tax	Total
Material: New Ulm Quartzite (chip stone)	\$19.45	\$33,065.00
Trucking:		
Northland Valley	\$4.50	\$8,325.00
Johnson Aggregate	\$5.50	\$9,350.00

### Fiscal Impact:

The 2012 Street Maintenance Budget identifies \$44,000.00 for the purchase of seal coat chip stone.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 7/6/12

**FROM:** Cindy Moulton *Cindy*  
Administrative Secretary

**RE:** Temporary License

### **ACTION/RECOMMENDATION**

Provide approval of temporary license.

### **BACKGROUND**

The City has received a temporary license application for City Council approval.

The St. Peter Ambassadors will be hosting the Annual Blues Fest on June 9, 2012 at Minnesota Square Park. The St. Peter Gouvernaies have submitted a Temporary Soft Drink License application in order to sell pop at the event. City Administrator Todd Prafke has approved the application contingent upon City Council approval.

Please place this item on the June 12, 2012 City Council consent agenda.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

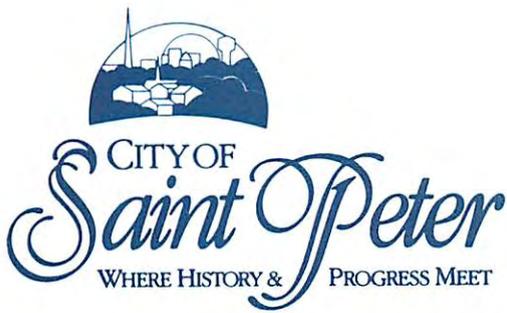
Do Not Act: No further action will be taken without Council direction.

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:** 6/6/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Election Judge Appointments

### **ACTION/RECOMMENDATION**

Provide for appointment of 2012 Election Judges as part of the consent agenda.

### **BACKGROUND**

This is a Presidential election year, which historically has the biggest voter turnout of all elections. As such, the City is planning on hiring a higher than normal number of election judges for the August 14th primary election and the November 6th general election. We will be appointing judges over the next 2-3 Council meetings. Please consider appointment of the following additional individuals as 2012 election judges for the City of Saint Peter:

John Hall	Max Hailperin	Preston Smith	Brittany Pell
Patrick Duenwald	Patricia Duenwald	Warren Michels	Preston Smith
Diane Andros	Diane Harms		

Funding for Election Judge wages has been included in the 2012 Elections budget.

If you need any additional information on this agenda item, please don't hesitate to contact me.

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	sppd patches - eberhart	GENERAL FUND	POLICE	30.00
			TOTAL:	30.00
ALPHA WIRELESS COMMUNICATIONS CO	siren, adapter cable	GENERAL FUND	POLICE	530.63
			TOTAL:	530.63
ARROW ACE HARDWARE INC	round up	GENERAL FUND	MUNICIPAL BUILDING	7.47
	light bulb	GENERAL FUND	MUNICIPAL BUILDING	9.61
	staples, nail gun, stapler	GENERAL FUND	POLICE	57.68
	screwdriver/tape	GENERAL FUND	STREETS	5.33
	garden sprayer paint	GENERAL FUND	STREETS	34.15
	pipe, tape	GENERAL FUND	RECREATION/LEISURE SER	72.29
	spray paint	GENERAL FUND	RECREATION/LEISURE SER	5.32
	brush, pvc, paint & brushe	GENERAL FUND	SWIMMING POOL	122.98
	plunger,pvc,paint,blades	GENERAL FUND	PARKS	140.33
	screwdriver/tape	GENERAL FUND	PARKS	5.33
	oil	LIBRARY FUND	LIBRARY	5.60
	cables	PUBLIC ACCESS	PUBLIC ACCESS	32.67
	oil	COMMUNITY CENTER	COMMUNITY CENTER	5.59
	ratchet, batteries,caulk,b	COMMUNITY CENTER	COMMUNITY CENTER	67.59
	tube,bolts,box,hose,squeeg	WATER	SOURCE OF SUPPLY	109.39
	screwdriver/tape	WATER	DISTRIBUTION AND STORA	2.67
	screwdriver/tape	WASTE WATER FUND	SOURCE/TREATMENT	2.67
	tube, adapter socket	WASTE WATER FUND	SOURCE/TREATMENT	12.26
	copper tube	WASTE WATER FUND	SOURCE/TREATMENT	12.76
	screwdriver/tape	ENVIRON SERVICES F	REFUSE DISPOSAL	2.67
	red jug	ENVIRON SERVICES F	REFUSE DISPOSAL	8.54
	elbow insert & hose clamp	ENVIRON SERVICES F	REFUSE DISPOSAL	6.37
	eye bolts, electronic item	ELECTRIC FUND	POWER DISTRIBUTION	26.67
	screwdriver/tape	ELECTRIC FUND	POWER DISTRIBUTION	5.33
	screwdriver/tape	STORMWATER FUND	TREATMENT	2.67
	pruning saw & hedg shear	STORMWATER FUND	TREATMENT	53.42
			TOTAL:	817.36
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	25.16
			TOTAL:	25.16
BATTERIES PLUS	replace batteries phone sy	GENERAL FUND	CITY ADMINISTRATION	34.72
	replace batteries phone sy	LIBRARY FUND	LIBRARY	1.07
	replace batteries phone sy	COMMUNITY CENTER	COMMUNITY CENTER	2.14
	replace batteries phone sy	WATER	ADMIN AND GENERAL	3.21
	replace batteries phone sy	WASTE WATER FUND	ADMIN AND GENERAL	3.74
	replace batteries phone sy	ENVIRON SERVICES F	ADMIN AND GENERAL	1.07
	replace batteries phone sy	ELECTRIC FUND	ADMIN AND GENERAL	3.21
	replace batteries phone sy	STORMWATER FUND	ADMINISTRATION AND GEN	2.14
	replace batteries phone sy	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2.12
			TOTAL:	53.42
BNR IRRIGATION SERVICES, INC.	vets irrigation repair	GENERAL FUND	PARKS	75.00
	irrigation repair ww tmt p	WASTE WATER FUND	SOURCE/TREATMENT	120.08
			TOTAL:	195.08
BORDER STATES ELECTRIC SUPPLY	heat shrink wrap sleeve	ELECTRIC FUND	NON-DEPARTMENTAL	1,367.47
	ss12' black light pole	ELECTRIC FUND	NON-DEPARTMENTAL	6,549.30
			TOTAL:	7,916.77

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHN BORNHOLDT	wrench & ratchet	GENERAL FUND	STREETS	48.02
	wrench & ratchet	GENERAL FUND	PARKS	48.02
	wrench & ratchet	WATER	DISTRIBUTION AND STORA	24.01
	wrench & ratchet	WASTE WATER FUND	SOURCE/TREATMENT	24.04
	wrench & ratchet	ENVIRON SERVICES F	REFUSE DISPOSAL	24.01
	wrench & ratchet	ELECTRIC FUND	POWER DISTRIBUTION	48.02
	wrench & ratchet	STORMWATER FUND	TREATMENT	24.03
			TOTAL:	240.15
C & S SUPPLY CO INC	clothing allowance - gunde	GENERAL FUND	PUBLIC WORKS ADMIN	77.97
	boots - sheldon	GENERAL FUND	STREETS	121.95
	clothing allowance - matt	GENERAL FUND	STREETS	69.98
	knee boots	GENERAL FUND	SWIMMING POOL	52.90
	boots - cameron, seth	GENERAL FUND	PARKS	241.90
	clothing allowance - scot	WASTE WATER FUND	ADMIN AND GENERAL	118.96
	bearings	STORMWATER FUND	TREATMENT	33.89
			TOTAL:	717.55
CATCO	clutch #28	ENVIRON SERVICES F	REFUSE DISPOSAL	548.81
			TOTAL:	548.81
CENTERPOINT ENERGY MINNEGASCO	gas for may '12	GENERAL FUND	FIRE	78.26
	gas for may '12	GENERAL FUND	STREETS	68.96
	gas for may '12	GENERAL FUND	SWIMMING POOL	19.24
	gas for may '12	GENERAL FUND	PARKS	55.16
	gas for may '12	LIBRARY FUND	LIBRARY	559.62
	gas for may '12	COMMUNITY CENTER	COMMUNITY CENTER	1,106.23
	gas for may '12	WATER	PURIFICATION AND TREAT	529.62
	gas for may '12	WATER	PURIFICATION AND TREAT	93.96
	gas for may '12	WATER	ADMIN AND GENERAL	27.58
	gas for may '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for may '12	WASTE WATER FUND	SOURCE/TREATMENT	563.36
	gas for may '12	WASTE WATER FUND	ADMIN AND GENERAL	27.58
	gas for may '12	ENVIRON SERVICES F	ADMIN AND GENERAL	27.58
	gas for may '12	ELECTRIC FUND	ADMIN AND GENERAL	68.96
			TOTAL:	3,238.93
JOHN CHA	tae kwon do 4/9-5/23	GENERAL FUND	RECREATION/LEISURE SER	630.00
			TOTAL:	630.00
COLE PAPERS INC	towels, tissue	GENERAL FUND	CITY ADMINISTRATION	27.96
	glass cleaner	GENERAL FUND	CITY ADMINISTRATION	5.41
	towels, tissue	GENERAL FUND	CITY CLERK	27.96
	glass cleaner	GENERAL FUND	CITY CLERK	5.41
	towels, tissue	GENERAL FUND	FINANCE	18.64
	glass cleaner	GENERAL FUND	FINANCE	3.61
	towels, tissue	GENERAL FUND	POLICE	14.91
	glass cleaner	GENERAL FUND	POLICE	2.88
	towels, tissue	GENERAL FUND	BUILDING INSPECTOR	7.46
	glass cleaner	GENERAL FUND	BUILDING INSPECTOR	1.44
	towels, tissue	GENERAL FUND	PUBLIC WORKS ADMIN	3.73
	glass cleaner	GENERAL FUND	PUBLIC WORKS ADMIN	0.72
	floor clnr,tilex,kleenex,f	GENERAL FUND	STREETS	64.44
	floor clnr,tilex,kleenex,f	GENERAL FUND	PARKS	64.44
	towels, tissue	GENERAL FUND	ECONOMIC DEVMT	1.86
	glass cleaner	GENERAL FUND	ECONOMIC DEVMT	0.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	floor clnr,tilex,kleenex,f	WATER	DISTRIBUTION AND STORA	32.21
	towels, tissue	WATER	ADMIN AND GENERAL	16.78
	glass cleaner	WATER	ADMIN AND GENERAL	3.24
	floor clnr,tilex,kleenex,f	WASTE WATER FUND	SOURCE/TREATMENT	32.26
	towels, tissue	WASTE WATER FUND	ADMIN AND GENERAL	16.79
	glass cleaner	WASTE WATER FUND	ADMIN AND GENERAL	3.25
	floor clnr,tilex,kleenex,f	ENVIRON SERVICES F	REFUSE DISPOSAL	32.21
	floor clnr,tilex,kleenex,f	ELECTRIC FUND	POWER DISTRIBUTION	64.44
	towels, tissue	ELECTRIC FUND	ADMIN AND GENERAL	50.34
	glass cleaner	ELECTRIC FUND	ADMIN AND GENERAL	9.73
	floor clnr,tilex,kleenex,f	STORMWATER FUND	TREATMENT	32.24
			TOTAL:	544.72
TOM CONNOR	clothing allowance	WASTE WATER FUND	ADMIN AND GENERAL	41.94
			TOTAL:	41.94
CULLIGAN	muni bldg meter rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	solar salt & delivery	COMMUNITY CENTER	COMMUNITY CENTER	20.05
			TOTAL:	48.10
DAVE'S ELECTRONIC SERVICE	tk 8180 radio	GENERAL FUND	STREETS	692.28
	tk 8180 radio	GENERAL FUND	STREETS	692.28
			TOTAL:	1,384.56
DEMCO, INC.	labels, laminate, fastener	LIBRARY FUND	LIBRARY	915.14
			TOTAL:	915.14
DEWILD GRANT RECKERT & ASSOCIATES CO	sub improvements 4/30/12	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,043.48
	spcc plan update	ELECTRIC FUND	POWER DISTRIBUTION	2,964.81
			TOTAL:	6,008.29
LANCE DLOUHY	balloons, water squirter	GENERAL FUND	RECREATION/LEISURE SER	20.31
	water bombs,pump station	GENERAL FUND	RECREATION/LEISURE SER	16.18
	hfr-balloon launch	RESTRICTED CONTRIB	RECREATION/LEISURE SER	19.21
			TOTAL:	55.70
DPC INDUSTRIES, INC.	potassium permanganate	WATER	PURIFICATION AND TREAT	977.00
			TOTAL:	977.00
BRIAN ENTER	softball ump	GENERAL FUND	RECREATION/LEISURE SER	252.00
			TOTAL:	252.00
FASTENAL COMPANY	batteries	GENERAL FUND	CITY ADMINISTRATION	5.13
	batteries	GENERAL FUND	CITY CLERK	5.13
	batteries	GENERAL FUND	BUILDING INSPECTOR	5.13
	hex nuts,terminals,flat wa	GENERAL FUND	STREETS	15.42
	hex nuts,terminals,flat wa	GENERAL FUND	PARKS	15.42
	batteries	GENERAL FUND	ECONOMIC DEVMT	5.13
	hex nuts,terminals,flat wa	WATER	DISTRIBUTION AND STORA	7.71
	recip saw blades	WASTE WATER FUND	SOURCE/TREATMENT	19.15
	grease gun w/hose	WASTE WATER FUND	SOURCE/TREATMENT	29.39
	hex nuts,terminals,flat wa	WASTE WATER FUND	SOURCE/TREATMENT	7.72
	type 1 safety can 5gal	ENVIRON SERVICES F	REFUSE DISPOSAL	59.23
	hex nuts,terminals,flat wa	ENVIRON SERVICES F	REFUSE DISPOSAL	7.71
	impact socket	ELECTRIC FUND	POWER DISTRIBUTION	5.37
	hex nuts,terminals,flat wa	ELECTRIC FUND	POWER DISTRIBUTION	15.42

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hex caps screws washers	STORMWATER FUND	COLLECTIONS/LIFT STATI	21.66
	hex, cap, screws, washers	STORMWATER FUND	COLLECTIONS/LIFT STATI	28.98
	hex nuts, terminals, flat wa	STORMWATER FUND	TREATMENT	7.73
			TOTAL:	261.43
THE FREE PRESS	pw 2012 renewal	GENERAL FUND	STREETS	48.53
	summer adventures ad	GENERAL FUND	RECREATION/LEISURE SER	99.00
	pw 2012 renewal	GENERAL FUND	PARKS	38.82
	pw 2012 renewal	WATER	ADMIN AND GENERAL	19.41
	pw 2012 renewal	WASTE WATER FUND	ADMIN AND GENERAL	19.41
	pw 2012 renewal	ENVIRON SERVICES F	ADMIN AND GENERAL	19.40
	pw 2012 renewal	ELECTRIC FUND	ADMIN AND GENERAL	48.53
			TOTAL:	293.10
GALLS INC	gloves	GENERAL FUND	POLICE	95.05
			TOTAL:	95.05
GELDNER UNDERGROUND, INC.	directbore, doddknightwelc	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	7,900.00
	bore nicollet & chapel	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,475.00
			TOTAL:	9,375.00
KRIS GLIDDEN	summer gymnastics6/4-6/7	GENERAL FUND	RECREATION/LEISURE SER	357.00
			TOTAL:	357.00
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for may '12	GENERAL FUND	MAYOR & COUNCIL	0.70
	postage for may '12	GENERAL FUND	CITY ADMINISTRATION	35.05
	postage for may '12	GENERAL FUND	CITY CLERK	28.01
	postage for may '12	GENERAL FUND	FINANCE	119.55
	postage for may '12	GENERAL FUND	POLICE	218.90
	postage for may '12	GENERAL FUND	FIRE	2.50
	postage for may '12	GENERAL FUND	BUILDING INSPECTOR	14.19
	postage for may '12	GENERAL FUND	PUBLIC WORKS ADMIN	32.24
	postage for may '12	GENERAL FUND	RECREATION/LEISURE SER	8.20
	postage for may '12	GENERAL FUND	PARKS	0.50
	postage for may '12	GENERAL FUND	ECONOMIC DEVMT	18.00
	postage for may '12	LIBRARY FUND	LIBRARY	3.00
	postage for may '12	COMMUNITY CENTER	COMMUNITY CENTER	2.05
	postage for may '12	WATER	CUSTOMER ACCOUNTS	86.34
	postage for may '12	WASTE WATER FUND	ADMIN AND GENERAL	3.70
	postage for may '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	86.34
	postage for may '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	86.34
	postage for may '12	ELECTRIC FUND	ADMIN AND GENERAL	5.85
	postage for may '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	86.35
	postage for may '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1.50
	postage for may '12	RESTRICTED CONTRIB	COMMUNITY SERVICE	0.50
			TOTAL:	839.81
GUSTAVUS ADOLPHUS COLLEGE-DINING	10 yr library celebration	LIBRARY FUND	LIBRARY	82.29
			TOTAL:	82.29
KEITH HANSON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	105.00
			TOTAL:	105.00
HAWKINS CHEMICAL	pool chemicals	GENERAL FUND	SWIMMING POOL	2,382.08
	caustic soda	WATER	PURIFICATION AND TREAT	1,733.00
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,405.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	9,520.53
HILLYARD/HUTCHINSON	brush round tool	COMMUNITY CENTER	COMMUNITY CENTER	39.96
	pedal foot for vacuum	COMMUNITY CENTER	COMMUNITY CENTER	18.71
			TOTAL:	58.67
DERRICK HOFFMAN	softball ump 5/18-5/28	GENERAL FUND	RECREATION/LEISURE SER	42.00
			TOTAL:	42.00
HOLIDAY COMMERCIAL	fuel for may '12	GENERAL FUND	POLICE	257.93
	car washes	GENERAL FUND	POLICE	26.69
	fuel for may '12	GENERAL FUND	BUILDING INSPECTOR	96.22
	fuel for may '12	GENERAL FUND	PUBLIC WORKS ADMIN	60.42
	fuel for may '12	GENERAL FUND	STREETS	65.15
	fuel for may '12	GENERAL FUND	RECREATION/LEISURE SER	94.01
	fuel for may '12	GENERAL FUND	PARKS	557.95
	fuel for may '12	WATER	SOURCE OF SUPPLY	42.97
	fuel for may '12	WATER	PURIFICATION AND TREAT	64.46
	fuel for may '12	WATER	DISTRIBUTION AND STORA	322.30
	fuel for may '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	197.91
	fuel for may '12	ENVIRON SERVICES F	REFUSE DISPOSAL	146.27
	fuel for may '12	ELECTRIC FUND	POWER DISTRIBUTION	404.42
	fuel for may '12	STORMWATER FUND	TREATMENT	297.77
			TOTAL:	2,634.47
DAN HONETSCHLAGER	softball ump	GENERAL FUND	RECREATION/LEISURE SER	231.00
			TOTAL:	231.00
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	427.64
			TOTAL:	427.64
JAVENS MECHANICAL CONTRACTING CO.	belts	WASTE WATER FUND	SOURCE/TREATMENT	178.44
			TOTAL:	178.44
JETTER CLEAN, INC.	jetter clean sinks 430 rit	TORNADO DISASTER R	ECONOMIC DEVMT	211.50
			TOTAL:	211.50
JLS DISTRIBUTING, INC	mech bay cf carbon fighter	GENERAL FUND	STREETS	35.90
	ps conditional engine tune	GENERAL FUND	STREETS	24.15
	mech bay cf carbon fighter	GENERAL FUND	PARKS	35.90
	ps conditional engine tune	GENERAL FUND	PARKS	24.15
	mech bay cf carbon fighter	WATER	DISTRIBUTION AND STORA	17.95
	ps conditional engine tune	WATER	DISTRIBUTION AND STORA	12.07
	mech bay cf carbon fighter	WASTE WATER FUND	SOURCE/TREATMENT	17.97
	ps conditional engine tune	WASTE WATER FUND	SOURCE/TREATMENT	12.09
	mech bay cf carbon fighter	ENVIRON SERVICES F	REFUSE DISPOSAL	17.95
	ps conditional engine tune	ENVIRON SERVICES F	REFUSE DISPOSAL	12.07
	mech bay cf carbon fighter	ELECTRIC FUND	POWER DISTRIBUTION	35.90
	ps conditional engine tune	ELECTRIC FUND	POWER DISTRIBUTION	24.15
	mech bay cf carbon fighter	STORMWATER FUND	TREATMENT	17.98
	ps conditional engine tune	STORMWATER FUND	TREATMENT	12.08
			TOTAL:	300.31
TERRY KAMM	steel toe boots	WATER	ADMIN AND GENERAL	179.95
			TOTAL:	179.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GRACE KJELLGREN	summer gymnastics 6/4-6/7	GENERAL FUND	RECREATION/LEISURE SER	154.00
			TOTAL:	154.00
KRIS ENGINEERING, INC.	cutting edge #312	GENERAL FUND	STREETS	506.99
	cutting edge #312	GENERAL FUND	STREETS	675.98
	cutting edge #312	GENERAL FUND	STREETS	675.98
			TOTAL:	1,858.95
LAGER'S INC	08 charger engine damage,t	GENERAL FUND	POLICE	92.76
	fuel lines #6	GENERAL FUND	PARKS	252.76
			TOTAL:	345.52
KAREN LARSON	tae kwon do 4/9-5/23	GENERAL FUND	RECREATION/LEISURE SER	630.00
			TOTAL:	630.00
LEAGUE OF MINNESOTA CITIES	training	GENERAL FUND	STREETS	20.00
			TOTAL:	20.00
LEAGUE OF MN CITIES INSURANCE TRUST	3rd qtr wokers comp	GENERAL FUND	MAYOR & COUNCIL	13.63
	auto liability 2012	GENERAL FUND	MAYOR & COUNCIL	162.10
	3rd qtr wokers comp	GENERAL FUND	CITY ADMINISTRATION	161.06
	auto liability 2012	GENERAL FUND	CITY ADMINISTRATION	1,037.42
	3rd qtr wokers comp	GENERAL FUND	CITY CLERK	68.15
	3rd qtr wokers comp	GENERAL FUND	FINANCE	187.36
	auto liability 2012	GENERAL FUND	FINANCE	1,019.08
	3rd qtr wokers comp	GENERAL FUND	MUNICIPAL BUILDING	208.87
	auto liability 2012	GENERAL FUND	MUNICIPAL BUILDING	44.00
	auto liability 2012	GENERAL FUND	MUNICIPAL BUILDING	366.43
	3rd qtr wokers comp	GENERAL FUND	POLICE	6,380.94
	auto liability 2012	GENERAL FUND	POLICE	2,208.00
	auto liability 2012	GENERAL FUND	POLICE	8,073.49
	3rd qtr wokers comp	GENERAL FUND	FIRE	3,378.25
	3rd qtr wokers comp	GENERAL FUND	FIRE	167.21
	auto liability 2012	GENERAL FUND	FIRE	3,675.00
	auto liability 2012	GENERAL FUND	FIRE	1,059.87
	3rd qtr wokers comp	GENERAL FUND	BUILDING INSPECTOR	116.91
	auto liability 2012	GENERAL FUND	BUILDING INSPECTOR	254.00
	auto liability 2012	GENERAL FUND	BUILDING INSPECTOR	835.08
	auto liability 2012	GENERAL FUND	EMERGENCY MGMT	35.33
	3rd qtr wokers comp	GENERAL FUND	COMMUNITY SERVICE	301.40
	auto liability 2012	GENERAL FUND	COMMUNITY SERVICE	365.64
	3rd qtr wokers comp	GENERAL FUND	PUBLIC WORKS ADMIN	167.98
	auto liability 2012	GENERAL FUND	PUBLIC WORKS ADMIN	517.86
	3rd qtr wokers comp	GENERAL FUND	STREETS	4,354.68
	auto liability 2012	GENERAL FUND	STREETS	309.75
	auto liability 2012	GENERAL FUND	STREETS	1,646.00
	auto liability 2012	GENERAL FUND	STREETS	4,533.78
	auto liability 2012	GENERAL FUND	SENIOR COORDINATOR	117.47
	3rd qtr wokers comp	GENERAL FUND	RECREATION/LEISURE SER	968.88
	auto liability 2012	GENERAL FUND	RECREATION/LEISURE SER	1,440.70
	3rd qtr wokers comp	GENERAL FUND	SWIMMING POOL	695.51
	auto liability 2012	GENERAL FUND	SWIMMING POOL	4,988.27
	3rd qtr wokers comp	GENERAL FUND	SKATING RINKS	17.28
	auto liability 2012	GENERAL FUND	SKATING RINKS	56.99
	3rd qtr wokers comp	GENERAL FUND	PARKS	2,292.91
	auto liability 2012	GENERAL FUND	PARKS	247.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	auto liability 2012	GENERAL FUND	PARKS	482.00
	auto liability 2012	GENERAL FUND	PARKS	19,849.90
	3rd qtr wokers comp	GENERAL FUND	ECONOMIC DEVMT	71.22
	auto liability 2012	GENERAL FUND	ECONOMIC DEVMT	438.85
	auto liability 2012	GENERAL FUND	INSURANCE-UNALLOCATED	7,292.00
	insurance claim c0013429	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	278.46
	3rd qtr wokers comp	LIBRARY FUND	LIBRARY	303.12
	auto liability 2012	LIBRARY FUND	LIBRARY	4,075.46
	3rd qtr wokers comp	PUBLIC ACCESS	PUBLIC ACCESS	8.25
	auto liability 2012	PUBLIC ACCESS	PUBLIC ACCESS	75.45
	3rd qtr wokers comp	COMMUNITY CENTER	COMMUNITY CENTER	576.87
	auto liability 2012	COMMUNITY CENTER	COMMUNITY CENTER	11,572.24
	auto liability 2012	TORNADO DISASTER R	ECONOMIC DEVMT	11,604.00
	3rd qtr wokers comp	WATER	SOURCE OF SUPPLY	180.65
	auto liability 2012	WATER	SOURCE OF SUPPLY	2,741.60
	3rd qtr wokers comp	WATER	PURIFICATION AND TREAT	509.11
	auto liability 2012	WATER	PURIFICATION AND TREAT	993.92
	3rd qtr wokers comp	WATER	DISTRIBUTION AND STORA	1,280.26
	auto liability 2012	WATER	DISTRIBUTION AND STORA	2,020.78
	3rd qtr wokers comp	WATER	ADMIN AND GENERAL	138.80
	auto liability 2012	WATER	ADMIN AND GENERAL	123.90
	auto liability 2012	WATER	ADMIN AND GENERAL	50.80
	auto liability 2012	WATER	ADMIN AND GENERAL	639.00
	auto liability 2012	WATER	ADMIN AND GENERAL	4,991.60
	3rd qtr wokers comp	WATER	CUSTOMER ACCOUNTS	21.31
	auto liability 2012	WATER	CUSTOMER ACCOUNTS	139.79
	3rd qtr wokers comp	WASTE WATER FUND	BIOSOLIDS	310.99
	auto liability 2012	WASTE WATER FUND	BIOSOLIDS	705.25
	3rd qtr wokers comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	760.40
	auto liability 2012	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,110.64
	3rd qtr wokers comp	WASTE WATER FUND	SOURCE/TREATMENT	1,750.40
	auto liability 2012	WASTE WATER FUND	SOURCE/TREATMENT	18,045.71
	3rd qtr wokers comp	WASTE WATER FUND	ADMIN AND GENERAL	177.77
	auto liability 2012	WASTE WATER FUND	ADMIN AND GENERAL	123.90
	auto liability 2012	WASTE WATER FUND	ADMIN AND GENERAL	50.80
	auto liability 2012	WASTE WATER FUND	ADMIN AND GENERAL	639.00
	auto liability 2012	WASTE WATER FUND	ADMIN AND GENERAL	489.62
	3rd qtr wokers comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.31
	auto liability 2012	WASTE WATER FUND	CUSTOMER ACCOUNTS	137.35
	3rd qtr wokers comp	ENVIRON SERVICES F	REFUSE DISPOSAL	929.72
	auto liability 2012	ENVIRON SERVICES F	REFUSE DISPOSAL	2,434.38
	3rd qtr wokers comp	ENVIRON SERVICES F	ADMIN AND GENERAL	178.53
	auto liability 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	123.90
	auto liability 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	25.40
	auto liability 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	188.00
	auto liability 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	327.17
	3rd qtr wokers comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	14.21
	auto liability 2012	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	105.12
	3rd qtr wokers comp	ELECTRIC FUND	POWER PRODUCTION	81.20
	auto liability 2012	ELECTRIC FUND	POWER PRODUCTION	29,819.09
	3rd qtr wokers comp	ELECTRIC FUND	POWER DISTRIBUTION	1,956.38
	auto liability 2012	ELECTRIC FUND	POWER DISTRIBUTION	10,231.51
	3rd qtr wokers comp	ELECTRIC FUND	ADMIN AND GENERAL	479.93
	auto liability 2012	ELECTRIC FUND	ADMIN AND GENERAL	309.75
	auto liability 2012	ELECTRIC FUND	ADMIN AND GENERAL	127.00
	auto liability 2012	ELECTRIC FUND	ADMIN AND GENERAL	1,102.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	auto liability 2012	ELECTRIC FUND	ADMIN AND GENERAL	11,266.81
	3rd qtr wokers comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	99.44
	auto liability 2012	ELECTRIC FUND	CUSTOMER ACCOUNTS	552.29
	3rd qtr wokers comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	287.00
	auto liability 2012	STORMWATER FUND	COLLECTIONS/LIFT STATI	908.88
	3rd qtr wokers comp	STORMWATER FUND	TREATMENT	82.93
	auto liability 2012	STORMWATER FUND	TREATMENT	82.00
	auto liability 2012	STORMWATER FUND	TREATMENT	208.67
	3rd qtr wokers comp	STORMWATER FUND	ADMINISTRATION AND GEN	976.75
	auto liability 2012	STORMWATER FUND	ADMINISTRATION AND GEN	374.61
	3rd qtr wokers comp	STORMWATER FUND	CUSTOMER ACCOUNTS	14.21
	auto liability 2012	STORMWATER FUND	CUSTOMER ACCOUNTS	62.98
	3rd qtr wokers comp	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,377.97
	auto liability 2012	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,466.00
	auto liability 2012	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,286.82
	auto liability 2012	LONG TERM CARE LEA	ADMIN AND GENERAL	3,795.00
	auto liability 2012	MEDICAL CAMPUS	ADMIN & GENERAL	2,928.00
			TOTAL:	222,461.21
MACQUEEN EQUIPMENT INC	pressure switch #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	137.42
			TOTAL:	137.42
MANKATO IMPLEMENT, INC	door isolator hinge kit #8	STORMWATER FUND	TREATMENT	750.26
			TOTAL:	750.26
MARCO, INC.	copier maint 46018	GENERAL FUND	CITY ADMINISTRATION	17.06
	copier maint 46018	GENERAL FUND	CITY CLERK	17.06
	copier maint 46018	GENERAL FUND	FINANCE	11.37
	copier maint 46018	GENERAL FUND	POLICE	9.10
	copier maint 46018	GENERAL FUND	BUILDING INSPECTOR	4.55
	copier maint 46018	GENERAL FUND	PUBLIC WORKS ADMIN	2.27
	copier maint 46018	GENERAL FUND	ECONOMIC DEVMT	1.14
	copier maint 46018	WATER	ADMIN AND GENERAL	10.24
	copier maint 46018	WASTE WATER FUND	ADMIN AND GENERAL	10.23
	copier maint 46018	ELECTRIC FUND	ADMIN AND GENERAL	30.71
			TOTAL:	113.73
MATHESON TRI-GAS INC	oxygen	GENERAL FUND	STREETS	14.60
	cylinder rental	GENERAL FUND	STREETS	23.32
	oxygen	GENERAL FUND	PARKS	14.60
	cylinder rental	GENERAL FUND	PARKS	18.66
	oxygen	WATER	DISTRIBUTION AND STORA	7.30
	cylinder rental	WATER	ADMIN AND GENERAL	9.33
	oxygen	WASTE WATER FUND	SOURCE/TREATMENT	7.31
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.33
	oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	7.30
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.33
	oxygen	ELECTRIC FUND	POWER DISTRIBUTION	14.60
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	23.32
	oxygen	STORMWATER FUND	TREATMENT	7.32
			TOTAL:	166.32
MENARDS	hd combo squares	GENERAL FUND	STREETS	23.35
	acid brush, 6' faucet ext	GENERAL FUND	PARKS	75.89
	5pk spray tips-pressure wa	GENERAL FUND	PARKS	23.50
			TOTAL:	122.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	LIBRARY FUND	LIBRARY	98.35	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>393.42</u>	
			TOTAL:	491.77	
MISC VENDOR	BIXBY, JIM	refund swim lessons	GENERAL FUND	NON-DEPARTMENTAL	22.00
	PHENGTHONGSAVATH, DEME	over paid preschool ticket	HEARTLAND TRANSIT	NON-DEPARTMENTAL	62.00
	SHERATON DALLAS	hotel for awwa conf-pete	WATER	ADMIN AND GENERAL	<u>708.51</u>
			TOTAL:	792.51	
MN DEPT OF HUMAN SERVICES	mow 402 n 7th st	GENERAL FUND	NON-DEPARTMENTAL	<u>50.00</u>	
			TOTAL:	50.00	
MN DEPT OF LABOR & INDUSTRY	elevator annual op-comm ce	COMMUNITY CENTER	COMMUNITY CENTER	<u>100.00</u>	
			TOTAL:	100.00	
MN PIPE & EQUIPMENT	1" copper tubing #243	WATER	NON-DEPARTMENTAL	961.88	
	6x12 repair clamp #193	WATER	NON-DEPARTMENTAL	<u>264.52</u>	
			TOTAL:	1,226.40	
MN POLLUTION CONTROL AGENCY	2012 ww training-terry,jim	WATER	ADMIN AND GENERAL	<u>600.00</u>	
			TOTAL:	600.00	
MN SHERIFFS' ASSOCIATION	civil process class - arpi	GENERAL FUND	POLICE	<u>70.00</u>	
			TOTAL:	70.00	
MN WASTEWATER OPERATORS ASSOCIATION	2012 mwoa conf - bushman	WASTE WATER FUND	ADMIN AND GENERAL	<u>225.00</u>	
			TOTAL:	225.00	
MOTION INDUSTRIES, INC.	roller chain #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>194.35</u>	
			TOTAL:	194.35	
MOTOROLA SOLUTIONS, INC	equip for new police cars	2011 EQUIPMENT CER	POLICE	<u>27,994.55</u>	
			TOTAL:	27,994.55	
MTI DISTRIBUTING CO	cap assembly 19a	GENERAL FUND	PARKS	<u>102.38</u>	
			TOTAL:	102.38	
MUNICIPAL CLERKS & FINANCE OFFICERS AS	membership dues - luker	GENERAL FUND	CITY ADMINISTRATION	<u>35.00</u>	
			TOTAL:	35.00	
MUNICIPAL CODE CORPORATION	20 copies of suppl no. 3	GENERAL FUND	CITY ADMINISTRATION	261.75	
	20 copies of suppl no. 3	WATER	ADMIN AND GENERAL	65.44	
	20 copies of suppl no. 3	WASTE WATER FUND	ADMIN AND GENERAL	65.44	
	20 copies of suppl no. 3	ENVIRON SERVICES F	ADMIN AND GENERAL	65.44	
	20 copies of suppl no. 3	ELECTRIC FUND	ADMIN AND GENERAL	<u>65.44</u>	
			TOTAL:	523.51	
MVTL LABORATORIES INC	saftey disc testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>303.00</u>	
			TOTAL:	303.00	
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	98.37	
	filters	GENERAL FUND	NON-DEPARTMENTAL	12.13	
	cab filter #44	GENERAL FUND	STREETS	8.29	
	cap & hose	GENERAL FUND	STREETS	54.94	
	cap & hose	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>14.55</u>	
			TOTAL:	188.28	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NORTH CENTRAL LABORATORIES	stand up whirl paks	WATER	PURIFICATION AND TREAT	61.21
			TOTAL:	61.21
PEPSI-COLA OF MANKATO INC	soda for concessions	COMMUNITY CENTER	COMMUNITY CENTER	222.40
			TOTAL:	222.40
PET EXPO DIST.	aquarium maintenance	LIBRARY FUND	LIBRARY	83.36
			TOTAL:	83.36
QUARTERMASTER	gloves	GENERAL FUND	POLICE	86.08
			TOTAL:	86.08
QUICK MART ST PETER	fuel for may '12	GENERAL FUND	POLICE	295.88
			TOTAL:	295.88
KELLY RAYMOND	softball ump 5/18-5/28	GENERAL FUND	RECREATION/LEISURE SER	63.00
			TOTAL:	63.00
RECREATION SUPPLY COMPANY	baffles main pool heater	GENERAL FUND	SWIMMING POOL	146.95
			TOTAL:	146.95
RETROFIT RECYCLING	light bulbs recycling	GENERAL FUND	STREETS	53.85
	light bulbs recycling	GENERAL FUND	PARKS	43.08
	light bulbs recycling	WATER	ADMIN AND GENERAL	21.54
	light bulbs recycling	WASTE WATER FUND	SOURCE/TREATMENT	228.75
	light bulbs recycling	WASTE WATER FUND	ADMIN AND GENERAL	21.54
	light bulbs recycling	ENVIRON SERVICES F	ADMIN AND GENERAL	21.55
	light bulbs recycling	ELECTRIC FUND	POWER DISTRIBUTION	251.68
	cip spring recycling	ELECTRIC FUND	POWER DISTRIBUTION	395.45
	light bulbs recycling	ELECTRIC FUND	ADMIN AND GENERAL	53.85
			TOTAL:	1,091.29
ROYAL TIRE, INC	tires	GENERAL FUND	POLICE	448.88
	tires	GENERAL FUND	STREETS	1,219.32
			TOTAL:	1,668.20
RYAN ELECTRIC OF ST PETER	check lights back of pw bl	GENERAL FUND	STREETS	107.57
	check lights back of pw bl	GENERAL FUND	PARKS	86.05
	check lights back of pw bl	WATER	ADMIN AND GENERAL	43.03
	check lights back of pw bl	WASTE WATER FUND	ADMIN AND GENERAL	43.03
	check lights back of pw bl	ENVIRON SERVICES F	ADMIN AND GENERAL	43.02
	check lights back of pw bl	ELECTRIC FUND	ADMIN AND GENERAL	107.57
			TOTAL:	430.27
S&S THERMO DYNAMICS	hvac prevent maint	GENERAL FUND	MUNICIPAL BUILDING	750.68
			TOTAL:	750.68
SAM'S CLUB	coffee,plates,creamer	GENERAL FUND	SENIOR COORDINATOR	26.11
	snacks - summer rec prgms	GENERAL FUND	RECREATION/LEISURE SER	293.02
	popcorn oil	GENERAL FUND	RECREATION/LEISURE SER	9.98
	coffee, creamer	COMMUNITY CENTER	COMMUNITY CENTER	10.61
			TOTAL:	339.72
TRAVIS SANDLAND	meal for forensic conf	GENERAL FUND	POLICE	12.08
			TOTAL:	12.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SCHWICKERT'S, INC.	repaired roof leak	GENERAL FUND	MUNICIPAL BUILDING	530.31
			TOTAL:	530.31
SIGNATURE AQUATICS INC.	install moss&filter 1 mont	GENERAL FUND	SWIMMING POOL	3,665.92
			TOTAL:	3,665.92
SOUTHERN MN CONSTRUCTION CO INC	road materials	GENERAL FUND	STREETS	1,368.08
	road materials	GENERAL FUND	STREETS	4,573.15
	road materials	GENERAL FUND	STREETS	10,986.66
	smc asphalt #1	GENERAL FUND	STREETS	10,421.69
	road materials	GENERAL FUND	PARKS	1,094.46
	road materials	WATER	ADMIN AND GENERAL	547.23
	road materials	WASTE WATER FUND	ADMIN AND GENERAL	547.23
	road materials	ENVIRON SERVICES F	ADMIN AND GENERAL	547.24
	road materials	ELECTRIC FUND	ADMIN AND GENERAL	1,368.08
			TOTAL:	31,453.82
SPRINT SOLUTIONS, INC.	phone bill for may '12	GENERAL FUND	POLICE	425.27
			TOTAL:	425.27
ST LOUIS MRO, INC.	pre employment drug tests	GENERAL FUND	SWIMMING POOL	668.25
			TOTAL:	668.25
ST PETER HERALD	ad for bids sumner/swift	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	49.48
			TOTAL:	49.48
ST PETER LUMBER CO	ceiling tiles for city hal	GENERAL FUND	MUNICIPAL BUILDING	99.89
			TOTAL:	99.89
ST PETER RENTAL CENTER	floor linoleum tile cutter	GENERAL FUND	STREETS	6.41
	weed-whip head	GENERAL FUND	PARKS	39.49
	floor linoleum tile cutter	GENERAL FUND	PARKS	5.13
	starter handle,rop on trim	GENERAL FUND	PARKS	28.46
	floor linoleum tile cutter	WATER	ADMIN AND GENERAL	2.57
	floor linoleum tile cutter	WASTE WATER FUND	ADMIN AND GENERAL	2.57
	floor linoleum tile cutter	ENVIRON SERVICES F	ADMIN AND GENERAL	2.56
	floor linoleum tile cutter	ELECTRIC FUND	ADMIN AND GENERAL	6.41
	wheed whip part	STORMWATER FUND	TREATMENT	42.70
			TOTAL:	136.30
ST PETER SOCCER ASSOCIATION	summer soccer	GENERAL FUND	RECREATION/LEISURE SER	1,332.55
			TOTAL:	1,332.55
THOMAS WINSELL SIGNS	storm basin signs	STORMWATER FUND	TREATMENT	529.03
			TOTAL:	529.03
KEVIN THURSTON	softball ump 5/18-5/28	GENERAL FUND	RECREATION/LEISURE SER	63.00
			TOTAL:	63.00
UNITED RENTALS AERIAL EQUIPMENT	repair speedpatch mortar	WASTE WATER FUND	COLLECTOR/LIFT STAT	502.31
			TOTAL:	502.31
VANDER HAAGS INC.	cone charge	ENVIRON SERVICES F	NON-DEPARTMENTAL	1,740.00
	engine assembly	ENVIRON SERVICES F	REFUSE DISPOSAL	4,676.96
			TOTAL:	6,416.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VISA	meals for forensic conf	GENERAL FUND	POLICE	40.41
	hotel for forensic conf	GENERAL FUND	POLICE	530.78
	fuel	GENERAL FUND	POLICE	46.00
	meals & hotel - interop co	GENERAL FUND	POLICE	200.15
	meals & hotel-force/firear	GENERAL FUND	POLICE	997.42
	gas for conference	GENERAL FUND	POLICE	103.72
	replace batteries for ups	GENERAL FUND	PUBLIC WORKS ADMIN	148.49
	lemonade	GENERAL FUND	RECREATION/LEISURE SER	6.50
	supplies for lib celebrati	LIBRARY FUND	LIBRARY	168.92
	fol summer reading	LIBRARY FUND	LIBRARY	705.75
	meals for school	ELECTRIC FUND	ADMIN AND GENERAL	33.36
	meals for school	ELECTRIC FUND	ADMIN AND GENERAL	42.54
	appa - seattle registratio	ELECTRIC FUND	ADMIN AND GENERAL	970.00
	appa - seattle airfare	ELECTRIC FUND	ADMIN AND GENERAL	389.60
	steel toe boots	STORMWATER FUND	ADMINISTRATION AND GEN	103.96
			TOTAL:	4,487.60
WESCO DISTRIBUTION INC	arc flash warning & holdta	ELECTRIC FUND	POWER DISTRIBUTION	2,266.71
	wrenches	ELECTRIC FUND	POWER DISTRIBUTION	68.40
			TOTAL:	2,335.11
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	39.68
			TOTAL:	39.68

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

101	GENERAL FUND	135,454.93
201	PROPERTY INSURANCE	278.46
211	LIBRARY FUND	7,454.48
213	PUBLIC ACCESS	116.37
217	COMMUNITY CENTER	14,137.86
240	TORNADO DISASTER REV LOAN	11,815.50
471	2011 EQUIPMENT CERTIFICAT	27,994.55
601	WATER	21,440.15
602	WASTE WATER FUND	33,590.73
603	ENVIRON SERVICES FUND	12,454.61
604	ELECTRIC FUND	86,315.87
606	STORMWATER FUND	5,015.37
610	HEARTLAND TRANSIT	5,196.41
620	LONG TERM CARE LEASE	3,795.00
627	MEDICAL CAMPUS	2,928.00
820	RESTRICTED CONTRIBUTIONS	19.71
-----		
	GRAND TOTAL:	368,008.00
-----		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following budgeted purchases in excess of \$5,000 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Professional Water Technologies	Antiscalant Blanket PO Not to Exceed...	\$31,500	Water
Northland Valley Transfer	Hauling of chip stone	\$8,325.00	General
New Ulm Quartzite	1,700 tons chip stone	\$33,065.00	General

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

Temporary Soft Drink

St. Peter Govenaires                      MN Square Park                      6/9/12

3. The following individuals are hereby appointed as Election Judges for the 2012 year:

John Hall	Max Hailperin	Preston Smith	Brittany Pell
Patrick Duenwald	Patricia Duenwald	Warren Michels	Preston Smith
Diane Andros	Diane Harms		

4. The schedule of disbursements for May 10, 2012 through May 23, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 29th day of May, 2012.

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

ATTEST:

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



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

June 6, 2012

City of Saint Peter  
Attn: Paula O'Connell, Finance Director  
224 South Front Street  
Saint Peter, MN 56082

**RE: 2012C G.O. Water Revenue Bonds**

Honorable Mayor, Council Members, Administrator Prafke and Mrs. O'Connell:

Per the previous action taken by the City Council, a competitive sale of the City's \$745,000 General Obligation Water Revenue Bonds, Series 2012C has been scheduled for Monday, June 11, 2012. The purpose of the bond issue is to finance costs associated with the rehabilitation of an existing water tower.

Our recommendation for the implementation of project financing continues to include the utilization of the Credit Enhancement Program offered by the Minnesota Public Facilities Authority. For a \$500.00 fee, the program provides a limited debt service guarantee from the State of Minnesota that results in a higher credit rating, and therefore, a lower interest rate on bonds issued for utility projects. Additionally, the credit rating that is obtained during this process is less expensive as it simply reaffirms the State's credit rating.

Attached you will find a draft resolution providing for the award of the sale of bonds. Final information pertaining to the low bid received will be incorporated into the resolution when it is received on the day of sale. I will be attending the June 11, 2012 Council meeting to present the bids received and to provide a recommendation regarding the sale of bonds. Please feel free to contact me with any questions in the interim. Thank you again for your time and consideration.

Sincerely,

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

Shannon Sweeney  
David Drown Associates, Inc.

CITY OF SAINTPETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION ACCEPTING PROPOSAL ON THE SALE OF \$745,000 GENERAL OBLIGATION WATER REVENUE BONDS, SERIES 2012C, AND PLEDGING FOR THE SECURITY THEREOF NET REVENUES**

WHEREAS, the City of Saint Peter, Minnesota (the "City"), owns and operates a municipal water system (the "System") as a separate revenue producing public utility and the net revenues of the System are pledged to the payment of the City's outstanding (i) \$1,405,000 original principal amount General Obligation Water Revenue Refunding Bonds, Series 2011B, dated December 1, 2011; (ii) \$1,509,483 original principal amount General Obligation Water Revenue Note of 2009, dated April 15, 2009; (iii) \$16,731,458 original principal amount General Obligation Water Revenue Note of 2009, dated September 1, 2009; and (iv) \$896,750 original principal amount General Obligation Water Revenue Note of 2010, dated April 7, 2010 (the "Outstanding Bonds") and, together with the net revenues of the municipal sewer system, are also pledged to the payment of \$805,000 original principal amount of General Obligation Water and Sewer Revenue Bonds, Series 2004C, dated November 1, 2004 (the "2004 Bonds"); and

WHEREAS, the City Council has heretofore determined that it is necessary and expedient to issue \$745,000 General Obligation Water Revenue Bonds, Series 2012C (the "Bonds" or individually, a "Bond"), pursuant to Minnesota Statutes, Section 444.075 and Chapter 475, to finance improvements to the System (the "Project"); and

WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("Drown"), as its independent financial advisor for the sale of the Bonds and was therefore authorized to sell the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, MINNESOTA, AS FOLLOWS:

1. Acceptance of Proposal. The proposal of \_\_\_\_\_ (the "Purchaser"), to purchase the Bonds in accordance with the Terms of Offering, at the rates of interest hereinafter set forth, and to pay therefor the sum of \$\_\_\_\_\_, plus interest accrued to settlement, is hereby found, determined and declared to be the most favorable proposal received and is hereby accepted, and the Bonds are hereby awarded to the Purchaser. The City Administrator is directed to retain the deposit of the Purchaser and to forthwith return to the unsuccessful bidders their good faith checks or drafts.

2. Bond Terms.

(a) Original Issue Date; Denominations; Maturities; Term Bond Option. The Bonds shall be dated June 1, 2012, as the date of original issue and shall be issued forthwith on or after such date in fully registered form. The Bonds shall be numbered from R-1 upward in the denomination of \$5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations"). The Bonds shall mature on August 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2013	\$	2019	\$
2014		2020	
2015		2021	
2016		2022	
2017		2023	
2018			

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10 hereof, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than 15 calendar days in advance of such special record date to the extent possible.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(x) In the case of a partial prepayment of a Bond, the Holder may, in lieu of surrendering the Bonds for a Bond of a lesser denomination as provided in paragraph 5 hereof, make a notation of the reduction in principal amount on the panel provided on the Bond stating the amount so redeemed.

(c) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bond if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bond that the Beneficial Owners be able to

obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 10 hereof. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10 hereof, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (c) shall limit or restrict the provisions of paragraph 10.

(d) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose; Cost. The Bonds shall provide funds to finance the Project. The total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bonds. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Interest. The Bonds shall bear interest payable semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing February 1, 2013, calculated on the basis of a 360-day year of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years as follows:

<u>Maturity Year</u>	<u>Interest Rate</u>	<u>Maturity Year</u>	<u>Interest Rate</u>
2013	%	2019	%
2014		2020	
2015		2021	
2016		2022	
2017		2023	
2018			

5. Redemption. All Bonds maturing on August 1, 2019, and thereafter, shall be subject to redemption and prepayment at the option of the City on August 1, 2018, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the City; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected registered holder of the Bonds at least thirty (30) days prior to the date fixed for redemption.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to such Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City and Bond Registrar duly executed by the holder thereof or the Holder's attorney duly authorized in

writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of such Bond, without service charge, a new Bond or Bonds of the same series having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by such Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. Northland Trust Services, Inc., in Minneapolis, Minnesota, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12 of this resolution.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
NICOLLET COUNTY  
CITY OF SAINT PETER  
MINNESOTA CREDIT ENHANCEMENT PROGRAM

R-\_\_\_\_\_ \$ \_\_\_\_\_

GENERAL OBLIGATION WATER REVENUE BOND, SERIES 2012C

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
	AUGUST 1, 20__	JUNE 1, 2012	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, unless called for earlier redemption, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing February 1, 2013, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of Northland Trust Services, Inc., in Minneapolis, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record

Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of this Bond. Until termination of the book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Redemption. All Bonds of this issue (the "Bonds") maturing on August 1, 2019, and thereafter, are subject to redemption and prepayment at the option of the Issuer on August 1, 2018, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the Issuer; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected Holder of the Bonds at least thirty (30) days prior to the date fixed for redemption.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of such Bond, without service charge, a new Bond or Bonds of the same series having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by such Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of \$745,000, all of like date of original issue and tenor, except as to number, maturity, interest rate, denomination and redemption privilege, which Bond has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on June 11, 2012 (the "Resolution"), for the purpose of providing money to finance improvements to the municipal water system within the jurisdiction of the Issuer (the "System"). This Bond is payable out of the General Obligation Water Revenue Bonds, Series 2012C Fund of the Issuer. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or by the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Qualified Tax-Exempt Obligation. This Bond has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the Issuer has covenanted and agreed with the Holders of the Bonds that it will impose and collect charges for the service, use and availability of the System at the times and in amounts necessary to produce net revenues, together with other sums pledged to the payment of the Bonds, adequate to pay all principal and interest when due on the Bonds; and that the Issuer will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property of the Issuer, without limitation as to rate or amount, for the years and in amounts sufficient to pay the principal and interest on the Bonds of this issue as they respectively become due, if the net revenues from the System, and any other sums irrevocably appropriated to the Debt Service Account are insufficient therefor; and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Saint Peter, Nicollet County, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

\_\_\_\_\_

Registrable by: NORTHLAND TRUST SERVICES, INC.

Payable at: NORTHLAND TRUST SERVICES, INC.

BOND REGISTRAR'S CERTIFICATE OF AUTHENTICATION

CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA

This Bond is one of the Bonds described in the Resolution mentioned within.

/s/ Facsimile \_\_\_\_\_ Mayor

NORTHLAND TRUST SERVICES, INC., Minneapolis, Minnesota Bond Registrar

/s/ Facsimile \_\_\_\_\_ Administrator

By: \_\_\_\_\_ Authorized Signature

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

- TEN COM - as tenants in common
- TEN ENT - as tenants by the entireties
- JT TEN - as joint tenants with right of survivorship and not as tenants in common
- UTMA - \_\_\_\_\_ as custodian for \_\_\_\_\_  
(Cust) (Minor)  
under the \_\_\_\_\_ Uniform Transfers to Minors Act  
(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Notice: \_\_\_\_\_ The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:



9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on such Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue, which date is June 1, 2012. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly cancelled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or the Holder's attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The City Administrator is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder")

on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth (15th) day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten (10) days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Administrator to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. There is hereby created a special fund to be designated the "General Obligation Water Revenue Bonds, Series 2012C Fund" (the "Fund") to be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until all of the Bonds and the interest thereon shall have been fully paid. The Operation and Maintenance Account (the "Operation and Maintenance Account") heretofore established by the City shall continue to be maintained in the manner heretofore provided by the City. All moneys remaining after paying or providing for the items set forth in the resolution establishing the Operation and Maintenance Account shall constitute and are referred to as "net revenues" until the Bonds and the Outstanding Bonds have been paid. There shall be maintained in the Fund the following separate accounts to which shall be credited and debited all net revenues of the System as hereinafter set forth. The Finance Director and all officials and employees of the City concerned therewith shall establish and maintain financial records of the receipts and disbursements of the System in accordance with this resolution. In such records there shall be established and maintained accounts of the Fund for the purposes as follows:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Bonds, less accrued interest received thereon and less any amount paid for the Bonds in excess of the minimum bid. From the Construction Account there shall be paid all costs and expenses of the Project, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. Any balance remaining in the Construction Account after completion of the Project shall be transferred to the Debt Service Account.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) the net revenues of the System not otherwise pledged and applied to the payment of other obligations of the City, in an amount, together with other funds which may herein or hereafter from time to time be irrevocably appropriated to the account sufficient to meet the requirements of Minnesota Statutes, Section 475.61, for the payment of the principal and interest of the Bonds; (ii) all accrued interest received upon delivery of the Bonds; (iii) any amount paid for the Bonds in excess of the minimum bid; (iv) any collections of all taxes which may hereafter be levied in the event that the net revenues and other funds herein pledged to the payment of the principal and interest on the Bonds are insufficient therefor; (v) all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (vi) all investment earnings on funds held in the Debt Service Account; and (vii) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The amount of any surplus remaining in the Debt Service Account when the Bonds and interest thereon are paid shall be

used consistent with Minnesota Statutes, Section 475.61, Subdivision 4. The moneys in the Debt Service Account shall be used solely to pay the principal of and interest on the Bonds or any other bonds hereafter issued and made payable from the Fund.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (i) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (ii) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Fund (or any other City account which will be used to pay principal or interest to become due on the Bonds) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

16. Coverage Test; Pledge of Net Revenues and Excess Net Revenues. It is hereby found, determined and declared that the net revenues of the System, together with the net revenues of the municipal sewer system, are sufficient in an amount to pay when due the principal and interest on the 2004 Bonds and a sum at least five percent in excess thereof. The net revenues of the System are sufficient in amount to pay when due the principal of and interest on the Bonds and on the Outstanding Bonds and a sum at least five percent in excess thereof, and the net revenues of the System are hereby pledged on a parity lien with the 2004 Bonds and the Outstanding Bonds and shall be applied for that purpose, but solely to the extent required to meet, together with other pledged sums, the principal and interest requirements of the Bonds.

As used herein the term net revenues means the gross revenues derived by the City from the operation of the System, including all charges for service, use, availability, and connection to the System, and all monies received from the sale of any facilities or equipment of the System or any by-products thereof, less all normal, reasonable, or current costs of owning, operating, and maintaining the System. Excess net revenues of the System in excess of those required for the foregoing may be used for any proper purpose.

Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that the estimated net revenues of the System will be sufficient, in addition to all other sources, for the payment of the Bonds and such additional obligations and any such pledge and appropriation of the net revenues may be made superior or subordinate to, or on a parity with the pledge and appropriation herein.

17. Covenant to Maintain Rates and Charges. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the Holders of the Bonds that it will impose and collect charges for the service, use, availability and connection to the System at the times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Bonds and the Outstanding Bonds. Minnesota Statutes, Section 444.075, Subdivision 2, provides as follows: "Real estate tax revenues should be used only, and then on a temporary basis, to pay general or special obligations when the other revenues are insufficient to meet the obligations".

18. State Credit Enhancement Program. The City hereby ratifies and confirms its covenants in the resolution duly adopted on May 14, 2012, obligating itself to notify the Commissioner of Finance of the State of Minnesota of a potential default in payment of the Bonds and to use the provisions of Minnesota Statutes, Section 446A.086 to guarantee the payment of principal and interest on the Bonds.

The Mayor and Administrator are hereby authorized and directed to enter into an agreement with the Bond Registrar, who is the paying agent for the Bonds, or any department of the State of Minnesota required by the provisions of Minnesota Statutes, Section 446A.086.

19. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are irrevocably pledged. If the net revenues of the System appropriated and pledged to the payment of principal and interest on the Bonds, together with other funds irrevocably appropriated to the Debt Service Account shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as it becomes due. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds payable therefrom, the deficiency shall be promptly paid out of any other accounts of the City which are available for such purpose, and such other funds may be reimbursed without interest from the Debt Service Account when a sufficient balance is available therein.

20. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bonds shall cease, to the extent permitted by law. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Bond Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

21. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Bonds, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Bonds, and (ii) a *de minimis* amount of

Reimbursement Expenditures not in excess of the lesser of \$100,000 or 5% of the proceeds of the Bonds.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Bonds or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Bonds and in all events within the period ending on the date which is the later of 18 months after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service, but not more than three years after the date of the Reimbursement Expenditure.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Bond proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Bonds are issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Bonds stating in effect that such action will not impair the tax-exempt status of the Bonds.

22. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at [www.emma.msrb.org](http://www.emma.msrb.org) in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such amendment.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Administrator of the City, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

23. Certificate of Registration. A certified copy of this resolution is hereby directed to be filed in the office of the County Auditor of Nicollet County, Minnesota together with such other information as

such County Auditor shall require, and there shall be obtained from the County Auditor a Certificate that the Bonds have been entered in the County Auditor's Bond Register.

24. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

25. Negative Covenant as to Use of Proceeds and Project. The City hereby covenants not to use the proceeds of the Bonds or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

26. Tax-Exempt Status of the Bonds; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment earnings to the United States, if the Bonds (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceed the small-issuer exception amount of \$5,000,000.

For purposes of qualifying for the exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that (i) the Bonds are issued by a governmental unit with general taxing powers, (ii) no Bond is a private activity bond, (iii) 95% or more of the net proceeds of the Bonds are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (iv) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Bonds are issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

27. Designation of Qualified Tax-Exempt Obligations; Issuance Limit. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Bonds are issued after August 7, 1986;
- (b) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;
- (c) the City hereby designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2012 will not exceed \$10,000,000;
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2012 have been designated for purposes of Section 265(b)(3) of the Code; and

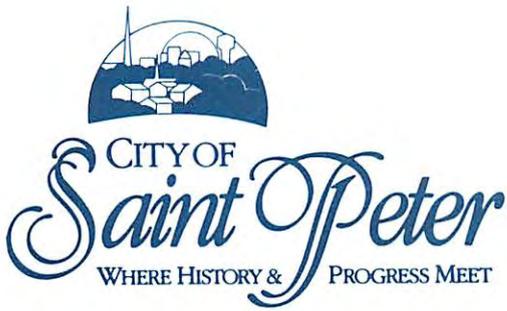
- (f) the aggregate face amount of the Bonds does not exceed \$10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

28. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

29. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2012.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 06/08/12

**FROM:** Matthew A. Peters  
Chief of Police

**RE:** Outdoor Storm Warning Siren Radio Upgrade

### ACTION/RECOMMENDATION

Approve the Resolution authorizing the purchase of one-way narrowband VHF radio equipment including installation for 6 outdoor storm siren upgrade.

### BACKGROUND

The Federal Communications Commission (FCC) has adopted new regulations. The FCC authorizes frequency licensing. With the advent of technological innovations such as cell phones the competition for available bandwidth led the FCC to make changes including the reallocation of spectrum. New regulations require that we switch to the narrowband frequencies by 2013.

Part of this re-banding has required us to upgrade police and fire communications systems. That process is currently underway. Our outdoor storm warning system is operated via a radio system. This system must also be upgraded to fulfill the FCC re-banding requirements.

Saint Peter's outdoor warning sirens are Federal Signal brand. We have received an equipment quote from Federal Signal in the amount of \$8,817.19. We received two quotes for the installation of the equipment: Cedar Lake Electric quoted \$4,655 and Ready Watt Electric quoted \$2,370.

Both companies quoted prices without a bucket truck. The City has provided the necessary bucket truck for maintenance, and can provide a truck for this work.

Staff recommends that the Council approve the purchase of the equipment from Federal Signal, and the installation of the equipment from Ready Watt Electric.

The total project cost is expected to be \$11,187.19 Radio System Purchase

### FISCAL IMPACT:

Funding for these purchases is allocated and planned for in three separate areas. The General Police Fund budget includes \$40,000; the 2011 Equipment Certificate identifies \$15,000; and the 2012 Equipment Certificate identifies \$30,000 for a total of \$85,000.

**ALTERNATIVES/VARIATIONS:**

Approval: Equipment will be purchased and installed.

Denial: Staff will seek further direction from the Council.

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

If you have any questions or concerns about this agenda item, please contact me.

MP

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION AUTHORIZING PURCHASE OF EQUIPMENT NEEDED TO UPGRADE CITY  
EMERGENCY WARNING SYSTEM**

WHEREAS, the City has an outdoor emergency warning system in place; and

WHEREAS, the equipment needs to be upgraded to the one-way narrowband VHF radio equipment as regulated by the Federal Communications Commission (FCC); and

WHEREAS, funding is available for the upgrade through the 2012 Police Department budget and the 2011 and 2012 equipment certificates; and

WHEREAS, staff has received quotes for the necessary equipment and installation.

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

1. The quote from Federal Signal in the amount of \$8,817.19 is hereby accepted for equipment necessary to upgrade the City's emergency warning system.
2. The quote from Ready Watt Electric in the amount of \$2,370 for installation of the equipment is hereby accepted.
3. Funding for the project shall be either the 2011 equipment certificate or the 2012 General Fund budget as determined by staff.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2012.

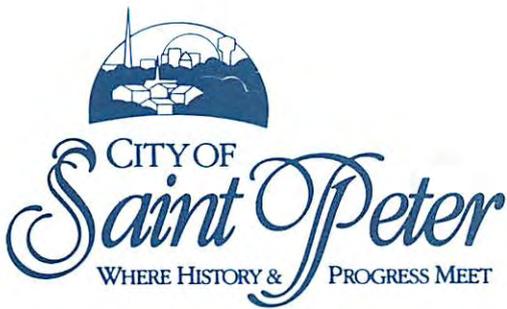
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 6/8/2012

**FROM:** Todd Prafke                      Lewis Giesking  
City Administrator                  Public Works Director

**RE:** Geographical Information System (GIS) Development

### **ACTION/RECOMMENDATION**

Provide authorization for purchase of Trimble GeoXH 6000 hardware and software for \$10,756.97 from Bolton and Menk, Inc. and retain Bolton and Menk, Inc. to provide training and support for GIS development for a fee not to exceed \$15,000.

### **BACKGROUND**

Staff believes that ready access to information based on map coordinates will improve the efficiency of the operations for many areas within the City. If approved, the initial focus of the data gathering work will begin with water, wastewater, and the stormwater utilities. The data gathered would include using GPS (Global Positioning System) technology and locating of manholes, valves, fire hydrants and stormwater intakes and more facilities within our system, which then allows the storage and retrieval of the information geographically. Data such as construction, age, condition, type, model, size, capacity, and other unique features would then be quickly available for projects, planning and emergencies.

Bolton and Menk now have the capacity to establish GIS (Global Information System) points of reference that are then attached to the maps of the City and our utilities. We have desired to have this capability but have not pursued it due to higher costs in the past. However, GPS equipment has improved for portable handheld use and the costs have been declining. At the same time the management of the GPS data has improved which makes it more readily able to be attached to maps that are valuable to operations such as ours. Many of us have used similar technology with we mark or pin a favorite fishing location on our Garmin or use it on our phones. The cost of having the City information on GIS by using mapping already in place and connecting the GIS data to those existing maps has dropped. GIS is the merging of cartography, statistical analysis, and database management.

This type of system and technology is being used well by cities across the country. The attached proposal from Bolton and Menk describes the process and equipment.

While we believe that this will increase efficiency, it is also fair to say we cannot quantify exact savings at this time. In fact, gathering of the data may add extra efforts to some projects now, but we believe its value will be in the future once data is stored and able to be more readily retrieved and used to better project development, decision making and analysis.

**FISCAL IMPACT:**

The cost will be split among the utility funds.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will seek additional direction from the City Council. No purchase will be made.

Denial: No further action will take place.

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

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

TP/LG/bal



# 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

April, 24<sup>th</sup> 2012

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

RE: City of Saint Peter Geographical Information Systems Program (GIS) –  
Global Positioning Systems (GPS) Collection Phase

Dear Mr. Giesking,

Geographical Information Systems (GIS) is a software platform for maintaining and delivering organizational spatial data. While GIS can be thought of as a mapping tool, it also exposes additional information pertinent to the object. By interacting with the map you can easily obtain any recorded information for a feature. This may include taxpayer information for parcels, pipe sizes or manhole depths. Having an accurate and well documented GIS allows organizations much more efficient retrieval of information as well a format in which it belongs. Major benefits of having a GIS application include:

- **Easier Transition of Knowledge**
- **Increased Information Research Efficiency**
- **Map Access for Organizational Staff**
- **GIS Data Stored and Maintained Off-Site**
- **No Specialized Staff Necessary**

Bolton & Menk has been discussing different GIS opportunities with Saint Peter city staff. Creating an organizational GIS involves many steps. At this time we have recommended to public works staff that they begin with a GPS based collection on their Sanitary, Storm and Watermain systems. This will not only paint an accurate picture of where utilities are located but also serve as an inventory which will be the building block for future GIS initiatives. We have also recommended that Bolton & Menk host a web mapping application on behalf of the city. The web GIS would provide a spatial information hub that would be accessible to all designated City staff with an internet connection. We believe this will assist the City with time-consuming tasks such as generating maps, creating mailing labels and ownership research.

Per your request, Bolton & Menk is pleased to submit the following proposal to provide GPS collection support services for the City. This is an integral step in moving towards a citywide GIS program. Bolton & Menk has been a part of several successful GPS collections using Trimble GPS technology in both the advisory and collector role. The GPS collection support will include Bolton & Menk providing key support and technical knowledge to aid in the cities' GPS collection. We understand that Saint Peter staff will perform all aspects of the GPS collection including day to day management. This proposal outlines project tasks that Bolton & Menk would complete to assist city staff in their utility collection.



**PROJECT TASKS**

**Task 1 – GPS Device Purchase & Set-Up**

Bolton & Menk GIS staff will work with City staff to obtain and set up a GPS hand-held mapping grade unit for collection. We recommend purchasing a Trimble GeoXH 6000 GPS device. This GPS device can collect horizontal positions within 4” and has high quality photo capture. We have received two separate cost proposals (See Below) from the only two authorized resellers in Minnesota. The cost proposals also include Trimble Terrasync software to complete the GPS collection and Trimble Pathfinder Office software which allows for collection administration and post-processing on an office computer. Bolton & Menk does have a long standing relationship and recommends Frontier Precision, as they have provided exceptional service and maintenance. We will work with the chosen reseller to order and purchase all necessary hardware and software. We will then perform all necessary setup, installations and verify the device is operating correctly. All hardware and software warranties and service will be provided by the chosen reseller.

**Trimble GeoXH 6000 Hardware & Software Quotes**

- **Frontier Precision** – 877-698-3077, Del Stewart **\$ 10,756.97**
  - **CompassTools** - 800-728-5066, Brandon Tourtelotte **\$ 10,756.97**
- Prices include applicable State Sales Tax of 6.875%

**Task 1A – Office Computer Installation**

Bolton & Menk GIS staff will setup Trimble Pathfinder Office software as needed on office computers designated by city staff. The Pathfinder Office software will provide city staff the necessary tools to post-process GPS collection data to ensure mapping accuracy.

The Minimum Computer Requirements are:

Windows XP, Vista or 7 OS with 4GB Ram; 1GB Free HD Space; 1 working USB 2.0 Port; Internet Access & Connectivity

**Task 2 – GPS Collection Setup**

Bolton & Menk GIS staff will provide assistance in setting up procedures to streamline the GPS collection process for Sanitary, Storm and Watermain infrastructure. We will work with public works staff to determine and create a GPS data dictionary to assist in attributing efficiency. The data dictionary will include pre-configured dropdown lists and other information placeholders that city staff indicate as essential to their GPS inventory. We will also produce a background reference map to assist with the GPS unit display while collecting in the field.

**Task 3 – Collection Coordination**

Bolton & Menk will produce utility map books for City staff to assist in coordinating collection efforts. The map book will include currently mapped utility infrastructure along with other pertinent location mapping. The map books will serve as a guide as to what has been collected as well as a reference to the unique utility numbering system currently in place.

**Task 4 – On-Site Training & Support**

Bolton & Menk will provide technical on-site training and support to Saint Peter collection staff. The on-site training will be scheduled with city staff to cover basic GPS unit operation, collection techniques, file creation, post processing and data processing. While it is understood that Saint Peter staff will complete all GPS field collection and processing, we will also provide ongoing support for questions that come up during the collection process. Many variables can affect the performance of the GPS unit in the field.



Other issues can also present themselves after the initial training. Both are usually resolved with simple solutions over the phone. Sometimes though, a visit to the field is required to fix the problem.

**Task 5 – Collection Status Updates**

Bolton & Menk will provide collection status maps during the collection process. These maps will aid in determining areas where collection has occurred and where data gaps exist. This will allow field collection staff the ability to check collected data and determine where they may need to return to complete their collection. To complete this task, city staff will need to provide us all post-processed collection files on a scheduled basis.

**Optional Task – Perform GPS Data Post-Processing**

To obtain the most accurate positioning of GPS collections, post processing must be completed against each GPS collection file. Post processing can deliver up to 4” horizontal accuracy in many cases. We recommend that designated city staff become familiar with and complete post processing during their GPS collection. In the event that staff is unable or unavailable to perform this task, Bolton & Menk can complete all post processing as needed. To complete this task, city staff will need to provide us all raw collection files on a scheduled basis.

**PROJECT COST**

**Trimble GeoXH 6000 Hardware & Software** **\$ 10,756.97**  
**(Paid by City to Chosen GPS Retailer)** Price include applicable State Sales Tax of 6.875%

Compensation for tasks shall be on an hourly not-to-exceed basis on the estimated hours for personnel assigned to the project.

The hourly not to exceed estimated fees for the City of Saint Peter GPS Collection Support are as follows:

<b>Task 1 – GPS Device Purchase &amp; Set-Up</b>	<b>\$ 1,500.00</b>
<b>Task 2 – GPS Collection Setup</b>	<b>\$ 2,500.00</b>
<b>Task 3 – GPS Collection Coordination</b>	<b>\$ 7,000.00</b>
<b>Task 4 – On-Site Training &amp; Support</b>	<b>\$ 2,000.00</b>
<b>Task 5 – Collection Status Updates</b>	<b>\$ 2,000.00</b>
<hr/>	
<b>TOTAL COST</b>	<b>\$ 15,000.00</b>
<b>OPTIONAL Task – Perform GPS Data Post-Processing</b>	<b>\$ 2,500.00</b>



## PROJECT TIMEFRAME

The project can commence immediately after project authorization. All GPS staff training would be scheduled upon receipt and update of the GPS unit (approximately 2 weeks). The City of Saint Peter should expect 6 months to 1 year for field collection time, depending on staff availability and priority.

## FUTURE TASKS

Upon completion of the GPS collection phase, the city will enter the mapping and web GIS phase. All collected points will be used to reconstruct utility pipe networks and add additional mapping as required. Bolton & Menk will then propose to host all GIS data in a web mapping application for access to all designated city staff. It has been determined that these two phases will be completed at a later time.

We appreciate the opportunity to provide you with this proposal for services. If you have any questions regarding this proposal, please feel free to call me at 507-625-4171 x2427.

Thank you,

## BOLTON & MENK, INC.

Handwritten signature of John D. Shain in black ink.

John D. Shain, GISP  
GIS Project Manager

Handwritten signature of Jeffrey A. Domras in black ink.

Jeffrey A. Domras, P.E.  
Project Manager



## MUNICIPAL GIS TASK LIST

### TASK 1: DETERMINE PROJECT SCOPE

**Objective:** Review available technologies and determine the appropriate course of action for implementing a GIS.

#### Approach

##### 1.1 Product Demonstration

Review different GIS products available including web based technologies. Review sample workflows and overall functionality of the web based technology. Determine if a web based platform or an off the shelf desktop application(s) are the better fit.

##### 1.2 Determine Vision

Determine what needs your community has for GIS. What solutions can it bring and what efficiencies are important. What becomes the most critical solution a GIS system can provide? (Map Sharing, Accurate Utility Inventory, Access to Parcel Data)

##### 1.3 Identify Users and Collaborators

Who are the project users of this application? Will this application be used by all city staff or only by specific departments? How will updates to the mapping system be completed, Will Bolton & Menk do all GIS mapping and attribute updates? If the city provides data collaborators, will this be identified in their job description or as a daily task?

### TASK 2: MAPPING MIGRATION

**Objective:** Compile and convert all existing maps needed for use in GIS and GPS collection. All existing Bolton & Menk mapping is currently available in an AutoCAD format and must be converted for use in ArcGIS and GPS devices.

#### Approach

##### 2.1 Identify Existing Mapping

Review available existing CAD maps to determine what is necessary to the project. All CAD based mapping can be converted from its native format to a GIS format with varying degrees of difficulty. Existing utility mapping can serve as a valuable guide through a GPS collection. In certain cases CAD based mapping is used in GIS systems until better data becomes available (i.e. GPS)

##### 2.2 Coordinate with Nicollet County

Utilize Nicollet County's GIS program to obtain updated cadastral mapping including parcel data and aerial photography. This will provide GIS with land ownership information which is critical to a functional GIS. Also establish a data update schedule which will fit both county and city needs.

##### 2.3 Perform Data Conversion

Use desktop CAD and GIS tools to convert data as needed for mapping project. While not all mapping is necessary to be converted, it should be identified in Task 2.1 what is needed initially. All files will be migrated to an Enterprise multi-user ArcGIS Geodatabase. Any converted files will then be available for use in desktop or web GIS as well as GPS handheld devices.

## **TASK 3: GPS COLLECTION**

**Objective:** To generate both an accurate utility inventory as well as documenting an accurate location.

### **Approach**

#### 3.1 Setup, Install & Configure GPS Unit

Perform TerraSync and GPS Pathfinder installations on both GPS unit and designated computer for data transfer and post processing. GPS unit must be configured properly to prepare for GPS collection task. All necessary OS and software patches must be applied and tested.

#### 3.2 Determine Collection Scope

Determine what infrastructure assets are to be collected and what attributes are necessary for each feature. This process will be used in developing pull down lists and implementing inspection strategies during the GPS collection. The focus of the collection should be determined.

#### 3.3 Setup Data Dictionaries

All GPS forms will be created for collecting the different infrastructure features. This will include any pull down lists, yes/no fields and default settings. This process is necessary to prepare for an efficient collection. Each community varies on what information should be gathered during the collection process.

#### 3.4 Load GPS Background Maps

Background maps can be added to certain GPS units to aid in field navigation. Migrated map data can be used here as reference, so as you move, the maps move with you. Having just Right of way lines and street names is often helpful. Background maps can also make reference of structure IDs and Aerial Photos when needed.

#### 3.5 Create Map Books

Map books provide a helpful coordination tool for collection staff. This helps minimize data duplication among multiple collectors. These map books are created from migrated utility data and also serve as a guide in the field.

#### 3.6 Perform GPS Training

After all data dictionaries and background maps are loaded, it is valuable to conduct user training. Training can then be project focused and based on the specifications that were previously implemented. Training will consist of operating the GPS unit, starting collection files, collecting points, attributing, saving points, monitoring satellites, transferring data and post processing.

#### 3.7 Determine Schedule and Focus

Understanding what type of infrastructure to collect each day is very important. Having a focused collection plan will expedite the collection process. Trying to collect everything on each block will lead to collection errors and data gaps. Each day the collector should know exactly where they are going and what they are planning to collect.

#### 3.8 Perform Collection

Collections can be performed by one individual; however certain situations call for two. The collector will collect each point for no less than 60 seconds including any additional attributing that cannot be done in those 60 seconds. Collections can occur any time of year, however leaf off conditions are best for collecting under tree canopy.

### 3.9 Provide Support During Collection

Provide ongoing support for questions that come up during collection process. Many variables can affect the performance of the GPS unit in the field. Other issues can also present themselves after the initial training. These are usually resolved with simple solutions over the phone. Sometimes though, a visit to the field is required to fix the problem.

### 3.9 Transfer GPS Data (Nightly Backups)

After each day of collection, all collection data should be transferred to another device. Typically a desktop computer is set up as the processing computer and will serve as the data receptacle. Data Transfer is necessary to back up data on a device suited for data storage.

### 3.10 Perform Post Processing and Export Files

To obtain the most accurate positioning of GPS collections, post processing must be completed against each collection file. Post processing can deliver up to 4" horizontal accuracy in many cases. All processed files can also be exported at that time to a GIS format for transfer.

### 3.11 Identify Collection Gaps & Problem Areas

Maintaining a collection status map will aid in determining areas where data gaps exist. This will allow field collection staff the ability to check collected data and where they may need to return to complete their collection.

## **TASK 4: UTILITY MAPPING**

**Objective:** Process all GPS collection data into a utility point and line network. This will include mapping with perceived direction of flow and topologically correct features. Every attempt will be made to accurately connect pipes to proper feature using legacy utility mapping as guide.

### **Approach**

#### 4.1 Combine Collection Features

All post processed points must be grouped and made into GIS compatible files. Each file will represent the total collection for a feature type. All related data dictionary information will be also combined to each feature as a GIS attribute.

#### 4.2 Review Existing (Legacy) Mapping

Existing mapping will be used as a guide to "connect the dots". Base maps will be referenced for use in a hard copy format or as a background file in ArcGIS.

#### 4.3 Create Pipe Network

Using ArcGIS all pipes will be drawn in a topologically correct fashion. Pipes will become part of a utility network in order for pipes to be aware of their direction of flow and upstream and downstream structures.

#### 4.4 Migrate Utility Attribute Data

Any Cad based Object Data will be migrated to GIS features when applicable. This will be possible because all GPS collected features will get a unique ID that corresponds to existing mapping. The type of available object data may include pipe size, pipe type, rim & invert elevations.

#### 4.5 Submit Hardcopies for Review

Once all mapping has been created, hardcopy utility maps will be presented to city staff for review. We would like to get feedback from city staff on areas which are in need of verification.

### **TASK 5: CITY DATA COLLECTION**

**Objective:** Identify and prepare documents that will be hosted externally but connected to the web GIS system. This may include As-Built plan sets, tie cards, house photos or other digital documents.

#### **Approach**

##### 5.1 Identify Need

Establish what documents the city needs access to from a web based GIS system. Below are a few examples of document types.

- As-Built Plans
- House Photos
- Tie Cards
- Scanned Documents

##### 5.2 Determine Method of Connection

Each document needs to be tied to a mapping feature in the GIS application. Plans can be tied each pipe and structure or to an entire project area. Each feature will also need to have a unique ID that can reference each external document. These considerations must be made before documents are prepared for linking.

##### 5.3 Prepare Documents

Identified documents in all cases must be made into a digital format. All hard copies must be scanned and formats changed to the necessary file type. Digital documents must then be named and organized accordingly to previously discussed connection strategies.

### **TASK 6: WEB GIS**

**Objective:** Create a Web GIS application which hosts all GIS ready data from several sources including GPS collections. The Web GIS will serve as a spatial hub tying together data of several departments and formats. The application will be available using a web browser to all designated staff. This task is only necessary if a web GIS product is necessary.

#### **Approach**

##### 6.1 Map Preparation

We compile all GIS data from previous steps to generate a series of maps. During this step we assign layer symbology and create the overall look and feel of the mapping as it will be displayed in the web application.

### 6.2 Site Building

During this task we make all data from the previous steps available through a web browser. All security and tools are programmed accordingly. Since we do use a rapid deployment technique sites are created in an efficient manner without the need for large amounts of customized coding.

### 6.3 Site Testing

Once site is completed it is beneficial to have a few product testers to verify the application works as it should. Site testing also give the ability for product feedback from city staff and time to make any changes necessary.

### 6.4 Staff Training

Staff training will be held on-site for designated users of the web GIS system. This typically involves a four hour session with live demonstrations and a reference manual. Support will also be provided as needed by BMI GIS staff.

**John Shain**

GIS Project Manager

**Bolton & Menk, Inc.**

P: (507) 625.4171 ext. 2427

M: (507) 381.8094

email: [johnsh@bolton-menk.com](mailto:johnsh@bolton-menk.com)

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION AUTHORIZING PURCHASE OF EQUIPMENT AND ENGINEERING  
SERVICES FOR GEOGRAPHICAL INFORMATION SYSTEM (GIS) IMPLEMENTATION**

WHEREAS, the City currently uses a paper system to track utility system information; and

WHEREAS, information is being scanned into the computer; and

WHEREAS, locating information is greatly enhanced and more efficient if it is tied to Global Positioning System (GPS) coordinates; and

WHEREAS, a developed GIS provides increased access to system information, increased research efficiency, and better customer service; and

WHEREAS, it is proposed to begin the development of a GIS system in the water, wastewater, and stormwater systems; and

WHEREAS, cost for development of GIS is reduced by utilizing existing City maps and the City engineer's system for data storage.

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 purchase of Trimble GeoXH 6000 hardware and software for \$10,756.97.
2. Bolton and Menk, Inc. is retained to provide training and support for GIS development for a fee not to exceed \$15,000.
3. Costs for the Geographical Information System (GIS) implementation shall be from water, wastewater and stormwater utility funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June, 2012.

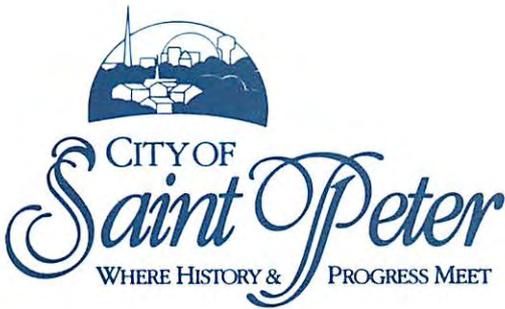
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** May 16, 2012

**FROM:** Todd Prafke  
City Administrator

Paula O'Connell  
Finance Director

**RE:** Order preparation of assessments and call for a Public Hearing on Green Valley  
LLP Delinquent Utility Account

### ACTION/RECOMMENDATION

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

### BACKGROUND

The Green Valley ownership group has been uncooperative. Since a major leak in their water system in 2009, they have taken the stance that the rate structure the City has had in place for many years is unfair. Based on that they, in many instances, have refused to pay and in other instances have use their own calculation to determine the billed amount and remitted that sum. March 11, 2009 was the last time they were current. As Councilmembers know, we have worked diligently to communicate with them and they have threatened on at least two occasions to file suit against the City. We have maintained services to tenants even though the water and sewer bill is the responsibility of the park owners. (Tenants pay their own individual electric and refuse charges.)

In addition, the tenants have banded together to become "tenant of record" and they are now paying the monthly water and sewer charges for the park through Southern Minnesota Legal Services. By law, the City must allow this and cannot discontinue service. We are also aware of an agreement between the owners and Southern Minnesota Legal Services wherein the Owners promised a solution to this issue, but have yet to agree to a solution.

Our goal continues to be to deal with the owners and not put the tenants in jeopardy because of the inaction of the owners.

The total outstanding charges including penalties is as follows:

\$18,203.80	Water
\$29,425.95	Wastewater
\$ 3,425.96	Penalties
<u>\$ 6.66</u>	Water surcharge
\$ 51,062.37	Total

**FISCAL IMPACT:**

This assessment will go through the normal process you see every year and be assessed for one year at the interest rate appropriate at the time of assessing. 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.

**ALTERNATIVES/VARIATIONS:**

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

Negative Votes: Charges cannot be assessed until a public hearing is set.

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

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

TP/PO/bal

## **SCHEDULE FOR ASSESSMENT OF UNPAID UTILITY CHARGES**

- June 11<sup>th</sup> Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- June 12<sup>th</sup> Property owners are notified of the hearing date and the amount of their assessment by mail.
- June 20<sup>th</sup> & 27<sup>th</sup> Notice of a public hearing is published in the St. Peter Herald.
- July 9<sup>th</sup> Public Hearing  
Approve the resolution adopting assessments for unpaid utility accounts.
- July 10<sup>th</sup> Notice of assessment is mailed to property owners.
- August 13<sup>th</sup> Certification of the assessment is given to the County Auditor for assessment to affected property owners.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

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

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

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

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

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION CALLING FOR A PUBLIC HEARING DECLARING UNPAID CHARGES FOR  
MUNICIPAL UTILITIES TO BE ASSESSED AGAINST GREEN VALLEY LLP**

WHEREAS, by resolution passed by the City Council on June 11, 2012, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

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

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

1. The City Council will consider the assessment of Green Valley LLP's unpaid utility bills.
2. A hearing shall be held on the 9<sup>th</sup> day of July, 2012, in the Governor's Room of the St. Peter Community Center at 7:00 P.M. To pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

---

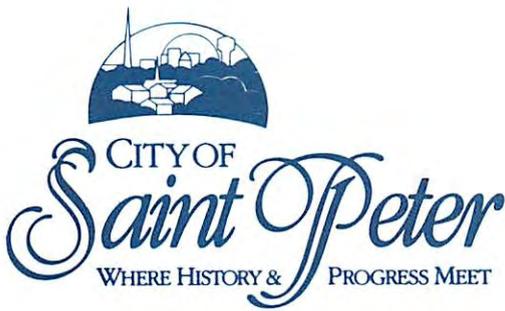
Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

62



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** May 16, 2012

**FROM:** Paula O'Connell  
Finance Director

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

### ACTION/RECOMMENDATION

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

### BACKGROUND

The City Council considers the delinquent utilities for assessment on an annual basis and directs they be sent to the County Auditor. These assessments are about 6 months behind our normal schedule but will be back on schedule this fall. It is appropriate at this time to declare unpaid charges for municipal utilities to be assessed, order preparation of proposed assessments and call for a public hearing on assessment of delinquent utility accounts.

History of past delinquent amounts:

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

### FISCAL IMPACT:

Delinquent utility customer accounts as of May 17, 2011 have been compiled for review. The amount of \$32,733.31 is the amount of unpaid utility accounts within this time period. It appears we are having more commercial/business unpaid accounts than we have had prior to

2008 and again this year we have businesses that have failed.

**ALTERNATIVES/VARIATIONS:**

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

Negative Votes: Charges can not be assessed until a public hearing is set and held.

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

<u>CUSTOMER NAME</u>	<u>TOTAL2</u>	<u>ASSESS</u>	<u>Nonasses</u>
ABDIWAHIB ABDI	\$0.75	\$0.00	\$0.75
CASSANDRA D ANDERSON	\$78.17	\$0.00	\$78.17
JOHN P. ANDERSON	\$773.60	\$550.35	\$223.25
ELAINE R. ASHPOLE	\$265.86	\$15.60	\$250.26
TONYA B. AURINGER	\$138.75	\$0.00	\$138.75
MARK A. BEARL	\$728.56	\$281.55	\$447.01
JAMES J. BECKER	\$306.37	\$162.11	\$144.26
BENEFICIAL LOAN & THRIFT CO	\$39.68	\$39.68	\$0.00
BONNIE A. BOSMA	\$237.06	\$0.00	\$237.06
BOWLERO LANES	\$1,310.92	\$0.00	\$1,310.92
LISA M. BURG	\$340.35	\$5.51	\$334.84
TANYA F. BUTSON	\$181.81	\$0.00	\$181.81
JESUS CARILLO	\$384.84	\$98.08	\$286.76
SHAUNTA V. COBB	\$253.69	\$6.31	\$247.38
GARY CONNOLLY	\$65.84	\$2.75	\$63.09
CARRIE ANN CREAGER	\$974.70	\$686.63	\$288.07
HEATHER A. ELBERTSON	\$295.01	\$78.33	\$216.68
HEATHER M. FENGER	\$416.29	\$64.56	\$351.73
BARBARA J. FORS	\$615.01	\$0.00	\$615.01
DARRIN FREDERICK	\$68.60	\$0.00	\$68.60
CASEY S. GILBERTSON	\$94.73	\$0.00	\$94.73
PAUL K. GROSCLAUS	\$84.75	\$0.00	\$84.75
ANNE L. HANSEN	\$262.62	\$119.94	\$142.68
JOYCENE I. HAYAT	\$31.37	\$4.24	\$27.13
FRANCISCO J. HERNANDEZ	\$105.49	\$0.00	\$105.49
SANDY E. HEWITT	\$165.12	\$0.00	\$165.12
PHILLIP A. HOSTETLER	\$178.50	\$54.84	\$123.66
JOHN HUFF	\$0.00	\$0.00	\$0.00
ADAM P. HUTZENBUHLER	\$553.43	\$320.58	\$232.85
JENNY JANDERA	\$432.03	\$231.89	\$200.14
DANIEL J. JOHANNESON	\$315.75	\$89.31	\$226.44
HOPE A. JUAREZ	\$681.61	\$508.58	\$173.03
BEN A. KVAM	\$21.18	\$0.00	\$21.18
LACOTA ENTERPRISES	\$5,653.01	\$5,653.01	\$0.00
MARGARITO LOPEZ	\$658.84	\$616.62	\$42.22
ERICK R. MOHLIN & MEGAN A. LUNDIN	\$307.70	\$80.29	\$227.41
MAPLEWOOD PROPERTIES	\$28.43	\$28.43	\$0.00
GERARDO MARTINEZ	\$1.67	\$0.00	\$1.67
ISABELLE J. & GERARDO MARTINEZ	\$970.75	\$87.26	\$883.49
CASSANDRA A. MCCONNELL	\$257.01	\$78.66	\$178.35
JUSTIN K. MENK	\$310.67	\$176.29	\$134.38
GILMA MORALES	\$405.82	\$82.56	\$323.26
JENNIFER A. MORTENSON	\$531.65	\$379.26	\$152.39
BERNIE E. NICHOLS	\$200.33	\$60.01	\$140.32
ELIZABETH M. OOYMAN	\$777.12	\$362.20	\$414.92
SARITA H. MAGNO & NATHAN D. PARKINS	\$93.12	\$0.00	\$93.12
JOSE L. PEREZ	\$288.16	\$134.46	\$153.70
TREMA R. PEREZ	\$200.00	\$90.88	\$109.12
BRITTNEY C. PETCHELL	\$168.16	\$92.52	\$75.64
SHANIQUA D. PHILLIPS	\$266.92	\$106.68	\$160.24
BRYAN QUIRAM	\$80.84	\$0.00	\$80.84
STEVEN R. RADEMAKER	\$118.79	\$118.79	\$0.00
STEVEN R. RADEMAKER	\$222.62	\$222.62	\$0.00
ANJELA J. RAHMAN	\$421.33	\$56.59	\$364.74
JESSICA L. RANNOV	\$192.84	\$34.93	\$157.91
MICHELLE M. REICHEL	\$1,336.34	\$548.52	\$787.82
BRYANT R. RISLOVE	\$118.93	\$68.11	\$50.82
LIBAN S. SAMATAR	\$166.75	\$0.00	\$166.75
BETHANY SANDERS	\$0.00	\$0.00	\$0.00
ASHLEY A. SCHEURER	\$67.09	\$48.24	\$18.85
TIFFANY R. SCHLUTER	\$169.56	\$8.42	\$161.14
BRIDGET P. SERIG	\$27.04	\$27.04	\$0.00
SAMUEL SNYDER	\$175.16	\$175.16	\$0.00
SHERITY & RONALD J. STEWART II	\$468.42	\$0.00	\$468.42
SUPER STOP & WASH OF ST PETER	\$3,059.13	\$224.78	\$2,834.35
SUPER STOP & WASH OF ST PETER	\$2,050.13	\$1,586.06	\$464.07
WILLIE J. TAYLOR	\$381.67	\$310.36	\$71.31
WILLIAM F. UBER	\$183.86	\$163.24	\$20.62
VANESSA VELAZQUEZ	\$564.07	\$8.86	\$555.21
SHANNON R. VICKSTROM	\$301.88	\$0.00	\$301.88
MELINDA S. VOSS	\$218.53	\$0.00	\$218.53
COURTNEY C. WHITMORE	\$293.03	\$10.48	\$282.55
LAURA R. YOST	\$522.12	\$362.37	\$159.75
PRESTON A. ZIMMER	\$71.38	\$0.00	\$71.38
	\$32,733.31	\$15,324.54	\$17,408.77

## **SCHEDULE FOR ASSESSMENT OF UNPAID UTILITY CHARGES**

June 11 <sup>th</sup>	Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
June 12 <sup>th</sup>	Property owners are notified of the hearing date and the amount of their assessment by mail.
June 20 <sup>th</sup> & 27 <sup>th</sup>	Notice of a public hearing is published in the St. Peter Herald.
July 9 <sup>th</sup>	Public Hearing Approve the resolution adopting assessments for unpaid utility accounts.
July 10 <sup>th</sup>	Notice of assessment is mailed to property owners.
August 13 <sup>th</sup>	Certification of the assessment is given to the County Auditor for assessment to affected property owners.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

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

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

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

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

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

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

WHEREAS, by resolution passed by the City Council on June 11, 2012, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

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

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

1. The City Council will consider the assessment of unpaid utility bills as of May 15, 2011.
2. A hearing shall be held on the 9<sup>th</sup> day of July, 2012, in the Governor's Room of the St. Peter Community Center at 7:00 P.M. To pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

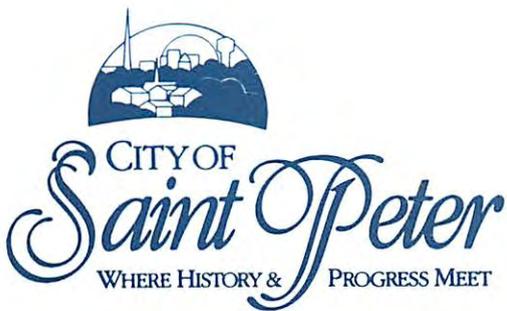
---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** May 17, 2012

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

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

### **ACTION/RECOMMENDATION**

Approve the attached resolutions to order preparation of assessments and to set a public hearing on July 9, 2012, to discuss the proposed assessments of 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 drainage 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, catch basin cleaning for \$90, and sidewalk repairs for \$4,506.08.

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 instance 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.

### **FISCAL IMPACT:**

The Water, Wastewater, and PIR fund reserves will fund these costs until recouped through assessments for a total of \$42,753.80.

### **ALTERNATIVES AND VARIATIONS:**

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

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

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

If you have any questions or concerns on this agenda item, please feel free to contact me.

PO

PROJECT	HOUSE	STREET ADDRESS	COMMENTS	TOTAL	OWNER LAST	OWNER FIRST
Water & Sewer service line repair	214	Fourth Street North		15,234.61	Rasmussen	Christine
Water service line repair	406	Nichols Court		375.70	Kendall	Jay & Heather
Sanitary sewer service line repair	522	Broadway Avenue		4,824.76	Bollmann	Michele
Sanitary sewer service line repair	627	Jefferson Ave W	DEFER	5,750.00	Schaefer	Irvin
Drainage Improvements	922	Washington Ave S		5,770.00	Solberg	Sonia Ramirez & Mary
Drainage Improvements	301	Minnesota Ave S		2,407.65	Sweat Equity LLC	Paul Tanis
tore down old shed	324	Eighth St N		3,500.00	Helfman	Lynn
blacktop driveway	1650	Third St S		295.00	Thomas	Laurance (Bud)
clean catch basin	103	Minnesota ave S		90.00	Dominoes	
Sidewalk, curb and gutter	225	Minnesota Ave S		4,506.08	Godfather's Pizza	C/O Steve Abbott
				<u>42,753.80</u>		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012-

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

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

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

WHEREAS, all costs have been finalized.

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

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

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

ATTEST:

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012-

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

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

WHEREAS, by a resolution passed by the City Council on June 11, 2012, the City Finance Director was directed to prepare the proposed assessments for Water, Wastewater, and Miscellaneous Improvements; and

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

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

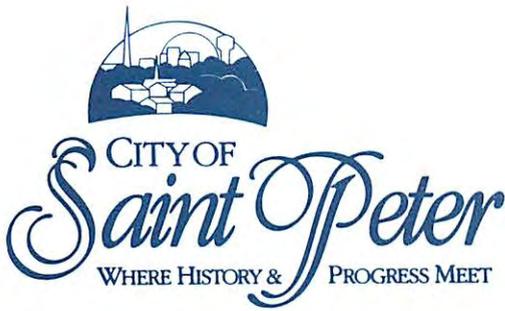
1. A hearing shall be held on the 9<sup>th</sup> day of July 2012 in the Governor's Room of the St. Peter Community Center at 7:00 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper once prior to the hearing, and he shall state in the notice the hearing time, date, place, overall project description, area to be assessed, a description of a landowners right to appeal the assessment, the total cost of the improvement, and any deferment options available. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** May 17, 2012

**FROM:** Paula O'Connell  
Finance Director

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

### **ACTION/RECOMMENDATION**

Approve the resolutions ordering the preparation of assessments and calling for a public hearing on Miscellaneous Charges.

### **BACKGROUND**

Miscellaneous charges considered for the July 9<sup>th</sup> public hearing include unpaid snow and weed removal charges. These miscellaneous charges have been compiled for review. These bills have been billed out to the appropriate landowners and have not been paid. It is appropriate at this time to declare unpaid charges to be assessed, order preparation of proposed assessment, and call for a public hearing to assess these unpaid miscellaneous charges on July 9<sup>th</sup>.

### **FISCAL IMPACT:**

The charges to consider for assessment include 6 properties and one subdivision for a total of \$635.00.

The terms of the assessment will follow the City's Assessment Policy and will be determined at the time of accepting the assessment role on July 9th.

### **ALTERNATIVES AND VARIATIONS:**

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

Negative vote: Charges can not be assessed until a public hearing is set.

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

If you have any questions or concerns about this agenda item, please feel free to contact me.

PO

CUSTOMER NAME	HOUSE #	STREET ADDRESS		TOTAL
WELCO DEVELOPMENT LLC		WELCO WEST SUBD	\$	495.00
JEANETTE STAPLES	1002	WASHINGTON AVE S	\$	75.00
JENNA K. & DAVID P. ARKINS	923	MINNESOTA AVE S	\$	65.00
AMERIQUEST	425	THIRD ST N	\$	65.00
RON JOHNSON	327	NASSAU W	\$	65.00
RON JOHNSON	326	MYRTLE ST W	\$	65.00
MARTIN MCCABE	316	WALNUT ST W	\$	65.00
			\$	635.00

## **SCHEDULE FOR ASSESSMENT OF UNPAID UTILITY CHARGES**

- June 11<sup>th</sup> Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- June 12<sup>th</sup> Property owners are notified of the hearing date and the amount of their assessment by mail.
- June 20<sup>th</sup> & 27<sup>th</sup> Notice of a public hearing is published in the St. Peter Herald.
- July 9<sup>th</sup> Public Hearing  
Approve the resolution adopting assessments for unpaid utility accounts.
- July 10<sup>th</sup> Notice of assessment is mailed to property owners.
- August 13<sup>th</sup> Certification of the assessment is given to the County Auditor for assessment to affected property owners.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

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

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

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

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

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION CALLING FOR PUBLIC HEARING ON ASSESSMENT OF MISCELLANEOUS  
CHARGES**

WHEREAS, by as resolution passed by the City Council on June 11, 2012, the City Finance Director was directed to prepare a proposed assessment for removal of snow and weeds; and

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

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

1. A public hearing shall be held on such proposed assessments on July 9, 2012, in the Governor's Room of the St. Peter Community Center at 7:00 P.M.. To pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of June 2012.

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

ATTEST:

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



## Memorandum

TO: Todd Prafke  
City Administrator

DATE: 7/6/12

FROM: Cindy Moulton *Cindy*  
Administrative Secretary

RE: Temporary License

### ACTION/RECOMMENDATION

Provide approval of temporary license.

### BACKGROUND

The City has received a temporary license application for City Council approval.

Livestock was held at Minnesota Square Park on June 2, 2012. Kansas City BBQ submitted a Temporary Soft Drink License application in order to sell pop at the event. City Administrator Todd Prafke approved the application contingent upon City Council approval.

Please place this item on the June 12, 2012 City Council 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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO.**

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

**RESOLUTION APPROVING NEW TEMPORARY BUSINESS LICENSE APPLICATION**

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

**Temporary Soft Drink**

Kansas City BBQ

Minnesota Square Park

6/2/12

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2012.

---

Timothy Strand  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator